



**BOYS & GIRLS CLUBS
OF SONOMA-MARIN**

Member Handbook

GREAT FUTURES START HERE.

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www.bgcsonoma-marin.org

TABLE OF CONTENTS

Our Mission	3
Core Areas	3
Membership Information	4
Eligibility & Enrollment Process	4
Cost 4	
Work Based Learning Program for Members ages 13-18	4
Special Accommodations	4
Club Logistics & Information	5
Attendance Requirement	5
Child Nutrition Program	5
Lost & Found	5
Policies & Expectations	6
Behavior	6
Dress Code	8
Technology & Personal Device Policy	8
Safety 10	
Health 10	
Infectious Diseases	11
In Case of Emergency	11
Sign Out & Pick Up	12
Walk Home Permission Slips	12
Late Pick-Up	12
Club Closures	13
Holidays	13
Power Outages (for our full policy please visit: bgcsonoma-marin.org)	13
Questions	13
Where to Find Us	14
Appendix 1: Walk Home Permission Slip	15
Appendix 2: Video Surveillance Policy	16

Our Mission

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

Core Areas

Boys & Girls Clubs offers programming* in the following core areas:

Character & Leadership

Club Members of all ages participate in community service and leadership programs. These programs build their skills and teach them they have the power to positively make change in our community. Members learn to sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and other's cultural identities. By the time they leave the Club at age 18, youth are on a pathway to success.

Academic Success

Our Clubs provide strong academic mentorship and enrichment activities that promote skill building, confidence, and a love of learning in a safe, supportive, and innovative environment. Every day at the Club, our skilled and caring staff provide the guidance and encouragement that young people need to progress grades annually and graduate from high school with a plan for the future.

Health & Wellness

Every day at the Club, we guide youth in cultivating their personal well-being, combating the adverse effects of substance use and facing peer pressure with resilience. Our enriching programs empower youth to establish and sustain healthy active lifestyles emphasizing wellness practices and mental/emotional health. Our aim is to support their journey toward becoming content and healthy adults.

The Arts

Through our arts programs, young individuals can foster their creativity and cultural consciousness. Club Members enjoy access to various creative arts opportunities, including visual and performing arts, creative writing, music, crafts, and more. These initiatives not only facilitate self-expression and creativity but also contribute to the development of multicultural awareness.

Sports & Recreation

At our Clubs, we offer captivating fitness activities and competitive sports. These programs contribute to the cultivation of physical well-being, encourage positive utilization of leisure time, alleviate stress, instill an appreciation for the environment, and impart crucial values of sportsmanship, social, and interpersonal skills.

*Some individual programs may require a parent signed permission slip in order for your child to participate. *

Boys & Girls Clubs of Sonoma-Marín does not discriminate based on disability, race, religious beliefs, sexual orientation, gender identity, or national origin.

Membership Information

Eligibility & Enrollment Process

Club Membership is open to all youth between 4–18 years old in the TK through 12th grade (certain Clubs' Membership eligibility requirements are based on attending the school where those Clubs are located and may include TK and Kinder registrations). The process for enrollment is first come, first serve, and subject to availability. If the Club has reached Membership capacity, parents/guardians may elect to add their child to the waitlist.

Cost

The annual Club Membership dues are \$25 per child; it is non-refundable and due upon registration. Club Memberships are for one year and expire the day before the first day of school each year, regardless of the registration date. Clubs may have additional program fees. Please check with your Club Leader for further information about additional fees.

- Fee-Based Services

Some Clubs are fee based after school programs. Please ask your Club Leader if your Club is a fee-based location and what the specific fee structure is for your child's Club.

- Payment Options

We only accept credit card payments through your Club Hub account. Limited scholarships are available through Boys & Girls Clubs, Community Childcare Council (4Cs), and Sonoma Works.

There are additional costs for some Camps, including summer and school break Camps, as well as any special events, such as field trips or sports programs. Informational fliers are published and are available prior to each camp session detailing specific programs, activities, field trips, and costs. A separate camp application must be completed for each attending Member.

Work Based Learning Program for Members ages 13-18

We believe that hands-on learning is essential when preparing youth for success in the future workforce. Providing practical opportunities for youth to develop and sharpen their skills before they transition into the real world of work helps them build their confidence, develop relationships with adult mentors and gain valuable work experience that can benefit them in the future.

Work-based learning experiences are structured, educational job-readiness programs that occur in the workplace; they create safe spaces to learn about the world of work while youth develop their employability skills through first-hand application. Work-based learning experiences may be paid or unpaid, and may include service-learning opportunities, internships, assistantships, pre-apprenticeships and apprenticeships. Through work-based learning programs, Boys & Girls Clubs provide such practical opportunities for teens – both in the Club or/and in other workplaces, through placements with community partners. Please contact your Club Leader for more information.

Special Accommodations

Boys & Girls Clubs of Sonoma-Marine 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 document their child's needs on their Membership application and discuss with Club Leader at time of enrollment. A meeting with the Club Leader will be arranged to discuss/determine eligibility. Eligibility criteria for enrollment are as follows:

- Member is able to use the toilet or urinal on their own without assistance from Club Staff.
- Member is open to trying new activities
- Member is able to follow Club expectations
- Member is able to follow routines and directions
- Member is able to be safe at Club and follow all safety expectations (e.g. staying with their group, not physically or emotionally harming or hurting others)

In some cases, we may require Member to be assisted by a 1:1 aide at no cost to Boys & Girls Clubs of Sonoma-Marin

Club Logistics & Information

Attendance Requirement

Numerous studies show that children and youth that attend after school programs—like Boys & Girls Clubs—15-20 hours per week improve their grades in school, are more physically active, and are more likely to live a healthy lifestyle. For your child to truly benefit from our programs we ask that you pick up your child at the end of the programming day, typically at 6pm.

If your child is enrolled at an ASES-funded site, your child is expected to participate in the after-school program everyday (Monday-Friday, five (5) days per week) and for a total of no less than fifteen (15) hours per week, excluding holidays and service days. This attendance requirement is strictly enforced. If there are more than three (3) unexcused early release days or absences, Boys & Girls Clubs of Sonoma-Marin reserves the right to remove your child from the program.

Child Nutrition Program

Boys & Girls Clubs of Sonoma-Marin is proud to offer our Child Nutrition Program at most of our Clubs. This is possible through the Child and Adult Care Food Program (CACFP), which is a state and federally funded program that allows us to serve approximately 27,000 meals per month. The objectives of the program are to:

- Provide a well-balanced healthy meal for our Members every day.
- Improve the diets of children under 13 years of age by providing the children with nutritious, well-balanced meals. (while the program targets nutrition improvement in children 13 and under—free meals are served to any person 18 years of age and younger).
- Develop good eating habits in children that will last through later years.

Boys & Girls Clubs of Sonoma-Marin operates in accordance with civil rights regulations as outlined on the “And Justice For All” poster located in the meal service area. (Translated materials can be provided upon request.) We do not deny participation in the program based on race, color, national origin, sex, disability, or religion. Modified meals are made available to children with medical conditions requiring accommodation, and medical statements from a doctor are on file. Families can also request meal pattern requirements to better understand what constitutes supper and snack. All staff serving meals are trained in proper service protocols including safety, food storage, food preparation, and sanitation.

Lost & Found

The Club retains all unclaimed items for one month. Unclaimed items will be given to a local charity after this time. Parents are strongly encouraged to write their child’s name and phone number in all clothing. The Club is not responsible for any missing, lost, damaged, or stolen items. Therefore, we strongly recommend leaving all personal possessions at home.

Policies & Expectations

Behavior

At Boys & Girls Clubs of Sonoma-Marin, we believe it is our job to observe and assess the behaviors of the youth that we serve and develop support strategies to help Members process their feelings in a positive way. We believe that all Members, with the right support from their staff, can connect with others, learn pro-social coping strategies, improve their communication skills, and develop a positive self-image. Boys & Girls Clubs of Sonoma-Marin handles behavioral issues 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. We expect all our Members to learn and uphold our behavior expectations to ensure that all Members and staff have the best Club experience.

Code of Conduct

In order to promote your child's physical, intellectual, emotional, and social well-being and growth, Boys & Girls Clubs of Sonoma-Marin 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 always
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

Positive Behavior Management

Youth have boundaries, needs, and feelings that are consciously and unconsciously being communicated through everyday behaviors. It is our team's job to observe and assess the behaviors of the youth that we serve and develop support strategies to help Members process their feelings in a positive way. We believe that all children, with the right support from their Team Members, can connect with others, learn pro-social coping strategies, improve their communication skills, and develop a positive self-image.

For Members that have continued recurrences of specific behaviors, Club Teams will brainstorm any possible supports the Club can provide to help the Member be successful. These supports can include; providing Members with a "calm down" corner or calming resources to use when they need it, assigning Members a specific mentor in the Club (a Team Member or buddy), & selecting activities for the Member to participate in that foster interpersonal skills.

Club Teams will also strategize as a group to come up with different positive reinforcement strategies to recognize the Member when they are taking steps in the right direction and meet behavioral milestones.

The Club Leader may also meet with the legal guardians/parents and Club Member to establish agreements and outline the outcomes if the agreements are not met. School or community partners may be contacted where applicable.

Inappropriate and unsafe behaviors such as hitting, fighting, stealing, vandalism, disrespect to staff or other Members, repeatedly not following directions, running away or leaving the facility without permission will not be tolerated and may result in a phone call home. When a Member's behavior risks safety to themselves or others, a parent/guardian will be called and asked to pick up their child immediately. Depending on the severity and frequency of the behaviors and existing Behavior Agreements, behaviors may result in automatic removal from the program.

For on-going behaviors that are not showing improvements, the Club Leader can utilize a Member Agreement. Member Agreements require a meeting with a parent/guardian, the Member, & the Club Leader to review said agreement. The Member Agreement will outline the desired behaviors, goals, incentives, and consequences (both daily and long term). Failure to uphold the agreements may result in the Member's removal from the program.

Removal from Club may follow this process:

- Initial steps may include loss of Club privileges or be suspended one (1) or more days.
- If a Member is suspended a second time, it may result in a 3–5-day suspension.
- If a Member 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 Club Leader has the discretion to remove a child immediately without advance notice. (See Zero Tolerance Policy below)

Emotional Check Ins

Using emotional Check-Ins and Warm Welcomes are a trauma-responsive framework that guides Club Members in developing a sense of emotional self-awareness. It is a way for Members to learn how to categorize complex feelings and emotional states, so that they can better recognize & communicate how they're feeling in a safe & non-judgmental way. Through engagement in self-reflection and the use of calm down tools, Members strengthen their ability to self-regulate and control their emotions as they arise.

School Suspension and Attendance

If a Boys & Girls Clubs of Sonoma-Marina Member receives an out of school suspension they will not be allowed to attend the Club and/or Club functions. Likewise, if a child is absent from school for any reason, they are not allowed to attend the Club that day. This will stay in effect until they return to school. If a Member has been expelled, they will no longer be allowed to attend that Boys & Girls Club. If your child is moved to another school where a Boys & Girls Club is located, Membership will be transferred upon the parents' request and as enrollment allows.

Drug, Smoking & Alcohol Free

To further ensure Member safety, we maintain a drug, smoking & alcohol-free Club experience. The unlawful or improper use of these items can result in contacting the policy, school principal, suspension or even expulsion.

LGBTQIA

Our team does whatever it takes to ensure every young person – regardless of their background or personal circumstances – can access the positive experiences and opportunities our Clubs provide. This includes the growing numbers of young people who attend a Club and openly identify as a part of the LGBTQIA community.

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 in an aggressive manner with the intent of harming another child/staff Member or causing damage to property, they may be suspended or removed from the program.

Dress Code

All Members are encouraged to dress in a manner that allows full participation in our programs. Please keep in mind the Club will follow all dress code expectations outlined by the partnering school district.

We request your cooperation in following dress guidelines:

- School dress code will be enforced during Club hours—therefore, Members will be expected to follow the school's dress code while at Club.
- Sneakers or closed toed shoes are required to ensure the safety of your child
- Avoid wearing half-shirts, skirts above the mid-thigh and or any clothing that does not cover the chest to mid-thigh.
- Refrain from wearing clothing that demeans any gender or group and/or depicts drugs or alcohol.
- Gang symbolism and associated attire, including color restrictions are not permitted at the Club.

In instances where a child lacks a change of clothing when needed or when there has been soiling parents/guardians will be contacted immediately to provide a change of clothing.

This expectation also applies to parents/guardians or guests who attend Boys & Girls Clubs of Sonoma-Marin functions.

Technology & Personal Device Policy

Club Phone

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 Leader.

Technology Acceptable Use Policy - Youth Member

Boys & Girls Clubs of Sonoma-Marin is committed to providing policies for the use of technology and online safety for Members, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Club Member Usage

Before a Member is allowed to use Club technology equipment or their personal device, both the Member and their parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

- 1 Club or personally owned devices** shall include any and all personal or Club-owned existing and/or emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media and transmit or receive messages or images.
- 2 Club purposes authorized use:** Club devices and personally owned devices are permitted for use during approved Club times for Club purposes shall include program activities, career development, communication with experts and/or Club peer Members, homework and Club activities and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

3 Appropriate use: Members are expected to act responsibly and thoughtfully when using technology resources. It is the Member's responsibility to ask staff when they are unsure of the permissibility of a particular use of technology prior to engaging in its use. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to:

- confiscation of the device
- immediate suspension from the Club
- termination of membership
- other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

4 Inappropriate Use (Communication/Cyberbullying): Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, humiliating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful language or images typed, posted or spoken by Members;
- Information that could cause damage to an individual or the Club community or create the danger of disruption of the Club environment;
- Personal attacks, including prejudicial or discriminatory attacks;
- Harassment (persistently acting in a manner that distresses or annoys another person) or stalking of others;
- Rumors sent by email or posted on social networking sites;
- Embarrassing pictures, videos, websites or fake profiles;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- Communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices.

If a Member is told to stop sending communications, that Member must cease the activity immediately. Failure to cease the activity may result in additional consequences.

5 Monitoring and inspection: Boys & Girls Clubs of Sonoma-Marín reserves the right to monitor, inspect, copy and review any personally owned device that is brought to the Club. Parents/guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/guardians may refuse to allow such inspections. If so, the Member may be barred from bringing personally owned devices to the Club in the future.

6 Loss and damage: Members are responsible for their own devices. Staff are not responsible for the security and condition of the Member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

7 Internet access: Personal owned devices used at the Club access the internet via the Club's content-filtered wireless network which are at each Clubhouse. School Chromebooks may automatically connect to school Wi-Fi system. Personal cell phone data is not preferred to be used during club time as we do not have access to filter content. Boys & Girls Clubs of Sonoma-Marín reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services.

8 Parental notification and responsibility: While Boys & Girls Clubs of Sonoma-Marín's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the values of Members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of Sonoma-Marín to monitor and enforce a wide range

of social values in student use of the internet. If parents/guardians do not want Members to access information beyond the scope of the Technology Acceptable Use Policy, they should instruct their children not to access such materials.

- 9 Club Members will have the opportunity to gain safety knowledge on how to navigate the Digital world by completing a Digital Citizenship Training at [MyFuture](#):
 - a. Ages 6-9: [Being Kind and Safe Online](#)
 - b. Ages 10-12: [Digital Passport](#)
 - c. Ages 13-15: [Online Safety Basics](#)
 - d. Ages 16-18: [Online Safety - Hate Speech](#)

All Members who wish to use a Boys & Girls Clubs device, equipment or their own personal device will be required to review this information with staff and parents annually.

Safety

Safety is our #1 priority. We have carefully outlined policies for our staff to keep themselves and Members Safe. Click here to view these policies

Child Abuse Prevention

Boys & Girls Clubs of Sonoma-Marín is committed to helping our Clubs provide a safe and secure experience for all youth. Our policies prohibit Team Members, Volunteers, parents, or other Members from abusing, mistreating, or having any inappropriate conduct with Members. We take these policies seriously. If you see any suspicious behavior while in our Clubs, we encourage you to call our anonymous reporting line at 707-919-0566.

Keeping kids safe takes a community. If you are concerned that a young person in your life is being abused but is **not connected** to one of our Clubs, contact the Child Help National Child Abuse Hotline at 1-800-4-A-Child (1-800-422-4453).

Boys & Girls Club of Sonoma-Marín and its employees are mandated by law to report any form of suspected child abuse, according to the California Penal Code. We do not allow 1:1 staff to child contact, allow staff and Families have any outside contact that is not already predetermined. This includes babysitting, social media or sharing of personal cell phone numbers.

Visitors & Open Access Policy

All adults are required to sign in with a Team Member each time they enter the Club. Club Team Members may require visitors to wear a visitor's badge. Boys & Girls Clubs of Sonoma-Marín 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 into a Boys & Girls Clubs site. Failure to comply with these regulations may result in a ban from Club facilities and functions.

Health

If a Member becomes ill or injured, our Team Members will first provide appropriate first aid and then take whatever steps necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

- a. Team Member or Club Leader will contact the parent/guardian and/or emergency contact person(s) if necessary, to provide them with information regarding their child's illness or injury.
- b. If we cannot contact the parent/guardian or the emergency contact person, we may call 911/emergency services

Please note: Boys & Girls Clubs of Sonoma-Marín does not provide medical or hospital insurance for medical costs incurred by individuals in our program. Therefore, any cost incurred must be covered under your personal insurance.

If a child has a fever (of over 100-degrees), diarrhea, vomiting, or has a communicable disease (including head lice), he or she will not be permitted to attend the Boys & Girls Clubs of Sonoma-Marín that day and/or for the duration of such persistent conditions. A parent or guardian will be notified to immediately pick-up their child.

If your child does not go to school for any reason, they are not permitted to attend the Club.

Infectious Diseases

Measures for protecting staff and Club Members from exposure to infectious diseases can vary depending on the type of exposure risk. Infection control methods are based on a thorough risk assessment and using appropriate combinations of controls.

We comply with local, state, and federal safety and health regulations and protocols including, but not limited to Boys & Girls Clubs of America, Sonoma County Department of Health Services, CDC, and OSHA.

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. All emergency medications should be in your child's backpack. If a situation arises that your child should need emergency medication, Team Members will then allow them access to their emergency medication and allow him/her to administer the medication themselves. Any exception to this policy must be approved by the CEO

Boys & Girls Clubs of Sonoma-Marín Team Members 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).

In Case of Emergency

If you or an authorized adult cannot pick up your child and arrangements must be made with a person who is not authorized, please notify a Team Member immediately to give permission for your child's release into their care. Please provide the first and last name of the person who will be picking up your child. Please inform them that they will be required to present a Team Member with a valid photo identification card for verification.

When signing in and out, the parent/guardian or authorized adult must write down the exact time of arrival and departure and their initials as required by the California Department of Education (CDE).

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

If there are person(s) for whom you wish not to allow contact with your child, you are required to provide legal documentation to support prohibitive contact.

Please notify the Club immediately of any changes with custody, restraining orders, address, phone number, medical conditions, or change in emergency contacts, so that information can be updated in the Member's file.

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 person on their list of contacts as indicated by the parent/guardian on their child's completed Membership application. Please be advised that your child will not be released to any persons who are not listed as an authorized person. Parents/guardians can add or delete authorized adults to their child's list of contacts. Please see the Club Leader if there are people to be added or removed from your list of contacts.

Walk Home Permission Slips

Middle School Members may walk home as they please unless otherwise notified by a parent/guardian. Members must notify the Club Leader and sign themselves out.

Elementary Club Members may walk home on their own only if a parent or guardian has signed a Walk Home Permission Slip (see Appendix 1). If a Team Member has concerns about a particular Member's ability to travel safely, or if the Member lives too far away, permission for the Member to travel home alone may be refused.

Parents therefore must make an informed decision that they are confident that their child is able to walk home sensibly and must be aware that they are responsible for their child's safety on their way from the Club even when they are not physically present.

Parents are advised to consider the following before deciding whether to request permission for their child to walk home alone:

- How long is the journey?
- Are there any roads to cross and, if so, does your child know how to cross them safely?
- What time will your child be walking home? (It is recommended that children do not walk home in the dark, in failing light, and poor weather)
- Are you confident that your child is aware of safety rules when strangers are present?
- Does your child walk home with friends? If so, are you confident that they will walk together sensibly?

Late Pick-Up

Clubs close promptly at 6:00 PM. Members must be picked up by this time. If you know you are going to be late, please contact us immediately. Keep in mind that our Team Members cannot leave until every Member is picked up. If a child is not picked up by closing hours Team Members will make every attempt to contact the parent/guardian and emergency contacts. CPS and/or the local police department will be contacted after one hour if attempts to reach the parent/guardian fail.

- **First Late Pick-Up** – Parent/guardian is given a verbal warning.
- **Second Late Pick-Up** – there will be a \$5.00 per child, charge for the first 10 minutes or any portion thereof and an additional charge of \$1.00 for every minute after.
 - ***Members will only be allowed to return once that payment has been received.***

- **Third Late Pick-Up** – Membership may be revoked

Club Closures

Holidays

Clubs are open Monday through Friday except for the following holidays:

New Year's Day	Independence Day
Martin Luther King Jr. Day	Labor Day
Veterans Day	Thanksgiving Day
Presidents Day	The Week of Christmas
Memorial Day	

**Each club has additional days that they are closed according to their school district calendar. Please see the Club Leader for a copy. **

****In preparation of summer camp, ALL clubs close the last week of School. ****

Power Outages (for our full policy please visit: bgcsonoma-marin.org)

In the event there is any PG&E power outage ***During the School Day:***

- Most likely, School will remain open, with regular schedule for classes and transportation.
- Club will be **canceled**.
- Parents need to pick up their student(s) directly at regular school dismissal, as no Club staff will be on site.

In the event, there is a power outage after school, ***During Regular Club Hours:***

- The Club will remain open; we ask all parents to pick up students as soon as possible and no later than 6PM.

Note: We ask that parents refrain from calling the Club during outages, we will need to keep our phone lines open for emergency purposes.

In the event there is any PG&E power outage announced ***Outside of the School Day:***

- The Club will be closed if there is no school.

Your primary communication will be from the school, so please apply these guidelines to the information you receive from your school.

Questions

If you have any questions or would like any clarification on any of the policies, please reach out to the Club Leader of the Club your child attends or feel free to call our main office at (707) 528-7977. Boys & Girls Clubs of Sonoma-Marin looks forward to serving your child and family!

Where to Find Us
www.bgcsonoma-marin.org

North County Clubs				
Cloverdale Teen Club 686 Cloverdale Blvd. Cloverdale, CA 95425 Phone: 707-894-5063	Washington Middle School Club 129 South Washington St. Cloverdale, CA 95425 Phone: 707- 318-8794	Jefferson Club 315 North St Cloverdale, CA 95425 Phone: 707-293-8190 <i>*Offers Morning Hours</i>	Geyserville Club 21485 Geyserville Ave. Geyserville, CA 95441 Phone: 707-857-3214	Healdsburg Clubhouse 555 Piper St. Healdsburg, CA 95448 Phone: 707-433-4479
Foss Creek Housing Club 408 Grant St. Healdsburg, CA 95448 Phone: 707-433-2894	Cali Calmecac Club 9491 Starr Rd. Windsor, CA 95492 Phone: 707-479-2847	Brooks Road Clubhouse 9640 Brooks Road South Windsor, CA 95492 Phone: 707-838-1959		
Santa Rosa Clubs				
Biella Club 2140 Jennings Ave. Santa Rosa, CA 95401 Phone: 707-477-6739	Brook Hill Club 1850 Vallejo St. Santa Rosa, CA 95404 Phone: 707-318-9073	Burbank Club 203 A Street Santa Rosa, CA 95401 Phone: 707-478-4723	Cesar Chavez Language Academy Club 2480 Sebastopol Rd. Santa Rosa, CA 95407 Phone: 707-909-9937	Charter for the Arts Club 756 Humboldt St. Santa Rosa, CA 95404 Phone: 707- 369-5428
Comstock Middle School Club 2750 West Steele Ln. Santa Rosa, CA 95403 Phone: 707-293-8190	Helen Lehman Club 1700 Jennings Ave. Santa Rosa, CA 95401 Phone: 707-478-7632	Hidden Valley Club 3435 Bonita Vista Dr. Santa Rosa, CA 95404 Phone: 707-909-9938	Juvenile Hall Club 7425 Rancho Los Guillicos Rd. Santa Rosa, CA 95409 Phone: 707-565-6300 #6 x07	JX Wilson Club 246 Brittain Ln. Santa Rosa, CA 95401 Phone: 707-479-2844 <i>*Offers Morning Hours</i>
Lincoln Club 850 West 9th St. Santa Rosa, CA 95401 Phone: 707-318-2068	Monroe Club 2567 Marlow Rd. Santa Rosa, CA 95403 Phone: 707-318-9876	Proctor Terrace Club 2567 Marlow Rd. Santa Rosa, CA 95403 Phone: 707-909-9936	RAMS Teen Club 1777 West Ave. Santa Rosa, CA 95407 Phone: 707-477-6940	Roseland Club 950 Sebastopol Rd. Santa Rosa, CA 95407 Phone: 707-479-2880 <i>*Offers Morning Hours</i>
Roseland Community Clubhouse 929 Sebastopol Rd. Santa Rosa, CA 95407 Phone: 707-919-0558	Roseland Creek Club 1683 Burbank Avenue Santa Rosa, CA 9547 Phone: 707- 318-8396 <i>*Offers Morning Hours</i>	San Miguel Club 5350 Faught Rd Santa Rosa, CA 95403 Phone: 707- 695-0064	Sheppard Club 1777 West Ave. Santa Rosa, CA 95407 Phone: 707-695-0047 <i>*Offers Morning Hours</i>	Steele Lane Club 301 Steele Ln. Santa Rosa, CA 95403 Phone: 707-478-1453
West County Clubs				
Guerneville Club 14630 Armstrong Woods Rd Guerneville, CA 95446 Phone: 707-869-9741 <i>*Offers Morning Hours</i>	Monte Rio Club 20700 Foothill Drive Monte Rio, CA 95462 Phone: 707-865-9172			
Rohnert Park, Petaluma, & Marin Clubs				
Lucchesi Park Clubhouse 203 Maria Dr. Petaluma, CA 94954 Phone: 707-971-7786 Athletics: 707-919-0565	Lynwood Club 1320 Lynwood Drive Novato, CA 94947 Phone: 415-818-6785	McDowell Club 421 S. McDowell Blvd Petaluma, CA 94954 Phone: 707-570-7796	McKinley Club 110 Ellis Street Petaluma, CA 94952 Phone: 707-583-6116	Olive Club 620 Olive Drive Novato, CA 94945 Phone: 415-818-4755
Rohnert Park Clubhouse 7450 Santa Barbara Dr. Rohnert Park, CA 94928 Phone: 707-795-0139	Round Walk Village Housing Club 745 N McDowell Blvd Petaluma, CA 94954 Phone: 707-776-0675	Sinaloa Middle School Club 2045 Vineyard Rd. Novato, CA 94947 Phone: 415-818-5785	San Jose Middle School Club 1000 Sunset Parkway Novato, CA 94949 Phone: 415-601-4200	



**BOYS & GIRLS CLUBS
OF SONOMA-MARINE**

Walk Home Permission Slip

Name: _____

Age/Grade: _____

**A WRITTEN PERMISSION SLIP AND MEMBERSHIP APPLICATION MUST
BE ON FILE IN ORDER FOR A MEMBER TO WALK HOME.**

I give my child, _____ permission to walk home from the Boys &
Girls Clubs of Sonoma-Marine from the _____ Club after _____
_____ PM. I understand that the Boys & Girls Clubs of Sonoma-Marine is not responsible or liable
for personal injury or loss of property.

Parent or Guardian Signature

Date

Emergency Contact Information:

Name: _____

Phone: _____

Relationship: _____



USE OF VIDEO SURVEILLANCE

The **Boys & Girls Clubs of Sonoma-Marine** recognizes that maintaining the safety and security of Club members, staff, volunteers, and Club property is best implemented with a multifaceted approach. Modern technology, including video surveillance, can provide tools to maintain safety and security. While video surveillance does not replace appropriate supervision by Club personnel, it can provide an additional layer of protection. Video surveillance, with or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use.

PLACEMENT AND NOTIFICATION

Video surveillance equipment may be installed in and around Club facilities, property, and vehicles. The system provides constant monitoring 24/7 (is activated and records when motion is detected). Video surveillance equipment will not be used or installed in areas where Club Members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms. Video surveillance equipment may always be in operation, whether the Club is operational and whether the facilities or buildings are in use at all. The Club will determine the operation schedule of any video surveillance equipment in its discretion. Video monitors shall not be in an area that enables public viewing. The Club shall notify Club members, parents/guardians, staff, and the public that video surveillance systems are present by signs prominently displayed in appropriate locations throughout the facilities and grounds and provide any other notification or consent as required by applicable law.

ACCESS TO VIDEO IMAGES

The use of video surveillance equipment on Club grounds shall be supervised and controlled by the DIRECTOR OF FACILITIES and Club Site Directors. The actual recording equipment will be maintained in an area or room that is locked and secure to only be accessed by authorized personnel. Live video monitoring may randomly occur as needed. Video data is recorded and stored digitally. Video recording data is considered confidential and secure. Access to live and video recorded data is strictly limited to the following authorized full-time Boys & Girls Club personnel: Director of Facilities, Club Site Directors, and Facility leadership. These authorized personnel are trained on the video surveillance policy and how video data should be used during any official investigation. Video recording data may be used as evidence that a Club member, parent/guardian, staff member, volunteer, or other person has engaged in behavior that violates state or local law, policies, and/or Club rules. Video footage is subject to production by a valid subpoena or other court order.

UNAUTHORIZED ACCESS AND/OR DISCLOSURE

Confidentiality and privacy concerns limit the general public, including parents and relatives of Club members, from viewing video recording footage and/or data involving Club members, staff, and volunteers. Only the authorized personnel provided above can view and/or export video recording data. No unauthorized recordings are permitted of video recording data through cell phones, portable devices, or any other means. Any Club personnel who becomes aware of unauthorized disclosure of video recording data from the Club and/or a potential privacy breach must immediately inform the DIRECTOR OF FACILITIES. Club personnel and volunteers are prohibited from unauthorized use of, tampering with or otherwise interfering with video surveillance equipment. Violations will be subject to disciplinary action

that may include, but are not limited to, written reprimand, suspension, demotion, or termination of employment. Video recording data will remain the property of the **Boys & Girls Clubs of Sonoma-Marin** and may be reproduced only in accordance with applicable law and board policy.

RETENTION OF DIGITAL IMAGES

Video recording data shall be kept for approximately 30 days except for appropriate still shots or selected portions of the recorded data relating to any incidents under investigation by authorities. The latter shall be retained for one year after the incident or until such time as any legal matters pertaining to the recordings have been resolved. The stored media shall be kept on a secured computer. In situations involving banned parents/guardians, former employers or volunteers, or visitors, stored still images may be shared with Club personnel and appropriate officials.

CLUB MEMBER PRIVACY

Video recording data will not to be used directly or indirectly to identify the activities of individual Club members except as viewed in relation to a specific event or suspected criminal activity; suspected violation of Club policy or rules; incidents where there is reasonable basis to believe a claim may be made against the Club for civil liability; or if otherwise compelled by law. Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property. A copy of this policy will be shared with any Club member, parent/guardian, or staff member.