



BOYS & GIRLS CLUB
OF VENICE

Parent Handbook

Congratulations on becoming a member of the Boys & Girls Club of Venice! We would like to welcome you to the Club and inform you of the many things we have to offer. The key ingredients at the Boys & Girls Club of Venice are parental and member involvement, staff, community support and board involvement.

The Boys & Girls Club of Venice has professional staff and volunteers. Staff members are trained and kept up to date with the needs, interests and changing trends of today's youth. Staff members attend workshops, seminars and trainings offered by the Boys & Girls Clubs of America. These are tools that are used at resource centers for staff members to enhance the programs at the Boys & Girls Club of Venice.

The following information will highlight the programs we have to offer and explain the policies of our organization. Feel free to contact us at (310) 390-4477 for additional information.

Table of Contents

Club Mission and Purpose.....	3
Hours of Operation and Holiday Schedule	3
Membership.....	4
Parent Involvement.....	5
Club Rules and Policies.....	5
Health and Emergency Procedures.....	7
Discipline Procedures.....	8
After School Transportation.....	9
Field Trips.....	9
Counseling Program.....	10

**The Boys & Girls Club of Venice is a non-profit Youth Development Agency
that serves youth ages 6-18.**

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

Our Purpose is to provide a safe and positive environment that gives youth the opportunity to develop positive self-esteem, values, skills, and character.

Our Philosophy is that each child should have the opportunity to succeed. The Club exposes its members to a variety of educational, recreational, cultural and social experiences to accomplish this.

The Boys & Girls Club of Venice provides diverse programs and activities that meet the interest of all youth in **five core program** areas:

Character & Leadership Development... empowers youth to support and influence their community, sustain meaningful relations with other, develop a positive self-image, participate in the democratic process and respect their own and others' cultural identities.

Education & Career Development... enables youth to become proficient in basic educational disciplines, apply learning to everyday situations, and embrace technology to achieve success in a career.

Health & Life Skills... develops young people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals, and live successfully as self-sufficient adults.

The Arts... enables youth to develop their own creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing.

Sports, Fitness & Recreation... develops fitness, positive use of leisure time, skills for stress management, appreciation for the environment, teamwork and social skills.

Hours of Operation and Holiday Schedule

The Boys & Girls Club of Venice is located at:

2232 Lincoln Blvd.

Venice, CA 90291

Phone: (310) 390-4477 Fax: (310) 390-1419

www.bgcv.org

Club Hours are as follows:

After School Program Hours

2:00 p.m. – 7:00 p.m. Monday – Friday

Winter, Spring and Summer Vacation Hours

7:30 a.m. – 6:00 p.m. Monday – Friday

Hours and days are subject to change with notice.

The Club observes and will be **CLOSED** on the following Holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

Membership

Membership is open to boys and girls **6 to 18** years of age. Membership is open to members regardless of race, color, religion, or national origin. The annual membership fee is **\$20.00**, which includes a one-year membership, a membership card, a Club T-Shirt, programs and activities, and an afternoon snack during our after-school program. Additional Club T-Shirts are **\$6.00** each. The fee to replace a membership card is **\$3.00** per card. A **\$1.00** fee will be charged if we have to manually sign-in your child. Membership and registration fees are **non-refundable**.

In order to become a member of the Boys & Girls Club of Venice and before attendance at the club begins, these steps must be followed:

- A parent or guardian must attend a membership orientation for the youth(s) that is applying for or renewing membership. **NO EXCEPTIONS**. During the orientation, parents are informed of the requirements and may decide whether or not they want their child to become a member. To renew your child's membership, you must attend the membership orientation again.
- The membership application **must** be completely filled out. It is the parent's responsibility to update any information that may have changed.
- All fees must be paid at the time of registration. Fees may be paid by cash, check, money order, credit card or debit card. There will be **NO REFUNDS**.
- Children 6 – 8 years of age must show an original birth certificate. **NO EXCEPTIONS**.
- Membership applications must be **read, dated, and signed**.

Parent Involvement

Upon registering your child as a member, you become a member as well. Families are a part of the Boys & Girls Club of Venice, too! Club newsletters, Family Nights, feedback from parents, the Parent Advisory Board, and volunteering at the Club are ways in which parents can get involved in creating the best possible experience at the Club for all members.

The Parent Advisory Board meets on the second Wednesday of every month at 6:00 p.m. The meetings are to inform parents of any changes that have or will take place at the Club, information on upcoming events, excursions, and it also serves as a forum for input and expression by the parents. We feel strongly that this is the best way for parents to know exactly what's going on at the Boys & Girls Club of Venice and the community.

It is the parent's responsibility to check your child in and out of the Club. We ask that all parents assist us in tracking all members by making sure your child has his/her membership card each time he/she checks in the Club. A \$1.00 fee will be charged if we have to manually sign-in your child.

Please do not honk in front of the Club for your child(ren) when you pick them up at the end of the day. It is the parents' responsibility to collect any newsletters, flyers, or memos about Club news/business in the front lobby. The Boys & Girls Club of Venice is NOT held responsible for any information made available on a daily basis and not received by the parent.

Club Rules

- 1. Respect yourself and others.**
- 2. Follow directions immediately when instructed.**
- 3. No cursing or put downs.**
- 4. No fighting or rough play.**
- 5. Take care of Club equipment and keep the Club clean.**
- 6. Be honest.**
- 7. No stealing.**

Falsely setting off the fire alarm is not tolerated. Anyone pulling the fire alarm will automatically be suspended for one month, and the parent/guardian of the child will be held responsible for paying the related fees.

Club Policies

- Members must sign in and out when attending the Club.
- Members must bring their membership cards daily.
- Members must know their membership number.
- Members 6-12 must wear their Club T-Shirts on all field trips.
- Sunflower seeds are not permitted in the Club.
- All visitors, parents and volunteers must sign in before entering the building.

Open Door Policy

The Club is NOT responsible for your child(ren) if they leave the facility. This includes leaving to go to the local fast food restaurants or store. If you want your child to stay on the Club grounds, it is your responsibility to EMPHASIZE to them that they are not to leave the Club. Notes are not acceptable. Members are NOT to ask Staff or Volunteers for permission to leave the premises.

Late Policy

The Club opens and closes promptly as posted. Parents that are late picking up their child(ren) will be charged **\$1.00 per minute** for each child in the family. We ask that parents ensure that their children do not arrive early or leave late. Children remaining at the Club at closing will be taken to the office to call their parent or emergency contact to pick them up. In the event that the parent or emergency contacts cannot be reached within an hour after closing, your child will be taken to the Pacific Division Police Department.

Dress Code

Clothing with symbols and/or messages promoting drugs, sex, violence or gangs is not permitted at the Club. We ask that all members wear closed toed tennis shoes or sneakers at the Club. The following attire is NOT permitted: sagging pants, rollers, wave caps, head scarves, bandanas, tank tops, shirts revealing midriff, daisy dukes, short skirts, tight fitting or revealing apparel.

Telephone Calls

The phones at the Club are for emergencies only. If you require that your child(ren) call you for a non-emergency reason, you must provide them with sufficient change to use the public phone on the first floor.

Personal Belongings

Members are not allowed to bring toys, cell phones, Walkman, CD players, iPods, handheld video games, cameras, or any other valuable personal belonging to the Club. These items are disruptive during

program sessions and may become lost or stolen. The Boys & Girls Club of Venice is not responsible for lost or stolen items at the Club. Please reinforce this policy with your children.

Lost & Found

Personal belongings should be properly marked and stored in lockers or book bags. Any articles lost or stolen are not the responsibility of the Club. Take home all projects and personal belongings each day. Lost & Found items are collected and kept for one week. All unclaimed items will be taken to the Thrift Store.

Club Supplies and Equipment

Parents will be held responsible for any Club equipment, supplies, or property that is purposely destroyed.

Health and Emergency Procedures

It is important that every parent cooperates with the Health and Emergency Procedures. These procedures are designed to protect the well-being of all members.

If a member becomes ill at the Club, he/she MUST be picked up within an hour after contact has been made with the parent/guardian. If your child is ill before leaving home please do not bring them to the Club. The Boys & Girls Club of Venice is not a day care center and we are not equipped with an area to isolate ill members at the Club. The Club cannot care for sick members. Please do not send your child to the Club if they have the following symptoms: fever or chills, persistent congestion or cough, sore throat, swollen glands, ear ache, nausea, vomiting, skin rashes, inflamed eyes, pinkeye, head lice, or diarrhea. This is not an exhaustive list and we encourage you to keep your child at home under your own discretion.

In case of an accident to a member that requires medical attention, the Boys & Girls Club of Venice will make arrangements so that proper aid is provided. ALL adult staff are trained in First Aid & CPR by the American Red Cross.

Medication

Any medication that needs to be administered MUST:

1. Be brought to the Counseling Center

2. Have written instructions as to the amount to be administered, time to be administered, and any other directions and a written authorization signed by parent or guardian giving the Club permission to administer the medication.

Phone calls to remind Staff about administering medication are appreciated. Your child also needs to be helpful and compliant about taking medication. We will not force any child to take their medicine, nor be responsible for them not getting the medicine.

Discipline Procedures

Proper behavior is expected at all times. When disruptive and/or uncooperative behavior becomes a problem, the following steps will be taken:

1st Offense: Verbal Warning

2nd Offense: Time Out or Club Service

3rd Offense: Notification to parent/guardian through infraction form and/or suspension

3 Infraction Forms = 1 to 3 days suspension. Counseling and Parenting Classes will be offered to parents/guardians.

6 Infraction Forms = 1 week suspension. Counseling and Parent Classes are MANDATORY for child to maintain Club membership.

9 Infraction Forms = Expulsion from the club.

Depending on the severity of the misbehavior, the Club reserves the right to omit the 1st and 2nd offenses and go directly to the 3rd. These misbehaviors include, but are not limited to:

- Fighting
- Stealing
- Possession and/or attempt to sell tobacco, drugs, or alcohol
- Possession of a weapon

Parents that disagree with an infraction must schedule a meeting with the Unit Director and the Staff member that issued the infraction. Any member that is suspended must return with a parent/guardian to meet with the Unit Director and Counseling Director.

After School Transportation

The Boys & Girls Club of Venice provides after school transportation to the Club from the following schools:

- Beethoven Elementary
- Braddock Elementary
- Broadway Elementary
- Charnock Elementary
- Culver Elementary
- Culver High
- Culver Middle
- El Rincon
- Grandview Elementary
- ICEF Vista Academy
- Magnolia & Science Academy
- Mar Vista Elementary
- Marina Middle School
- Mark Twain Middle School
- Ocean Charter
- Palms Elementary
- Palms Middle School
- Short Elementary
- Stoner Elementary
- Walgrove Elementary
- Westminster Elementary
- Westside Leadership

The cost of the after-school transportation program is \$50.00 per school year per child. Fees are subject to change with notice.

One hour of homework per day is required for a child to remain in the after-school transportation program. In order for the program to run smoothly, we need parents to instill in their children that they must be ready for pick-up when the bus arrives at their school. The bus will only wait five (5) minutes at each school. It is the parent's responsibility to pick up their child if they miss the bus. Parents are required to call the Program Office by noon if their child will not be attending the Club that day. A \$2.00 charge will be assessed to your monthly after-school payment each time you do not notify us of your child's absence.

Field Trips

Field trips are not included in the membership fee. Trips are advertised in Club newsletters, flyers and signs. In order for your child to attend a trip, a permission slip must be signed by the parent/guardian and return to the office along with payment before your child is added to the trip roster. All of our trips operate on a FIRST COME, FIRST SERVE basis, due to limited seating on trips. An ALL CLUB Trip means the entire Club attends the scheduled excursion. Therefore, the Club will be CLOSED on that day. If your child does not attend the ALL CLUB field trip, the parent/guardian will have to make other arrangements for him/her on that day.

Counseling Program

The objective of the Counseling Department is to provide emotional support and assistance to Club members, their families, and to the families of the community. In addition, the Counseling Department provides training and assistance in managing the behavior of Club members. In order to carry out the objectives, we offer the following services:

- Free Counseling for Club members ages 6-18.
 - 3:00 p.m. – 6:00 p.m. Monday, Tuesday and Wednesday
- Parenting Classes
 - 10 classes for \$50.00
 - English Session: Thursdays, 6:00-7:30 p.m.
 - Spanish Session: Thursdays, 6:00-7:30 p.m.
 - Letters and Certificates given upon completion
- Growth Groups for Children
 - Anger Management/conflict resolution
 - Talk about divorce

Interns certified in counseling, working under the supervision of a licensed Marriage and Family Therapist, provide counseling services.

Please contact Family Counseling Director, at (310) 390-4477 x 224 for more information.