



**BOYS & GIRLS CLUB
OF MOORPARK & SIMI VALLEY**

Parent Handbook

Mission Statement

The mission of the Boys & Girls Club of Moorpark & Simi Valley is to provide a year-round, positive, safe, healthy, fun and educational environment that inspires and enables all young people to reach their full potential as productive, caring and responsible citizens.

Administrative Offices:

Simi Valley Clubhouse
2850 Lemon Drive
Simi Valley CA 93063
Phone (805) 527-4437
Fax (805) 527-4516

Moorpark Clubhouse
200 Casey Road
Moorpark, CA 93021
Phone (805) 529-1140
Fax (805) 529-2820

Website - bgcmoorparksimi.org
Email - bgmsv@bgcmoorparksimi.org



Dear Parent/Guardian,

WELCOME to the BOYS & GIRLS CLUB OF MOORPARK & SIMI VALLEY!

We look forward to a wonderful year with your child. Whether a returning or new member, we think you'll find our program challenging and creative. Our goal is to offer positive ways your child can grow, socialize, learn and enjoy life.

This Parent Information Handbook is to update you on current information. Please take the time to read this information and review the relevant sections with your child. We don't want your child disappointed and left out of an activity, but we need to have a "safety first" policy. Help us save tears and disappointment by becoming informed on Club operation and complying with the requirements.

Also, be sure to browse our website at www.bgcmoorparksimi.org for further information on our programs and services.

Thank you for selecting the Boys & Girls Club of Moorpark & Simi Valley! We appreciate your confidence in our organization and will work hard to provide top quality programs.

Sincerely,

Scott Mosher
Chief Executive Officer

PROGRAM OVERVIEW

The Boys & Girls Club of Moorpark & Simi Valley provides a safe way to learn and grow in a fun environment. We offer diverse activities under five core program areas:

Character & Leadership: These programs help youth become responsible, caring citizens and acquire skills to participate the democratic process. Program participants also develop leadership skills and gain opportunities for planning, decision-making, contributing to Club and community and celebrating our national heritage.

Education: These programs are designed to ensure that all Club members graduate from high school on time, ready for a post-secondary education and a 21st-century career.

Health & Wellness: These programs develop young people's capacity to engage in positive behaviors to nurture their well-being, set personal goals and grow into self-sufficient adults.

The Arts: These programs are designed to foster creativity in young people, and give them outlets for self-expression. From photography to hip-hop, our arts programs have something that will inspire everyone.

Sports & Recreation: These Club programs help develop physical fitness, reduce stress and promote a positive use of leisure time, appreciation for the environment and interpersonal skills.

I. AGENCY OVERVIEW

OUR MISSION

The mission of the **Boys & Girls Club of Moorpark & Simi Valley** is to provide a year- round, **positive, safe, healthy, fun** and **educational environment** that inspires and enables all young people to reach their **full potential** as productive, caring, and responsible citizens.

We proudly offer diverse activities in five core areas:

- Character & Leadership Development
- Education & Career Development
- Sports, Fitness & Recreation
- Health & Life Skills
- The Arts

These high-quality programs help our young members:

- Discover their needs
- Pursue their interests
- Nurture their talents
- Broaden their viewpoints
- Resolve their conflicts
- Understand themselves
- Set their goals
- Have fun!

II. RULES OF THE ROAD

SIGN IN & OUT POLICY

Upon picking your child up at the facility, you are required to sign-out your child at the front desk and show your I.D. We are responsible for the safe and proper use of the facility and are obligated to create an environment in which our participants behave appropriately.

CLUB MEMBERSHIP

Membership is for youth ages 5 – 17 (varies by location), active for the calendar year. **The \$25 annual membership is renewed in January. Membership is non-refundable.** All programs require Club membership prior to registration. Please review your child's membership application, reflecting current, authorized pick-up, custodial and emergency contacts names.

CLOTHING

Please provide your child with casual, comfortable clothing, which will not limit their participation in activities. Select clothing, which you don't mind getting paint or grass stains on. Clothing with obscene language or depiction, drug endorsements, ethnic or sexual slurs, or in poor taste is not permitted. Closed-toes shoes are necessary, no sandals please. Children must be able to run safely in the shoes provided.

SECURITY OF POSSESSIONS

The Club is not responsible for personal possessions brought here. Please keep them to a minimum. There are cubbies for member backpacks to store during the day. **The Simi Valley Clubhouse has a limited number**

of lockers available for a rental fee of \$25.00 for the academic school year, \$20.00 for the summertime. All lockers are provided with a combination lock and staff are available to assist members with lockers.

All items left at the Club are placed in our lost and found section and held for 14 days. After 14 days, items will be put out for parents to pick up for free. Unclaimed items will then be donated to charitable organizations. Backpacks with combination, key locks or suitcase locks are a good investment since locker space is limited. Please recognize that many children have the same toys, backpacks and accessories, and it is virtually impossible to tell them apart without names. The Club cannot hold personal items at the front counter (i.e. sports bags, overnight bags, school fundraising items or electronics of any kind etc.) and does not assume liability for such items.

CELL PHONES/ELECTRONIC DEVICES

Club members may use their cell phones for phone calls and texts to family members, but may not utilize them for internet, videos, photos, games, apps, etc. Please review this with your child(ren). The Boys & Girls Club is not responsible for any lost, stolen, or damaged personal cell phone or electronic portable devices brought to the Club.

MONEY

The Club is not responsible for member's money. The vending machines or general store is the only place to spend money at the Club. Please send only minimal cash with children. **You will not be reimbursed for lost or stolen money.**

DISCIPLINE

The Boys & Girls Club of Moorpark & Simi Valley has only two major rules (1) RESPECT OTHERS, and (2) RESPECT PROPERTY. During the day to day operation of our programming, there are occasions when club members must be disciplined. If, for any reason, a parent feels that a situation has not been handled properly, they are urged to call the Director of Operations immediately. We seek your input and involvement in our programs.

*The Club may suspend or expel any member immediately for behavior that is judged extremely inappropriate. If your child is suspended or expelled, you are required to pick up your child right away. If the child is not picked up right away, an extra day of suspension applies. The Club has a **Zero Tolerance Policy** with **Biting, Spitting, Fighting, Stealing, Bullying/Harassment, and Racial Slurs.**

It is the parent's responsibility for full payment of replacement or repair of Club property or equipment that has been damaged due to the negative actions of my child.

PRESCRIPTION MEDICATION

Please leave all medications at the front desk and ask your child to come to the desk to take the medication. **An Authorization to Administer Medication form must be filled out by a parent before staff can facilitate your child taking their medication. All medication must be clearly marked with member's name. Members are not allowed to carry medication on them (i.e. inhalers, epipens, etc.).**

INJURIES/ILLNESS/HEAD LICE

Safety is extremely important at the Boys & Girls Club. Injuries are usually minor and often the result of members not following rules or directions. If your child is injured, we will:

- Administer Band-Aids and comfort in large doses for small hurts (minor cuts, scrapes and bumps).
- Contact you or your emergency contact if an injury, including head injuries and bee stings, moderate cuts and sprains or possible fractures, may require medical attention. You may decide what course of action should be taken.

- In the event you cannot be reached or the nature of the injury warrants fast action, we will secure medical treatment immediately.

If your child becomes ill while at the Boys & Girls Club we will call you or your emergency contact if you cannot be reached. We cannot allow your child to remain in the program while ill. Please arrange to pick up your child within an hour of notification of illness.

If your child becomes ill at school, do not request that he/she be sent to the Boys & Girls Club. We will not accept children who are ill into our program; this creates a danger of infecting other children and staff. If your child is absent from school for any reason, they may not attend the Club that afternoon.

Headlice: In order to ensure that lice not spread during an outbreak we separate any child who has lice from the rest of the children. Parents are required to pick-up their child within an hour of being notified. The child may not return to the site until all nits and louse have been removed from their hair and head. In addition, the Boys & Girls Club will continue to check the child's hair to ensure that the hair is nit and louse free. Please contact us immediately if your child contracts lice in order to decrease the chance of spreading.

PROGRAM FEES & PAYMENTS

AFTER SCHOOL PROGRAM (Club Van Transportation Provided)

After School program fees are due to the Boys & Girls Clubs by the first day of each month and will be considered late if not received by the fifth of the month. To ensure we are available to receive your payment we recommend that you use one of the following methods to pay your fees:

- Mail your payment to your child's club. Payments must be postmarked on or before the first of the month to avoid late fees.
- Call the Club Monday – Friday/9:00 a.m. - 6:00 p.m. to pay with a debit/credit card.
- Bring your payment to the Club no later than the fifth of the month. If payment is received after the 5th, a \$25.00 late fee will be applied to the member's account.

AFTER SCHOOL PROGRAM (Parent Drop-off)

A monthly program fee is required to participate in our after school program. Please contact your Clubhouse for fee information. Payment is due on the 1st of the month.

LATE PAYMENTS

Late payments to the Boys & Girls Clubs create serious problems in terms of our ability to meet obligations we incur on your child's behalf. They also create additional costs in following up. If your payment arrives to the Club later than the 5th of the month, we will:

- Charge a \$25.00 late fee per child for any payments made after the 5th to cover the costs of monitoring the late payment.
- Possible removal from program.

A variety of financial assistance funding is available upon demonstration of need. If you would like assistance, please contact your child's Boys & Girls Club for more information.

RETURNED CHECKS

Returned checks will be treated as follows:

- We will collect a \$25.00 processing fee when the check is returned.
- After the receipt of an NSF check from one individual or if an NSF check has not been redeemed within 30 days of issuance, we will only accept a cashier's check, a money order or credit card.

SCHOOL HOLIDAYS/SEASONAL BREAKS

On most school holidays we offer full-day programs for your member. Your member must be pre-registered and payment made in advance to participate. During the school year, the fees are \$25.00 per day (Moorpark Clubhouse) and \$30.00 per day Simi Valley Clubhouse (staff development days, holidays, etc.). During the seasonal breaks (winter, spring, summer) a weekly fee applies. Please refer to your local Clubhouse for fees and registration information.

LATE PICK UP FEES & POLICIES

The Club closes promptly at 6:00 p.m. Parents must pick up children by closing time. The Club will assess a \$1.00 per minute late fee beginning at 6:05 p.m. and every minute thereafter. If the Club cannot reach a designated parent/guardian or authorized person to pick up your child by 7:00 p.m., children will be turned over to the local Police Department.

III. TRANSPORTATION PROGRAM

Any child signed up for transportation will be transported from school to the Club, stopping only for other children at other school sites. The Club currently offers transportation service to all public elementary and middle schools in Simi Valley.

TRANSPORTATION FEES

Please call the Moorpark office at (805) 529-1140 and Simi Valley office at (805) 527-4437 for current transportation fees. Your club member will be dropped from the transportation program and may lose their place on the vans to someone on the waiting list if payment is not received. Any outstanding fees that are due must still be paid. Van payments are due on the first of every month.

REFUNDS ON TRANSPORTATION FEES

The Club cannot give refunds for days missed. Your fees pay for direct operating costs of staff, maintenance and transportation. When you enroll, you are reserving space for your child whether he/she attends or not this includes sick and vacation days.

TERMINATION OF VAN SERVICE

A written two-week advance notice is required when discontinuing van service, and you will be responsible for fees incurred during this two-week period. This notice must be in writing and turned in to the office. ***If your child stops riding the van without a written 2-week advance notice, you will be charged for van fees for the following two weeks.***

ABSENCES FROM ROUTES

Please call the Boys and Girls Club office before 11:00 a.m. on the day that your child does not need pick-up at school. We need to know where your child is every day for their safety and accountability. If your child is not at the pick-up point at the designated time, the Boys & Girls Club does not assume responsibility for your child's welfare. If there are more than 3 occasions in a month where we are not called in advance when you child is absent, you could be subject to drop from the van transportation program. If your child is absent from the van and you have not notified the Club of his/her absence, you will receive a follow-up call. These calls are made between 3:30pm and 5:00pm.

PLACE & TIME FOR PICK-UP

The pick-up place at each school is in the front, usually near a flagpole or other landmark. Check with the office for the specific location of your school. Children need to watch for the van and to wait in the designated pick up spot so that the van can maintain its scheduled route. **Drivers will only wait for 5 to 7 minutes after**

each school's dismissal time. Also, due to the similar release times of many schools, your child may wait **UP TO 30 MINUTES for the van to arrive.** The Club will often send a staff member to help supervise the members until the van arrives at the pick-up location, for later pick-ups.

REASONS FOR CHILD NOT PICKED UP

1. The child is not at appointed spot for pick-up (i.e. kept after school by teacher or friend), **2.** A relative, friend, or neighbors picks up your child and doesn't notify parent, school or the Club. **3.** The child walks to the Club, to a friend's house or another location. **4.** After school activities (i.e. field trips, detention, book fair) **5.** Payment not received prior to pick-up. In any of these instances, you will be required to arrange transportation other than through the Club for that day. We cannot make return trips to pick up your child. **If you cannot pick up your child and you request a return to school pick-up, an additional fee of \$25.00 will be charged.**

EMERGENCY

In case of disaster/emergencies during the school day, the Boys & Girls Club will not be responsible for transportation that day. If the same occurs while children are at the Boys & Girls Club, responsibility will be assumed until parents or a responsible person comes for them. In the event of an electrical outage, call 527-4516 or 520-3597.

FIELD TRIPS

A permission slip and pre-payment are required for a member to participate. PLEASE TURN IN YOUR SLIP IN ADVANCE WITH YOUR PAYMENT. ALL MEMBERS NEED TO BE SIGNED UP BY 6:00 P.M. TWO BUSINESS DAYS BEFORE THE TRIP. Without a signed and current permission slip for the specific activity, the member will not be allowed to participate (notes sent by parents are not acceptable). **During the summer months, all members are required to wear the Club t-shirt on all field trips otherwise they will not be able to participate. No loaner shirts will be provided.**

ALL FIELD TRIPS HAVE A LIMITED CAPACITY. Permission slips and payment must be turned in to reserve space. **MEMBERS ARE SIGNED UP ON A FIRST COME, FIRST SERVED BASIS.** There are no refunds, transfers, or credits for missed field trips or if you are late dropping them off. When a field trip is filled to capacity, you may request for your child to be placed on a waiting list. If any cancellations occur, names will be taken off the waiting list in the order received. If your child is on the waiting list, and does not get to attend the trip because it is full, you will be **credited** the full amount of the trip.

Field trips may be limited by skills or maturity. The staff reserves the right to eliminate a child from a field trip based on disciplinary reasons. Should this occur, there are no refunds, credits or transfers. If you are late dropping your child off for a field trip you will not be able to take them to the designated site (field trip) and there will be no refund, transfer or credit.

IV. DISASTER PLAN

Each Club has a comprehensive safety plan which includes disaster preparedness and emergency procedures. Fire and emergency drills are held periodically at each Club. In the event of a major disaster, the health and safety of each child is our primary concern. We have prepared a plan of action to insure each child will be safe and comfortable for an extended period of time. It is advised that parents who work in an area outside of your Clubhouse location should have a local, authorized pick-up person on your emergency contact list that would be able to pick up your child in the event of any emergency.