



**BOYS & GIRLS CLUB
OF MALIBU**

Parent Handbook 2019-2020

*Webster Elementary School ~ Malibu Elementary School
Clubhouses*

“Our mission is to significantly enhance the lives of youth to fulfill their potential as caring, productive and contributing citizens.”

Malibu Foundation for Youth and Families DBA Boys & Girls Club of Malibu 501(c)3: 95-4774844



**BOYS & GIRLS CLUB
OF MALIBU**

10 More Years Campaign

To create permanence for the Boys & Girls Club of Malibu

Our Story...

Boys & Girls Club are the centerpiece to any community. Great cities have Boys & Girls Club and for the last 17 years, annually 1,200 youth have come through the doors of the Boys & Girls Club of Malibu (BGCM) to be mentored and engage in inspirational activities.

In 2000, the BGCM was created as a prevention tool by a small group of concerned community members who recognized Malibu's shortcomings when it came to productive activities for teens combined with isolationism. The Gibson family met the community's need with a one-million-dollar gift which allowed the BGCM to open its doors and focus on vital programs for over a decade.

Since its inception, the BGCM has thrived and been dedicated to mentoring middle and high school students during their most critical decision making years, providing them with programs that create confidence and helping to build positive relationships that will support them through high school.

17 years later, BGCM expanded its reach by opening two elementary sites on the campuses of Juan Cabrillo Elementary School and Point Dume Marine Science School, providing vital programs and services to the K-5th population. In August 2017, BGCM opened its third elementary site on the campus of Webster Elementary School. Further, in an effort to better support elementary families and provide greater flexibility and diversity in programming, the BGCM has teamed up with the City of Malibu's Community Service Department. Through this newly formed partnership, all registered elementary Club members receive inclusive access to enrichment programs offered through the City of Malibu. This partnership highlights the collaboration between City organizations, and provides further opportunity for the BGCM to provide positive engagement and growth to youth.

Although the BGCM was created as a prevention tool, by providing Malibu teens with engaging activities, it has become so much more. The BGCM represents and provides services to the most diverse populations in the community. And now through the newly established Wellness Center, we are providing social and emotional support and counseling services for all K-5th families.

The BGCM is committed to responding to the ongoing needs of the community through providing safe, affordable, professionally staffed Club houses with consistent opportunities for kids to grow and learn. However, we need your financial support to sustain the BGCM and keep our doors open and our membership low and available to all. Please participate in the sustainability of the BGCM by making a tax-deductible donation to the "10 More Years Campaign." Our goal is to keep the BGCM alive and thriving for all youth and generations to come. In order to continue providing vital programs and services to youth, we are in need of YOUR support to help us reach our "10 More Years Campaign" goal of 10 million dollars. Malibu is a great city, and great cities have Boys & Girls Club!

GREAT FUTURES START HERE.

Malibu Foundation for Youth and Families 501(c)3: 95-4774844

The BGCM was established in 1999 by the founding members of the Malibu Foundation for Youth and Families

FOR MORE INFORMATION, VISIT OUR WEBSITE AT WWW.BGCMALIBU.ORG

GENERAL INFORMATION

Our Vision

The Boys & Girls Club of Malibu (BGCM) provides a positive and nurturing place for children during afterschool hours. Our vision is to:

- Focus on the development of the whole child;
- Offer safe, enriching activities with professional mentorship in a positive environment;
- Support academic, social and emotional success

Membership and Registration

Membership at the Boys & Girls Club of Malibu is open to all boys and girls entering grades TK-12 regardless of race, color, religion, national origin, gender or sexual orientation. At this time, we are only serving TK students at Webster Elementary. A minimum of 6 TK or Kindergarten enrollees is required from each school in order to serve that grade level. Parents/guardians must complete an online membership application which can be found at www.bgcmalibu.org.

In an effort to support parents and families, the BGCM is open on many holidays and school-closure days*:

September 30, 2019 - *Local Holiday*

October 9, 2019 – *Local Holiday*

November 6, 2019 - *SMMUSD Pupil Free Day*

November 11, 2019 - *Veteran's Day*

December 23, 2019 - Jan 3, 2020 - *SMMUSD Winter Break**

January 20, 2020 - *Martin Luther King Jr. Day*

February 17, 2020 - *Washington's Birthday*

April 6 – April 17, 2020 – *SMMUSD Spring Break*

April 10, 2020 - *Local Holiday*

April 13, 2020 - *Lincoln's Birthday*

*On school closure days, the BGCM consolidates locations to the Teen Center & one Elementary site TBD

The Boys & Girls Club will be closed in observance of the following holidays:

- *September 2, 2019 – Labor Day*
- *November 28-29, 2019 – Thanksgiving*
- *December 24-26, 2019 – Christmas**
- *December 31, 2019 – January 1, 2020 – New Year*
- *May 25, 2020 – Memorial Day*
- *July 4, 2020 – Independence Day*

POLICIES AND PROCEDURES

Sick Days and Absences

Members who were absent from school or left school early due to illness will not be allowed to attend the program. It is important to notify the staff of any illness that may be communicable. If a child becomes ill during Club programming, a staff member will inform parents/guardians.

If members are suspended from school, they are not allowed to participate in afterschool programming, as the BGCM follows each school's suspension policy.

Cell Phones and Electronic Devices

Children's cell phones are permitted at the BGCM elementary Clubhouses, but **MUST** be turned off and kept in their backpacks during program hours. Each child is responsible for his/her phone. If you should need to contact your child, please use the direct line for the BGCM site.

- Direct Line for Malibu Elementary BGCM Clubhouse (310) 457-9370 ext. 78-118
- Direct Line for Webster BGCM Clubhouse (310) 774-1969
- Teen Center Administrative Line (310) 457-1400
- Teen Center Club Line (310) 457-2582
- Wellness Center (310) 691-6523

BGCM is not responsible for lost, stolen or damaged items, including, but not limited to electronic devices, money, clothing, etc. To avoid items being lost or stolen, members are encouraged to leave all personal items at home.

Outside Contact or Conflict of Interest

Outside contact between staff and members/parents, including but not limited to telephone, text, online, or in person communication, is against staff policy. If a parent suspects unauthorized or inappropriate contact, they should report it to the Elementary Services and Programs Coordinator. In the event that a member's family has a pre-existing relationship with a staff member, the parent must disclose the relationship to the Director.

Drop Off and Pick Up Policies

Please do not leave your child unattended or unsupervised for any reason prior to the opening of any program location. Members must be signed out by a parent, guardian or other adult listed on the child's Emergency Card. Our staff may not take your child home or make any baby-sitting arrangements for you. Under no circumstance will we release a child to Uber, Lyft or other Taxi service.

Late Pickup Policy

Both our Webster and Malibu Elementary Clubhouses close at 6:30 P.M. We do not have staff on the premises after these hours; therefore, we rely on parents/guardians to pick up their children by our closing times. Should parents be late for any reason, the following policies will be in effect:

- 1st Incident: Friendly reminder of our program hours
- Every Incident After: Late fee of \$1.00 per minute per child will be charged
- Continual Late Pickups: May jeopardize your child's membership

SAFETY

First Aid

BGCM employees are trained in CPR and First Aid. Club staff members may aid in the treatment of minor first aid injuries and/or illnesses. These include:

- Minor cuts, scrapes, or bumps
- Low grade fever, headaches
- Feeling faint and needing to lie down

Staff will take the following steps:

1. Provide first aid treatment
2. Complete an incident report
3. Advise the Site Coordinator of the accident or illness
4. Notify parents

The staff will handle minor injuries sustained in the program, and are only allowed to use Band-Aids, ice packs, and bandages. All incidents are documented by staff via an "Incident Report" form. If there is a serious injury to a child, the parent will be contacted.

Should a Club member require emergency treatment, the Site Coordinator will call 911 and notify parents/guardians immediately.

Medication

The Boys & Girls Club is NOT allowed, by policy, to dispense, store and/or oversee medication of any kind, including all non-prescription medications. Any medication that may need to be given should be administered before coming to the Club. If members are on medication, the Club would like to be aware so we can help support your child.

Insurance Information

If your child is injured while participating in our program and requires immediate attention, your health insurance will be the primary source responsible for payment of the cost of treatment for your child.

Head Lice Policy

The BGCM have a "No Nit" head lice policy. If live lice are found on your child, he/she will be sent home. In order for a child to return to the program, a written clearance from a physician or the school nurse will need to be obtained.

Mandated Reporting

All BGCM employees are mandated reporters and are required by California State Law to report suspected child abuse immediately. In the event that a report is made, a written report is also sent to the Registry and kept on file in the organization.

Discipline Policy

The Club is committed to providing the best possible experience for your child. In order to ensure participant safety and maintain a positive environment, staff must use discipline procedures with members who exhibit inappropriate behavior. Our program uses conflict resolution, problem solving, choice of alternative activities and quiet time as tools to assist youth in developing their own self-control. The following steps may be utilized with the member and involve parent support to assist in carrying out the established rules and policies of the Club.

Step 1: Re-direction and individual discussion with a staff

Step 2: Loss of specific center privileges relating to the offense for a given amount of time

Step 3: Discussion with the Elementary Services and Programs Coordinator

Step 4: Contact of parent or guardian to discuss issues relating to the lack of safety or concern

Step 5: Temporary suspension from the Club

Step 6: Removal from the Club and loss of Club membership

*Members who are removed from one Clubhouse are ineligible for membership at any other BGCM location

Removal from the Club

We reserve the right to suspend or expel any child for disciplinary reasons. In such cases, membership fees will not be refunded. The staff and parent/guardian have the right to request a parent conference at any time.

Removal can result for the following behaviors:

- Inflicting physical or emotional harm to self or others
- Destroying property
- Disrupting the program facility
- Failure to adequately respond to regular disciplinary actions
- Repetitive ignoring of staff requests
- Using, promoting or supplying drugs, alcohol, and weapons and other illegal activities
- If a parent is chronically late picking up the child; chronically late paying their child's fees or abusive to staff

Rules

At the BGCM, we follow the Four "R's:"

- Respect the staff — listen and follow directions;
- Respect the Club — take care of Club equipment and property;
- Respect Club members — be friendly, listen and share with other members; keep your hands and feet to yourself;
- Respect yourself — take care of yourself and your belongings

Emergencies and Natural Disasters

In the case of a natural disaster, such as an earthquake or flood, we follow procedures outlined by each elementary school site: Webster and the Malibu Elementary Clubhouses. Staff members at each site will implement emergency drills twice monthly.

Behavior Management

BGCM seeks to build a child's self-esteem by helping him or her develop self-control and responsibility for his or her actions. We teach and reinforce positive behavior through the Be Great Traits. We never use physical punishment in any way.

To minimize the need for disciplinary action, behavior expectations have been established at each of our programs. These expectations set limits of behavior for the safety and protection of children. Our goal is to help each child achieve self-control. We ask all parents/guardians to support us in encouraging positive behavior with all members, and to use appropriate language and behaviors while visiting our programs. Any verbal or physical misconduct by a parent/caregiver may result in your child's dismissal from the program.

FOR MORE INFORMATION, VISIT OUR WEBSITE AT WWW.BGCMALIBU.ORG

Anti-Bullying Policy

The Boys & Girls Club of Malibu is committed to providing all members with a safe and supportive environment, and has a zero-tolerance policy for bullying at any Club activity on or off site.

Bullying refers to any written, electronic, verbal, physical or social act that willfully harms another and is motivated by perception of one's race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity, mental disability, physical disability, appearance or socioeconomic status.

Verbal or physical abuse by you or your child to other children or to our staff is inappropriate behavior that will not be tolerated. If your child should display such behavior, the staff will complete an Incident Report. The Director will review it with you to identify any possible solutions. If the behavior continues, we may dismiss your child from the program.

Youth who witness or experience an act of bullying are expected to inform a staff member immediately, so that proper supports and interventions can be put into place.

Member Confidentiality

In the event of an accident or incident between members, all member information will remain confidential to the parties involved. BGCM management will only answer questions and share information with parents regarding their own child.

Termination Policies

Club membership may be terminated for any, but not limited to, one of the following reasons:

- Continuous nonpayment of Club membership fees
- Excessive late pickups (see Late Pickup Policy)
- Possession of illicit drugs, alcohol, weapons, or replicas of weapons at Club or on school campus
- Child who presents a health and/or safety risk to himself/herself, other children or staff
- Parent or guardian who presents a health and/or safety risk to himself/herself, other children and/or parents, staff, or students
- Parent or guardian who physically, sexually, and/or verbally harasses staff, other parents, students, and/or children
- Non-compliance with the BGCM program policies in the Parent Handbook

Field Trips

Field Trips are offered to Club members throughout the school year, on holiday breaks, and throughout the summer session. Field trip sign-ups are based on a first-come, first-serve basis. Depending upon the nature of the field trip, there may be an additional fee required. Transportation may include walking, bus, or Club van, and a signed permission slip is required by all members to participate. Youth are expected to show respect for the trip location and personnel, as well as for Club staff and other members. To ensure the safety of all members, parents/guardians may not take their child to the field trip location or pick them up from the venue. Failure to abide by these rules may result in a loss of field trip privileges.

Payment Policies

- **Membership and registration MUST be completed prior to child participation in Club programming!**
- The BGCM requires a credit card be kept on file for all families to ensure membership payment
- Please note that membership is not month to month and cannot be prorated based on usage. Once enrolled, the BGCM does not issue membership refunds.
- BGCM offers a handful of payment plans and options to better support your financial needs
- *The ability to pay is **never** a barrier to participate in our Club program! Our goal is to keep membership dues affordable for all. Customized plans can be crafted to suit individual situations based on financial need. Should you need a payment plan, please speak with the Elementary Services and Programs Coordinator*

Sites

BGCM – Malibu Elementary Clubhouse

(310) 457-9370 ext. 78-118

Hours of Operation

Monday – Friday 7:30AM – 8:15AM

Monday – Thursday 1:45PM – 6:30PM

Friday 12:45PM – 6:30PM



BGCM – Webster Clubhouse

(310) 774-1969

Hours of Operation

Monday – Friday 1:45PM – 6:30PM

Wednesday: 8:15AM-10:00AM



FOR MORE INFORMATION, VISIT OUR WEBSITE AT WWW.BGCMALIBU.ORG

Contact Us



BGCM Teen Center & Main Branch

*located on the campus of Malibu High School

Grades 6th – 12th

30215 Morning View Dr.

Malibu, CA 90265

Club Line: (310) 457-2582

Administrative Line: (310) 457-1400

Wellness Center: (310) 691-6523

BGCM – Malibu Elementary Site

*located on the campus of

Malibu Elementary School

Grades TK – 5th

6955 Fernhill Dr.

Malibu, CA 90265

(310) 457-9370 ext. 78-118

BGCM – Webster Site

*located on the campus of

Webster Elementary School

Grades TK – 5th

3602 Winter Canyon Road

Malibu, CA 90265

(310) 774-1969

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