



**BOYS & GIRLS CLUB  
OF MALIBU**

## **Parent Handbook**

*Webster Elementary - Malibu Elementary –  
Malibu Middle – Malibu High*

*“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**

## Our Story

Boys & Girls Clubs are the centerpiece to any community. Great cities have Boys & Girls Clubs and for the last 20 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 and engaging 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.

For over 20 years, 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.

BGCM also operates two elementary sites located on the campuses of Malibu Elementary and Webster Elementary, providing vital programs and services to the K-5<sup>th</sup> population. Our Elementary Clubhouses provide vibrant and interactive spaces with access to computers, music, books, art supplies, a large outdoor space, and more. We offer a vast range of important and influential tools, skills, and enrichment programs. Every child is provided with the opportunity to benefit from our team of professionals and the exciting and enriching programs we offer.

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 our Wellness Center, we are providing social and emotional support, counseling services, and social support services for all Club members/families and the community at large.

The BGCM is committed to responding to the ongoing needs of the community through providing safe, affordable, professionally staffed Clubhouses with consistent opportunities for kids to grow, learn, and have fun!

The Wellness Center was established in 2017, based upon a collective concern for lack of accessible and affordable services available in our community. Through creative partnerships and collaborative relationships with engaged community members, we aim to make social and emotional wellness available to all, at no cost, and with no barriers to access.

In September of 2020, Wellness Center services were expanded to include social support services and continues to operate as a trauma informed facility. Offerings include:

- Mental health services
- Crisis intervention
- Support & parenting groups
- Healthcare assistance
- Student group education
- Economic support and recovery
- Workforce development
- Disaster relief + response

**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](http://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](http://www.bgcmalibu.org).

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

September 16, 2021 – Local Holiday

November 11, 2021 - Veteran's Day

December 20, 2021 - Dec 31, 2021 - SMMUSD Winter Break\*

January 3, 2022 – SMMUSD Pupil Free Day

January 17, 2022 - Martin Luther King Jr. Day

February 21, 2022 - Washington's Birthday

April 4 – April 8, 2022 – SMMUSD Spring Break\*

\*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 6, 2021 – Labor Day
- September 7, 2021 – Local Holiday
- November 2, 2021 - SMMUSD Pupil Free Day (Elementary students only)
- November 24-26, 2021 – Thanksgiving
- December 22-24, 2021 – Christmas\*
- December 29-31, 2021 – New Year
- January 3, 2022 – SMMUSD Pupil Free Day (Middle/high school students only)
- April 11 – April 15, 2022 – SMMUSD Spring Break\*
- May 30, 2022 – Memorial Day
- July 4, 2022 – 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) 290-3150
- Direct Line for Webster BGCM Clubhouse (310) 774-1969
- Teen Center Administrative Line (310) 457-1400
- Teen Center Club Programs Line (310) 241-3675
- Wellness Center Line (424) 209-4907

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 Director of Elementary Programs or Teen Center Director. 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 Elementary, Malibu Elementary, and Teen Center 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:

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- 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, Director of Elementary Programs, or Teen Center Director will call 911 and notify parents/guardians immediately.

### *Medication*

The Boys & Girls Club is NOT allowed, by policy, to dispense, administer, 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/teen 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 Program Director

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

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## *Emergencies and Natural Disasters*

In the case of a natural disaster, such as an earthquake or flood, we follow procedures outlined by each school site: Webster Elementary, Malibu Elementary, and Teen Center 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.

## *Diversity, Equity, and Inclusion*

BGCM aims to help guide students, families, and individuals to healthy discussions that honor diversity in a manner that acknowledges and embraces it, and to support platforms that foster tolerance and equity in our community. Ultimately, it is always of utmost importance and our goal is to ensure the safety and dignity of all people and to educate all young people on the importance of and commitment to equity and equality. Our professional staff continuously participate in and encourage diversity, equity, and inclusion by facilitating ongoing activities with our members stimulating observance, self-awareness, and education.

## *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.

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## *Termination Policies*

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

- Failure to adequately respond to regular disciplinary actions
- Repetitive ignoring of staff requests
- Inflicting physical or emotional harm to self or others
- Continuous nonpayment of Club membership fees
- Destroying property or excessive program disruption
- 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

## COVID-19 Related Safety

### *Parent Expectations*

Parents are asked to support the Club in providing a safe space for our members and staff by informing the Club of any changes to their child's health or community exposure. If a child exhibits any symptoms of fever, runny nose, coughing, or shortness of breath, parents are required to keep them home and notify the school and Director of Elementary Programs. Parents are required to answer a health questionnaire daily upon drop-off and authorize the Club or its representatives to administer a daily temperature check on their child prior to admission into the program. The Club operates in alignment with SMMUSD protocols and procedures in regards to COVID-19.

### *Member Expectations*

Members participating in the program are required to follow Club policies surrounding behavior, hygiene, health practices, social distancing, and any recommendations outlined by the CDC. Members will participate in programs in their designated homeroom and follow instructions of mentor professionals and site staff in order to ensure their safety.

Members who show disregard for Club policies or exhibit intentional disruptive behavior may be asked to leave the program.

The Club mirrors mask policies in place through SMMUSD.



## Staff Expectations

As part of enhanced safety and health protocols, the Club will staff each building with one site director to oversee the drop-off process and address any issues that arise, one mentor professional per group to run programs and to ensure cleanliness. All staff will undergo extensive training of enhanced safety protocols, observation, and sign-off from senior leadership. All staff are not to bring in any personal items. Staff cell phones can be stored in a designated space and must be sanitized upon entry into the building.

## General Hygiene

The Club will require all members and staff to follow CDC recommendations for reducing transmission, maintaining healthy business operations, and a healthy work environment including but not limited to:

1. Wash Hands:
  - a. Upon entry into building
  - b. After using the restroom
  - c. Before/After eating
  - d. After Outdoor Play
  - e. Before/After any health assessment or screening of any staff or member
2. Members within the same homeroom must wear a mask
3. Not be within six feet of another person outside of your grouping
4. Not make physical contact with any other person
5. Not touch their face
6. Cough & sneeze into a tissue or inside of elbow
7. Stay home if they are sick or know they will not pass wellness screening

## Safe Learning Space

- A. Tables will be positioned to accommodate six feet of separation between every person.
- B. Only items that can be sanitized/cleaned daily are authorized to be used as part of program (wood, plastic, metal, etc.). Items that cannot be washed or sanitized daily at the facility will be prohibited (stuffed animals, plush toys, etc.).

## Program Delivery

All members will receive a **Club Safety Briefing** at the start of their day to remind them of the importance of social distancing and maintaining good hygiene practices. Staff will receive additional training around fostering a safe learning environment and are encouraged to clarify expectations and institute best practices for behavior management in the event an issue arises.

## 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,

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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 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 Director of Elementary Programs or Teen Center Director*

# Sites

## **BGCM – Malibu Elementary Clubhouse**

(310) 290-3150

### 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 – Thursday 1:40PM – 6:30PM

Friday – 1:15PM – 6:30PM



## **BGCM Teen Center**

310-241-3675

### Hours of Operation

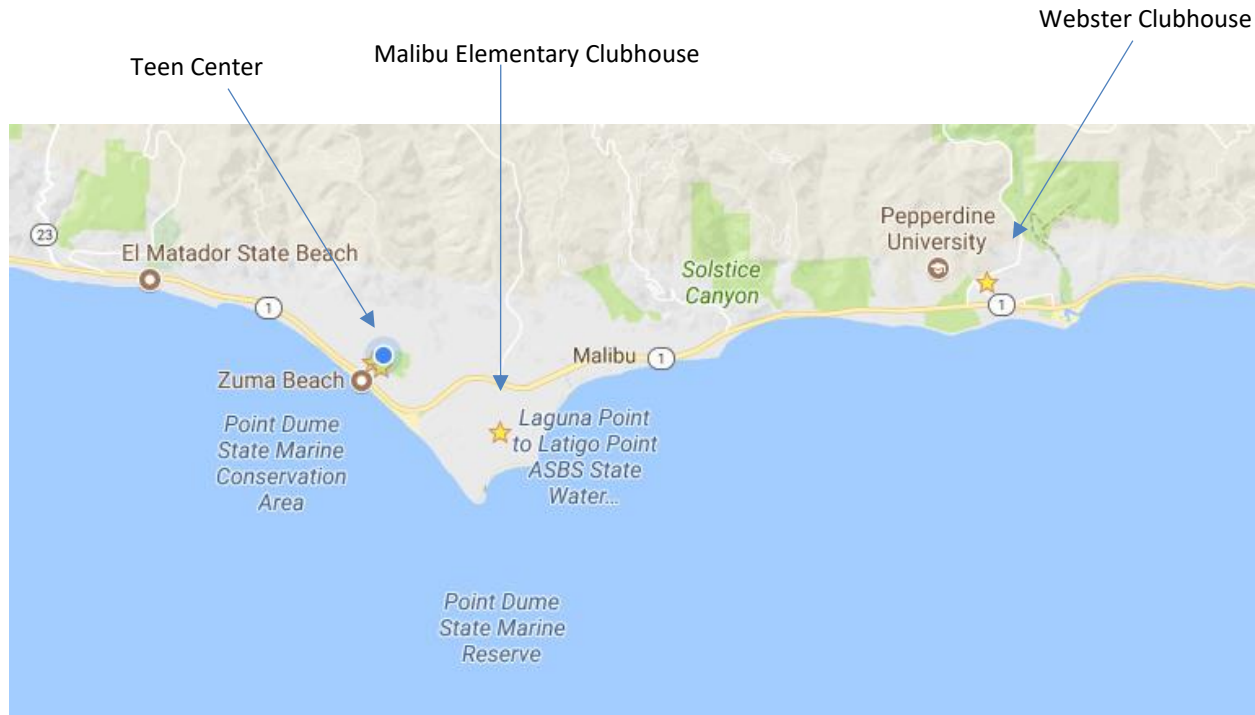
Monday – Thursday 3:30 – 6:30PM

Friday 1:30 – 6:30PM



FOR MORE INFORMATION, VISIT OUR WEBSITE AT [WWW.BGCMALIBU.ORG](http://WWW.BGCMALIBU.ORG)

# Contact Us



## BGCM Teen Center & Main Branch

\*located on the campus of Malibu High School

Grades 6<sup>th</sup> – 12<sup>th</sup>

30215 Morning View Dr.

Malibu, CA 90265

Club Line: (310) 241-3675

Administrative Line: (310) 457-1400

Wellness Center: (424) 209-4907

## BGCM – Malibu Elementary Site

\*located on the campus of

Malibu Elementary School

Grades TK – 5<sup>th</sup>

6955 Fernhill Dr.

Malibu, CA 90265

(310) 290-3150

## BGCM – Webster Site

\*located on the campus of

Webster Elementary School

Grades TK – 5<sup>th</sup>

3602 Winter Canyon Road

Malibu, CA 90265

(310) 774-1969

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