BOYS & GIRLS CLUBS
OF NORTH SAN MATEO COUNTY

Parent Handbook

201 West Orange Avenue • South San Francisco, CA • 94080
650.589.7090 • www.theclubs.org

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CEO Greeting

Welcome to Boys & Girls Clubs of North San Mateo County. On behalf of the Board of Directors, staff, volunteers, and all the Club members, I would like to welcome and thank you in advance of your fantastic support, involvement, and numerous contributions that make Boys & Girls Clubs of North San Mateo County an outstanding organization. Your commitment will be transformational and create positive change for the wonderful young people that utilize this vital program.

At our Clubs, we are committed to investing in the youth of our community, and we take pride in the impact our programs have on families and youth. That commitment is strengthened by your compassion, concern, and investment in these young people and their future. We believe parents are the main influence in children's lives. Our goal is to build a relationship with your child and with your family.

The mission of Boys & Girls Clubs of North San Mateo is to inspire and enable young people to realize their full potential and contribute to their communities. Our Club is a unique organization consisting of three Clubs and two school based programs in South San Francisco and Pacifica. Our programs are designed to expand on the school day by offering dynamic academic, social, and recreational enrichment programs to members 6-18 years old. These programs are organized into four core areas: Education and Career Development, Health and Fitness, Leadership and Citizenship the Arts. Our Club programs promote and enhance the development of young people by instilling a sense of competence, usefulness, belonging and influence.

Once again, welcome to the Boys and Girls Clubs of North San Mateo County!

Aubrey Merriman, Chief Executive Officer

Who We Are

Our Mission:

It is our mission to inspire and enable young people to realize their full potential and contribute to their communities.

Our Vision:

Every child will…..

- ✓ Achieve academic success
- ✓ Be physically active every day
- ✓ Have a positive sense of self

What We Do:

- ✓ We provide a safe place where all children and youth are welcome and can belong.
- ✓ We deliver a range of fun and engaging programs to support youth in finding their passion.
- ✓ We nurture positive relationships that inspire a sense of hope and opportunity.
- ✓ We guide our members in developing the attitudes and behaviors they need to succeed in school, become economically self-sufficient and develop healthy family and community relationships.

History

For more than 60 years, the Boys & Girls Clubs of North San Mateo County has promoted the positive development of generations of youth. The Boys and Girls Clubs of North San Mateo County was founded in 1953 by a group of concerned citizens, and was known as the South San Francisco Boys Club. The first clubhouse was at Orange Park and was dedicated by Herbert Hoover in 1961. Subsequently, the Pacifica Boys Club was incorporated in 1965, and merged with the South San Francisco clubhouses, which produced what is now known as the Boys and Girls Clubs of North San Mateo County.

Today, our organization includes five sites in the communities of Pacifica and South San Francisco: the original Orange Park Clubhouse, the Paradise Valley Clubhouse, the Sunshine Gardens Elementary School Clubhouse, the Pacifica Yosemite Drive Clubhouse (former site of the Pacifica Boys Club), and the Ingrid B. Lacy Middle School Clubhouse. We currently serve more than 2500 children and youth annually, in programs designed to promote academic success, and physical and emotional health.

OUR CLUBHOUSES

Ingrid B. Lacy Middle School Clubhouse
1427 Palmetto Avenue
Pacifica, CA 94044
650-359-6118
Denise Morris – Pacifica Area Director

Orange Park Clubhouse [and Administrative office]
201 West Orange Avenue
South San Francisco, CA 94080
650-589-7090
Jill Higa – Area Director: South San Francisco Teams
Sidney Irvine – Assistant Site Director

Pacifica Clubhouse
955 Yosemite Drive
Pacifica, CA 94044
650-355-1334
Denise Morris – Pacifica Area Director

Paradise Valley Clubhouse
291 Hillside Blvd.
South San Francisco, CA 94080
650-583-2348
Isaac Davalos – Site Director

Sunshine Gardens Elementary School Clubhouse
1200 Miller Avenue
South San Francisco, CA 94080
650-580-1864
Shellie Occhipinti – Site Director

A Day in the Life

ORANGE PARK AFTERSCHOOL SCHEDULE (1st – 5th Grade)

DAILY SCHEDULE**

2:30-3:25 pm*	Club Opens / Triple Play / Open Games Room
3:30-3:45	Snack Time
3:50-4:50	Power Hour (All members)
5:00-6:00	Club Program
6:00	Open Games Room/ Club Closes at 6pm on ***Mondays***
6:30 pm	Club Closes to members
*Early Release	The Club opens at 1:30 pm.
*Minimum Day	The Club opens at 12:50 pm.

*** Please note that field trips, day camps, guest speakers, holidays and special events can affect this schedule.*

Special Events

8/31	Mandatory Parent Orientation
9/7	Day of Service Observance
9/16	Nickelodeon Worldwide Day of Play
10/28	Monster Bash
11/22	Harvest Festival
12/21	OP Holiday Celebration
1/13	Health Fair
1/27	Winter Arts Showcase
4/20	Family Science Night
5/17	9th Annual Spelling Bee

ORANGE PARK AFTERSCHOOL SCHEDULE (Middle School)

DAILY SCHEDULE**

2:30-3:25 pm*	Club Opens / Triple Play / Open Games Room
3:30-3:45	Snack Time
3:50-4:50	Power Hour (All members)
5:00-6:00	Club Program
6:00	Club Closes at 6pm on ***Mondays***
6:00-7:00	CIC/Teen Center (T-F)
7:00pm	Club Closes (T-F)
*Early Release	The Club opens at 1:30 pm.
*Minimum Day	The Club opens at 12:50 pm.

*** Please note that field trips, day camps, guest speakers, holidays and special events can affect this schedule.*

Special Events

8/31	Mandatory Parent Orientation
9/7	Day of Service Observance
9/16	Nickelodeon Worldwide Day of Play
10/6	Teen Night
10/28	Monster Bash
11/22	Harvest Festival
12/21	OP Holiday Celebration
1/13	Health Fair
1/27	Winter Arts Showcase
4/20	Family Science Night
5/17	9th Annual Spelling Bee

Special Programs

Boot Camp

As part of the Triple Play Program; Boot Camp exposes Teen Members to a new level of physical activity. It is guaranteed to challenge and strengthen participants both physically and mentally. Members participate in a variety of different workouts which include yoga, martial arts, strength training, cardiovascular/ endurance and plyometric training.

Cooking

The Teen Center's weekly cooking class teaches members the basic fundamentals of kitchen & food safety, recipe comprehension, utensil and appliance usage, and nutrition education. This class includes projects themed around cultural and holiday dishes, vegetarian/vegan meals, and baking.

PARADISE VALLEY AFTERSCHOOL SCHEDULE

DAILY SCHEDULE**

2:30pm*	Club Opens
2:45	Meeting
3:00	Snack Time
3:15	Power Hour (Grades 1 - 2)
4:15	Power Hour (Grades 3 – 5)
4:30	Club Program
5:30	Clean up
6:00	Club Closes

*Early Release	The Club opens at 1:30 pm.
*Minimum Day	The Club opens at 12:50 pm.

*** Please note that field trips, day camps, guest speakers, holidays and special events can affect this schedule.*

Special Events

8/31	Back to School BBQ/Parent Orientation
9/8	Day of Service
9/16	Day for Kids
10/12	Pumpkin Patch Field Trip
10/21	Pumpkin Carving Night
10/28	Monster Bash
11/22	Dinner for Peace
12/17	Toy Drive
12/22	Winter Wonderland
1/13	Health Fair
1/27	Winter Arts Showcase
5/17	9th Annual Spelling Bee

Pick-up Policy

Paradise Valley club house provides a courtesy walk over service from Martin Elementary School. Please see pg. 16 for the organization's general pick-up policy. Additionally:

- PV staff will pick up 1st graders from their classrooms and escort them to the designated pick-up location.
- Members who will be staying on campus must bring a signed note from their teacher to BGC staff immediately after school.
- BGC Staff and volunteers are not responsible for members who miss pick-up.

SUNSHINE GARDENS AFTERSCHOOL SCHEDULE

DAILY SCHEDULE**

2:40-3:00 pm*	Meet & Greet
3:00-3:30	Mileage Club
3:30-4:30	Power Hour (All members)
4:30-5:30	Club Program Time
5:30-6:00	All Play
6:00	Club Closes
*Early Release	The Club opens at 1:30 pm.
*Minimum Day	The Club opens at 12:50 pm.

*** Sunshine Gardens Clubhouse follows all school closures.*

Special Events

9/16	Worldwide Day of Play/ Parent Orientation
10/28	Monster Bash
11/18	"Stone Soup" Thanksgiving Celebration
12/22	"Joy to the World" Holiday Potluck
1/13	Health Fair
1/27	Chinese New Year Parade
2/10	Jump Rope for Heart
3/6-310	Dr. Seuss's Birthday/Read Across America
5/5	Cinco De Mayo Celebration
5/26	End of School Year Celebration

Special Programs

Mileage club

Mileage Club is a walking/running program, where children have to run or walk a mile every day. This program motivates our club kids to exercise. It helps the students control their body weight, burn off excess energy, improve their school performance, and build their self-esteem.

Garden Club

This program teaches the children how to plant a garden. They water the plants daily and they watch them grow. When our vegetables are done, we often use them in our cooking program or take them home.

Healthy Cooking

Members learn the workings of the kitchen, proper measurement and weight ratios, how to properly operate the oven, and the importance of safety in the kitchen. They even get to make their own snack weekly!

Pick-up Policy

The Sunshine Gardens Clubhouse does not offer pick up. Members are responsible for walking to the clubhouse.

PACIFICA YOSEMITE AFTERSCHOOL SCHEDULE

DAILY SCHEDULE**

2:30-3:35 pm*	Club Opens / Open Games Room
3:30-3:45	Snack Time
3:50-4:50	Power Hour (All members)
4:50-5:45	Club Program
6:00	Club Closes

*Early Release	The Club opens at 1:30 pm.
*Minimum Day	The Club opens at 1:00 pm.

*Please Note: Youth Program (5th -8th grade) is held in a separate area

Special Events

9/16	Parent Orientation/Back to School Celebration
10/14	Family Day of Play
10/28	Monster Bash @ Orange Park Clubhouse
11/18	Harvest Festival
12/14	Holiday Party
1/13	Health Fair @ Orange Park Clubhouse
1/27	Winter Arts Showcase @ Orange Park Clubhouse
5/17	Spelling Bee (Location TBD)

Clubhouse Fees

Yearly Membership Fee	$30
Monthly Clubhouse Fee	$75/month
AM Drop Off Cabrillo/Ortega	$60/month
PM Pick-up Cabrillo/Ortega	$60/month

All registration must be done on portal.theclubs.org.

Pick-up Policy

Students should go to the office and have the office staff call the BGC club if the last van has returned to Pacifica BGC.

INGRID B. LACY AFTERSCHOOL SCHEDULE

DAILY SCHEDULE**

3:00-4:00 pm*	Power Hour (All members)
4:00-4:15	Snack Time
4:15-5:15	Club Program
5:15-5:30	Clean Up
5:30-6:00	Triple Play/Games Room – Inside/Outside Play
6:00	Club Closes
*Early Release	The Club opens at 1:30 pm.
*Minimum Day	The Club opens at 1:30 pm.

Special Events

9/22	IBL Parent Orientation
10/28	Monster Bash @ Orange Park Clubhouse
11/18	Harvest Festival
12/14	Holiday Party
1/13	Health Fair @ Orange Park Clubhouse
1/27	Winter Arts Showcase @ Orange Park Clubhouse
5/17	Annual Spelling Bee (Location TBD)

Special Programs

Money Matters

Money Matters is a money management curriculum designed to help youth manage their finances in the real world. Some of the areas covered include: banking, credit and taxes.

Nutrition/Cooking

Nutrition will include educating members about reading labels, ingredients, calories along with cooking nutritious snacks and simple meals.

Photography

Photography is a bi-monthly program where members will learn different aspects of photography including, portraits, exposure, shadowing and landscaping. Students will also exhibit their work in the BGCA National Fine Arts Competition.

Clubhouse Fees

Yearly Membership Fee	$30
Yearly Clubhouse Fee	$300
IBL Athletics	Please See Flyers

All registration must be done on portal.theclubs.org.

Pick-up Policy

Parents may call to have their child sent out of the club to go home.

ATHLETICS SCHEDULE

ORANGE PARK

SCHEDULE**

Orange Park Gymnasium

Tuesday – Friday	4:00pm – 9:00pm
Saturday	9:00am – 9:00pm

Ingrid B. Lacy Gymnasium

Monday – Friday	4:00pm – 9:00pm

Registration Dates*

9/7 – 9/19	Fall Basketball (Grades K – 8)
12/12 – 12/19	High School Basketball
1/3 – 1/16	Indoor Soccer

League Dates

10/4 – 12/17	Fall Basketball (Grades K – 8)
1/24 – 3/25	Indoor Soccer

*** Please note that club events and holidays can affect this schedule.*

INGRID B. LACY

IBL is a member of the NCRL League (North County Recreation League). We offer 10 sports each school year.

Fall Sports: (September-October) Girls Volleyball, Cross Country, Flag Football
Winter Sports: (November) 7th & 8th Grade Basketball
Winter Sports: (January) 6th Grade Basketball
Spring Sports: (April-June) Tennis, Golf, Boys Volleyball, Girls Volleyball (enrichment), Badminton, Track & Field (including Jr. Olympics)

ORANGE PARK DAY CAMP SCHEDULE

DAILY SCHEDULE

7:30-9:00am	Club Opens / Triple Play / Open Games Room
9:00-9:15am	Morning Snack Time
9:30-10:30am	Morning Fitness
10:45-11:45am	AM Program
11:45am-12:15pm	Lunch (Grades K – 2)
12:15-12:45pm	Lunch (Grades 3 – 5)
12:45-1:15pm	Lunch (Middle School)
1:30-2:30pm	PM Program
2:45-3:00pm	Afternoon Snack
3:15-4:15pm	Academic Hour
4:30-5:30pm	Free Choice Program (CIC/Arts & Crafts/GR)
5:30-6:00pm	Open Games Room
6:00pm	Club Closes

Camp Dates

11/1	No School Day Camp*
11/28	Winter Camp Registration Opens (Until Filled)
12/22	Winter Camp Registration Ends*
1/3-1/6	Winter Camp*
2/21	Spring Camp Registration Opens (Until Filled)
3/1	Summer Camp Registration Opens (Until Filled)
4/7	Spring Camp Registration Ends*
5/26	Summer Camp Registration Ends*
6/5**	Summer Camp Begins

**All day camps are first come first served. Once a camp or session fills up, registration will be closed.*

*Pre-registration is required for ALL day camps.

***Summer start date is subject to change.*

Enrollment

The Boys and Girls Club programming is designed for youth who can function within a 1:20—1:25 ratio and still fully participate in club programming. ** The club is not appropriate for children requiring 1:1 care or supervision. The after-school program is open to members age 6-18. Members must be in 1st grade or at least 6-years old to enroll.

IF YOU HAVE AN OUTSTANDING BALANCE, YOU MAY NOT REGISTER FOR OTHER CLUB SERVICES UNTIL IT HAS BEEN PAID IN FULL. (i.e. Day Camp, Athletics, etc.)

**All children are welcome at the Boys and Girls Club. However, Club staff and volunteers are not trained in working with children with special needs. Please discuss your child's needs with Club staff in order to determine whether the Club is a good fit.

PROGRAM FEES & POLICIES

Yearly Membership Fee	$30
OP/PV/SG Monthly Clubhouse Fee	$130/month*
High School Membership	$30/year
Summer / Other Day Camps	See Flyer
Los Cerritos After-school Pick up	$10/month
Buri Buri / Ponderosa Pick-up	$75/month
Westborough/Parkway/Alta Loma Pick-up	$75/month
Athletic Leagues	See League Flyer

PAYMENT POLICY

- All Payments must be made on Parent Portal (portal.theclubs.org). We DO NOT accept in person payments.
- All payments will be deducted by the 1st of every month. A late charge of $15.00 may be added if fees are not paid by the 1st of the month.
- Payment must be received BEFORE your child will be picked up from school.

CANCELLATION & REFUNDS

Written notification is required when cancelling a service. Request for cancellations must be emailed to Samuel Wong at swong@theclubs.org. Cancellations must be made in writing at least 10 business *before* the start of the program service and/or camp session. There will be no refund for cancellations made *less than* 10 business days before the start of the program service and/or camp day.

There are no credits or refunds for any illness or missed days of camp. If your child is suspended or expelled from any program service or camp they are enrolled in, no refunds will be issued.

**Need based scholarships are available on a first come, first serve basis. A copy of the family's 1040 tax form listing the child(ren) as dependents as well as a scholarship application are required for approval.*

Why Our Parents Matter

Our parents have the right to expect that attention will be given to the individual academic, social, physical and emotional needs of their children and that their children will be treated with dignity, fairness and consistency.

We ask that parents share responsibilities to support the Boys & Girls Club in its efforts to provide an exemplary program for its members.

Parents are expected to:

- ✓ *Attend one* parent orientation and tour with member.
- ✓ Attend Club events whenever possible.
- ✓ Sign up to volunteer for the Club in whatever capacity possible.
- ✓ Communicate with the staff about any concerns or questions, or about any major changes in your child's life.

Staff is always willing to take suggestions and feedback. If you need to speak with a staff person regarding your child, or for any concerns, please feel free to speak with any staff.

The Chief Executive Officer is available by appointment, if you feel your concerns have not been addressed.

Emergency Procedures

- Parents must keep contact information updated.
- Parents can add and delete contacts on parent portal.
- Please discuss extenuating circumstances with club staff, particularly in regards to late pick up.

Walking Consent

Parents must sign a waiver that indicates a member may walk home without a parent/guardian. Please note that the club staff strongly discourages members walking home alone as it goes against the club's safety practices.

Van Transportation & Pick-Up Policy

- Members must be at the designated location immediately after being released from class (AKA once the bell rings). Staff will wait at the designated pick-up location for a maximum of 15 minutes once school gets out before leaving.
- Members will not be picked up from their classroom and must wait in the designated pick up location.
- If your child is absent from school, please inform a BGC staff member via email or phone, no later than 12:00 pm of that day.
- Unfortunately, due to time constraints, we are unable to return to the school for any reason including, but not limited to: detention, school projects/performances, teacher conferences, etc. Families are responsible for arranging alternative transportation.

Member Code of Conduct

At the Boys and Girls Club, we want our space to be safe and welcoming for all members. While we appreciate each member's individuality, it is also necessary for members to follow rules and guidelines designed to keep our programs safe and fun for all.

The **5-BEs**:

BE Safe
BE Respectful
BE Responsible
BE Fair
BE a Member

1. **BE Safe**
    a. I will follow staff instructions and posted signs.
    b. I will keep my hands, feet and objects to myself.
    c. I will stay within designated boundaries.
2. **BE Respectful**
    a. I will be tolerant and accept other people's differences.
    b. I will use good manners and language.
    c. I will be considerate of the feelings of others.
    d. I will not threaten, hit or hurt anyone.
    e. I will deal peacefully with anger, insults and disagreements.
    f. I will do my best to forgive others.
3. **BE Responsible**
    a. I will not lie, cheat or steal.
    b. I will use self-control and be self-disciplined.
    c. I will think before I act – consider the consequences.
    d. I will be accountable for my words, actions and attitudes.
    e. I will set a good example for others.
    f. I will clean up after myself and put things where they belong.
4. **BE Fair**
    a. I will play by the rules.
    b. I will take turns and share.
    c. I will be open-minded and listen to others.
5. **BE a Member!**
    a. I will bring my membership card every day.
    b. I will have fun.
    c. I will try to make new friends.
    d. I will participate in programs and activities.

Policies and Procedures

PARENTAL RELEASE FORM

I, the parent/guardian of the minor child listed on this application, for ourselves, our heirs, executors and administrators, hereby release, waive, acquit and forever discharge the Boys & Girls Club of North San Mateo County and Boys & Girls Clubs of America, their representatives, successors, insurers, assigns or any other person or entity associated with any of the above organizations such as staff, directors or volunteers, from all liability, claims, demands, or causes of action for any and all loss, damage, injury or death and any claim of damages resulting from use of facilities owned or controlled by the above organizations, or participation in activities of said organizations either at or away from the Club.

Data Collection

I give my permission to the Boys & Girls Club of North San Mateo County to collect information via online or written surveys, questionnaires, interviews, and focus groups from the minor child listed on this application. Any and all information received will be kept strictly confidential. Data gathered through these means will be summarized in the aggregate and will exclude all references to any individual responses. The aggregated results of these analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.

Data Sharing

I understand that the Boys & Girls Club of North San Mateo County may share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Club of North San Mateo County, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

School Information

I give my permission to the Boys & Girls Club of North San Mateo County and South San Francisco Unified School District to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club and in life. This release is valid for one year and may be revoked at any time by contacting South San Francisco Unified School District or the Boys & Girls Club in writing.

Medical Treatment

I give permission to the Boys & Girls Club of North San Mateo County to seek emergency medical treatment for my minor child if I cannot be reached. I will be responsible for any/all costs of medical attention and treatment.

Technology

As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible who s/he may access inappropriate sites. The Boys & Girls Club will have rules and consequences at the Club for such behavior; however we will not be responsible for the consequences of such access.

Transportation

I hereby give permission for my child to be transported to events and field trips and returned to the point of origin by rented or owned vehicles by the Boys and Girls of North San Mateo County. I further consent to allow my child to use public transportation under the supervision of BGCNSMC staff and volunteers.

Photo Release

I give permission for my child's picture, moving pictures, or any other graphic depiction or likeness, to be used by the Boys & Girls Club and its activities.

I also understand the Club is not, nor does it claim to be, a licensed day care center.

I have read the completed application and this form, understand the rules of the Boys & Girls Club and request my child be admitted into membership.

Miscellaneous

I understand the Boys & Girls Club is not responsible for lost or stolen items. Parents and Club members are responsible for their own transportation to and from the Club.

I give my permission to the Boys & Girls Club of North San Mateo County to share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Club of North San Mateo County, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

BOYS AND GIRLS CLUBS OF NORTH SAN MATEO COUNTY CYBER PLEDGE

I WILL THINK BEFORE I POST OR SEND INFORMATION.

I agree not to post / send information and images that could put myself or others at risk, embarrassment or that could damage anyone's future, such as:

- cell & home phone numbers.
- home address.
- adult oriented messages.
- inappropriate pictures and videos.

I WILL RESPECT MYSELF AND OTHER MEMBERS INSIDE OR OUTSIDE OF THE CLUB.

I will not

- post anything rude, offensive, or threatening.
- send or forward images and information that might embarrass, hurt, or harass someone.
- take anyone's personal information and use it to damage his or her reputation.
- take anyone's picture without permission.
- take anyone's identity to mislead their peers.
- borrow or take anyone's device to send inappropriate messages or posts.
- allow others to use my device to send inappropriate messages or posts.

I WILL PROTECT MYSELF ONLINE OR ON MY PERSONAL GADGET.

If someone makes me feel uncomfortable or if someone is rude or offensive, I will

- not respond.
- save the evidence.
- tell my parent, guardian and a trusted staff person.

If I actively or passively participate in any of the above behaviors I will be subject to suspension from the Boys & Girls Clubs and will be required to have a parent conference and to complete a cyber safety workshop before returning to any program or camp.

DISCIPLINE POLICY

All members must sign a Member Code of Conduct and Cyber Pledge at the beginning of the membership process.

If a member does not follow the Code of Conduct, one or more of following consequences may occur, depending on the severity of the action:

- Verbal warning
- Mediation
- Parent/guardian conference
- Letter of apology
- Removal from current program area
- Limitation on program participation (ex. Member may be banned from the gym)
- Suspension or expulsion

If the violation is repeated frequently or is particularly severe, the following **will** occur:

- Incident Report: **ALL** incident reports must be signed by a guardian before the member may return to regular programming.
- Parent/guardian conference

The following violations may lead to immediate suspension or expulsion depending on the severity or repetition of the action:

- Physical violence, threats, or bullying
- Destruction of property/Vandalism
- Theft
- Harassment
- Calling 911
- Possession of a weapon
- Possession of illegal substances or alcohol
- Habitual late pick-up

SAFE PASSAGE POLICY

In the interest of your child's safety, the Boys and Girls Clubs of North San Mateo County have instituted a Safe Passage Policy. Under this policy:

- Members must sign in and out each day.
- Members must be picked up from the Club by a parent, guardian or authorized contact person.
- Members *may* leave the club unescorted **with** written permission from a parent or guardian and a signed release of liability.
- Older siblings/family members may escort members from the Club provided that the person is an authorized contact.
- Members that leave unescorted without written permission will face disciplinary action up to and including suspension and termination of membership.

Parents/guardians/authorized contacts are asked to enter and exit through the main door to drop off or pick up children. Staff will no longer respond to phone calls requesting a member to be dismissed unescorted.

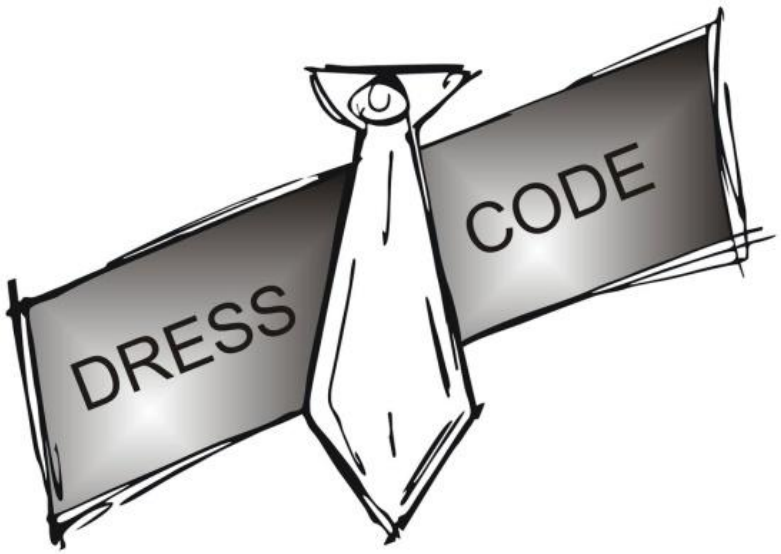
The BGCNSMC encourages parents to keep their child's contact list current and updated with any person who may pick up their child. Staff will no longer manually add contacts to a member's profile. Parents may no longer call to add a contact member. Contacts must be managed (added or deleted) on the Portal: portal.theclubs.org.

The above not withstanding, the Club will not physically restrain a member that insists on leaving the Club, nor block the facility's exits. Therefore, it is each parent's responsibility to discuss the Club's Safe Passage Policy with his or her child and ensure that he or she complies. The Club will not accept responsibility for members that leave the Club unsupervised and in breach of this policy. Nevertheless, the Club reserves the right to discipline members that leave unescorted without written permission, up to and including suspension and termination of membership.

DRESS CODE

The Dress Code will be enforced at the Club and at any BGC sponsored activity. We appreciate your cooperation in supporting this policy.

- Shoes must be worn at all times. Open toed shoes or sandals are not recommended.
- Please do not wear revealing or provocative clothing.
- Clothes should conceal undergarments and midriffs at all times.
- Jewelry should not be worn during physical activities.
- Any gang related clothing, jewelry, accessories or body marking are discouraged.
- Anyone wearing clothing that promotes drug or alcohol use, violence, profanity, bigotry, or intolerance will be asked to adjust / change their clothing.
- BGC Field trip shirts must be worn on all club field trips.



Safety First

Visitors
Family and friends are encouraged to visit the Club. All visitors must sign in/out at the front desk. To see specific classes or activities, please plan ahead. Youth visitors must be accompanied by a parent/guardian.

Telephone Use
Members must get permission by club staff to utilize the telephone to call home once daily for emergencies only.

Personal Belongings
The Club is not responsible for any personal belongings. Personal belongings should be properly marked. Members should take home all personal belongings each day. Electronic devices such as phones and other hand held items are strongly discouraged, as members will not be allowed to use them during program hours and club activities. Valuables of any kind should not be brought to the Club. Staff may confiscate personal items if it interferes with programming or club activities. **The Boys & Girls Club will not be responsible for lost, stolen or broken Game Boys, iPads, cell phones, or any other personal items. Furthermore, lost and found items will be periodically donated to the local consignment store.**

Medicine
Prescription and non-prescription medicine will **not** be administered or stored by any Boys & Girls Club staff at any time. Please notify staff if your child carries prescription medication on them as well as any allergies by ensuring the relevant fields are updated on Parent Portal. If your child's allergies require treatment with an EpiPen, please discuss proper procedure with the staff.

Health and Emergency Procedures
If a member becomes ill at the Club, he/she should be picked up within 60 minutes after contact has been made with the parent/guardian. The Boys & Girls Club of North San Mateo County will seek emergency medical treatment for members if parents cannot be reached. Parents will be responsible for any/all costs of medical attention and treatment. **Please be sure to keep your emergency contact information updated via portal.theclubs.org**

Restroom
While we maintain the appropriate amount of staff for our program areas, please remind your child that the restrooms are not an area for recreation or play. Members who are in violation of this rule will be given an incident report or possibly removed from the club.

Field Trips
Permission to attend field trips and other activities must be granted with signed permission slip by any parent or guardian whose name is listed on the membership application, unless we receive documentation that one of the parents is not legally eligible to grant permission for the child.

Custody
Members with court mandated custody or visitation orders must submit a copy of the documents upon registration.

Pick-up Policy

- Members will only be released to adults listed on their contact list. Adults will be asked for a valid photo I.D.

- Members must be accompanied by a parent/guardian or listed contact in order to exit the building.

- **We ask that parents ensure that their children do not arrive early or leave late. There will be a $5 late fee charged for the first 15 minutes, or fraction thereof, that the child is not picked up, and $1/min thereafter. Note: The fee may be waived, provided that we are informed of the delay at least 15 minutes before The Club closes and at the staff's discretion.**

**ALL STAFF are Mandated Reporters and are required by law to report any and all signs of child abuse or neglect to the proper authorities.

Programmed for Success

Our clubs offer nationally and locally developed programs to our members. Providing safe, fun, affordable activities for children when they are out of school and their parents are working. We provide programming in the following areas:

- ✓ Education & Career Development
- ✓ Technology
- ✓ Leadership Development
- ✓ Arts, Health & Life Skills
- ✓ Sports, Fitness & Recreation

Our core programs include:

Power Hour

Power Hour is a mandatory program for all Boys and Girls Clubs members across the nation. The purpose of power hour is to assist members with their homework. They are expected to work diligently and quietly during this time. If a child does not have homework, they are expected to work on academic enrichment activities during this time. While we do our best to assist members with homework, Power Hour is not a 1 on 1 tutoring program. We provide academic support, but do not guarantee completion. It is designed to be a distraction free, enrichment space where members can complete their assignments and seek assistance, if necessary.

Power Hour Plus: Evening Enrichment (ORANGE PARK CLUBHOUSE)

The Evening Enrichment program is designed for members who need extra help with homework and test preparation and includes a variety of academic enrichment activities. Members are paired with an academic mentor and meet on a weekly basis. Pre-registration is required.

Sports, Recreation and Leagues

We offer a range of athletic programs. The Orange Park Clubhouse offers a year round Basketball League. The Ingrid B. Lacy Clubhouse participates in the middle schools North County Recreational League. They offer many different sports, including: flag football, cross country, girls' volleyball, basketball, track and field, tennis, golf and badminton.

Arts Education

We provide an array of visual and performing art programs. We build creativity, self-expression and the understanding and appreciation of the Arts.

Triple Play

A health and fitness program that includes nutrition education, regular physical activity, and skills for improving overall well-being.

Healthy Habits/Nutrition

Healthy Habits is a specific portion of the Triple Play Program which demonstrates how eating right, keeping fit and forming positive relationships adds up to a healthy lifestyle for Club members. The program equips young people with skills to adopt healthier habits by participating in fun and engaging learning activities both at the Club and at home. Young people are encouraged to take small steps towards positive behavior change.

Games Room

The games room is the heart of every clubhouse, and provides an opportunity for free play as well as structured fun and games daily.

Torch Club

Members aged 11-13, inspires young adolescents to plan and implement activities in four areas: service to Club and community; education; health and fitness and social recreation. Torch Club members develop social, problem-solving, communications, goal-setting and decision-making skills.

Smart Girls

A program that combines health, fitness, prevention education, and self-esteem enhancement for girls ages 8-17. Participants explore their own and societal attitudes and values as they practice life skills for nutritional eating, physical fitness, accessing the health care system, resolving conflict and building healthy mentoring relationships.

Keystone Club

A leadership development program for high school aged youth. Young people are given the support to make plans for their future, as well as to serve as role models for younger children by implementing service projects inside and outside the Club.

Google Code Corp

The code corps is a partnership between Google, The Boys & Girls Clubs of America, and AmeriCorps. The code corps provides computer science classes utilizing CS First, a curriculum created by Google and run on the MIT programming language, Scratch. The program targets kids 9-14.

The Create It Clubhouse (formerly the Intel Computer Clubhouse)

The clubhouse's mission is to provide a creative and safe out-of-school learning environment where young people from underserved communities work with adult members to explore their own ideas, develop new skills and build confidence in themselves through the use of technology. www.computerclubhouse.org

Camp ROCKS

Orange Park Winter/Spring/Summer Day Camps

The Boys and Girls Clubs of North San Mateo County provides all day camps during the Winter, Spring, and Summer school breaks, as well as some non-school days.

Enrollment

- Summer camp is open to members who have completed grade K-8th. Volunteer opportunities are open to youth who have completed grade 9th-12th.
- Camp is not appropriate for children requiring 1:1 care or supervision. Special accommodations must be discussed with staff and are subject to approval.

Field Trips

On field trip days, the whole camp goes, no one stays back. All staff will attend the field trip and the Club will close. Members who attend the field trip must be able to fully participate in all field trip activities. Members must arrive by **8:30 am** on field trip days. If your child arrives late to camp, they may not be accepted that day and you will need to make alternative care arrangements with no refund. There is an information board at the front counter. Field trip schedules are also posted online at www.theclubs.org. If you are not planning on sending your child to the field trip, please let the staff know ahead of time. Members are required to wear their designated field trip shirts on all field trips. A replacement shirt fee of $10 will automatically be charged to your account.

Swimming

During the summer, members go swimming every Friday, except for the first Friday of camp. Parents must give consent for the members to be allowed to swim. If your member is not swimming, they will play at Orange Park. If the weather does not allow us to go to the park members will sit on the bleachers at the pool. Swimmers are expected to bring a swimsuit, towel, and a bag for wet clothes. Orange Park Memorial Pool **does not** allow floatation devices, but do accept swim shorts and shirts. Staff will be in the pool as well as on the deck for the member's safety.

Movie Field Trips

Every Tuesday during the summer, members walk to the movie theater. Comfortable shoes are highly suggested. Members who arrive after the departure time, will not be accepted into the club until after the field trip. Members in grades K-4 may purchase a snack pack at the theater for $5.50. All other members may purchase the items they can afford. Staff will not be responsible for any members' money.

Frequently Asked Questions

Q: Do you provide lunch?

A: Unfortunately, we do not provide lunch. Members must bring their own lunch each day. Please bring a "brown bag" lunch (a lunch that does not need to be refrigerated) every day. The Club's refrigerator and microwave will NOT be available to members.

Q: Should I pack snacks for my children?

A: The Club provides morning and afternoon snack each day for members. All snacks consist of a fruit, dairy and whole grain item. We will do our best to accommodate dairy allergies.

Q: How do you get to all of your field trips?

A: We use a variety of public transportation systems and we walk A LOT. Members should always wear closed-toe athletic type shoes, wear sunscreen and carry a bottle of water.

Q: Where do you go swimming and what do I need?

A: We swim at Orange Memorial Pool. Members need to bring a towel, swim suit/shorts, a change of clothes and a plastic bag to hold wet items.

Q: Can my child bring his/her 3DS/phone/electronic item/personal toys?

A: Bringing personal toys/items is **highly discouraged**. We provide activities and programs throughout the day to keep members active and engaged. The Club is also **not responsible** for personal items that get lost, stolen or broken.

Q: Will my child be with others in his/her age group?

A: Members will spend the majority of their time in the following groups based on their age: K-2nd/3rd-5th/6th-8th.

Q: What time can I pick up my child?

A: The Club is open from 7:30 am – 6:00 pm. With the exception of all-day field trips, members may be picked up at any time; however, in order to maximize program time, we ask that members stay at least until 4:00 pm.

Pacifica Summer Camp

Pacifica offers 2 Summer Camps for kids going into grades 1st – 4th and a Youth Camp for kids going into grades 5th – 8th.

We are open 7am – 6pm and offer a variety of club activities and Field Trips.
Swimming is offered each week at the Oceana Pool. This year the pool may charge a fee. TBA. All members must be at least 48 inches tall or be accompanied by a parent. All members must bring a swim suit and a towel and their own goggles if desired.

Field trips are offered to exciting destinations including: The San Francisco Zoo, CuriOdyssey & Great America. Transportation via Charter buses is included. There is an additional fee for Great America ($20) and Bowling ($7). There are also a variety of local destinations: Linda Mar Beach, SeaBowl, Frontierland Park and the Sanchez Library. Our Youth Group also includes a Major League Giants Game (transportation via CalTrain is extra ($12).

At the club we offer many daily activities: Nutrition/Cooking projects, Arts & Crafts, Yoga, Hula Dancing, Karaoke Contests and an end of Summer Showcase, and an end of summer sleep-over, daily snack is provided, please pack a lunch.

There is an all-summer discount price. You can sign your members up via Parent Portal @ portal.theclubs.org. Registration begins March 1st via the portal. There are a limited number of scholarships and discounts available. Pre-registration is required and scholarship requests are due by May 15th.

SSF HOLIDAYS & CLUB CLOSURES

2016

AUGUST

August 1-16	School Year Planning / Training Days

SEPTEMBER

September 1-2	All Staff Conference
September 5	Labor Day

NOVEMBER

November 1	Day Camp **(Pre-registration Required)**
November 11	Veteran's Day
November 23	Club Closed
November 24-25	Thanksgiving Holiday

DECEMBER

December 9	Staff Holiday
December 23-30	Christmas and Winter Break

2017

JANUARY

January 1	New Year's Holiday
January 3-6	Winter Day Camp **(Pre-registration Required)**
January 16	Martin Luther King Jr Day

FEBRUARY

February 17	Club Closed: Staff Admin Day
February 20	President's Day

APRIL

April 10-14	Spring Day Camp **(Pre-registration Required)**
April 17	Club Closed: Staff Admin Day

MAY

May 26	Last Day of BGC
May 29	Memorial Day
May 28-31	Club Closed: Summer Planning / Training Days

PACIFICA HOLIDAYS & CLUB CLOSURES

2016

AUGUST

August 24	First Day of School

SEPTEMBER

September 1-2	All Staff Conference (Club Closed)
September 5	Labor Day

OCTOBER

October 17	Day Camp

NOVEMBER

November 11	Veteran's Day (Club Closed)
November 21-23	Day Camp
November 24-25	Thanksgiving Holiday (Club Closed)

DECEMBER

December 9	Staff Holiday
December 19-23	Winter Camp

2017

JANUARY

January 2	Schools Closed (Club Closed)
January 16	Martin Luther King Jr Day (Club Closed)

FEBRUARY

February 20	President's Day
February 21-24	President's Day Camp

MARCH

March 13	Day Camp

APRIL

April 10-14,17	Spring Day Camp

MAY

May 29	Memorial Day (Club Closed)

JUNE

June 16	Last Day of School
June 19	First Day of Summer Camp

*All dates subject to change. Please check parent board for updates

Important Organization Events

Coffee with the CEO
Orange Park Clubhouse
201 West Orange Avenue
South San Francisco, CA 94080

October 20, 2016
February 16, 2017
April 20, 2017
9:15am – 10:00am

Where Great Futures Begin: Pacifica Luncheon
Nick's Restaurant, Pacifica
100 Rockaway Beach Avenue
Pacifica, CA 94044

February 9, 2017
11:30am – 1:00pm

Where Great Futures Begin: South San Francisco Luncheon
Basque Cultural Center
599 Railroad Avenue
South San Francisco, CA 94080

June 21, 2017
11:30am – 1:00pm

GREAT FUTURES START HERE.

BOYS & GIRLS CLUBS
OF NORTH SAN MATEO COUNTY