



**BOYS & GIRLS CLUBS**  
**OF OCEANSIDE**

**GREAT FUTURES START HERE.**



# Parent Handbook

**2022-2023**

401 Country Club Lane  
Oceanside, CA 92054

(760) 433-8920

[www.BGCOceanside.org](http://www.BGCOceanside.org)

[www.Facebook.com/bgcoside](https://www.facebook.com/bgcoside)

[www.twitter.com/BGCOceanside](https://www.twitter.com/BGCOceanside)

## Welcome

Welcome to Boys & Girls Clubs of Oceanside! For over 70 years, we have provided safe, engaging and quality afterschool and camp programs for youth in kindergarten through high school. Each DAY, 700 youth walk through our doors and are able to experience all of the life changing programs and opportunities this Club has to offer.

### **BGCO has three priority outcomes for youth:**

**Academic Success**— Graduation from high school with a plan for the future with educational programs focused on STREAM( Science, Technology, Research, Engineering, Arts, and applied Mathematics), and VAPA (Visual and Performing Arts)

**Good Character and Citizenship**— Be engaged and involved in the community and show good character.

**Healthy Lifestyles**— Adopt a healthy diet, lifestyle choices, and develop a life-long commitment to fitness with nutrition, cooking, sports and fitness.

We are excited to have you as part of our Boys & Girls Club family and look forward to a wonderful year ahead.

## Mission

Our Mission is to inspire, develop and enrich young people to reach their fullest potential as confident, responsible, caring members of society.



## Sign-In/Out and Scan-In/Out Procedures

It is a Boys & Girls Clubs of Oceanside requirement that each child be scanned and signed in and out every day, on the sign-in/out sheet. Boys & Girls Clubs maintains no responsibility for the child once s/he is signed out of the program.

Children will be released only to those authorized persons designated on the child's release form. For the safety and well being of all members, parents/guardians are requested to remain in check in/out location and wait for their child .

Those persons not known to the staff may be asked to show photo identification, including persons named on your authorization form.

By policy, our staff may not take your child home or make any babysitting arrangements for you.

***Thank you for allowing your child(ren) to be a part of our BGCO Family !!***



## **Basic Information**

### **Transportation Expectations**

To ensure the continuous safety of members with transportation privileges, the following guidelines must be adhered to:

- Respect BGCO staff and driver at all times
- Remain seated at all times
- Use inside voices so as not to distract the bus driver
- Keep all parts of the body inside the bus
- Keep personal belongings out of aisles
- Keep the bus/van clean-No eating allowed
- Use appropriate language
- Do not push or shove getting on/off the bus
- Get on/off bus at regular stop
- Know Emergency Exit Procedures

Parents will be notified if child is unable to adhere to transportation guidelines and behavior policy.

### **Internet Usage**

Our members will have access to web-based tools, digital resources, and applications to support their learning. BGCO members will sign and must adhere to BGCO device policy.

BGCO members will have an opportunity to use computers and the Internet during scheduled activity time, utilizing resources that are appropriate for classroom use.

Staff will supervise Internet usage and will use protected search engines; however, it is not possible for BGCO to guarantee that children will not encounter, view, or read inappropriate material. Any unauthorized use of technology is prohibited. If a child is observed viewing, reading, or utilizing Internet material that is inappropriate or inconsistent with the our curriculum, disciplinary action will be taken which may include revocation of Internet access privileges.

### **Membership**

Payment of the \$55.00 annual fee and completion of the membership application are all that is required to join our Club. Applications are accepted any time and are effective from July 1 to June 30.

In partnership with Oceanside Unified School District, some after school programs are exempt from the membership fee as they are grant-funded through California Department of Education (After School Education & Safety, ASES).

Summer and holiday camps, sports, transportation and enrichment programs have fees in addition to the yearly membership fee. Financial assistance is available for those who qualify. However, Membership fee and transportation are not covered by financial assistance.

### **Hours of Operation for Townsite Administration Office**

School year Monday—Friday 10:00am – 6:00 pm  
Camp hours: Monday—Friday 7:00am— 6:00pm  
Phone: (760) 433-8920 email: bgcoceanside@ bgcoceanside.org

**Observed Holidays:** BGCO recognizes the following holidays:

|                                   |                       |
|-----------------------------------|-----------------------|
| Labor Day                         | September 5, 2022     |
| Veterans' Day                     | November 11, 2022     |
| Thanksgiving Day & day after      | November 24 & 25 2022 |
| Christmas Day                     | December 26, 2022     |
| New Year's Day                    | January 2, 2023       |
| Martin Luther King Jr.'s Birthday | January 16, 2023      |
| Presidents Day                    | February 20, 2023     |
| Memorial Day                      | May 29, 2023          |
| Independence Day                  | July 4, 2023          |





## **BGCO Locations:**

### **Townsite (Main Branch)**

401 Country Club Lane  
(760)433-8920  
M, Tu, Th, Fri: 2:00pm to 6pm  
W: 12:30pm to 6pm

### **Jefferson Middle School ASES PM**

823 Acacia Avenue  
(760)908-1567  
M: 1:45pm to 6:00pm  
Tu, W, Th, Fri: 2:45pm to 6:00pm

### **Libby Elementary ASES PM**

423 W. Redondo Drive  
(760)908-1561  
M, T, Th, F: 2:55pm to 6pm  
W: 12:25pm to 6pm

### **Laurel Elementary**

1410 Laurel Street  
(760)908-1568  
M, Tu, Th, Fri: 3:35pm to 6:35pm  
W: 1:05pm to 6pm

### **MLK Middle School ASES PM**

1290 Ivey Ranch Road  
(760)908-1661  
M: 1:45pm to 6pm  
Tu, W, Th, Fri: 2:45pm to 6pm

Transportation to Townsite from the following locations:

[Ivey Ranch Elementary](#)  
[Lincoln Middle School](#)  
[Palmquist Elementary](#)  
[Mission Elementary](#)  
[South Oceanside Elementary](#)

**Items Not Permitted:** Please do **not** bring personal belongings or any valuable items to BGCO programs: money, tablets, I-Pods, or hand-held electronic devices, trading cards, sharp objects, Legos, video games etc. These items may be held by the Director and released to the parent at the end of the day.

**Electronic Devices:** All electronic devices such as laptops, tablets, iPads, cell phones, headphones, e-books, handheld games, and smart watches for communication purposes are prohibited from being used during the time you are at the BGCO program. They may be in the member's possession but are not to be used unless given permission by a BGCO staff member. All devices must be kept off and, in a backpack, or bag but not on the member for safe keeping. If a member needs to communicate with a parent or guardian for any reason, a staff member can make the attempt to communicate on behalf of the member. We are not responsible for loss of any electronic devices that are brought into the club, and if a device is to be confiscated it will be returned to a parent or guardian at the end of the program day.

**Swimming:** Boys & Girls Club offers swim days during summer camp for children who know how to swim. Please check your child's weekly calendar for swim days. Please send proper swimming attire (no cutoff/shorts), a towel, sunscreen and a plastic bag for wet clothing.

**Parent Information:** Each day, please consult the "parent information" corner located at the sign-in/out table. This is the most efficient way for us to disseminate information to parents. Any changes in schedule, important information, or interesting opportunities will be posted on this table.

**Dress Code:** BGCO adheres to OUSD standards for dress. BGCO reserves the right to contact parent/guardian if a member's dress is disruptive or is a threat to health and safety of members. Clothing with inappropriate messages or slogans are not permitted. Members need to wear rubber-soled closed toed shoes. Sandals and flip flops not allowed. Members should be dressed appropriately for outdoor activities.

**Field Trips:** Please pay close attention to your child's weekly calendar so that you will be aware of special departure and return times for field trips. If your child misses the van/bus, no alternative arrangements will be provided. Schedules are subject to change so please check at the sign-in desk for those delays or changes daily. BGCO Camp T-shirt must be worn on each field trip.

- Registration for all field trips is on a first come, first served basis, and with a signed permission slip, full payment, and no outstanding balances.
- Members who demonstrate unsafe and unacceptable behavior will not be allowed on future trips, and parents/guardians may be asked to pick up their child on the fieldtrip if necessary.
- Members are responsible for ALL money and personal belongings brought on the trip. Staff may not carry money.



## Information For All Programs

### Meals:

Through the National Summer Lunch Program & OUSD, we provide members with a nutritious lunch and snack every day during programming. Lunch is served daily from 12:00 p.m. – 1:00 p.m. beginning the 1st day of camp. Lunches **must** be eaten in our designated area, and **no** food is to leave Boys & Girls Club. If families desire, they may pack their child's own lunch for camp. Please pack nutritious food. **Soda, candy and other junk food are NOT permitted.**

Our Townsite afterschool program, through a grant by CA Dept of Education, provides a healthy meal and snack following USDA guidelines.

Members, families, and visitors are not allowed to eat or drink freely throughout the program. *Food and drinks are to be consumed in the designated eating areas only.*

### Water Bottle:

Replenishing fluids and remaining hydrated during the program is a must. It is crucial for each child to have a water bottle of their own. Please mark the water bottle with your child's name.

**Backpack:** A backpack is the best way to keep track of your child's belongings. Please label your child's backpack on the inside as many bags look alike. Please do not send your child with expensive personal belongings.

**Sunscreen:** Please apply sunscreen to your child before camp each day, and show them how to reapply it themselves. We also ask that you send sunscreen with your child to camp daily. Staff will **remind** all children to reapply throughout the day, but will be unable to directly apply sunscreen.

**Clothing:** Please send your child to camp in comfortable "play" clothing as we will be doing recreational activities, going to parks, playgrounds, and various other places in the area; clothes may get soiled. Children should not wear clothing that will restrict activity. Please make sure that all swimwear is age appropriate. A hat is strongly recommended.

Please mark every article of clothing, including hats, visors, towels, bags, and backpacks with your child's name. We are not responsible for lost or stolen articles.

**Shoes:** Please send your child(ren) in close-toed, comfortable shoes.

**Personal Property:** BGCO is not responsible for recovery, reimbursement, or replacement of lost, stolen, or damaged personal property brought to the club by members. We strongly recommend that valuable property remain at home.

## Admission Information

1. Boys & Girls Clubs of Oceanside (BGCO) Parent Handbook serves as part of your Registration/Payment Contract. Please know that it is your responsibility to read and understand the policies set forth in the Parent Handbook.
2. BGCO programs are for school-aged children K—12<sup>th</sup> grade.
3. Parents or guardians must complete a registration packet and receive confirmation of enrollment **prior** to the first day of attendance. Turn in to the Site Director or our main office at  
401 Country Club Lane, Oceanside, CA 92054.
4. In order to ensure the health and safety of all youth, a member must meet behavioral and safety expectations without additional support.
5. BGCO may terminate this contract if the program is not the right fit for your child. If a child or parent does not follow BGCO policies, including BGCO behavior standards, or if there are excessive attendance concerns, BGCO reserves the right to stop services.
6. An annual (July-June) membership of \$55 is required for all sites, excluding those funded by ASES.
7. BGCO offers fee-based summer and holiday camps (based on OUSD calendar). Information regarding these camps will be available minimally 30 days prior to the start of camp.
8. REFUND CONDITIONS: All fees are charged on the basis of enrollment, not on attendance. Refunds/prorates cannot be granted for absences due to illness or vacation. When you enroll your child you are reserving space, staffing and provisions whether or not your child attends.  
\*Refunds will not be given if your child is suspended or terminated from the program due to behavioral issues.
9. We periodically take pictures of participants engaged in our programs/activities. Please understand that these pictures or likeness may be used in fliers, brochures, videos or other BGCO promotional material. If you prefer your child's likeness to **NOT** be used in any of the above, please inform the BGCO Chief Operating Officer in writing.
10. Boys & Girls Clubs of Oceanside is a not-for-profit organization. Our Federal Tax ID number is 95-1744805.
11. We offer Financial Assistance to support all children having access to quality driven programs. Should you wish to apply for financial assistance, please complete and return a Financial Assistance application. Applications are reviewed within two weeks of receipt.

## **Late Pick-up Policy**

We rely on parents to pick up their children promptly at closing time. We do not have staff on the premises before or after Club hours. Should parents be late for any reason, the following policy will be in effect:

- |                                   |  |
|-----------------------------------|--|
| <b>1st Incident:</b>              | Friendly reminder of our program hours.        |
| <b>Every incident thereafter:</b> | Late fee of \$2.00 per minute will be charged. |
| <b>Continual Late Pick-ups:</b>   | Child may be dropped from the program.         |

When a member has been left at a program past the program's closing time, the BGCO will:

1. Attempt to contact parent/guardian.
2. Attempt to contact other emergency contacts listed on member's Application
3. After all attempts have been made to contact parents, emergency contacts, and more than 1 hour has passed, custody of the child will be turned over to the Police Department.



## **SMART Moves**

### ***Parent/Guardian Notice and Consent Form***

**SMART Moves** (Skills Mastery and Resistance Training) is a Boys & Girls Clubs of America's nationally acclaimed prevention program. This education program addresses the problems of drug and alcohol use and premature sexual activity. Based on proven techniques, the program uses a team approach involving Club staff, peer leaders, parents and community representatives. More than simply emphasizing a "Say No" message, the program teaches young people ages 6-18 how to say no by involving them in discussion and role-playing, practicing resistance and refusal skills, developing assertiveness, strengthening decision-making skills and analyzing media and peer influence.

**Goal:** To promote abstinence from substance abuse and adolescent sexual involvement through the practice of responsible behavior.

The curriculum includes:

- ✦ Discussion of topics that are relevant to your child's stage of development.
- ✦ Teaching facts about alcohol, tobacco, and other drugs and the risks of teen sexual involvement and HIV/AIDS. We will not discuss our personal theories or beliefs.
- ✦ Teaching youth how to avoid negative peer pressure.

If you have any questions about the **SMART Moves** curriculum and how your child will be involved, please see your child's **Site Director** or contact **Hillary Wheeler, Director of Program Initiatives**, at [hwheeler@bgcoceanside.org](mailto:hwheeler@bgcoceanside.org)

Should you **NOT** wish your child to participate in Boys & Girls Clubs of Oceanside **SMART Moves** program, please provide a written letter to the Site Director.

In addition, because of grant funding requirements for programs and the need to know whether these classes are effective, we may administer pre- and post-tests, an anonymous questionnaire about a child's personal background, and, in some cases, keep progress notes on participants. These items may be necessary in order for our funding sources to evaluate the success of our program. All of the above information will be kept strictly confidential.

### **Parent Involvement**

While BGCO invites and encourages parents to visit the Clubs, for the health and safety of all members, please contact the Site Director to arrange a time to visit. Having a pre-arranged time, allows us the opportunity to be available to answer any questions you may have. We ask that you are respectful of the children's routines and programmed activities.

Parents can enrich their child's experience in the program by volunteering to help at your BGCO Club. Should you be interested in volunteering, the following process must be followed.

- 1) Complete and return the volunteer application
- 2) Complete and receive clearance of a background check.
- 3) Complete ONLINE mandatory training.
- 4) Participate in a BGCO volunteer orientation.
- 5) Provide proof of vaccination or complete and return medical or religious exemption paperwork.

All steps must be completed prior to volunteering or completing service learning.



### **BGCO Staff**

Our Staff are trained professionals. Each staff member meets or exceeds all qualifications as required by the State of California. Based on grant requirements, school site programs maintain a minimum staff/child ratio of 1 to 20.

### **Child Abuse Reporting Procedures**

All staff are mandated child abuse reporters. In the event that there is an accusation of child abuse, Boys & Girls Clubs of Oceanside will take prompt and immediate action. We will make a report in accordance with relevant state and local child abuse reporting laws and will cooperate to the extent of the law with any legal authority involved.

### **First Aid**

BGCO Employees are trained in CPR and First Aid and adhere to OUSD health and safety guidelines. Parents/guardians should notify BGCO staff of any health concerns that might interfere with BGCO program.

Staff will handle minor injuries sustained in the program. The staff will use soap, water, ice-packs, and Band-Aids. Parents will be notified of these incidents. In case of an emergency, 911 will be contacted immediately & your child will be transported to the designated emergency center. BGCO staff will accompany your child until the parent/guardian has arrived.

If your child needs: BGCO does not have access to school storage, please provide EpiPen to BGCO so they are able to store properly.

### **Court Restrictions:**

It is important that BGCO be informed and provided all legal documents to ensure that we can support families in a safe transition. Please provide documentation should there be pick-up, drop-off requirements and/or any court restrictions for example, restraining orders, custody documentation.



### Health Issues & Medication

We take the health & safety of all children very seriously. Allergies of any kind should be brought to the attention of BGCO management, along with any specific instructions or accommodations.

Members are not allowed to possess medication without a physician's authorization on file. Examples may include , but are not limited to: cough syrup, inhaler, epi-pen, advil, etc. Due to the dangers of an allergic reaction, the following cannot be administered by our staff: lotions, ointments, and over-the-counter medications.

EpiPen- EpiPens are prescribed medication. In the event that a member needs an EpiPen administered, a CPR/First Aid certified staff member can support your child with the EpiPen using the appropriate measures, as demonstrated in their training. Parents must follow the Boys & Girls Club medication procedures before an EpiPen is stored at the Club or school site.



### For Parents

I understand that I am responsible for any damage done by my child with malicious intent to BGCO equipment.

I hereby grant permission for the release of my child's health records for enrollment or placement, as needed.

I understand that if my child is ill or shows signs of illness or communicable conditions that s/he is not to be brought to the Club for care. If s/he becomes ill during the day, the child must be picked up immediately.

I grant Boys & Girls Clubs of Oceanside to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

- Call 911
- Attempt to contact parent/guardian
- Attempt to contact parent/guardian through any of the persons listed on the Emergency Information form completed

We will make every opportunity to contact you. If the situation warrants we will call 911 and your child will be taken to the closest hospital. BGCO will not be responsible for anything that may happen as a result of false, incomplete, or outdated information provided by the parent or guardian.

### Civility Expectation Protocol

We ask all parents to help maintain a safe, harassment free workplace for members and staff. We will not tolerate any behavior, which is physically or verbally threatening, coercive, intimidating, violent, or harassing. Other behavior which is otherwise out of control will not be tolerated. Members or parents who violate this protocol may be restricted and services may be stopped by BGCO.

If there is a problem or concern that can't be resolved with your Site Director, **please reach out to schedule an appointment with the Chief Operating Officer. Tammy Walz : (760) 433-8920 X 102**



## Discipline Policy/Behavior Management

Children are expected to maintain appropriate behavior as a condition of continued service. Children whose behavior has an adverse effect on the other children, either directly or through requiring excessive staff time, cannot be offered services.

### The following behavior management techniques are utilized:

- Encouraging positive behavior by continuous reinforcement.  
Redirecting a child's inappropriate action to a more acceptable behavior.
- Reminding of the rules, discussing the problem with the child, and reflection time will follow.
- Parents will be informed and included in seeking solutions. If necessary, parent conferences will be held to further address a discipline issue.
- If none of the above measures are effective, your child will be asked to leave the program.
- If members are suspended from school, BGCO reserves the right to evaluate each case individually to determine if members will be permitted to attend the program during program hours.
- Types of discipline not permitted at BGCO include, but are not limited to: corporal or unusual punishment, humiliation, intimidation, threats, ridicule, mental abuse, withholding of food, coercion, or infliction of pain.
- Boys & Girls Clubs of Oceanside reserves the right to terminate a child's enrollment as a final step in handling unsafe, aggressive behavior and for the protection of all children enrolled in the program.

BGCO hopes to resolve most problems through a discussion and agreement with the member. If we are unable to resolve the problem, we will need to contact a parent or guardian. If continued violation of these rules occurs, parents will be called to pickup the member immediately. Additional continued behavioral problems may result in suspension from Boys & Girls Clubs of Oceanside.

## Emergency Contact Information

It is important that we maintain current and accurate records on each child so that parents can be contacted in case of an emergency. **You must complete a registration packet prior to attendance.** These forms must be kept current at all times. *It is your responsibility to notify the Site Director of any changes within 24 hours.*

### Emergency Closing Procedures:

Due to an act of nature or other unforeseeable emergencies, BGCO programs may need to close. Circumstances include (but are not limited to):

Loss of power affecting lights and heat/air

Lack of lighting after dark (during winter)

Lack of running water

Flooding, earthquake or fire

If the school is also closed in the morning due to any of the above, the after school program will be closed. If the school closes during the day due to an emergency, early pick-up must be arranged as the after school program will also be closed.

In the event of a natural disaster, children may be relocated to ensure their safety. Parents and/or emergency persons will be contacted. Disaster Drills are conducted monthly with program members and staff. Such drills do not require your child to leave the center grounds; each drill is evaluated and documented.

***BGCO reserves the right to close based on concern for the health and safety of the children.***

