



**BOYS & GIRLS CLUBS**  
**OF GREATER CONEJO VALLEY**

Club Chaparral  
Parent Handbook

## Contents

Purpose and Goals .....	2
Program Overview .....	2
Locations of our Clubs .....	3
Facilities .....	3
Equipment .....	4
Staffing.....	4
Qualifications .....	4
Staff to Child Ratio.....	4
Program Structure.....	5
Sample Schedule for Chaparral.....	5
All Day Camps.....	5
Belongings from Home and Electronic Devices .....	7
Clothing .....	7
Nutrition and Hygiene .....	7
Snack .....	7
Academics.....	7
Homework .....	7
Operating Days and Times.....	8
Days of Operation.....	8
Holidays the Boys & Girls Clubs are Closed .....	8
Hours of Operation .....	8
Late Pick-up.....	9
Enrollment.....	9
How to Enroll .....	9
Completing Enrollment .....	9
Enrollment Priority .....	9
Program Fees .....	10
Basis for Program Fees .....	10
Payment of Fees .....	10
Late Payments.....	11
Returned Checks.....	11
Financial Assistance .....	11
Transportation.....	12
Transportation Equipment .....	12
Arrival and Departure Routines .....	13
Signing In And Out .....	13
Who May Pick Up Your Child.....	13
Other Important Information .....	14
Disaster Plan .....	14
Assistance with Medication.....	14
Injuries .....	15
Illness .....	15
Bathroom Accidents.....	15
Head Lice .....	15
Discipline .....	16
Club Rules.....	17
For Your Taxes.....	17
Phone Numbers and Contacts .....	18
Parent Agreement.....	19

## *Purpose and Goals*

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The mission of the Boys & Girls Clubs of Greater Conejo Valley is to provide a positive environment that enables youth to achieve their full potential, with programs that develop values, skills, citizenship, character, leadership and good health.

As a member of the Boys and Girls Clubs of America movement, our club practices a set of principles, which distinguishes us from other youth development agencies. This is a “tried and true” formula that helps us be a positive place for kids!

“GREAT FUTURES START HERE”

### **BOYS & GIRLS CLUBS**

- Are designed to satisfy the age old desire of kids to have a club of their own.
- Have full time professional leadership supplemented by part time and seasonal workers.
- Are affordable. Dues and fees are kept low so all can afford to belong. Scholarships are also available.
- Ensure equal access to activities for any child regardless of race, religion, ethnic culture or gender.
- Are building centered. Activities are carried out in a warm, friendly atmosphere.
- Have a varied and diversified program that recognizes and responds to the needs of children with differing abilities and interests.
- Are guidance oriented to assist children in learning to make appropriate and satisfying choices for themselves, and to understand the consequences of choices.

## *Program Overview*

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Students are offered various activities each day. Program activities are offered in five core areas:

**Character and Leadership Development:** Empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and good character, participate in the democratic process, and respect their own and others’ cultural identities.

**Education and Career Development:** Enable members to become proficient in basic educational disciplines, set goals, explore careers, and embrace technology to prepare for later success in a career.

**Health and Life Skills:** Develop member’s capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

**The Arts:** Enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

**Sports, Fitness and Recreation:** Develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social and interpersonal skills.

## *Locations of our Clubs*

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The Boys & Girls Clubs of Greater Conejo Valley operates clubs at the following locations:

**Chaparral Elementary School, (818) 224-3097**

22601 Liberty Bell Road,  
Calabasas, CA 91302

**Los Cerritos Middle School, (805) 493-2917**

1980 E. Avenida de Las Flores, Thousand Oaks, CA 91362

**Colina Middle School. (805) 449-1309**

1450 E. Hillcrest Drive, Thousand Oaks, CA 91362

**Sequoia Middle School, (805) 375-5635**

2855 Borchard Rd, Newbury Park, CA 91320

**Redwood Middle School, (805) 371-4045**

233 Gainsborough Rd, Thousand Oaks, CA 91360

## *Facilities*

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All buildings were constructed to meet the requirements of the state architect and the state fire marshal

- All buildings have both heating and air conditioning
- Other Boys & Girls Clubs programs and non-profit organizations use the buildings after 6:30 p.m. by arrangement.

## *Equipment*

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Equipment for the program is provided by a variety of sources:

- Budgeted funds from the Boys & Girls Clubs general fund
- Service clubs or other local organizations
- Boys & Girls Clubs members
- Personal donations

## Staffing

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### *Qualifications*

All of our staff:

- Are CPR & First Aid Certified
- Have passed a criminal record background check and fingerprint clearance
- Have completed additional Boys & Girls Club Training

### *Staff to Child Ratio*

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Each site in our program is staffed at a maximum ratio of one program leader or aide for each fifteen children in attendance.

In addition to the education requirements of the state, each staff person attends a basic pre-employment training module and regular in-service training events that cover the following topics:

- Curriculum planning
- Administrative procedures
- New resources
- First aid and emergency procedures
- Behavior management

# Program Structure

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The children attending any site vary in age, grade, and family background. This means that a great deal of organization and planning are required to achieve the program goals, keep the children interested, and maintain order. Program structure generally follows this pattern:

- Children of approximately the same age or grade are grouped together with one program leader at a ratio of about fifteen to one
- The program leader plans some components each day that the group will work on apart from the rest of the members
- The site supervisor and program leaders plan some activities that the whole site can participate in together
- Groups are periodically reassigned to give the staff and children an opportunity to get to know more children better

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## *Sample Schedule for Chaparral*

A typical daily schedule might look like this.

2:21-3:30	Staff meet 1 <sup>st</sup> -3 <sup>rd</sup> Graders at designated meeting spot
2:30-3:15	Outdoor Sports & Games; 4 <sup>th</sup> -5 <sup>th</sup> Graders arrive at the Club
3:15-3:30	Snack
3:30-3:45	Chaparral Chat (Member Meeting)
3:45-4:45	Power Time: HW/Silent Reading/Crafts/Board Games
4:45-5:30	Enrichment: Choice of 2 activities
5:30-6:00	Creative Play/Clean-up

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## *All Day Camps*

The BGC is open for local holidays and staff development days from 8am until 6pm as well as all full weeks of Summer. Please ask your Club Director for more information about full days that the club will be open. Additional fees may apply. Children need to bring a lunch and drinks on all day camps. **The BGC does not provide lunch on all day camps but we do provide morning and afternoon snacks.**

## *Belongings from Home and Electronic Devices*

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The Club provides games and plans a variety of daily activities as part of our daily programming. If members bring any belongings from home they must be appropriate and are the sole responsibility of the member. The staff will confiscate any items that disrupt our scheduled program.

**The Boys & Girls Clubs are not responsible for any lost, stolen, or damaged personal belongings. Therefore, we discourage children from bringing high value items such as video games and cell phones.**

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. Unclaimed items will then be donated to charitable organizations. Please recognize that many youth have the same belongings, backpacks and accessories, and it is virtually impossible to tell them apart without names.

## *Clothing*

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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. All pants must have a belt or be snug at the waist. No hats, beanies, or gang attire.

Closed-toed shoes are necessary for participation in activities. Children must be able to run safely in the shoes provided.

## *Nutrition and Hygiene*

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Each day a snack is provided for your child and we have an opportunity to

- Show by example the foods that are more nutritious for snacking
- Discuss the basic food groups and their place in our diet
- Teach children the importance of washing their hands, dishes, and utensils
- Involve children in cleaning their area

## *Snack*

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Club Chaparral provides snack every day. If your child does not like the snacks that are provided, please make arrangements to provide your child with alternative options. Modifications to the snack will be made **ONLY** for allergy related purposes.

The BGC promotes healthy food choices so we ask that children leave all candy, sodas, and junk food at home. Children are encouraged to bring healthy, nutritious snacks such as fruits and vegetables.

## *Academics*

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Your child's schoolteacher will probably assign homework on a regular basis. Our program plan provides

- An appropriate supervised setting
- Staff and volunteers to assist your child with questions
- A specific time scheduled for homework or quiet reading

We do not provide pencils, paper, or other supplies, so please make sure your child comes prepared. Please review the homework policy at each site.

## *Homework*

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The BGC provides time, space, and qualified staff to assist with homework. We will announce when homework time will begin. It is your child's responsibility to know when they have homework and that it should be done. The BGC does not provide homework supplies. In order for everyone to have a quiet study environment, noise and talking are not allowed. If your child is being disruptive they will be given two warnings. If they are still not quiet, they may be required to pack up their belongings and leave the homework area.



# Operating Days and Times

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## *Days of Operation*

Our program operates after school programs Monday through Friday from the first day of school though the last day of school. We are open on non-school days and local holidays and operate day camps during Winter break and Spring break and over the Summer. We close for traditional holidays and staff training days. Additional fees may apply for full day programs.

## *Holidays the Boys & Girls Clubs are Closed*

The clubs will be closed for the following days. Monthly fees will be charged at the same rate even if a holiday occurs within that month.

<b>Staff Training</b>	Late August
<b>Labor Day</b>	September
<b>Thanksgiving</b>	Late November
<b>Day After Thanksgiving</b>	Late November
<b>Christmas</b>	December
<b>New Year's Day</b>	January
<b>Presidents Day</b>	February
<b>Memorial Day</b>	Late May

## *Hours of Operation*

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<b>Kinder Club</b>	Mon, Tues, Thurs, Fri 1:15pm- 3:00pm Wednesdays 11:30am- 3:00pm
<b>After School</b>	Mon, Tues, Thurs, Fri 2:21pm- 6:00pm Wednesdays 12:30pm -6:00pm
<b>Camps and Full Day Programs</b>	8am-6pm (Additional fees may apply).

## *Late Pick-up*

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If we must keep a club opened after 6:00 p.m. for your child, we will

1. Add a late pick-up fee of \$15.00 **per member** for each 15-minute increment begun after 6:00 p.m.
2. Ask the Police Department to watch your child if we haven't heard from you by 7:00 p.m.

Occasionally, activities such as field trips and special events will run past 6:00 p.m. You will be notified of any changes in the regular schedule.

## Enrollment

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### *How to Enroll*

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You can enroll your child in the program by visiting your child's club, mailing or faxing in the registration form or registering your child on-line at [www.bgcconejo.org](http://www.bgcconejo.org). Club Chaparral is open from 10:30a.m. to 6:00 p.m. Monday through Friday, excluding holidays.

### *Completing Enrollment*

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In order to complete enrollment:

- You must complete and return the enrollment form, including health history, emergency information, and medical and transportation releases.
- You must pay the program fees in advance.

### *Enrollment Priority*

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Enrollment in our program is based on a first come, first serve basis. If we experience space shortages we will:

1. Begin a waiting list for the club and time block that is full.
2. Begin enrolling from the top of the waiting list.

# Program Fees

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## *Basis for Program Fees*

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The Boys & Girls Clubs are part of a private non-profit organization made up of members who support our mission and goals. A volunteer board of managers determines those goals and the programs they generate. The board establishes policies for each program, which include the individual budgets for those programs and allocation of funds to pay program costs.

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<b>Program</b>	
Afternoon Club	\$300/month
30 Minute Club	\$40/month
Wednesday Club	\$40/month
Kinder Club (Annual)	\$1600/year or 4 installments totaling \$1700
Lucky Day Club**	\$200

\*\*Lucky Day Club enrollment includes 10 day passes which may only be used during the school year in which they were purchased. They are not transferable and non-refundable.

## *Payment of Fees*

All 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 day of the month. We will post reminders at the entrance to the club and may send a reminder email. Please remember that your payment is due on the 1<sup>st</sup> of every month, even if you do not receive this courtesy reminder. To ensure we are available to receive your payment we recommend that you use one of the following methods to pay your fees:

- Set up an automatic bank or credit card draft.
- Set up “auto” payments with the Club using a Visa or MasterCard or Debit card.
- Mail your payment (no cash please) to your child’s club.
- Drop your check at the school office on or before the 1<sup>st</sup> of the month.
- Bring your payment to the Club no later than the 1<sup>st</sup> of the month.

## *Late Payments*

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

- Charge a \$25 late fee per child for any payments made after the 5<sup>th</sup> of each month to cover the cost of monitoring the late payment.
- Discontinue enrollment if payments are repeatedly late.

## *Returned Checks*

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Returned checks will be treated as follows:

- We will collect a \$25.00 processing fee when the check is redeemed.
- After the receipt of two or more bad checks in one year from one individual, or if a bad check has not been redeemed within 30 days of issuance, we will only accept a cashier's check, a money order, or credit card.
- We rely on the District Attorney for recovery and prosecution when bad checks are not redeemed after 30 days notice.

## Financial Assistance

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A variety of financial assistance funding is available upon demonstration of need. Financial aid scholarships are available and decided on a case-by case basis. If you would like assistance, please contact your child's Boys & Girls Club director for more information.

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# Transportation

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## *Transportation Equipment*

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Occasionally we will need to transport members to various program locations. We take transportation safety very seriously.

The Boys & Girls Clubs own and lease vans and buses used to transport children to and from field trips and off-site program areas. All of our vehicles get routine maintenance inspections and our drivers are required to check for the following standards monthly:

- All belts and hoses must be free of visible wear
- All fluids, including coolant, lubricants, hydraulics, and fuel, must be at proper levels
- Lights and signals must work properly
- Brakes cannot be excessively worn, must not show signs of fluid leaking, and must function properly
- The engine and vehicle accessories, including seat belts, must be in working order
- A first aid kit and fire extinguisher must be onboard the vehicle
- The vehicle must have received regular service within the scheduled mileage limits

Any vehicle problems must be reported on the vehicle check-sheet and reported to a branch director.

# Arrival and Departure Routines

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## *Signing In And Out*

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The Boys & Girls Clubs of Greater Conejo Valley do not run licensed programs. Younger members are checked in by a staff member at the designated meeting spots or upon arrival at the Club. Older members (4<sup>th</sup> and 5<sup>th</sup> Graders) are expected to sign themselves in upon arrival. The Club is not responsible for calling parents if children do not arrive at the end of the school day though we may contact a parent if we are concerned about a child's whereabouts. As a courtesy, if your child will not be joining us on a day they are scheduled to attend the Club, please call us at (818) 224-3097.

When picking up your child, please park and walk in to the Club in order to sign them out for the day. Allowing Boys & Girls Club staff to meet and get to know parents and family helps to further enrich the Boys & Girls Club experience for families as well as ensuring a safe pickup. **Please be aware that all children must be collected by 6pm to avoid incurring late fees.**

## *Who May Pick Up Your Child*

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When your child becomes a member, we request that you list those people whom you authorize to pick up your children. Initially you and anyone you have authorized to pick up your child should be prepared to show picture identification when picking up your child. If there is a change to the list of those authorized to pick up your child, please inform us in writing.

# Other Important Information

## *Disaster Plan*

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The Boys & Girls Clubs participate in the City of Calabasas Emergency Operations Plan. In the event of a major emergency, such as an earthquake, chemical spill, or fire, the following procedures apply:

- Members will remain at the sites until directed to move or evacuate.
  - During, immediately before, and immediately after school hours, the principal of each school is in charge.
  - After school hours and on holidays, the Boys & Girls Clubs comes under the direction of the Site Branch Director, as well as the Vice President of Operations, who is aware of the location and enrollment of our sites at all times.
  - If an evacuation of any site occurs, the school district will provide bus transportation, the Red Cross will set up a shelter, and the Boys & Girls Clubs staff on duty will assist at the shelter.
  - A sign will be posted on the door of the club notifying parents where the children have been relocated.
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## *Assistance with Medication*

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Although BGC/GCV staff are CPR and First Aid certified, we are not authorized to administer any medications internally to members. There is no medical or nursing staff available from the district during after school hours.

If your child needs to take medication while attending the Boys & Girls Clubs please do the following:

- Bring the medication to the club and give it to a staff member. **Do not send medication to the Boys & Girls Clubs with your child.**
- Make sure the medication is in the original container, and if a prescription, has the prescription label affixed
- Fill out the necessary assistance with medication forms. You can pick these up from the Branch Director. Also include directions for administering the medicine, the time or times it should be administered, how the medicine should be stored, your permission to administer, and your signature
- Members are responsible for reminding staff of medication times, and a staff member will assist them in the dispensing of medication.

## *Injuries*

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

- Administer Band-Aids, ice-packs and comfort in large doses for small hurts (minor cuts, scrapes, and bumps).
- Contact you or your emergency contact if an injury, including bee stings, moderate cuts, and sprains or possible fractures, require medical attention. You may then 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.

## *Illness*

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

If your child becomes ill while at school, do not request that he or she be sent to the Boys & Girls Club. We will not accept children who are sick 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.

## *Bathroom Accidents*

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Generally all children in our program must be toilet trained. However, we understand that there may be an occasional accident. If this occurs with your child we will do the following:

- You will be called to bring in a change of clothes
- You or your child may change the clothes and return to the site
- If your child already has a change of clothes they may clean themselves up and change clothes

Our staff may not assist in changing soiled or wet clothes.



## *Head Lice*

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The children in our program are in close contact with one another during activities and throughout our program day. This close proximity can result in lice being quickly and easily spread from child to child. In order to ensure that lice are 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 the hair and head. The Boys & Girls Clubs will notify the school if a child has lice and the school nurse must clear the child before they may return to school. In addition, the Boys & Girls Clubs will continue to check the child's hair to ensure that the hair is nit and louse free. Please contact the Boys & Girls Clubs immediately if your child contracts lice in order to decrease the chance of spreading.

To avoid the spread of lice we ask that children do refrain from sharing, hats, combs or brushes, and clothes.

The Boys & Girls Clubs ensure health and safety regulations are being met at all times. The Boys & Girls Clubs decrease the spread of lice by periodically checking all children's heads for lice and performing routine cleaning, including vacuuming all carpets and rugs.

## *Discipline*

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The Boys & Girls Clubs board, staff, volunteers, and members are all committed to basic shared values including good health, citizenship, character, and leadership. We believe that these values are essential to the guidance of your child's behavior. From the first day of the program, staff work with the members to set their own site rules. The main rule for the Club is "RESPECT."

We don't believe that punishment is the best way to help children learn good behavior in a group setting. Instead, we use the following graduated approach when a child's behavior is outside the group's rules or otherwise inappropriate:

1. Reason with the member in a teachable moment.
2. Ask the member to sit a small distance away from the group and take time to calm down, and then talk about their behavior choices with a staff member.
3. Take away room use permission or participation in a given activity.
4. Have the branch director talk with the member and agree on a positive behavior modification plan.
5. Include the parents, member, and branch director in a conference to identify additional strategies to correct problem behavior and clarify consequences of continued misbehaviors.

6. In extreme or recurring cases, the branch director will determine an appropriate resolution, which may involve temporary or permanent removal from the club. Members who demonstrate that they are a threat to themselves or others at a club must be temporarily removed from the program, even if steps 1 – 5 haven't yet been implemented, until we determine the threat no longer exists.

## *Club Rules & Expectations*

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1. Please check in and out each day when you attend the Club.
2. Respectful behavior is expected at all times, and this means following any and all directions given to you by a staff member.
3. There is no running, pushing, shoving or fighting allowed in the Club.
4. Personal belongings should be properly marked and stored. Any articles missing, lost or stolen are not the responsibility of the Club. Take home all personal belongings each day.
5. Food and drink is only allowed in designated areas and at certain times.
6. There is a **strict** "No Smoking" policy at all Clubs and surrounding property. This refers to members, staff and visitors.
7. Only staff will be allowed inside offices or storage areas, unless given specific permission.
8. Be respectful towards Club equipment or furnishings at all times. (Pounding, kicking, knocking or tapping of the equipment or furnishings is not allowed.)
9. There will be no swearing or foul language allowed at any time in the Club or outside program areas.
10. The Club opens and closes promptly as posted. Please make sure your child is picked up by 6:00 p.m.
11. Any behavior that is dangerous, disruptive, disrespectful or destructive is never acceptable.

## *For Your Taxes*

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When you file your Federal and State Income Taxes, you are required to provide the Taxpayer I.D. Number of the childcare provider to obtain the childcare credit. Our **Taxpayer I.D. Number is #91-2151731**. The legal name of our Club is the Boys & Girls Clubs of Greater Conejo Valley.

Please maintain your own records of amounts paid to the Boys & Girls Clubs by keeping check registers and receipts.

# Contact Information

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Club Chaparral

Phone: 818-224-3097

Fax: 818-337-2210

22601 Liberty Bell Road

Calabasas, CA 91302

<b><u>Other BGC/GCV Clubs</u></b>	<b><u>Phone Number</u></b>	<b><u>Fax Number</u></b>
Los Cerritos Club	805-493-2917	805-493-5335
Colina Club	805-449-1309	805-449-1067
Sequoia Club	805-375-5635	805-375-5634
Redwood Club	805-371-4045	805-371-4839

<b><u>BGC/GCV Administrative Office</u></b>	<b><u>Phone Number</u></b>	<b><u>Fax Number</u></b>
5137 Clareton Drive #210 Agoura Hills, CA 91301	(818) 706-0905	(818) 706-0942

## Agreements

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I, the parent of \_\_\_\_\_, understand it is my responsibility to read the handbook, become familiar with its contents, and abide by the program requirements and parent responsibilities outlined in it.

As a parent of a member of the Boys & Girls Clubs I understand and agree to the following (please initial)

- \_\_\_\_ I agree to pay my fees on or before the 1<sup>st</sup> of every month. I understand the methods of payment available, and that I must retain my own receipts.
- \_\_\_\_ I agree to pay a \$25 late fee for any fee payment made after the 5<sup>th</sup> of the month.
- \_\_\_\_ I give permission for my child to be transported to and from program areas on field trips, and in the case of an emergency.
- \_\_\_\_ I give permission for my child to walk within a mile radius of the clubhouse with a staff member for various club activities.
- \_\_\_\_ I agree to pick up my child before 6:00 p.m. or pay a late fee of \$15 per each 15 minute increment after 6:00 p.m.
- \_\_\_\_ I understand the assistance with medication requirements.
- \_\_\_\_ I agree to pick up my child in the event of an illness, injury or severe behavior issue within 1 hour.
- \_\_\_\_ I understand and agree to reinforce the importance of following the club rules with my child.
- \_\_\_\_ I understand that the club will periodically show movies rated PG or lower.
- \_\_\_\_ I will be responsible for the full payment of replacement or repair of club property or equipment that has been damaged due to the actions of my child.
- \_\_\_\_ I permit the Boys and Girls Clubs to use photographs or video of my child participating in Club activities for promotional purposes and waive all rights for compensation.

*The parent handbook, along with this acknowledgement, constitutes an agreement between you and the Boys & Girls Clubs of Greater Conejo Valley. If you do not understand any part of the handbook, please contact a Boys & Girls Clubs staff member so that we can assist you in clearing up any confusion.*

\_\_\_\_\_  
Parent or Legal Guardian

\_\_\_\_\_  
Date

I wish to become a member of the Boys & Girls Clubs of Greater Conejo Valley (BLG/GCV). I promise to take care of my Club and its property, and to be respectful of Club rules.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date