Locations

4S Ranch Branch
16118 4S Ranch Pkwy.
San Diego, CA 92127
858-676-2230

Baker Family Branch (Escondido)
835 W. 15th Ave.
Escondido, CA 92025
760-745-0515

Borrego Springs Branch
630 Cahuilla
Borrego Springs, CA 92004
760-767-9989

Bronner Family Branch (Valley Center)
28751 Cole Grade Rd.
Valley Center, CA 92082
760-749-9822

Clairemont Branch
4635 Clairemont Mesa Blvd.
San Diego, CA 92117
858-273-1645

Conrad Prebys Escondido Branch
115 Woodward Ave.
Escondido, CA 92025
760-746-3315

Conrad Prebys Ramona Branch
622 E St.
Ramona, CA 92065
760-788-7564

Encanto Branch
6785 Imperial Ave.
San Diego, CA 92114
619-263-6407

Linda Vista Teen Center
2230 E. Jewett St.
San Diego, CA 92111
858-751-0611

Payne Family Branch (National City)
1430 D Ave.
National City, CA 91950
619-477-5445

Roberts Family Branch (Linda Vista)
2230 E. Jewett St.
San Diego, CA 92111
858-277-6670

Sulpizio Family Branch (Poway)
12988 Bowron Rd.
Poway, CA 92064
858-748-9933

William J. Oakes Branch
(Logan Heights)
2930 Marcy Ave.
San Diego, CA 92113
619-525-1739

Off-Site Programs
Escondido—Cobblestone Village
360 E. Washington Ave.
Escondido, CA 92025
760-484-2142

Rancho Bernardo—Vista Terraza Apts.
7790 Vis Toscana
San Diego, CA 92129
760-484-2148

Administrative Offices
4635 Clairemont Mesa Blvd.
San Diego, CA 92117
858-866-0591

www.SDYOUTH.org

For More Info, Visit Our Website at www.sdyouth.org
Dear Parents,

I would like to welcome you to the Boys & Girls Clubs of Greater San Diego! For 75 years, we have provided safe and quality afterschool and camp programs for children throughout San Diego County and we are excited to have you as part of our Boys & Girls Clubs family. We want you and your children to feel at home while you are here and we do that by providing fun, enriching activities that will keep your child busy while you are at work. Your child will have the opportunity to participate in arts & crafts, STEM, cooking, games, sports and much more during their time at the Club. We also keep your evening at home in mind by providing a quiet space for your kids to complete homework for one hour each day. Our hope is that your experience at the Club is rewarding. If you have any questions please feel free to meet directly with your Club’s Branch Manager. We know that you have many choices for the care of your children and we are honored you have chosen us.

Sincerely,

Danny Sherlock
President & CEO

Other Important Things to Know

CLUB PROPERTY
All members are expected to respect Club Property. Any damage to property will be the responsibility of the member and his/her family to repair or pay for repairs.

SUPERVISION
All members are expected to remain in areas supervised by adult staff. The only exception is if a member has a pass to utilize the restroom. The member will be expected to go straight to the restroom and return as soon as they are finished.

ZERO TOLERANCE BEHAVIORS
Members are not allowed to smoke, gamble, use drugs, drink alcoholic beverages, act out violently or use obscene language in the Club at any time.

ILL CHILDREN
Please do not bring your child/ren to the Club is he/she has missed a day at school, has a cold, cough or any other signs of illness. It is important to notify staff of any illness that may be communicable. Children who are ill will be refused admission. If a child becomes ill while at the Club, parents will be immediately notified to come and pick up their child. In order to protect all the children at the Club, we require the children to be free of lice in order to attend Club activities. If you suspect that your child has lice, please bring it to the attention of the staff who may be able to advise you regarding lice control. Club staff may perform periodic screenings for lice on all members.

MEDICATION
If your child is to receive medication prescribed by a physician, please make sure to complete a Medication Administration Permission form. All medication must be in the original container with a Pharmacy prescription label showing child’s name, doctor’s name, medication being given, dosage and administering directions.
Other Important Things to Know

CUBBIES
Cubbies are available to store backpacks, outerwear, snacks etc. In many cases, there will not be enough available cubbies for each child to have their own and cubbies will be shared.

LOST OR STOLEN ITEMS
The Clubs are not responsible for any item that is lost or stolen. We encourage all members to leave valuable items at home. Staff can not hold items for members.

LUNCHES
If your child is spending the entire day at the Club, pack him/her a sack lunch and snack, putting first and last name on the bag. Cold drinks are available from our vending machines.

The Baker, Clairemont, Encanto, Conrad Prebys Escondido, Payne, Bronner, Oakes, Ron Roberts, & Sulpizio Branches provide a free lunch and snack during the summer months. Check with the Club for times and menus.

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-30, Whitten Bldg, 1400 Independence Ave, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice & TDD). USDA is an equal opportunity provider and employer.

PHONES
Club phones are for official Club business only. Only emergency calls will be relayed from parents to members.

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This handbook was revised March 2017
General Information

The Boys & Girls Clubs of Greater San Diego is a private, non-profit agency serving school age youth through programs and activities which stress Academic Achievement, Good Character & Citizenship, and Healthy Lifestyles. The Boys & Girls Clubs offer a variety of recreational, cultural, social and sports-oriented experiences for members, utilizing a 1 to 20 ratio.

Mission Statement

To inspire and enable youth achieve academic success, build good character and responsible citizenship, and make healthy lifestyle choices.

Core Beliefs

These beliefs are known as the “Five Key Elements for Positive Youth Development” and serve as the backbone to our work. They are an important part of everything we do.

A Boys & Girls Club provides:

- A safe, positive environment for kids and teens
- A FUN place to be
- Supportive, ongoing relationships with caring adults and peers
- Opportunities to play, learn and grow along with expectations that raise the bar
- Recognition—abundant and positive reinforcement and praise for a job well done

Other Important Things to Know

VISITORS PASSES
Any child may visit the Club for one afternoon before becoming a member. Visitors may not participate in field trips or outings or swimming pool activities. Each child must become a member upon his or her second day of attendance.

LOITERING
To ensure the safety of our members, the Club does not allow members to congregate and loiter around Club facilities and adjacent properties. Parents are asked to instruct their children to participate in activities at the Club or go elsewhere, but not to loiter. Repeat offenders will be suspended or terminated from the program.

BICYCLES
If your child arrives by bicycle, he/she should use the bicycle rack. Provide your child with a bicycle lock and instruct him or her to use it.

DRESS CODE
Shoes and shirts must be worn in the Clubs at all times. Clothing should contain only appropriate images or slogans.
Safe Passage Policy

In the interest of your child’s safety, the Boys & Girls Clubs of Greater San Diego have adopted policies we call our Safe Passage Policy.

- Members under the age of 12 must be retrieved by a parent, guardian or other authorized adult (e.g. family member, nanny).
- Members age 12 and older may leave the club unescorted with prior written permission from parent or guardian and a signed release of liability.
- Members 12 and older may also escort other members of their household from the Club with prior written permission and a signed release of liability.
- No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day. The primary reason is to encourage members to stay at the Club for as long as possible, rather than leave the premises unsupervised where they may be exposed to dangers that are beyond the control of our staff.
- Only pre-authorized adults will be allowed to pick up children from the Club. All authorized adults will be listed on the membership application.
- Parents/guardians/authorized adults are asked to enter and exit through the main door to drop off or pick up children. Staff will not respond to phone calls requesting a member to be dismissed unescorted.
- Parents/guardians/authorized adults should be prepared to show ID at all times.
- The Club will not physically restrain a member that insists on leaving the Club, nor block the facility’s exits. Therefore it is each parent’s responsibility to discuss the Club’s Safe Passage Policy with his or her child and ensure that he or she complies. The Club will not accept responsibility for members that leave the Club unsupervised and in breach of this policy.
- The Club reserves the right to suspend or discontinue services for violation of the above procedures by an adult or child.

New Member Orientation

New members and their parents are invited to attend an orientation class. This class is offered as a way to introduce families to the Boys & Girls Clubs movement and the specific Club you will be attending. Orientation classes for new members are held at the beginning of the Summer program and the beginning of the school year. Please see your Club’s Membership Clerk for specific dates.

Days of Operation

Branches are open each weekday except those holidays listed below.
- Independence Day........................................July 4, 2017
- Labor Day...................................................September 4, 2017
- Veterans Day.............................................November 10, 2017
- Thanksgiving & Day After............................November 23 & 24
- Christmas through New Year’s Day..............December 25 - January 1
- Martin Luther King Day.................................February 15, 2018
- Memorial Day.............................................May 28, 2018

Hours of Care/Late Pick Up

Our Clubs are open after school until 6:00pm Monday through Friday. When schools have early release days, our Clubs will also be open earlier. Camp hours are 7:00am to 6:00pm.

All children must be picked up before 6:00pm. Any pick up after 6:00pm is considered a late pick up. After three (3) late pick ups, your child/ren may be dropped from the program. If you know you will be late please contact the Branch.
Membership, Fees and Registration Information

**Membership**
Payment of the annual fee and completion of the membership application are all that is required to join our Clubs. Memberships are accepted any time and are effective from July 1 to June 30. Please see fee schedule for membership fee.

**Fees**
Licensed child care, day camp, adventure club, sports transportation and enrichment programs have fees in addition to the yearly membership fee. Financial assistance is available for those who qualify. Not all programs are offered at all locations. Please see fee schedule for additional program fees.

**Registration**
Space in licensed child care, day camp, adventure camp, sports, transportation and enrichment programs is limited. Registration is accepted on a first come, first served basis. Completed registration forms and payment of fees shall hold a space for your child.

Behavior Management Procedures

The following steps will be utilized with the child and may require parent support to assist in carrying out the established rules and policies of the Club. The severity or nature of the conduct at issue will determine the level of discipline.

**Step 1:** Redirection to more appropriate choices

**Step 2:** Sit with Membership Clerk or Branch Manager

**Step 3:** Phone parent for further redirection

**Step 4:** First written notice sent home to parents

If behavior continues on subsequent days, steps 1, 2 and 3 above will continue with the following further steps involving the parent:

**Step 5:** Second written notice given to parent and conference with parent scheduled

**Step 7:** Temporary Suspension from programs between 2 and 5 days

**Step 8:** Expulsion from the Club

Members expelled from one branch are automatically ineligible for membership at any of the Boys & Girls Clubs of Greater San Diego locations.

Parent Expectations

We acknowledge that our greatest ally in behavior management of children are the parents of the children. It is our desire to work side by side with you when dealing with behavior issues. In our efforts to do so, we ask that all parents, guardians and family members please show respect to our staff, volunteers and other members. **Any aggressive or disrespectful behavior will not be tolerated and will be subject to removal from the program.**
Behavior Management Philosophy

Club programs are designed to help young people gain self-confidence, increase knowledge, develop mentally and physically, and gain perspective on their future opportunities. Through the teaching of honest values and concern for others, Club programs foster positive attitudes and behavior.

The Club is committed to providing the best possible experience for your child. In order to ensure participant safety and maintain a positive environment, rules of the Club will be posted and staff will use behavior management procedures with members who exhibit inappropriate behavior.

The most common behavior management technique used by our staff is redirection to another activity or behavior. Our staff are trained to redirect children away from situations in which the child is not engaged or is facing a challenge. Our goal is for each child to benefit from programming throughout the day, so if a child is having a bad day or is struggling we will offer alternatives for them.

In some cases, if redirection is not effective, the child may be asked to sit with a Membership Clerk or the Branch Manager in order to give them time to refocus. Our hope is that the child will be able to rejoin their group successfully. If the child is unable to return to their group, a parent will be called to speak with the child.

Occasionally, our staff will need to follow further procedures in order to keep all children safe and maintain a positive environment in the Club. These procedures will be followed by all staff and approved by the Branch Manager of the Club.

Payment Policies

**Fees must be paid in full in advance, no exceptions**

Payments may be made by cash or check at the Bronner, Borrego Springs, Encanto, and Oakes Branches.

Payments may be made by cash, check or credit card at the Clairemont, Conrad Prebys Escondido, Baker, Roberts, 4S Ranch, Sulpizio, and Conrad Prebys Ramona Branches.

Advance payments are accepted and will be credited to your child’s account.

- Please write your child’s full name and program on your check.
- Space is limited for all programs. Please give a minimum of two weeks notice if you are withdrawing your child from any program.
- Please complete a Refund Application Form when you are requesting a refund. Refunds must be requested prior to the start of the program.
- Financial assistance is available for families who demonstrate financial or special needs. Please complete an Application Form and submit proof of income. Scholarships will not be valid unless fees are paid in advance.
- Other discounts are invalid for scholarship recipients.
- There is a $10 service charge for any returned check. After a check is returned, fees must be paid in cash or money order.
- The Club does not issue refunds or credits for days/activities missed due to illness or other circumstances.
- It is the sole responsibility of the parents to retain receipts for child care tax credits. The Boys & Girls Clubs cannot provide a tax statement regarding child care expenses.
- Payments will not be accepted in the office after 6:00pm for any program year-round.
- **Children of parents who are late making payments will be denied continued service.**
Transportation

Each school day the Boys & Girls Clubs provides transportation services for members from select schools to the Club. Each vehicle used in this program has received California Highway Patrol Certification and each driver has a youth bus or school bus license.

Parents may enroll their children in the on-going transportation program by completing the necessary paperwork at the branch. Enrollment and payment reserves a space on the bus/van. Because of the large number of passengers in this program, staff cannot wait beyond a reasonable time nor search for delinquent children. All members should be at pickup location at the school within 10 minutes. We never leave any school until 10 minutes after the dismissal bell.

As a parent of a child in the transportation program, it is your responsibility to instruct your child:

- where the pick-up point is located at the school;
- to go directly to the pick-up point each day after school;
- what to do if the bus is late or your child misses the bus.

Please be aware:

- Pets are not permitted on the bus;
- Once our driver has received the child and they are in our vehicle, the child cannot exit the bus until we arrive at the Club. For the safety of our members, drivers will release members to the care of Boys & Girls Clubs staff only, as drivers do not have authorized pick up information;
- Parents should call the branch if their child will not be riding the bus;
- If your child is not waiting at the pick-up point at his/her school and misses the bus, it is the parent’s responsibility to provide alternate transportation;
- We will not provide late transportation for members enrolled in programs after school on school campuses, such as tutoring, sports or safety patrol;
- For transportation schedules on school minimum days, please speak with the Branch Manager of your Club.
- See the insert for transportation fees and a list of schools included in the transportation program at your local Branch.

Field Trip Policies

Occasionally, the Boys & Girls Clubs are able to enhance programming through field trips to local venues. Field trips can take place any time throughout the year. The following policies are in place to ensure the safety of your child while on a field trip.

- Your child must be a member and have a signed permission slip to attend field trips.
- All children must leave and return from field trips in Club vehicles or walking groups supervised by Club staff.
- Parents **may not** take their child to the field trip (if they miss the bus) or pick them up at the field trip. You must wait until your child’s group returns to the Club.
- At some sites, there is no on-site supervision at the Club for children who are dropped off after their group has left on the trip. If you drop your child off at the Club after their group has left on the trip and the office is open, your child will sit in the office until a parent/guardian retrieves them. If the office is closed, no care will be available for your child. Please make sure you understand the rules of your branch.
- When children participate in field trips or outings, they must remain with staff at all times. Parents of children in grades 6 and above may give written permission for their children to travel in small groups without staff, provided they stay within given boundaries and meet back with the group at specific times.
- Any child in violation of these policies will be subject to suspension from further trips.
- For trips not included in child care or day camp programs: Cost of trips vary based on destination and entrance fees. Trips are non-refundable and non-transferable.
- For field trips during Summer Camp programs, your child will be required to wear a Club shirt. One shirt will be provided to your child with the option of purchasing additional shirts.