



**BOYS & GIRLS CLUBS
Of Brea- Placentia-
Yorba Linda**

PARENT HANDBOOK

ADMINISTRATIVE OFFICES
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BREA, CA 92821
(714) 990-0215

****Effective August 14, 2020***

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Introduction

Welcome to the Boys & Girls Clubs of Brea- Placentia- Yorba Linda! We are excited to have your child as a member of our club. This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general club programs and guidelines. It is not possible to cover every policy, procedure, program, activity, or event in the handbook; therefore, contact your local club for current and specific information. **Once you have read the handbook in its entirety, detach and return the last page of the manual with your signature.** We look forward to working with you and your child(ren)!

Mission

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Who Are We?

The Boys & Girls Clubs of America, a national organization comprised of more than 4,300 associated clubs, has been successfully redirecting the lives of young people since 1860, serving over 4.8 million kids. Those listed among the 4.8 million kids served include: Denzel Washington, Shaquille O’Neal, Smokey Robinson, and Jennifer Lopez.

All young people need to know people care about them. At Boys & Girls Club, we care about all youth individually. Club programs and services promote a sense of competence, usefulness, belonging, and influence.

In every community, there are hundreds of boys & girls who are left to find their own recreation and companionship after school or who spend many hours at home with no adult supervision. Too often these youngsters form gangs, become involved in unhealthy activities, and eventually find themselves in serious trouble. National statistics reveal an alarming increase in the number of multi-faceted problems, which negatively impact these girls and boys and their families.

Young people, especially those at greatest risk, need responsible adult guidance. They need to know someone cares about them and there are concerned and capable adults to whom they can turn.

Core Programming Areas

Schedules will differ from site to site depending on activities planned for the day or other special events. Activities will follow national Boys & Girls Clubs five core content areas: **Character & Leadership, Health & Life Skills, Arts, Sports, Fitness and Recreation, and Education.**

Hours of Operation

Administrative office hours are from 8:00 a.m. – 5:00 p.m., Monday through Friday. The administrative office and Boys & Girls Clubs of Brea-Placentia-Yorba Linda (BGCBPYL) will be closed on the following holidays: New Year’s Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, Christmas eve, and Christmas Day. Our hours of operation are shown below:

Program	Hours of Operation
Brea Clubhouse	COVID HOURS Mon.-Fri. 7:30am-5:30pm <i>Normal Hours: Mon.-Fri. 11am-6pm</i>
Placentia Teen Center	<i>Closed until further notice</i>
Yorba Linda Middle School Site (YLMS)	<i>Closed until further notice</i>
Bernardo Sunrise Site	<i>Closed until further notice</i>
Summer Program	Mon.-Fri. 7:30am-5:30pm

If you have any questions please contact your site using the information below.

Brea Clubhouse	Placentia Teen Center	YLMS	Bernardo
502 S. Sievers Ave Brea, CA 92821 (714) 990-0215 ext.1001	201 N. Bradford Ave. Placentia, CA 92870 (714) 364-7207	4777 Casa Loma Dr., Room P1 Yorba Linda, CA 92886 (714) 287-7437	5350 Fairmont Blvd., Room 710 Yorba Linda, Ca 92886 (714) 345-9842

Admission and Registration

Admission to BGCBPYL is open to any child who meets the following criteria:

- Children must be in K – 12th grade to attend.
- The BGCBPYL does not provide transportation at this time.
- Parent has completed the entire enrollment packet and brought in paperwork.
- Membership fees have been paid prior to attendance. \$50 for first child and \$25 per additional child in household. **The registration fee is NON-REFUNDABLE.**
- Youth with special needs are accepted if we are able to meet their needs and they are able to participate without risk to themselves or others. **If you have any questions please contact Club Director who can assist you.**

Membership Policies

- Each member must meet the following standards:
- The member must be in K – 12th grade, and have a completed enrollment packet signed by their parent or legal guardian.
- In order to attend the program, new members must attend an orientation (please see the scheduled orientation calendar).
- No one will be denied membership on the basis of their inability to pay: however, payment arrangements must be made with the Club Director.
- **Note for In-Club Distance Learning: Due to local occupancy & safety standards designed to minimize exposure to COVID-19. See COVID-19 Policies and Procedure.**

Membership and Participation Fees

Session	Fees	Description
Registration (School Year & Summer)	\$50 per child	Covers membership for entire school year and club card.
SY Monthly Kinder	\$400	August – December In-Club Distance Learning
SY Monthly 1 st – 6 th	\$370	August – December In-Club Distance Learning
SY Monthly 7 th – 8 th	\$300	August – December In-Club Distance Learning
SY Monthly 9 th – 10 th	\$260	August – December In-Club Distance Learning

- Registration is required when enrolling for School Year and/or Summer.
- A limited amount of Scholarships are available.

Payment

Payment during the school year is due on a weekly basis. All payment must be made by Friday day of that week. Any payments made after that Friday will incur a \$10 late fee. If your account is not paid in full and you have not made payment arrangements with your Club Director, your child will not be allowed to attend the Club until your account is paid. **There is a \$25 Administrative fee for all returned checks. After 2 checks, the Club reserves the right to no longer accept checks as a form of payment.** Financial assistance may be available. Please ask your Club Director for a Scholarship application.

Taxes

The Boys & Girls Club is a 501(c)3 non-profit and not a licensed childcare facility. **We do not provide year-end statements and it is your responsibility to keep all receipts from payments made.**

Our tax ID number is 95-2428410.

Club Card Policy

Members must have their club cards for entry to the Club. They must keep their club cards on them at all times while at the Club. Cards must be given to the staff in order to check out equipment, such as games, pool cues, etc. Cards are only returned to the member when the checked-out equipment is returned in good and complete condition. Lost or forgotten club cards are replaced at the expense of the member (replacement cards will be issued at a cost of \$2.00)

Homework

Members of the BGCBPYL will be offered distance learning with support of staff. Our Brea Clubhouse (502 Sievers Ave, Brea 92821) will be open to provide academic support during the day for students to log-in and participate in school functions. It is important that parents understand that while given a chance to work on homework, staff are not certified teachers. While they will offer support where possible, it is ultimately the parent's responsibility to check with their child on all matters dealing with homework and school projects.

Personal Belongings

BGCBPYL is not responsible for lost, stolen, or damaged belongings. As such, we strongly encourage members to only bring essential items to the Club. Members should especially refrain from bringing items as such:

- Electronics (cell phones, PSPs, Game Boys, iPods, tablets, MP3 players, etc.)
- Sport equipment (basketballs, footballs, etc.)
- Billiard Equipment (pool sticks, etc.)
- Blankets or sleepwear
- Toys (Stuffy, dolls, cards, Pokémon cards, etc.)
- We will provide a space for personal belongings

These items may be confiscated and returned to the parent at the end of the day. Our sites are equipped with phones to place emergency calls.

Dress Code

Members should be adequately dressed for indoor and outdoor activities appropriate to the season.

- Children must have tennis shoes (without black soles), and shorts/sweatpants for gym activities.
- Children's shoes must stay on their feet; thongs, sandals, shoes with wheels, and open-toe-shoes are not acceptable.
- No clothing with holes, ragged or cut off hemlines, or made of transparent or fishnet fabric.
- Clothing that exposes the chest, abdomen, genital area, buttocks, undergarments, or legs above mid-thigh shall not be worn in the Club or on field trips.
- Clothing or jewelry (earrings, necklace, bracelets, etc.) that displays logos or images that promote drug use, alcohol, violence, profanity, or racism is not allowed.
- Oversized, extremely baggy clothing or improperly-fitted clothing is not allowed.
- Pants shorts or skirts must be worn at the waist; sagging is prohibited.
- Hats or hoods on sweatshirts/jackets shall not be worn in the Club at any time.

Failure to follow these standards will result in the member being sent home. **This expectation also applies to parents/guardians or guests who attend BGCBPYL functions.**

Reminder: BGCBPYL programs are active and your child will be involved in physical activities and arts and crafts programs. Your choice of clothing should be appropriate for active play, however, if you prefer that your child wear dress clothes, please send along play clothes for them to change into at the Club for certain activities.

Pick-up and Sign-out

When picking up a child, the parent or those listed on the registration form for pick-up must come into the club to get them. Members are not permitted to wait outside of the club for a ride. Safety of our members is a priority.

All children must scan out from the club. Children may be picked up only by parents or those persons listed for pick-up on the registration form. A photo ID may be required by the staff at any time for any individual picking up a child. Changes to the pick-up list must be made in writing, and given to the Club Director.

Note: Appropriate paperwork such as custody papers must be submitted if a parent is not allowed to pick up a child.

Please see your individual club for hours of operation. All clubs are open Monday-Friday following public school calendars during the regular school year. **ALL CLUBS CLOSE AT 5:30PM, PLEASE MAKE SURE THAT YOU PICK UP YOUR CHILD PRIOR TO 5:30PM, LATE FEES WILL APPLY!** If 4 incidences of late pick-up occur, you may be asked to make other distance learning arrangements. **If your child(ren) has not been picked up one hour after closing, the Police Department will be notified.**

See COVID 19 Policies and Procedures for COVID-19 (DROP Off and Pick up Policy)

Late Child Pick-Up Policy

We understand the problems occasionally arise that could prevent you from picking up your child on time. In that event, please call the Club as soon as you know you may be late and identify who will be picking up your child. It is important to contact us as soon as possible; if the program staff have not heard from you by closing time, the person(s) listed on your authorized pick-up list will be contacted to pick up your child immediately. In the event that we are unable to contact you, or someone listed on your authorized pick-up list, by closing time, the police may be contacted.

Parents who do not pick up their child before the Club closes must pay the after—hour fee shown below.

Time	Fee
00-05 minutes	Grace Period
06-11 minutes	\$5.00/per child
16-25 minutes	\$10.00/per child
26-35 minutes	\$15.00/per child
36-45 minutes	\$20.00/per child
After 45 Minutes	\$1.00/per minute each child

Communication

Pre-enrollment orientation is required for parents/guardians to discuss schedules, fees, special needs, and obligations/responsibilities concerning the program. Please see the Front Desk to receive Club tour and schedule an orientation for you and your child. **To ensure all families are informed of our new policies and procedures, your child will not be able to attend until you have attended a scheduled orientation.**

You can request a conference at any time and are encouraged to spend a few minutes each week talking with the staff about the program and your child. If you have any questions or concerns, please call the Club to speak with the Club Lead.

Withdrawing from Program

Please notify Club Lead in writing at least one week in advance if you wish to withdraw your child from the program; this will ensure that another child needing our services can be admitted to the program. We hope that your child's time at the Club has been enjoyable. Please let us know if there are any specific incidents or reasons causing you to withdraw you child.

For our COVID-19 In-Club Distancing Learning Program, in order to best serve our families, members are expected to attend daily unless member or family member is sick. Proper notification is necessary if a member plans to miss a day.

Health and Safety Policy

We need to be informed if your child has a known medical condition (asthma, diabetes, seizure disorder, allergies to cleaning supplies etc.). You will be required to have your child's physician fill out an Individualized Care Plan, outlining what should be done if a problem should occur during program hours. Please make sure that any medication and appropriate information is available with written instructions for us to follow in the event of an emergency. **For our In-Club Distance Learning Program, a daily intake sheet will be completed for each member.**

Parents of the member will be called immediately in the case of a major accident or incident. In serious cases, the child will be taken to the nearest local hospital by emergency vehicle for treatment; parents will be called as soon as possible.

The BGCBPYL staff is mandated by law to report child abuse and neglect to the Division of Social Services. A report is required for any incident of child abuse and/or neglect. The person reporting does not need to witness actual abuse or neglect; he or she needs only suspect that this is occurring. Failure to report suspected cases of child abuse or neglect may result in disciplinary action.

All BGCBPYL staff, volunteers or other representatives of this organization must report any suspected child abuse and/or neglect of Club members or program participants immediately. All such suspected reports must be made to appropriate state and/or local authorities. Program staff must follow the organization's procedures for reporting and notify the organization's Chief Executive Officer (CEO) or the Area Director. The CEO and AD shall ensure that proper reporting was made to the appropriate state and/or local authorities and shall execute the organization's Crisis Communication Plan, including reporting it as a Critical Incident to Boys & Girls Clubs of America within 24 hours of learning of the report. All employees and volunteers of BGCBPYL shall undergo training as to what constitutes child abuse and neglect, the state and federal statutes defining child abuse and neglect, and how to properly report such cases. Any staff or volunteer accused of child abuse or neglect will be fully investigated by authorities and this organization. In such an occurrence, contact with members and program youth will be restricted or constrained and/or the person in question suspended from employment or program participation pending the decision of the CEO and Board of Directors until such an investigation is concluded.

Staff is instructed to make every effort to prevent a member from getting into a car with a parent under the influence of drugs or alcohol. This includes the mandated reporting of parents who appear to be impaired by drugs or alcohol.

Dietary Procedures

All meals will be eaten in classroom areas, not in any common space. No family style dining will be allowed.

Summer: Breakfast/Morning Snack, Lunch, Afternoon Snack.

School Year: Afternoon Snack 3/3:30 for all members

Snacks

A snack time will be provided each day, **NO** snacks will be provided. If you wish to send your child with a snack, please do so.

All Meals will be eaten in classroom areas, not in any common space. No family style dining will be allowed.

See COVID 19 Policies and Procedures for COVID-19 (Meals)

Medications

Policy prohibits staff members of BGCBPYL to administer prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen, and insect repellent. If your child requires emergency medication, such as an inhaler or Epi-Pen, you are required to provide the medicine in its original packaging. All emergency medications are locked in a storage cabinet at your child's site. **(Medicines that are out of date or not in the clearly labeled original container will not be permitted).** If a situation arises that your child should need emergency medication, BGCBPYL staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves. **BGCBPYL staff will not administer medication to a child.** Parents will be notified immediately when a child needs access to their emergency medication.

Communicable Disease Policy

If a member shows evidence of having a communicable disease (as defined by a skin irritation or lesion that is designated as contagious to others and appearing as “pink eye,” impetigo, chicken pox, scabies, ringworm, head lice, etc.) the BGCBPYL will remove the member from the program areas and isolate the member in a designated area until a parent or designated guardian can be notified to pick up the member from the Club. We will also do periodic Head Lice checks.

COVID-19:

The parent will be notified to pick up the child immediately if a child has any one of the following conditions:

- Contagious disease
- Fever over 100 degrees Fahrenheit
- Vomiting or diarrhea
- Accident requiring medical attention

The contagious member will not be allowed to participate in the Club activities until medical personnel examine the member and the member is found to be non-contagious. A letter to this effect must be signed by a physician (or registered nurse) and placed in the member’s membership file before they are allowed to return and participate in any Club activities.

Parent Notification

It is very important that we have up-to-date contact information for parents/guardians and emergency contacts. If your phone number or address changes, you are required to let us know as soon as possible. The phone numbers provided on the application are the only way we have to notify parents in case of an accident or other emergency. Emergency situations which require the BGCBPYL to close or evacuate the building make it necessary for staff to contact each parent and/or guardian. Please make sure staff members can do that efficiently by providing updated information.

Emergencies and Disaster Plan

In the event of a fire, natural disaster, or man-made disaster, staff will evacuate all children using the posted exit routes. The appropriate authorities as well as parents and/or guardians will be contacted. Should parents and/or guardians be unavailable, those listed under “emergency pick-up” on the application will be called.

Staff Ratios and Lines of Authority

Our staff to member ratio during regular programming hours is 1 staff per 15 children. The Club Lead is responsible for overseeing program quality and staff. Club Lead report to the Area Director and then to the Chief Professional Officer.

See COVID 19 Policies and Procedures for COVID-19 (Group Size)

Facility Space

Club members of the BGCBPYL will be allowed to enter only those areas designated for use during programming hours. No member should be in an area unless Staff are present.

Note for Summer 2020: Due to local occupancy & safety standards designed to minimize exposure to COVID-19. See COVID-19 Policies and Procedure.

Behavior and Code of Conduct

- BGCBPYL has a zero-tolerance policy regarding violence and acts of aggression.
- Breaking the rules will result in time-out/loss of privileges.
- Continuing to break the rules will result in suspension.
- Repeat suspensions will result in a loss of membership.
- Children who fail to follow these guidelines can and will be dismissed from attending the Club.
- Under extreme circumstances (for example: intentional injury to another child or staff member), the Club

Director has the discretion to suspend a child immediately, without advance notice.

Code of Conduct: In order to promote the child's physical, intellectual, emotional, and social well-being and growth, BGCBPYL members will be expected to follow the BGC Code of Conduct:

- Have fun!
- Respect yourself.
- Play fairly and be honest.
- Applaud the efforts of others.
- Avoid inappropriate language.
- Dress appropriately at all times.
- Running is reserved for athletics.
- Say only good things about others.
- Be respectful of Boys & Girls Clubs staff.
- Resolve disagreements in a positive way.
- Listen during appropriate times and assemblies.
- Be respectful of other members and their property.
- Participate only in activity areas open to your assigned group.
- Take care of your Boys & Girls Clubs facilities, grounds, and equipment.
- Tobacco, drugs, alcohol, weapons, and gang colors/logos/gestures are prohibited.

Zero Tolerance Policy

The BGCBPYL strives to provide a positive place for kids. The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another child, he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

The BGCBPYL reserves the right to search all persons and carry-in items such as backpacks and gym bags. Any person whose refuses to submit to such a search will not be allowed admission into the Clubs.

These guidelines apply to members, as well as parent(s), guardian(s), and any other person authorized to pick up child(ren) while they are at the BGCBPYL site. Failure to comply with these regulations may result in a ban from Club facilities and functions.

Discipline Procedures

The Club's primary method of discipline is to focus on and reward positive behavior.

Infraction I

Infraction I is defined as any minor disruptive behavior such as yelling, running, being out of your assigned area, cursing, sitting on tables, misuse of club equipment, not removing hats, or showing inappropriate signs of affection.

<u>Occurrence 1</u>	<u>Occurrence 2</u>	<u>Occurrence 3</u>
Warning & "teachable moment"	15 minute time out	Suspended from that area

Infraction II

Infraction II is defined as any behavior that disrupts club activities or disrespects club, staff, or members. Behavior in this category includes, but is not limited to, outright defiance, cursing, or disrespecting staff, intimidation, encouraging or instigating a fight, horse playing, confrontations without harm, and minor vandalism.

Occurrence 1	Occurrence 2	Occurrence 3
Warning & “teachable moment”	20 minute time out	Suspended from club activities for the day

Infraction III

Infraction III is defined as any behavior that endangers members, staff, or club facilities. Behavior in this category includes, but is not limited to, repairable vandalism, minor theft, fighting, and outright threats. Please see our zero tolerance policy.

Occurrence 1	Occurrence 2	Occurrence 3
Suspended from club activities	Suspended for one day	Suspended for one week

Infraction IV

Infraction IV is defined as any infraction that is criminal or damaging to club, club members, or staff in a permanent or longstanding way. Behavior that is included in this category consists of participating or being involved in weapon possession, major theft, drug possession, threat to staff or major vandalism. Accompanying discipline action in Infraction IV will be a police report. Please see our Zero Tolerance Policy.

Occurrence 1	Occurrence 2	Occurrence 3
Suspended for one month	Suspended for three months	Permanent Suspension

***The information presented indicates the general nature and level of behavioral problems in these classifications. It is not designed to contain, or to be interpreted as a comprehensive inventory of all behavior, actions, or disturbances. All behavioral problems will be handled on an individual basis.

Teachable Moment

Asking the member to choose a different behavior and giving them logical consequences for failure to comply (i.e., an apology, time out, leaving the area, etc.).

Conference with the Lead Staff & Area Director

The member(s) may be asked, “What did you do?” or “What part of the problem are you responsible for?” Members will be given the opportunity to discuss other possible choices and what they would likely choose to do in the future. A call to parents will be made if the incident warrants.

A Call Home and/or Short-Term Suspension

A call home or a short-term suspension may be given at the discretion of the Lead Staff in response to continued inappropriate actions.

A Long-Term Suspension or Revocation of Membership

A long-term suspension or revocation of membership may be given in response to continued inappropriate behavior.

BGCBPYL handles behavioral problems on an individual basis. It is the responsibility of parents/guardians to let us know if members have developmental disabilities so that we have information to better understand behavior. If the behavior is ongoing or extreme, the member will be sent to the Club Lead for further guidance. The Club Director has the option of sending the member home and/or suspending the Club member.

If the member’s behavior remains disruptive, the member may be temporarily removed from the group. If this method still does not work, the parent will be contacted and the child may again be temporarily removed from the group. All attempts will be made to help the child.

Suspension/Termination of Membership

Suspension from the program is a last resort in cases when negative behavior remains unchanged. It is our policy to practice discretion of any other parties involved in your child’s suspension as we practice focusing on each case individually with each family involved.

Only Lead Staff and Area Director are authorized to suspend children for any of the following reasons. (Parents will be notified by phone call and/or conference when the child is picked up.)

- Violent behavior that may endanger other Club members and staff.
- Excessive or abusive language.
- Not complying with the Club rules.
- Bringing a weapon into the Club or onto Club property.
- Bringing illegal drugs/alcohol into the Club.
- Attending the Club while under the influence of an illegal drug and/or alcohol.

Excessive continual suspensions could lead to termination of membership.

School Suspension

If a member is suspended from school, they will not be allowed to attend the Club. We expect good behavior in and out of the Club.

Returning after Suspension

If a child is suspended, the parent/guardian will receive a phone call notifying them of the suspension.

If a three-or-more day suspension was enforced, the parent/guardian must come to the Club and have a conference with the Lead Staff and Area Director before the child's membership may be reinstated. Any other suspension requires a parent/guardian to confer with a Club Lead regarding the expectations of the child upon their return.

The member will not be allowed to return to the Club until this conference has taken place.

Phone and Computer Use

The Club phones are reserved for business purposes; members will only be allowed to call home in the event of an emergency. A message may be delivered to a member, but members may not receive calls. Pick-up arrangements should be made prior to the member's arrival at the Club.

BGCBPYL's computer network and Internet access are available to members to enhance their educational experience and become technologically literate in an increasingly technological world.

Electronic Equipment Guidelines

The purpose of the Responsible Use Guidelines is to ensure the appropriate use of our network and the Internet. The following guidelines apply to all users whenever they access the BGCBPYL's network and Internet connection.

Educational Purpose

The BGCBPYL network has been established for educational purposes limited to classroom activities, homework, career development, and independent scholastic research on appropriate subjects.

Personal Safety

- You will not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school, or work addresses and telephone numbers.
- You will not agree to meet with someone you have met online without you parent's approval. A parent/guardian should accompany you to this meeting.
- You will promptly disclose to the Program Manager or any other Club staff member or adult volunteer any message that you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

- You will not attempt to gain unauthorized access to the BGCBPYL network or to any other computer system through the BGCBPYL network. This includes attempting to log on through another person's account or access another person's files. These actions are illegal even if only for purposes of browsing.
- You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.
- You will not use the BGCBPYL network to engage in any illegal act, including but not limited to arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

System Security

- You are responsible for your individual user account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another

person.

- You will immediately notify the Program Manager or any other Club staff member or adult volunteer if you have identified or witnessed a possible security problem. Do not go looking for security problems because this may be construed as an illegal attempt to gain access.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos, or any other form of communication. You will not post information that could cause damage, danger, or disruption. You will not engage in personal attacks, including prejudicial or discriminatory acts. You will not harass another person. (Harassment is persistently acting in a manner that distresses or annoys another person.) If you are told by a person to stop sending them messages, you must stop.
- You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- You will not re-post a message that was sent to you privately without permission of the person who sent you the message.
- You will not post private information about another person.

Plagiarism and Copyright Infringement

- You will not plagiarize works that you find on the Internet. (Plagiarism is taking ideas or writing of others and presenting them as if they were your own.)
- You will respect the rights of copyright owners. (Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization.) If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. If you have any questions ask the Program Manager or a qualified staff member.

Inappropriate Access to Material

- You will not use the BGCBPYL network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature, if the purpose of your access is to conduct research, and both your teacher and parent or guardian approve.
- If you mistakenly access inappropriate information, you should immediately tell the Program Manager, a Club staff member, or volunteer. This will protect you against a claim that you have intentionally violated this policy.

Your Rights

- BGCBPYL's network is considered a limited forum (similar to the school newspaper), and therefore the Club reserves the right to regulate that forum for valid educational reasons. The Club will not restrict your speech on the basis of a disagreement with opinions you are expressing.
- You should expect only limited privacy of the contents of your personal files on the BGCBPYL's system. This situation is similar to the rights you have in the privacy of your locker.
- An individual search will be conducted if there is a reasonable suspicion that you have violated these Guidelines, the BGCBPYL Member Behavior Standards, or the law.

Disciplinary Actions

Members who violate the Responsible Use Guidelines may be denied future Internet and/or network privileges for a defined period of time, or be subject to other disciplinary measures as set forth by the area Director and members of the BGCBPYL staff.

As a parent or guardian of this member, I have read the BGCBPYL's Responsible Use Guidelines. I understand that access to the BGCBPYL Network and the Internet is designed for educational purposes and BGCBPYL has taken available precautions to educate members on appropriate educational materials. However, it is understood that no matter how much supervision and monitoring that the Club can offer, there will always be the possibility of my child coming into contact with inappropriate material, and I will not hold the BGCBPYL responsible for materials acquired on the network.

Acknowledgement Form

- I have read and understand the LATE PICK-UP POLICY. I understand and agree that there will be a late fee that must be paid before my child can return to the Club. A payment schedule can be arranged for considerable amounts of money due; however, I understand that I must call and make such arrangements.
- I have read and understand the BEHAVIOR POLICY/DISCIPLINARY PROCEDURES *for children and adults* stated by BGCBPYL. I understand that my child and I will need to abide by all rules of the BGCBPYL while at the Club or at a Club event.
- BGCBPYL agrees to notify the parents/guardians whenever the child becomes ill and the parent/guardian will arrange to have the child picked up as soon as possible.
- The parent/guardians authorize the BGCBPYL to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately.
- I realize the BGCBPYL is not responsible for injuries that occur to my child at the Club. Parents should carry their own medical insurance and are responsible for medical costs that may be incurred in cases of emergency.
- I have read and understand the PAYMENT POLICY. I understand that payments must be made by the Friday of the week my child attends, and that any late fees incurred must be paid in full prior to my child returning to the Club. Unless prior arrangements have been made with the director.

By signing this document, I am acknowledging to have received and read a copy of the Parent Handbook and understand and agree to comply with the policies and procedures outlined within. I have reviewed the policies and procedures with my child.

Parent (Print Name): _____

Parent Signature: _____

Child(ren)s Name: _____

Date: _____



BOYS & GIRLS CLUBS
OF BREA - PLACENTIA - YORBA LINDA

COVID-19 Operational Procedures: Addendum to Parent Handbook

*Effective August 14, 2020

COVID-19 In-Club Distance Learning Program Purpose Statement: *In response to COVID-19, Boys & Girls Clubs of Brea-Placentia-Yorba Linda has developed a limited, safe, and intentional in-Club distance learning program to accommodate the ever-growing need for quality, safe childcare to serve the kids and families who need us most.*

*The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff. We will communicate any changes with families. Please be sure to review our traditional PARENT HANDBOOK for additional expectations, policies, and procedures.

Key Information

- **Dates of Operation:**
 - We intend to open on Monday, August 17th, 2020. We intend to run the In-Club Distance Learning program for Fall Semester August 17th, 2020 - December 21st, 2020. Please keep in mind that COVID-19 requires that we constantly reassess. These dates are subject to change.
- **Hours of Operation:**
 - 7:30am-5:30pm
- **Drop-off time:**
 - 7:30am – 8:30am
- **Cost:**
 - \$400 a month for Kindergarten.
 - \$370 a month for 1st - 6th
 - \$300 a month for 7th & 8th
 - \$260 a month for 9th - 10th
 - Scholarships available.
 - Registration will be a \$50 flat fee per child.
 - If you would like scholarship information, please email Tamara Adams at tamara@everykid.org
- **Location and Capacity Limitations:**

	Brea Clubhouse
Physical Address	502 S. Sievers Ave. Brea, CA 92821
Member Capacity	30-45 If the program does not meet our minimum, we will notify all registered families immediately.

Membership

- We ask that members with underlying medical conditions do not attend at this time. The CDC lists the following underlying medical conditions:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications.
 - People with severe obesity (body mass index [BMI] of 40 or higher)

- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease
- In-Club Distance Learning Program enrollment will run August 17th, 2020 - December 21st, 2020
- Families note we are running off Brea-Olinda and Placentia-Yorba Linda Unified School District schedules.
- Families will have to make their first payment (\$50.00) to secure their spot. If this is an issue, please communicate with our Program Manager Carmen Aragon - Giron.

Entry

- We will implement a curbside drop-off and pick-up to limit direct contact between parents/guardians and staff members and adhere to social distancing recommendations. We will greet members outside as they arrive. We will have a staff member outside or near our secure entrances to escort members inside the building. We ask that parents call (**714-582-3768**) when they arrive for both drop-off and pick up if a staff member is not present. Parents cannot leave without the child's temperature check & daily questionnaire being completed.
- Drop-off and Pick-up Times:
 - *Drop-off time:*
 - 7:30am – 8:30am
 - We ask that all parents/guardians do their best to use these times. If a child needs to be dropped off or picked up at a different time, parent/guardians must call the Club.
- Drop-off and Pick-up Procedures
 - Intake staff members will ask daily questions curbside while Club families remain in their vehicles. Some of these questions may include:
 - In the last 14 days, have you or your child(ren) been within 6 feet (unprotected) of anyone with a positive COVID-19 or Coronavirus diagnosis?
 - Do you, your child(ren) or anyone in close contact have a fever of temperature over 100*?
 - Do you, your child(ren) or anyone in close contact have symptoms of cough and/or shortness of breath or difficulty breathing?
 - Do you, your child(ren) or anyone in close contact have at least two of these symptoms: fever, chills, repeated shaking with chills, muscle pain, headache, sore throat and/or new loss of taste or smell, nausea, diarrhea, or congestion?
 - Have you been on a cruise or in another setting with confined crowds in the last 14 days?
 - Do you have any new household members since your last Daily Intake Form?
 - Check in/out stations will be located outside. Check in procedures will look like this:
 - We will check the adult's identification. Please be sure to bring your ID.
 - We will make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), cough, fatigue, or extreme fussiness.
 - Temperature checks: Persons (Staff or Child) who have a temperature of 100* F or above or other signs of illness will not be admitted to the facility. **Parents must be on the alert for signs of illness in their children and keep them home when they are sick. Children will be sent home immediately if they develop symptoms of COVID-19.**
 - There will be a Daily Intake Report completed on all members in attendance that includes information gathered visual inspection, temperature check(s), etc. This information can be used, while maintaining the anonymity of the member or staff, to communicate with parents, directors, BGCBPYL safety committee and/or other local stakeholders and authorities if necessary and requested. For example, this information can be shared with the local health department if a COVID-19 outbreak occurs.
 - Parents are encouraged to have the same designated authorized person drop off and pick up the child every day. If possible, older people such as grandparents or those with serious underlying medical conditions should not pick up children, because they are more at risk for severe illness from COVID-

19.

- Hand hygiene stations will be set up at the entrance of the facility, so that members can clean their hands before they enter.
- We will provide hand sanitizer with at least 60% alcohol for all persons entering the building.
- We will keep hand sanitizer out of children's reach and supervise use.
- Intake staff will escort members to their assigned areas.
 - Members will walk with the Intake staff member directly to their area.
 - Staff will assist with immediately washing the child's hand and then their own hands.
- No visitors and volunteers are allowed at this time.
- Families and all household members will be required to sign a waiver indicating understanding of COVID-19, its symptoms and possible complications, and release of liability if allowing a child to attend.
- Our screening requirements will be posted on entry doors for reference.
- If a member or staff have a temperature of 99-99.9 degrees, he or she will be re-checked one hour later at the Club. If the temperature increases, he or she will be sent home.

Staff

- Staff must enter through the front entry and directly wash hands.
- Staff will have their temperature and symptoms checked and sent home if fever over 100 degrees or if they display symptoms of COVID-19.

Bathrooms/Water Breaks

- There will be scheduled bathroom breaks. Cleaning procedures will take place regularly throughout the day.
- If a member needs to use the restroom outside of the scheduled bathroom break, he or she will be escorted by a designated staff.
- Members must bring a clean reusable water bottle to the Club every day. Regular water breaks will occur. Traditional water fountains will not be used as a safety precaution.

Gym/Outside

- Groups will be scheduled for outside time (fields and open spaces only, no playgrounds at this time). Each area will have their own equipment and will be responsible for cleaning and sanitizing after they leave the space. We will provide proper and safe supervision that is in line with CDC recommendations. Groups will not mix when outside.
- Each group will have their own equipment and will be responsible for cleaning and sanitizing after they leave the space. We will provide proper and safe supervision that is in line with CDC recommendations.

Meals

- All meals will be eaten in classroom areas or outside, not in any common space.
- Members must bring a sack lunch with all food in disposable packaging.
- Proper sanitation will take place before and after meals and snacks.

Personal Belongings

- We ask that members do not bring personal items from home.
- We will provide several program materials and personal items for members. We will let you know what those things are as soon as we confirm them.

Group Size

- We intend to limit group size to 15 children.

Field Trips

- We will not be participating in any field trips or bringing in any special guests until further notice.

Programs

- We will continue to offer meaningful, intentional programs, engage members, and promote fun. These programs may be altered to accommodate this new operation. Members will be required to stay in one

area for the majority of the day due to safety recommendations. Programs will still cover our 5 core program areas.

Expectations

- Club members must do their best to follow all expectations. In addition to our regular Club expectations, Club members will need to follow COVID-19-specific expectations to ensure the safety of everyone in the building. Failure to do so can result in removal from our program. Some COVID-19 specific expectations are below:
 - Club members 3rd Grade and up are required to wear a mask all day except when eating or drinking.
 - Club members are asked to remain 6 feet apart at all times. Staff members will do their best to ensure this happens, but we ask that parents/guardians remind their members of this rule.
 - Club members will participate in regular, scheduled hygiene practices to ensure safety.
 - Members will be required to stay in one area for the majority of the day due to safety recommendations. Programs will still cover our 5 core program areas.

Use of Medication

- Rules for giving medication at the Club have been established by the BGCBPYL and must be followed in all cases by an adult family member.
- The medication should be in the prescription bottle. The bottle should be clearly labeled with the child's name, name/type of medication, directions for giving (time and dosage), and the physician's name.
- The bottle should only contain enough medicine for one day.
- The medication will be collected by intake staff members who are completing the drop off process.
- Members must be able to administer their own medication. Staff are not authorized or trained to administer medications. We may not be able to accommodate them as a member of our program if they cannot administer their own medication.
- Parents must complete the Medicine Administration Form.

Cleaning and Sanitation

- We will have a detailed cleaning and sanitization schedule with dedicated staff members to ensure proper safety.

Communication

- Please communicate any changes in family health circumstances as quickly as possible so that we may mitigate any issues that may arise. We will commit to communicating as much information as possible as often as possible.

Positive COVID-19 Case

- If someone in our building tests positive for COVID-19:
 - Immediately send home or separate anyone who becomes sick at the Club. We will advise employees to contact their doctor or local health department as soon as they show symptoms. Club members will have a designated, separate space to wait to be picked up.
 - Club families and staff, the Orange County Health Department, and BCGA will be notified.
 - We will work in collaboration with our health department to determine when to re-open closed areas and when staff in quarantine may be allowed to return to work.
 - After re-opening, we will continue regular cleaning, disinfection, social distancing, and hygiene practices.

Changes: The COVID-19 situation is fluid and we reserve the right to adjust policies and procedures as needed to maintain the health and safety of children and staff. We will communicate any changes with families.