



**BOYS & GIRLS CLUBS  
OF CONTRA COSTA**

(925)-387-0746

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



Member/Parent/Guardian

# **SUMMER HANDBOOK**

**2024**

# Welcome!



Thank you for enrolling your child as a member of the Boys & Girls Clubs of Contra Costa. We are committed to making your child's program a safe environment, where they can express their individuality, and prepare them for a great future. In order to maintain a safe and fulfilling environment for every member, we do have expectations and policies that you and your member need to review prior to their first day of attendance.

## A Message From Our Staff

Welcome to the club! We're excited to see you participate and grow in our after school programming. Many of us on staff are former club members ourselves and made life long friends, memories, and experiences. We're here to guide you, mentor you, tutor you, and to have as much fun as possible during your time here.

From all the staff here at Boys & Girls Clubs of Contra Costa, welcome to the club. It's our goal to help you graduate on time, with a path to your future as a productive, caring, and responsible citizen.

-BGCCC Staff



## Our History

For over 60 years, our Clubhouses have been serving the kids of Contra Costa County. On April 3rd, 2017 the Boys & Girls Clubs of Contra Costa was formed with the merger of the Boys & Girls Club of the Diablo Valley and Boys & Girls Club of El Sobrante. After more than 50 years of separately helping children in our communities these two historic clubs have combined resources in order to provide high quality programs with greater impact in many more communities throughout Contra Costa County.

---

## Our Mission

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

---

## Our Vision

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

---

## Martinez Clubhouse



### Hours

8:00 AM-6:00 PM

### Days

Monday thru Friday.

### Requirements

Age 6-18

Grades 1-12

1301 Alhambra Ave, Martinez, CA

---

**\*Summer Camp will be held at the Martinez Clubhouse with occasional field trips (all local)**

# Summer 2024 Program Dates

- Week 1: June 17-21
- Week 2: June 24-28

CLOSED (WEEK OF JULY 4)

- Week 3: July 8-12
- Week 4: July 15-19
- Week 5: July 22-26
- Week 6: July 29- August 2

**CLUB CLOSURES: Club will be closed July 1-5**

# Expectations

## What We Expect From Members

- Be respectful to members, staff, and all club associated spaces.
- Adhere to all group agreements.
- Zero tolerance to any physical, mental, verbal, or emotional bullying, abuse, fighting is strictly prohibited.
- Refer to policies & procedures for more details.

## What We Expect From Parent/Guardians

- Be respectful to members, staff, and all club associated spaces.
- Pickup your members on time.
- Zero tolerance to any physical, mental, verbal, or emotional bullying, abuse, fighting is strictly prohibited. You may be asked to leave the premises indefinitely and members unenrolled.
- Pay fees on time.
- Parents are not permitted to go into club spaces without staff escort.
- Boys & Girls Clubs of Contra Costa is a private organization and reserves the right to refuse services to anyone.
- Please refer to policies and procedures for more details.



## What to bring

- We strongly encourage members to bring sun protection (sunscreen, cap & reusable water bottles. It is also recommended that you write your name on items brought from home for staff to identify. We will do our best to return items left behind, but we are not responsible for items that are lost.

## Personal Possessions

- Members are prohibited from bringing personal property from home to the Club. This includes, but is not limited to handheld video games, personal stereos, cellular phones, toys and money. The Club is not responsible for damaged, lost, or stolen property brought into our premises.



# Health & Safety

The below sections are general summarizations of our policies and procedures. Please refer to pages 8 thru 11 for more details.

---



## Safety Guidelines

Safety drills are carried out on a twice per Summer basis. Members may only be in areas with staff supervision and are not permitted in a program spaces alone with themselves, other members, or staff. Members may only run in designated areas.

---



## Club Security

No weapons, knives, guns, mace, vapes, cigarettes, drugs, etc., are allowed in or around the clubhouse. Bringing any of the above listed items may result in immediate suspension and/or termination of membership.

---



## Member Medications

Parent/Guardians must list any and all medications youth may need to take during program times, on the Club Membership Form. You may be asked to fill out a "Program Accommodations & Medications" form. This form will help us determine whether or not we can accommodate your child. Boys & Girls Club staff CANNOT dispense medication. Staff may be able to assist your child with an Inhaler or EpiPen in the case of an Asthma or Anaphylactic attack. Children will not be permitted to have non-emergency medication on their person during program (EpiPens and Inhalers may be carried by a child with an accompanying prescription).

---



## Special Needs/Accommodations

Parent/Guardians must list any and all disabilities, allergies, medications, behavioral disorders, and other Special Needs on the Club Membership Form. If your child needs Special Accommodations, or may need additional supports, please reach out to the Site/Unit Director You may be asked to fill out a "Program Accommodations & Medications" form. This form is meant to give the Site/Unit Director insight on how to best support your child's needs while they are attending the Boys & Girls Clubs. The club may not be able to accommodate all members and their conditions.

---



## **Progressive Discipline Policy**

Under the supervision of the Site Director, this progressive discipline policy is designed to educate youth about behavior expectations and provide specific incident information for parents or guardians to assist them in working with their child. This policy should be used for two incidents only, as additional opportunities are available to redirect behavioral concerns. Should a concern for safety occur, a suspension may automatically occur per the discretion of the Site Director. This includes but is not limited to physical altercations, hitting peers/staff, bullying, any kind of sexual misconduct, and defacing/destruction of property. Parents may appeal the validity of a documented behavior by speaking with the Site Director or appealing to the Director of Member Experience. After the third documented occurrence, a Behavior Plan will be put in place. Should a youth fail to meet the terms agreed upon by staff and parents in the behavior plan, the youth will face a Mandatory Suspension as listed in the process. (Refer to page 12)

## **Membership Requirements**

Each Club Member is required to have an annual membership application on file approved by a parent/guardian that lists current contact information. Age and grade requirements vary per site, please see specific details on each site's page (pg. 3). All Club Members must pay an annual membership fee for both the summer and school year programs in addition to program fees applicable to each site. These **fees must be paid before attending the program**. Membership applications can and should be updated at any time necessary with new addresses, phone numbers, etc. on the Parent Portal.

## **Signing In**

Club members are required to sign in when arriving and sign out before leaving every time you attend The Boys & Girls Club. When signed in, Club Members must stay within the program areas with staff. If you drop off your children before we are open, The Boys & Girls Club is not responsible for their actions.

## **Signing Out**

All Club Members must be signed out by a parent or guardian at the end of each day. Members may not be released to any person(s) not listed on their application. Club Staff may contact parent/guardians and ask for Photo ID before releasing members to anyone. This includes all Club Members who are walking home and those with permission to leave alone. Club members are not permitted to sign themselves out without contacting parent/guardians, and have parent/guardians communicate with the Site Director. All Club Members need to be picked up, walk home or be on a bus (where applicable) by 5 minutes after closing time. Refer to page 11 for Late Pick-Ups. There are no exceptions. (CONTUNUED ON NEXT PAGE)

# Policies & Procedures (Cont.)

9

Once a Club Member has signed out, they are not allowed back in the program for that day. If a child leaves the Club on their own, with or without parent/guardian permission, they are considered to be signed out. Members must leave club premises once signed out.

## **Dress Code**

The following attire is not permitted in the Club: revealing clothing, inappropriate slogans/logos, and gang attire. Club members may be asked, to change their clothes or be sent home at any time by a club staff member. Members should be dressed in attire that allows them to play and get messy! Closed-toed shoes must be worn at all times (no exceptions). No two-piece swimsuits. Please do not wear half-shirts, skirts above mid-thigh and or any clothing that does not cover the chest to mid thigh.

## **Member Wellbeing**

Please understand that when a child becomes ill, it is for the health and well-being of all Club Members that they are isolated from the other children to minimize the chances of them getting sick. When this happens, their parent/guardian will be notified and asked to pick up their child as soon as possible. The Boys & Girls Club does not administer medication or treat ailments like stomach aches; it is best for everyone involved if the child takes time to recuperate away from the Club. Club members must be able to go to the bathroom on their own. We cannot accommodate members with bathroom accidents, and diapers, and cannot assist members in changing should an accident occur. Should a bathroom accident occur, parents/guardians will be notified and are expected to pick up their members.

## **Epidemic, Endemic, Pandemic, & Closures**

Boys & Girls Clubs of Contra Costa may close unexpectedly and/or without notice due to an illness/sickness/disease from an epidemic, endemic, or pandemic. In case of closure or restriction, the Club will follow Centers for Disease Control and Prevention guidelines and enforce them as recommended by the Centers for Disease Control and Prevention. The Club may remain closed after a closure due to, but not limited to, staff illness, staff shortage, unsafe club conditions, damage to/in/around club sites, etc., and will not reopen until conditions for club members and staff return to safe levels. Local mandates will be enforced as mandated by the city, county, or state.

## **Custody Issues**

In the case of custody issues, it is the parent/guardian's responsibility to notify Club Staff Members of custody issues and provide the Club with a copy of protective orders and instructions on the procedure if an incident occurs. Staff are not permitted to get involved in any legal issues between parent/guardians. Staff will refer to Emergency Contacts and designated pick up list provided.

CONTINUED ON NEXT PAGE

## Technology Policies

All Club Members have access to Club Technology at their site. Computers and other sorts of multimedia equipment may be available for Members of the Boys & Girls Clubs. Club Members may use Club Technology to complete homework, learn about higher education, play approved games, and participate in various program opportunities offered at their site. Club Members are expected to abide by Club rules on the internet. Members are not allowed to visit Social Media sites or "Chat Rooms" while at the club, this includes but is not limited to Facebook, Instagram, TikTok, Snapchat, WhatsApp, Telegram, Discord, Signal, Omegle, etc. Though the club exercises practices/measures to protect members from explicit content, members trying to access websites that have explicit or inappropriate content is strictly forbidden. Any Member found using Club Technology Equipment inappropriately may lose access to this equipment for a period of time, and parents/guardians may be notified.

## Phone Usage

The phones at the Club are for office use only. The Club Staff's cellular phones are for their use only. Phone calls home will be made in the case of emergencies and/or Club closures. Club members must have their phones away at all times. As a last resort after warnings members' phones may be confiscated by club staff if they fail to follow this policy. Member phones will be returned to parents/guardians during member pickup. Parents/Guardians may be notified if/when their member's phone are confiscated.

**BATHROOM PROCEDURE:** Members must check in with staff before using the restroom. We allow one member in the bathroom at a time.

## Late Pick-Up Policy

In the event that a member is at the clubhouse past our 5-minute grace period past our posted closing time, Boys & Girls Clubs may charge a late pick-up fee. Club staff will remain at the club until all members are picked up, the purpose of the late fee is to compensate the club in the event club staff have to remain past their scheduled hours to ensure members are picked up and released safely. At least two Club staff will attempt to remain with members for a maximum of one hour after closing, after which time local authorities may be contacted and members may be escorted by staff to local police departments. Any/All late fees must be paid by the members on the next day of attendance. Late fees are applied to each member that is picked up late. Repeated incidents of late pickup will incur higher fees for each recurring incident.

We understand unexpected delays such as but not limited to traffic-related incidents, work-related incidents, family-related incidents, etc. However, it is the responsibility of the parents/guardians to communicate with club staff in the event a member is picked up late. Communication with club staff and/or the above-listed incidents do not automatically waive the late pickup fee.

## Safety Standards

One-on-one contact between adults and youth is prohibited. This includes contact that may take place in the Club, in vehicles, or by phone, text, social media or any other means.

# Discipline Process

## Verbal Warning

01

Should a club staff notice that a youth is struggling to follow-through with expectations, or is failing to follow Club rules, staff may request from their Site Director that youth be given some Time Away. Time Away may be used to help redirect negative behaviors, or used as an opportunity to conduct mentoring. At the Site Director's discretion, parents may be verbally notified about the negative behaviors. When parents are notified of these behaviors, a Progressive Discipline form must be started.



## Written Warning

02

Should youth continue to struggle with following club rules and expectations, and parents have been previously notified verbally, Site Directors may opt to present Parents/Guardians with a Written Warning. This Written Warning clearly documents the behavior(s), and alerts parents that youth may be nearing a suspension (time away from the Club) should these behaviors continue to persist. Parents will be required to sign this form so they may acknowledge having seen the warning.



## Behavior Plan

03

Should regular interventions fail to help youth succeed while at Club, Site Directors may initiate a Behavior Plan. This behavior plan will include incentives, clearly stated goals and objectives, as well as consequences. Parents, youth, and the Site Director must all sign and agree to follow the Behavior Plan. Youth must agree to follow the plan as well, and sign the Behavior Plan Agreement.



## Suspension

04

Only after all other avenues have been exhausted, and youth are seen to be struggling with an agreed Behavior Plan, may suspension be considered. A Site Director must consent to the suspension, and set the terms (length of suspension). Should youth be found to have put themselves or others in danger, at the discretion of the Site Director, youth may be automatically Suspended. Once a youth has been suspended during a season (Summer/School-Year), further failure to follow-through with a behavior plan may serve as grounds for additional suspension from Club.



# Club Contact Information



## *Martinez Site Director*

Shradha Shakya

Direct Phone: (925)-393-1072

Email: Sshakya@bgccontracosta.org

---

## *Martinez Clubhouse Contact*

Front Desk: (925)-393-1072

---



## *Martinez Assistant Director*

Kyle Ricarte-Sanchez

Direct Phone:(925)387-0746

Email: Kricartesanchez@bgccontracosta.org

---

## *Martinez Assistant Site Contact*

(925)387-0746

---



# Member/Parent/Guardian Handbook Acknowledgment

I \_\_\_\_\_ (Parent / Guardian Name) have received and read the Summer 2024 Parent/Guardian Handbook. I understand the policies and procedures given to me and agree to adhere to all club policies. Please note: Boys & girls clubs of Contra Costa policies and procedures are subject to change to reflect the needs of the program, children and families we serve. Our organization will inform parents of any changes taking place whenever possible in a timely fashion.

By signing this page, you acknowledge, have read, and will follow all policies, procedures, disciplinary actions, and all above listed material in the Member/Parent/Guardian handbook and at the club.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Parent/Guardian Signature

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