



2020-2021 School Year – Moorpark After School Program Policies

Enrollment in the program is not guaranteed.

There are a limited number of spaces available at each site location. Grade level spots, previous enrollment (including consistent attendance), academic need, and family need will all be considered along with the date the application is turned in.

Families will be notified by EMAIL by June 29, 2020 of their student's official enrollment.

August fees must be paid in FULL by July 10, 2020 to reserve your child's spot.

The Boys & Girls Club of Moorpark & Simi Valley currently offers before and after school programs at five site locations in the city of Moorpark. These locations include: Arroyo West, Campus Canyon, Moorpark Clubhouse, Chaparral MS and Mesa Verde MS. Hours of operation, fees and program requirements vary by site.

Arroyo West:	6:30 am/Before School Program School Dismissal – 6:00 pm/After School Program
Campus Canyon:	7:00 am/Before School Program School Dismissal – 6:00 pm/After School Program
Moorpark Clubhouse:	School Dismissal – 7:00 pm/After School Program
Chaparral MS:	School Dismissal – 6:00 pm/After School Program
Mesa Verde MS:	School Dismissal – 6:00 pm/After School Program
Fees & Payments:	After school payments are due on the 1 st of every month. A \$10.00 late fee applies for any payments made after the 6 th of the month. All program participants must have current membership on file (\$25 per calendar year.) Payments can be made at all site locations (cash or check) or at the Admin Office. Credit card payments by phone are also accepted (805) 529-1140.
Late Fee:	A fee of \$1.00 per minute will be assessed after five minutes after program hours. Payment is due upon member pick up.
Scholarships:	Scholarships are available for qualified participants. Application available upon request.
Van Transportation:	If your child is enrolled in Van Transportation, a separate Van Pick-up Form must be completed, in addition to membership.
Questions?	Please contact Martha Barrera, Office Manager at (805) 529-1140.

The Boys & Girls Club of Moorpark & Simi Valley afterschool programs are led by trained program professionals. All employees are pre-screened and complete a fingerprint and background check, in addition to extensive training in youth development. All site locations have first aid/cpr/aed certified staff.

The objective of our after school programs is to provide safe and educationally enriching activities for youth during non-school hours. Our activities are designed to enhance the school's core curriculum and help students perform at grade level. The Club works with Moorpark Unified School District to broaden the base of support for education in a safe, constructive environment. Students participate in planned, educational based activities as well as structured, outdoor/fitness activities and only have "free-choice activities" at the end of the day during check-out time. Students also participate in Boys & Girls Clubs of America (BGCA) National programs as well as localized, school-based after school enrichment programs and activities.

Attendance

Out of school time programs are essential to boosting student academics and increasing social capital in youth, by providing opportunities to develop friendships with peers and adults, opening doors to new experiences, and increasing social emotional learning.

All Club members must attend at least three days per week. We encourage members to attend all days, as we have many fun and exciting programs for your child to participate in. Sites with a waiting list may fill your child's spot should attendance drop below three days per week.

Snacks

A daily healthy snack is provided to all members. You may send additional snacks if your child is on a restricted diet or is allergic to specific foods. The Club does not provide any nut-based snacks. Please indicate on your child's registration form if he/she has any food or non-food allergies.

Triple Play

Members participate in BGCA's national fitness program, Triple Play prior to homework each day. Club members will stretch, play games, exercise and have fun!

Homework (Power Hour)

"Power Hour" is **MANDATORY**- all groups will have at least 30-45 minutes to work on homework. Our Staff are available to assist with assignments and check for accuracy. Homework should be completed during designated homework time only (3:30-4:30 pm). If your child is picked up before 5:30pm they may miss homework time and we cannot guarantee they will have had time to work on it.

Friday Enrichment Clubs

Friday enrichment clubs give our members an opportunity to select a program of their interest. Members can select to participate in a variety of options that rotate every six weeks. Options include Boys & Girls Club of America's national programs along with a number of locally developed programs such as Leadership Club, Journalism Club, and STEAM activities.

Member Behavior Expectations

All Site locations follow the same guidelines and behavior policies as the regular school day at each school. Please refer to your child's school handbook. This includes, but is not limited to dress code, cell phones, safety rules, etc.

In addition to the school guidelines, members are expected to:

1. Be Safe (stay with the group, walk)
2. Be Respectful (Walk through the halls quietly)

3. Be Responsible (Pay attention to where your group is going)
4. Make Good Choices (Keep your hands and feet to yourself)

Minor incidents are documented if a student is removed from his/her group. Parents/Guardians will be notified and may result in a member being sent home and potentially suspended.

The Club additionally has a “hands-off” policy, and any incidents include fighting (hitting, kicking etc.) will result in a two-day suspension from the program. Additional zero tolerance incidents include: biting, spitting, racial/homophobic slurs, leaving campus without permission, possessing weapons or drugs. These incidents result in automatic suspension. **After three (3) suspensions of any kind, a student will be expelled from the Boys & Girls Club.**

Bully-Free Zone

All Site locations are “bully-free” zones! We work hard to ensure that each Club member has a positive, fun experience and our Staff will listen and respond to any type of bullying. Inappropriate behavior and language is not tolerated. Please notify your child’s Site Coordinator if you have any incidents or concerns.

Medication

All medication must be stored in a locked location and require an “Authorization to Administer Medication” form completed. Please see your child’s Site Coordinator.

Toys & Electronics

The Club is not responsible for lost, stolen or damaged toys and electronics. Please leave these at home.

Van Transportation

Our van transportation program provides safe and reliable transportation from participating elementary schools to our Clubhouses in Moorpark (200 Casey Road), serving Mountain Meadows, Peach Hill, and Flory schools in Moorpark. Members must be registered for the transportation program. Spaces fill quickly and are available on a first-come first-served basis.

PARENT AGREEMENT & UNDERSTANDING

Please initial each statement: ***By signing below, you agree to the after school terms of enrollment.***

____ I have read (and agree to) the after school program policies.

By signing this document, I give permission to the Boys & Girls Club of Moorpark & Simi Valley to access my child’s school files including but not limited to test scores, school attendance and special needs. A current Membership Application must be on file for students to participate in this program. All memberships expire on December 31, 2020.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

CAMPUS CANYON ACE ATTENDANCE/EARLY RELEASE POLICY:

Students must attend the ACE program 5 days a week and must attend every day they attend school. Students must attend 5 days/week, 3 hours/day, minimum.

- **Participants may not be picked-up until after 5:30 pm each regular day and 5:00 pm on minimum days.** If students are picked-up before 5:30 pm, or attend school and do not attend the ACE program without pre-approval, it will result in an un-excused absence, and may be dismissed from the program.
- Students may only leave the ACE program early 2 TIMES PER WEEK. **All situations must be pre-approved and supported with official, written documentation.** Documentation must be turned in within **10 business days** following early pick-up. Failure to provide acceptable documentation will automatically count as an unexcused absence and may cause your child to be dropped from this program.
- If your child is checked out early from school, please contact our office so the absence from the program may be excused.

Acceptable Early Release Examples:

1. Medical/Dental Appointments (only with doctor note)
2. Student becomes ill or injured during the program
3. Weekly non-school related commitments (club sports, church, scouts, tutoring, dance, etc.) with a copy of team schedule or class enrollment with both a **start** and **end** date listed.
 - *If the activity is ongoing, please provide a letter or email from the coach/teacher stating so.*
 - *If your child is attending "try-outs" an email or letter from the coach, or a flyer must be provided.*

UNEXCUSED Early Release Examples:

1. Personal reasons, no reason given, family dinner, family event, family emergency, birthday, going out of town, vacation, no one can pick up later, etc.
2. Each student is allowed TWO unexcused early releases (Aug-Dec & Jan-June) or absences (at school, not at program) each semester. **The third (3) unexcused will result in dismissal from the program.**

PARENT AGREEMENT & UNDERSTANDING

Please initial each statement: ***By signing below, you agree to the terms of enrollment for the ACE program.***

____ I understand the attendance requirements and early pick-up restrictions.

By signing this document, I give permission to the Boys & Girls Club of Moorpark & Simi Valley to access my child's school files including but not limited to test scores, school attendance and special needs. A current Membership Application must be on file for students to participate in this program. All memberships expire on December 31, 2020.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____