

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS
OF SILICON VALLEY**

2021 SUMMER FAMILY HANDBOOK



Boys & Girls Clubs of Silicon Valley Corporate Office
Sobrato Center for Nonprofits
518 Valley Way, Milpitas, CA 95035
Main: (408) 957-9685 | Fax: (408) 957-9675

Table of Contents

Clubhouse Locations & Information.....	3
Welcome Letter	4
About Our Organization	5
Mission.....	5
Vision	5
Logic Model.....	5
Key Elements of Youth Development.....	6
Core Enrichment Areas	6
History.....	7
Summer Enrichment Program	8
Program Elements.....	8
About the Clubs	10
Eligibility	10
Special Accommodations	10
Registration.....	10
Summer Fees	10
Determination of Income.....	11
Deposit.....	11
Refunds	11
Third Party Family Subsidy	11
Hours	12
Holiday.....	12
Drop-In Program	12
Age Appropriate Group	12
Mandatory Participation	12
Snacks & Meals	12
Personal Belongings	13
Phone Policy.....	13
Dress code.....	13
Code of Conduct & Policies	14
Code of Conduct	14
Behavior Policy.....	14
Positive Behavior Management	14
Conflict Management	15
Zero Tolerance Policy	17
Open Access Policy.....	15
Health & Safety	16
Special Needs Accommodations	16
Sickness or Injury	16
Concussion	16
Medications	17

Parental Notification	17
Emergencies & Disaster Plan.....	18
Mandated Reporting Duties & Policy	18
Staff Ratios	18
Member Arrival & Departure	19
Late Pick-Up	19
Additional Information	20
Your Role.....	20
Where to Seek Help	20
Parent Resources	20
Volunteer	20
Donations.....	20
Parent Acknowledgment Form	21

SUMMER LOCATIONS

<p>ACE Empower Academy 625 South Sunset Avenue San Jose, CA 95116 Unit Director: Jaimie Wang Phone: (408) 729-3920 Email: jwang@acecharter.org Dates: June 17 – July 22 Hours: 8:00am - 2:30pm</p> <p>ACE Esperanza Middle School 1665 Santee Drive San Jose, CA 95122 Unit Director: Fatima Sahagun Phone: (408) 326-2155 Email: fsahagun@acecharter.org Dates: June 17 – July 22 Hours: 8:00am - 2:30pm</p> <p>Alum Rock Youth Center Clubhouse 137 N. White Road San Jose, CA 95127 Unit Director: Jessica Carrillo Phone: (408) 251-5757 Email: jessica.carrillo@bgclub.org Dates: June 14 – July 30 Hours: 7:30am – 6:00pm</p> <p>Alviso Youth Center Clubhouse 5040 N. 1st Street San Jose, CA 95002 Unit Director: Albert Estrada Phone: (408) 423-1726 Email: albert.estrada@bgclub.org Dates: June 14 – July 30 Hours: 7:30am – 6:00pm</p> <p>Arturo Ochoa Clubhouse 901 Arizona Circle Gilroy, CA 95020 Site Director: Gemi Marcos Phone: (408) 821-6702 Email: gemi.marcos@bgclub.org Dates: June 7 – July 30 Times: 1:30pm – 5:30pm</p> <p>John Muir Middle School 1260 Branham Lane San Jose, CA 95118 Unit Director: Jesus Murillo Email: jesus.murillo@bgclub.org Phone: (408) 535-6281 Dates: June 14 – July 30 (closed July 5 – July 9) Hours: 8:00am - 2:30pm</p>	<p>Levin Clubhouse 4955 Edenvue Drive San Jose, CA 95111 Unit Director: Crystal Cortes Phone: (408) 224-7997 Email: crystal.cortes@bgclub.org Dates: June 14 – July 31 Hours: 7:30am – 6:00pm</p> <p>Morgan Hill Clubhouse 17666 Crest Avenue Morgan Hill, CA 95037 Unit Director: Alban Diaz Phone: (408) 957-9685 Email: alban.diaz@bgclub.org Dates: June 14 – July 30 Hours: 7:30am – 6:00pm</p> <p>Park Place Clubhouse 16480 Del Monte Avenue Morgan Hill, CA 95037 Site Supervisor: Brenda Otero Phone: (408) 779-6872 Email: brenda.otero@bgclub.org Dates: June 14 – July 30 Hours: 9:00am – 1:00pm</p> <p>Rachel Carson Elementary School 4245 Meg Drive San Jose, CA 95136 Unit Director: Christian Garcia Email: christian.garcia@bgclub.org Phone: (408) 535-6287 Dates: June 14 – July 30 (closed July 5 – July 9) Hours: 8:00am - 2:30pm</p> <p>Smythe Clubhouse 2195 Cunningham Avenue San Jose, CA 95122 Unit Director: Adam Hernandez Phone: (408) 258-7227 Email: adam.hernandez@bgclub.org Dates: June 14 – July 30 Hours: 7:30am – 6:00pm</p> <p>Stipe Clubhouse 5000 Lyng Drive San Jose, CA 95111 Unit Director: Kelly Flores Email: kelly.flores@bgclub.org Phone: (408) 227-7332 x323329 Dates: June 21 – July 23 Hours: 8:00am - 2:30pm</p>
---	---

WELCOME TO BOYS & GIRLS CLUBS OF SILICON VALLEY

Dear Parents & Guardians,

On behalf of all staff, welcome to Boys & Girls Clubs of Silicon Valley (BGCSV), *'Where GREAT Futures Start.'*

Deciding what summer youth program to enroll your child in is a difficult one: *Is it safe? What are Club hours? Is it a positive atmosphere where my child will thrive and be encouraged? Is it expensive? Is it fun?*

We are honored that you have selected our organization to serve your child's needs.

Founded in 1944, Boys & Girls Clubs of Silicon Valley (BGCSV) is a nationally recognized non-profit organization offering innovative and effective youth development programs. Our organization serves more than 3,000 members through Santa Clara County. BGCSV is a chartered affiliate of the Boys & Girls Clubs of America, and utilizes a proven youth development strategy intended to nurture young people's self-confidence by instilling in them a sense of belonging, usefulness, influence and competence.

By providing neighborhood-based facilities designed specifically for youth and staffed with youth development professionals that care about your child's future, we offer programs and activities that develop the **21st century skills our kids need** to be successful in school, a career and life: Critical Thinking, Creativity, Collaboration, Citizenship and Communication.

The success of all youth depends upon a supportive network of influential adults. Our organization is committed to our mission *to inspire and empower all young people, especially those who need us most, to realize their full potential as productive, responsible and caring adults.*

But we need your help. Without involved parents and family, our youth cannot benefit from a united community of caring adults. Be involved. Help us ensure a positive future for all **our** youth.

Thank you for entrusting our organization with the honor of providing them with a safe place to have fun, be themselves, learn, grow and achieve.

Sincerely,



Mark P. Washbush
Chief Operating Officer

ABOUT OUR ORGANIZATION

OUR MISSION

To inspire and empower all young people, especially those who need us most, to realize their full potential as productive, responsible and caring adults.

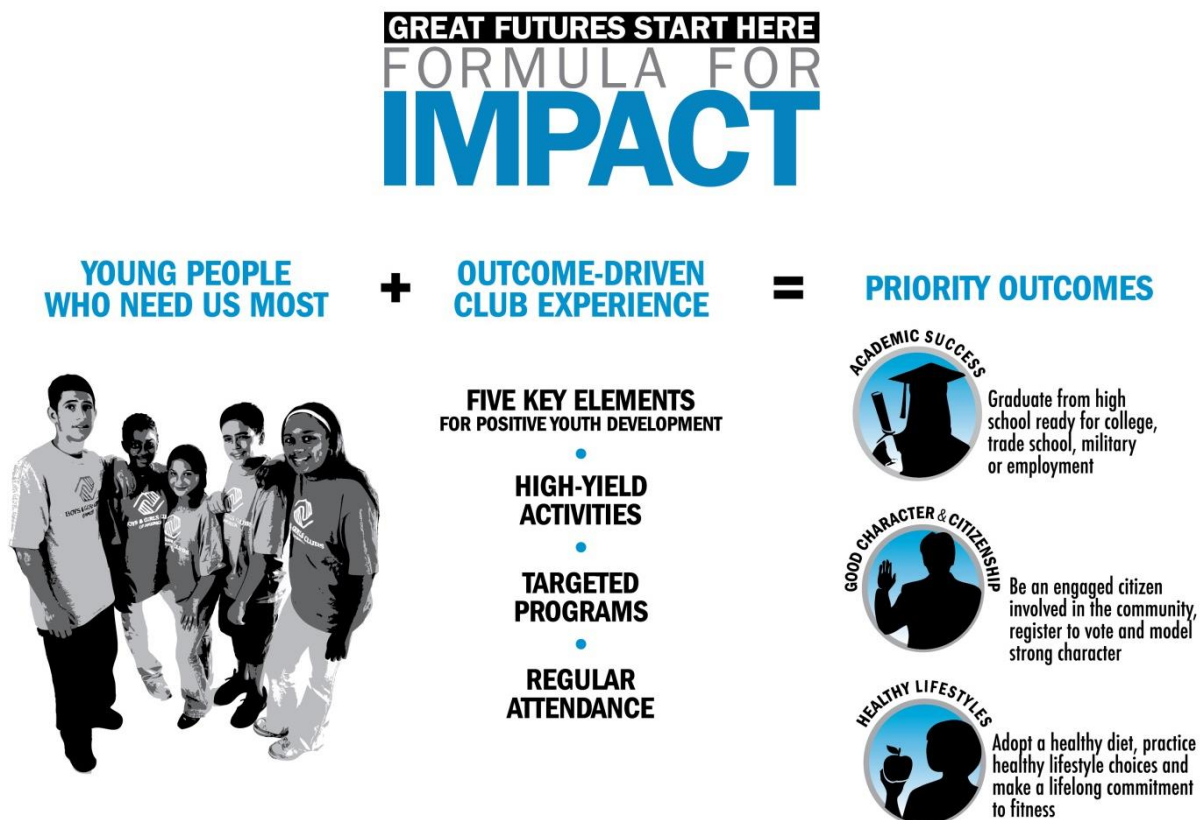
OUR VISION

To provide a world-class Club experience that assures success is within reach of every young person who walks through our doors, with all members on track to graduate high school with a plan for the future, demonstrating good character and citizenship, and living a healthy lifestyle.

OUR LOGIC MODEL

To make sure that all of our members have great futures, our organization has adopted the Formula for Impact, a research-based theory of change that describes how individual Clubs and the Movement as a whole can increase our impact – exponentially – on the young people of America.

Our Formula begins with the young people in our Clubs – especially those who need us most. It calls for us to consistently provide the most powerful Club Experience possible – by implementing the Five Key Elements for Positive Youth Development, offering high-yield activities and providing targeted programs – all of which help youth achieve priority outcomes. Then, because we also know that attending the Club more frequently and over a greater length of time makes young people more likely to achieve positive outcomes, Clubs must pursue strategies to increase attendance, program participation and member retention.



4) Opportunities and Expectations

Club staff and programs consistently communicate the expectation that every child has the potential to excel, be productive and succeed at the Club, in school and in life.

5) Recognition

The Club takes every opportunity to recognize and validate Club members' achievements and accomplishments.

Committed to our principles, we incorporate a youth development strategy that recognizes Four Elements that are critical for young people in an effective out-of-school environment:

- 1) Extended practice time with school-related skills and information**
- 2) An environment that provides continuity between home and school**
- 3) An environment that cultivates innate ability and stimulates independent learning**
- 4) An environment that values and honors academic success**

CORE ENRICHMENT AREAS

Through our Core Enrichment Programs, we engage young people in learning, encourage them to succeed and help them become the self-directed, lifelong learners we want them to be. To achieve our priority outcomes, we offer project-based, experiential and contextual learning programs that have real-world applications that youth can use throughout their lives.

Programs are provided within the following Core Enrichment Areas that address the **21st century skills** our members need to be successful in school, a career and life—**Critical Thinking, Creativity, Collaboration, Citizenship and Communication**:

- **Character and Leadership Development** – programs that empower young people to support and influence their Club and community; identify and apply learning to everyday situations and develop values as pertains to civic, community and personal responsibility through group decision-making and collaborative projects.
- **Education and Career Development** – programs that enable youth to strengthen critical thinking and digital literacy skills; and deepen proficiencies in basic educational disciplines (English-language arts, math, science) enabling youth to set goals, explore careers and prepare them for postsecondary education and/or employment.
- **Arts and Cultural Enrichment** – programs that develop members' creativity, awareness and appreciation of cultural diversity through the visual, written and performing arts; hands-on exploration of a variety of mediums emphasizing historical context and cultural significance.
- **Health and Life Skills** – programs that help young people resist alcohol, tobacco, drugs and early sexuality; develop members' self-concept, interpersonal communication and conflict resolution abilities; set personal goals and live successfully as self-sufficient adults.
- **Sports, Fitness and Social Recreation** – programs that help members meet State physical fitness standards and address social-emotional development by building cooperation and team skills through structured activities.

OUR HISTORY

Boys & Girls Clubs of Silicon Valley has been serving the youth of Santa Clara County for 70 years. Founded in 1944, Boys City had a simple goal: prevent boys, regardless of race or religion, from getting into trouble—to give them all a chance to succeed. In the words of founder Harry Slonaker—‘Uncle Harry’ as the kids affectionately called him—Boys City “is concerned with giving boys the opportunity for companionship away from the moral and physical dangers of the streets.”

Our very first clubhouse—located in downtown San Jose at 110 Jackson Street—offered boys and young men a safe place to play sports, learn trades like woodworking and printing, and develop meaningful relationships with adult mentors. In 1952, Boys City became affiliated with the nationally recognized Boys Clubs of America. By 1965, our official name had changed to Boys City Boys’ Club of Santa Clara County and membership exceeded over 800 boys and young men. In 1968, Uncle Harry opened a new clubhouse on the eastside of San Jose at 2195 Cunningham Avenue. This new club featured more space for outdoor activities in addition to a well-stocked library.

Within the organization it became clear that Uncle Harry’s mission should be extended to all youth and in 1992, Boys City Boys’ Clubs of Santa Clara County opened its third clubhouse—to both boys and girls. Located in San Jose’s South Valley, the Levin Clubhouse is situated on the Caroline Davis Middle School site.

What began as a club serving boys who needed a positive alternative to the streets, has now expanded, comprising 14 clubhouses throughout Santa Clara County—11 sites in San Jose, 2 sites in Morgan Hill and 1 in Gilroy—that together serve over 3,000 regular members and an additional 15,000 youth through community outreach.

ABOUT OUR SUMMER ENRICHMENT PROGRAM

Our Summer Enrichment Program (SEP) is a multi-element program that provides youth, ages 6 to 18, with an array of engaging and impactful programs focused on:

- **Learning - to prevent summer learning loss**
Programs that are cross-curricular, inquiry-/project-based that develop core competencies and align with academic standards.
- **Staying Active – to prevent overweight and obesity**
Programs that are team-based that develop gross motor competencies and align with state standards.
- **Having Fun – to prevent summer inertia**
Programs that are youth-centered (social-emotional learning) that develop growth mindset and align with our mission and values.

PROGRAM ELEMENTS

Youth are grouped into age-appropriate cohorts with programs scheduled cyclically. A typical daily summer schedule will consist of three hours of academic enrichment (English-language arts, math and science), at least ninety minutes of physical activity and at least one hour of arts, technology and other recreational activities.

Components of our summer enrichment program are as follows and represent typical daily offerings:

Academic Enrichment

- **KidzLit (1-3):** combines selected texts, in-class instruction and enrichment activities to help build literacy skills.
- **Literacy Lab (4-8):** features analysis and production of short stories, drama, poetry and nonfiction texts to improve young people's written skills; interpretive and analytical skills.
- **KidzScience (1-3):** a life, earth and physical science program that integrates observation, reading, art and dramatic play to deepen understanding of science concepts.
- **NeoSci (4-8):** a physical science program, NeoSci teaches members about scientific investigation and the Scientific Method through project-based learning challenges.
- **Math Matters (1-8):** math skills mastery through both small group and computer-based work.

Technology

- **ArtisTech:** Project-based programming focusing on graphic design and digital photography.
- **CodeCorps:** developing foundational skills in coding and problem-solving while also deepening understanding of the theory and practice of computer science.
- **My.Future:** integrated technology skills development informed by real-world applications.

The Arts

- **Visual Arts:** emphasizing history, culture and context, age-appropriate curriculum focuses on drawing, painting, printmaking, sculpture and more.

- **Performing Arts:** curriculum focusing on dance, drama, music, multicultural cooking and more.

Sports, Fitness & Recreation

- **Triple Play:** addresses health, fitness and social-emotional development by building cooperation and team skills.
- **Sports Leagues:** intra-club leagues focusing on skills, teamwork and sportsmanship.

Teens

- **Leaders In Training (LIT):** a job-shadowing program emphasizing leadership and professional skills development. Participants work 10-20 hours per week for the duration of summer. *Please see your site's Director for more information.*

Electives

- *Please see your Director for specific electives offered.*

| CLOSED July 5th |

ABOUT THE CLUBS

ELIGIBILITY

Our summer enrichment program is open to all youth ages 6-18. A completed application and payment of summer fees is required for each member. Please notify the Director immediately if there is any change in your income, family size, residence, marital status, employment, your contact information and those authorized as your child's emergency contacts.

SPECIAL ACCOMMODATIONS

Boys & Girls Clubs of Silicon Valley is an *all abilities and inclusive* youth development organization. Those youth that require special accommodation (e.g. I.E.P., a diagnosed behavioral condition, developmental delay or disability) must submit a completed Special Accommodations Form along with their application. A one-to-one meeting with the Director will be arranged to discuss/determine eligibility. Eligibility criteria for enrollment are as follows:

- He/she uses the toilet or urinal like same age/gender peers
- He/she changes his/her volume depending upon the requirements of the setting (i.e. loud in gym, quiet in study room) like same age/gender peers
- He/she moves at the same speed as same age/gender peers
- He/she is willing to try new activities like same age/gender peers
- During play, he/she follows rules (stated and implied) like same age/gender peers
- He/she responds to communication of others like same age/gender peers
- He/she engages in a range of conversational topics with other children and adults like same age/gender peers
- He/she maintains his/her role in turn-taking activities like other same age/gender peers
- He/she follows routines and directions like same age/gender peers
- He/she is as emotionally regulated as same age/gender peers
- He/she manages transitions like same age/gender peers
- He/she initiates interactions with others like other same age/gender peers

REGISTRATION

Parents or guardians may register their child(ren) for our summer enrichment programs either online at www.bgclub.org or in-person. Online registration is available to all those that do NOT qualify for scholarship. If you believe that your family qualifies for scholarship (*see below*), you must register in-person at your preferred clubhouse location.

SUMMER FEES

	NUMBER OF PERSONS IN HOUSEHOLD / ANNUAL GROSS HOUSEHOLD INCOME				
Fee*	2	3	4	5	6
\$1,000	≤\$63,200	≤\$71,100	≤\$78,950	≤\$85,300	≤\$91,600
\$1,300	\$63,201+	\$71,101+	\$78,951+	\$85,301+	\$91,601+

**Limited full-scholarships available. Programs at ACE Empower, ACE Esperanza, John Muir, Ochoa, Park Place and Rachel Carson are free.*

DETERMINATION OF INCOME

If you believe your family qualifies for scholarship, you are responsible for providing documentation your family's total income, as described below:

- The last two payroll check stubs (OR)
- A statement from the employer detailing income (OR)
- A list of clients and amounts paid (OR)
- A California Benefits Identification Card (OR)
- Free-/Reduced-Cost Meal Program Benefits Identification Card** (OR)
- Other proof of eligibility from a state program such as CalWorks, WIC , etc. (OR)
- A statement from a county social worker, caseworker or probation officer (OR)
- A statement from a school principal, administrator or counselor (OR)
- A statement from another program supervisor such as a homeless shelter (OR)
- The most recently signed and completed tax returns (OR)
- Quarterly estimated tax statements (OR)
- A self-certification of income

***If your child attends a school district that has implemented a district-wide Free-/Reduced-Cost Meal Program, a Program Benefits Identification card is NOT an acceptable form of income verification.*

DEPOSIT

For those families registering in person, a \$100 non-refundable deposit is due with application. This non-refundable deposit will be applied toward summer program fees.

All fees must be paid-in-full by June 1.

REFUNDS

Prorated refunds will not be honored past June 30. The \$100 non-refundable deposit due with application is not eligible for reimbursement.

THIRD PARTY FAMILY SUBSIDY

Boys & Girls Clubs of Silicon Valley accepts enrollment of children and youth who qualify for a city, county or state subsidized childcare program such as Community Child Care Council (4Cs), Choices for Children and others.

Since third party payments are only issued to our agency upon delivery of childcare services and are reimbursable, families whose childcare will be fully subsidized by a third party are NOT required to submit a deposit as a condition of enrollment. However, in order to enroll their child(ren), families must submit all documentation verifying their participation in a subsidized childcare program prior to program start.

Families whose childcare will be subsidized by a third party are NOT eligible for scholarship. Third party providers will reimburse Boys & Girls Clubs of Silicon Valley the full amount for summer services (i.e. \$1,300).

If a third party only offers partial subsidy for their clients, those families will be responsible for both a \$100 non-refundable deposit and the remaining balance of the full amount for summer services (i.e. \$1,300).

HOURS

Clubhouse summer hours are typically 7:30am - 6:00pm, but may vary by site. Please check with clubhouse staff for regular hours.

HOLIDAY

All clubhouse sites are open Monday through Friday. All sites will be closed July 5.

DROP-IN PROGRAM

Our summer program is a drop-in program. Once a child is enrolled he/she is not required to attend daily; nor will he/she lose their spot if they miss days. Members do not have to attend the club for all 10.5 hours; they may attend partial days if they'd like.

AGE APPROPRIATE GROUPS

Youth 6 – 18 years old can attend our clubs. In order for the club to run a successful program, each child will be placed into a group according to their age and possibly their gender. Each group will be assigned leader(s), with each group rotating according to a pre-determined schedule.

MANDATORY PARTICIPATION

Each child is required to rotate from program to program with their assigned group. Youth are required to participate in all program areas in order to give them a well-rounded experience for our club and activities. In the event that the climate is too hot, youth are still required to stay in the program area with their group, however, they can sit in a shaded area.

SNACKS & MEALS

Boys & Girls Clubs of Silicon Valley program provides a FREE daily lunch and snack that is portioned appropriately and follows the "My Plate" guidelines. Some of our locations also offer free breakfast.

Your child is permitted to bring a snack and/or lunch if he/she chooses. Refrigeration is limited and subject to availability, so please pack a snack and/or lunch that is non-perishable. Members will only be allowed to eat food brought from home during the designated times. **Please make sure that any allergies or intolerances to foods are listed in the appropriate section on the membership application.**

We also encourage each member to bring his/her own re-fillable water bottle.

PERSONAL BELONGINGS & DRESS CODE

BGCSV is not responsible for lost, stolen or damaged belongings.

BRING YOUR OWN DEVICE ACCEPTABLE USE POLICY

BGCSV has adopted a Bring Your Own Device (BYOD) policy for its Clubs.

This policy will allow members to bring many of their own technology devices – including laptops, tablets and/or smartphones – to the Club only for educational use in our facilities and at the direction and supervision of staff. However, members are never required to bring their personal technology to the Club. All members will be able to continue to use our Club technology equipment, and no member will be left out of a program experience because they do not have a personal device.

If you have questions about the BYOD policy or would prefer your child not participate, please contact your Club Director.

Inappropriate use of technology will result in devices being confiscated and returned to the parent at the end of the day.

PHONE POLICY

The Club phone is a business phone. Members are permitted to use the phone only to place emergency calls at the discretion of the Club Director.

DRESS CODE

While at the Club, members participate in a variety of activities that include running, jumping, painting and sand/water play. Please send your child to the Club in washable, comfortable clothing that is okay for them to get dirty. Shoes should be safe and sturdy for running and climbing. **For their safety, please do not allow your child to wear flip flops, sandals, boots or shoes with heels or slick soles (dress/casual shoes).**

Clothing/accessories which feature obscene, suggestive or insulting words/pictures or feature violence, weapons, gang-affiliation and substances illegal to juveniles (e.g. alcohol, tobacco, drugs) are prohibited. Tank tops with low cut underarms or 'spaghetti straps' are prohibited. Shorts may be worn provided they are appropriate length (when arms extend downside of body, length of shorts should be no shorter than where fingertips reach). 'Sagging' is prohibited. Shirts must be at least waist length – no crop tops. Hats, caps, beanies or bandanas may not be worn.

Parents will be contacted to bring clothes immediately if the child does not have a change available when needed or when there has been soiling.

This expectation also applies to parents/guardians or guests who attend BGCSV functions.

CODE OF CONDUCT & POLICIES

CODE OF CONDUCT

In order to promote your child's physical, intellectual, emotional, and social well-being and growth, BGCSV 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 & gang colors/logos/gestures are prohibited

BEHAVIOR POLICY

Boys & Girls Clubs of Silicon Valley handles behavioral problems on an individual basis. It is the responsibility of parents/guardians to let us know if members have developmental delays so that we have information to better understand behavior.

POSITIVE BEHAVIOR MANAGEMENT

Staff shall use only positive age-appropriate methods of discipline and guidance of children which encourage self-control, self-discipline, self-respect and cooperation. At no time will staff members use corporal punishment as a means of discipline. Staff members will model positive behavior management techniques and respectful communication. When a discipline issue presents itself, we initiate the following: redirection, verbal warning, time 'in' and/or disciplinary write-ups.

During this process the child is encouraged to understand that his/her behavior is important for a successful, safe and fun program. When these tactics are not successful, a staff person will discuss the issue with the child's legal guardian/parent. Inappropriate behaviors such as hitting, fighting, stealing, vandalism, disrespect to staff or other members, not following directions or leaving the facility without permission will not be tolerated and may result in automatic suspension.

When a child's behavior risks safety to themselves or others, a parent/guardian will be called and asked to pick up their child immediately. This behavior can automatically result in removal from the program.

Suspensions may follow this process:

- If a child is written up, he/she may lose Club privileges or be suspended one (1) or more days.
- If a child is suspended a second time, it may result in a 3-5 day suspension.
- If a child is suspended a third time, it may result in removal from the program.

Under extreme circumstances (i.e. intentional injury to another child or staff), the Director has the discretion to remove a child immediately without advance notice. (See Zero Tolerance Policy)

CONFLICT MANAGEMENT

Club staff implement and facilitate the *Peace Builder* program to help children learn peaceful ways to resolve conflicts and to interact with others. The five principles of the Peace Builder's program include:

1. Praise people
2. Give up put downs
3. Notice and speak up about hurts I have caused
4. Right wrongs
5. Seek a wise person

ZERO TOLERANCE POLICY

The safety of our members is our primary concern and therefore we have no tolerance for fighting, bullying, harassment or damage to property. If a child acts out in an aggressive manner with the intent of harming another child/staff member or causing damage to property, he/she may be suspended or removed from the program.

OPEN ACCESS POLICY

Boys & Girls Clubs of Silicon Valley reserves the right to search all persons and carry-in items such as backpacks and gym bags. Any person who 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 who comes in to a BGCSV site. Failure to comply with these regulations may result in a ban from Club facilities and functions.

HEALTH & SAFETY

SPECIAL ACCOMMODATIONS

If your child requires special accommodation (e.g. I.E.P., a diagnosed behavioral condition, developmental delay or disability), please see the Director and request a Special Accommodation Form. This form must be completed and submitted to the Director at time of enrollment and must be completed prior to program start.

SICKNESS OR INJURY

Parents/guardians agree to inform BGCSV within 24 hours or the next business day of a child or any member of the immediate household developing a communicable disease. Life threatening diseases must be reported immediately.

If a child has a fever of over 100-degrees, or has a communicable disease (including head lice), he or she will not be permitted to attend the Boys & Girls Clubs of Silicon Valley that day and/or for the duration of such persistent conditions. A parent/guardian will be notified to immediately pick-up their child. **If notified of a child's illness, a parent or an authorized contact person must sign out the child as soon as possible or risk loss of membership.**

In case of an accident or injury, BGCSV Staff are trained in basic first aid and CPR. The local emergency responders will be called for serious injuries. A parent will be notified promptly, and the child will be transported to the nearest hospital. In the membership application, parents/guardians authorize BGCSV to obtain immediate medical care if an emergency occurs. Parents/guardians are responsible for medical costs that may be incurred in cases of emergency.

CONCUSSION

A concussion is a type of traumatic brain injury—or TBI—caused by a bump, blow, or jolt to the head or by a hit to the body that causes the head and brain to move quickly back and forth. This fast movement can cause the brain to bounce around or twist in the skull, creating chemical changes in the brain and sometimes stretching and damaging the brain cells.

You can help your child or teen lower their chances of getting a concussion or other serious brain injury, you should:

- Work with staff to teach ways to lower chances of getting a concussion.
- Talk with your children or teens about concussion and ask if they have concerns about reporting a concussion. Talk with them about their concerns; emphasize the importance of reporting concussions and taking time to recover from one.
- Ensure that they follow staff's rules for safety and the rules of the sports they play.
- Tell your children or teens that you expect them to practice good sportsmanship at all times.

Children and teens who show or report one or more of the signs and symptoms listed below—or simply say they just “don’t feel right” after a bump, blow, or jolt to the head or body—may have a concussion or other serious brain injury.

Signs Observed by Parents or Coaches

- Appears dazed or stunned.
- Forgets an instruction, is confused about an assignment or position, or is unsure of the game, score, or opponent.
- Moves clumsily.
- Answers questions slowly.
- Loses consciousness (even briefly).
- Shows mood, behavior, or personality changes.
- Can’t recall events prior to or after a hit or fall.

Symptoms Reported by Children and Teens

- Headache or “pressure” in head.
- Nausea or vomiting.
- Balance problems or dizziness, or double or blurry vision.
- Bothered by light or noise.
- Feeling sluggish, hazy, foggy, or groggy.
- Confusion, or concentration or memory problems.
- Just not “feeling right,” or “feeling down.”

Talk with your children and teens about concussion. Tell them to report their concussion symptoms to you and their coach right away. Some children and teens think concussions aren’t serious or worry that if they report a concussion they will lose their position on the team or look weak. Be sure to remind them that it’s better to miss one game than the whole season.

MEDICATIONS

Policy prohibits staff members from administering 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 EpiPen, you are required to provide the medicine in its original packaging and complete a Boys & Girls Clubs medical form. All emergency medications are locked in a storage cabinet at your child’s site. If a situation arises that your child should need emergency medication, BGCSV staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves.

BGCSV staff will not administer medication to a child unless your child is unable to physically administer the medication (e.g. a severe asthma attack or anaphylactic shock).

Medicines that are out of date or not clearly labeled in their original container will not be permitted.

PARENTAL 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 notify us as soon as possible. The phone numbers provided on the application are the only form of contact we have for notifying parents in case of an accident or emergency, so please make sure staff have accurate contact 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 as a *Secondary* or *Other Emergency Contact* (as provided on the membership application) will be called. A written copy of the Emergency Preparedness Plan is posted at each site. Please see the Director to request a copy.

MANDATED REPORTING DUTIES & POLICY

We are required by law to report suspicion of child abuse or neglect to the Child Protective Services unit of the Department of Social Services.

STAFF RATIOS

Boys & Girls Clubs of Silicon Valley is not a licensed day care facility.

Trained, qualified youth development professionals run our programs and supervise Club members. We follow state guidelines for ratios with one (1) program leader for every twenty (20) children. A Director is available at each site.

SIGN OUT & PICK UP

At the end of each day, all members must be picked up and signed out by their parent/guardian or an authorized adult (18 years or older) on their list of contacts as indicated by the parent/guardian on their child's completed membership application. Parents/guardians can add or delete authorized adults to their child's list of contacts. Please see Staff if there are persons to be added to your list of contacts. Please be advised that your child will not be released to any persons who are not listed as an authorized adult.

If there are person(s) for whom you wish not to allow contact with your child, please see our membership application to complete the appropriate field. In addition, you are required to provide legal documentation to support prohibitive contact.

Boys & Girls Clubs of Silicon Valley is not responsible or obligated to enforce any mandated court order as pertains to conditions of parent-child contact.

If you or an authorized adult cannot pick-up your child and arrangements must be made with an adult who is not authorized, please notify Staff immediately to give permission for your child's release into their care. Please provide a first and last name of the adult who will be picking up your child. Please, inform

them that will be required to present Staff with a valid photo identification card for verification and photocopy—this photocopy will be included in your child’s membership file.

When signing in and out, the parent/guardian or authorized adult must write down the exact time of arrival and departure and his/her **full signature**.

To ensure your child’s safety, **Boys & Girls Clubs of Silicon Valley reserves the right to request picture identification** (e.g. driver’s license, passport, student identification card, etc.) **from any parent/guardian or other representative whom is requesting release of a child into their custody.**

MEMBER ARRIVAL & DEPARTURE

Our Clubhouses open and close promptly as posted. Staff will not supervise any children before or after the Club’s posted hours of operation. Members are not to be left unsupervised on the premises before the Club’s posted opening time. Members must be picked up at or before the Club’s posted closing time.

LATE PICK-UP

If you are running late please, contact the Club. Late fees may be assessed. If a member is left at the Club sixty (60) minutes past the posted closing time, Boys & Girls Clubs of Silicon Valley reserves the right to contact authorities to pick up member at the parent’s/guardian’s expense.

ADDITIONAL INFORMATION

YOUR ROLE AS PARENT OR GUARDIAN

Our staff understands the importance of parental involvement as critical to your child's positive development. Children learn best when parents are involved in their child's school, after school and summer program. Our role as staff is to teach good moral values and trustworthiness while instilling a desire for community outreach, responsibility and professional success. Our hope is that the guidance we provide is merely a reinforcement of what is already being taught at home.

The success of any after school or summer program can only be achieved through consistent staff-parent communication. Sharing observations, concerns, accomplishments and progress on a regular basis with parents or guardians promotes and reinforces the importance that all influencing adults have on their child's development; that their child's success in life can only be determined by an ever-increasing level of involvement.

WHERE TO SEEK HELP OR ASSISTANCE

If you have concerns regarding any matter directly related to a situation that occurred while your child was in our care, it is essential that you speak first to the Club's Director. If you believe your concern is not resolved after a discussion with the Club Director, you should then request to discuss this concern with the Director of Program Services. If you still believe your concern is not resolved, you should discuss the concern with the Chief Operating Officer.

PARENT VOLUNTEERS

Parents/guardians are welcomed and urged to offer time to help with any part of our after school programs or summer camp. Consider volunteering or donate your time, your knowledge or your expertise. As required by law, parents that wish to volunteer must have a recent TB (tuberculosis) test and must pass a background check prior to their participating in a program. Parents must also certify that they are in good health and will be able to perform volunteer duties.

DONATIONS

Boys & Girls Clubs of Silicon Valley only accepts in-kind donations of new items (e.g. board-games, sports equipment, art supplies, etc.). We do not accept any used or damaged items, or new items that are no longer compatible with current technology (e.g. computer software) or clothing. As a nonprofit organization, Boys & Girls Clubs of Silicon Valley is funded by public and private corporations, foundations and by individual donors. As parents/guardians, family members and friends of a member, you can make a difference in a child's life by helping us make high-quality programs and services available to all. Please see Staff if you are considering a monetary gift.

ADDENDUM TO HANDBOOK

BGCSV has updated procedures to include considerations for the COVID-19 virus. Our procedures are informed by Center for Disease Control and Santa Clara County Public Health orders and guidance.

PROGRAM ELEMENTS

Masks and Face Coverings

All individuals ages 3+ that enter our facility are required to wear face coverings at all times except when eating and actively exercising. Providing clean masks or face coverings are the responsibility of parents/guardians. Masks or face coverings should be considered as a piece of clothing and changed every day with regular cleaning.

A small amount of masks will be kept on hand in the event that your child loses their mask.

Drop-Off/Pick-Up

When dropping off or picking up your child, please ensure to:

- Wash hands or use hand sanitizer before and after signing in and out.
- Wash your child's hands upon arrival.

Sign-In/Sign-Out

All parents/guardians will be asked to sign their child in and out of program. We will use a paper sign in and out procedure instead of a computer system to limit exposure.

Program Structure

- Our ratio of staff to children will be one (1) staff to groups of nineteen (19) children or less. We will attempt to keep groups of children based on ages but if there are several children in a family, we need to group all children in the same family together.
- Children will remain exclusively with their age appropriate group during the duration of the program.
- We will practice social distancing during activities and groups will not be mixed on the playground or in a room.
- We will minimize standing in lines.
- Our gymnasium and/or outdoor activities will limit physical interactions and we will limit shared equipment. If equipment must be shared, it will be sanitized before and after each use.
- All hard surfaces will be cleaned at a minimum of two times per day.

Licensing

This is license exempt as it is a temporary camp.

HEALTH AND SAFETY CHECK PROCEDURES

- Health Check Expectations before arriving to program

- Parents please check your child's temperature before you leave for the program. If your child has a fever, please do not bring your child to the program.
 - If your child has a fever, we can accept your child into program 24 hours after the fever breaks without fever reducing medication.
- Staff will not work in program if they have a fever or are feeling ill.
- Health Check Protocol upon arrival at program
 - A health check will be performed with every staff member and child before entering the program. Temperatures will be confidentially recorded before entry to the program. Each staff member and parent will be asked these questions and we will provide a daily form to complete with signature (that also records temperature).
 - You can expect the following questions to be asked by our director:
 - Do you live with anyone or have you had close contact (prolonged or coughed on, for example) with anyone who has been diagnosed with COVID-19 within the last 14 days?
 - Do you have a fever, cough and/or shortness of breath? For children, fever is 100 degrees for forehead thermometer, 99 degrees or higher with armpit thermometer or 99.5 with oral thermometer.
 - Any other signs of communicable illness such as a cold or flu?
 - Signs and symptoms will be excluded for program
 - 72 hours after fever breaks
- Health Check Monitoring Over the Course of the Day
 - Monitoring children for signs of illness:
 - Illness - unable to participate in routine activities or need more care than staff can provide.
 - Fever with behavior changes, difficulty breathing, uncontrolled coughing, unusually tired, persistent crying, etc.
 - Diarrhea (within 24 hours after)
 - Vomiting (within 24 hours after)
 - Open sores, rash, signs of infection, etc.
 - Runny nose with colored mucous.
 - Parent guardian agrees to come pick up their child if any symptoms are exhibited at program.
- We will establish a medical sick area at each site in case a child needs to wait for a parent or guardian to pick up.
- Every site will provide education on the signs and symptoms of this virus including handouts and signage.
- The following handwashing protocols will remain in place:
 - Before program
 - Before meals
 - After meals
- We ask that parents/guardians not group up around the camp facility. At the beginning and end of each day, you will be greeted in a central location and a staff member will bring your child to you. Health checks in the morning will occur in your child's room as well as sign in and out of program.

What we will do if COVID 19 case is confirmed on site

Communication Procedure

If we have a confirmed case of COVID 19 in our camp program, we will take the following steps:

- Notify families and staff of a confirmed/potential COVID-19 infection in the facility
- Protect personal identifiers of who had the confirmed case – we will not share names.
- We will share with you if your child has had close interaction with someone in his/her group who has displayed symptoms.

Infection Control Activities

- If the individual infected with COVID-19 spent time was in program and had close contact with others while ill, we will follow the guidance of the public health department. This may mean we will need to close the program for a period of several days.
- If there is a confirmed case, we will initiate a deep cleaning of the facility.
- We need to ensure staff and families understand ill people should remain home until well and those with COVID-19-like symptoms must quarantine a minimum of ten (10) days and may only return to the program if they are symptom-free for a minimum of twenty-four (24) hours, i.e. no fever without use of medication for twenty-four (24) hours.

Remember CDC's health etiquette including:

- Teach and remind children to cover coughs or sneezes with a tissue, then throw the tissue in the trash.
- Wash hands frequently for a minimum of 20 seconds with soap and water or hand sanitizer (if soap and water are not readily available).