Dear Parent(s),

Thank you for choosing the Boys & Girls Club of North Lake Tahoe. We look forward to building a strong and longlasting relationship with your family.

We are dedicated to making a difference in the lives of our members. Through our Youth Development Strategies, we hope to contribute to the growth, socialization, education and daily fun of your child(ren) by providing a safe, positive place for all.

This handbook is designed to give you some basic information about the Club, its policies and procedures, and important program information. If questions or suggestions arise through the course of your time with us please seek out a full-time staff member to assist you.

Thank you for choosing the Boys & Girls Club of North Lake Tahoe.

Physical Address: 8125B Steelhead Ave.
Kings Beach, CA 96143

Mailing Address: P.O. Box 1617
Kings Beach, CA 96143

Email: info@bgcnlt.org

Phone: (530) 582-3760

Website: WWW.BGCNLT.ORG

OUR MISSION

“To inspire and enable all youth, especially those who need us most, to reach their full potential as caring, responsible, and productive citizens.”
HOLIDAYS OBSERVED & CLUB CLOSURE DATES

The Boys & Girls Club of North Lake Tahoe is closed in observance of the following holidays:

**2023**
- Juneteenth (06/19)
- Independence Day (07/4)
- Labor Day (09/4)
- Nevada Day (10/27) - Duffield Youth Incline Site Closed
- Veterans Day (11/10)
- Thanksgiving Break (11/22-11/24)
- Christmas Break (12/25 -12/29)

**2024**
- New Year's Day (01/01)
- Martin Luther King Day (01/15)
- President's Day (02/19)
- Memorial Day (05/27)
- Juneteenth (06/19)

In addition the Boys & Girls Club of North Lake Tahoe may be closed for TTUSD(WCSD) Snow Days. Please check our website when school has been canceled, in some cases the club may be open when school is closed. The club is also closed for program during the following weeks:

**Staff Training & Club Cleaning: June 20-22, 2023 (subject to change)**

Other BGCNLT events and program opportunities are added to this list throughout the year, and posted in our quarterly program guide. For more up to date event calendars subscribe to the BGCNLT e-newsletter by calling or stopping by the club. Or pick up our quarterly program guide at the club or on-line at www.bgcnlt.org

**Enrollment Process**

- Parents can enroll kids in Club through Active.net and sign all waivers, handbooks and forms.
- Parents can also inquire at the front desk and process their kids' enrollment. Parents can sign waivers, handbooks, and forms in person.
THE YOUTH DEVELOPMENT STRATEGY

The Youth Development Strategy is the way in which our staff interacts with young people and builds in them:

- A Sense of Belonging – a setting where they know they fit in and are accepted.
- A Sense of Competence – feeling that there is something they can do well.
- A Sense of Usefulness – opportunities to do something of value for others, to assume real responsibility and do real work.
- A Sense of Influence – a chance to be heard, to lead, to take part in decision making and feel that they have control over their own destiny.

The Boys & Girls Club is a youth development organization dedicated to promoting the health, social, educational, cultural, character, and leadership of all youth.

Boys & Girls Clubs:

- Are for youth, and satisfy the age old desire of young people to have a “Club” of their own.
- Have full-time professional leadership, supplemented by part-time staff and volunteers.
- Require no proof of good character. They help guide youth who may be in danger of acquiring, or who have already acquired unacceptable habits and attitudes, as well as those of good character.
- Make sure that all youth feel welcome, regardless of their backgrounds.
- Are building centered. Activities are conducted in a warm, friendly atmosphere specifically designed to conduct youth development programs.
- Have an Open Door policy. Clubs are open to all members at any time during hours of operation.
- Have a varied and diversified program that recognizes and responds to the collective and individual needs of youth.
- Are guidance oriented. Clubs emphasize values inherent in the relationship between young people, their peers, and adult leaders.

PROGRAM OVERVIEW

The Boys & Girls Club of North Lake Tahoe offers a variety of activities that meet the interest of all youth. Our programs are designed to meet the physical, emotional, cultural, and social needs and interests of all our members. Our national programs have been implemented in Clubs all across the country. These programs are based on a formula of success that has made Boys & Girls Clubs a successful youth development agency for over 100 years.

CHARACTER AND LEADERSHIP

Programs empower youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others’ cultural identities.

EDUCATION AND CAREER DEVELOPMENT

Programs enable youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career.
Who Can Join the Boys & Girls Club?
Any youth kindergarten through 12th grade may join the Boys & Girls Club of North Lake Tahoe.

Summer Membership (including teens) - $20
Every camper must be a member of the Boys & Girls Club of North Lake Tahoe. BGCNLT Summer Memberships are $20 for all youth K - 12th grade. (Summer membership and programming is not available for incoming TK students. School Year registration will begin the first week of August.)

Weekly Summer Day Camp Fee - $100
The weekly day camp fee for Kinder - 6th graders is $100. Field trips are included. Specialty Camp fees vary; most have a price of $150. Any specialty camps that run for two-weeks (Great Futures Productions) have a price of $300. Youth participating in specialty camps may add-on the full day for an additional $50 per week. There is no weekly fee for Teen drop-in hours. Additional fees may apply to field trips, specialty camps etc.

School Year Membership - $500
BGCNLT School Memberships are $500 for all youth TK - 6th grade (Payment plans and prorated rates available depending on time of registration). The membership is valid July 1st-June 30th. BGCNLT Membership includes before and after school programs, minimum days, snow day program (KB location only), morning program (KB location only) and breaks (not including summer membership/fees).

Teen School Year Membership - $100
Valid while school is in session, includes after school programming, minimum days and breaks.

MEMBERSHIP GUIDELINES

DISCIPLINE POLICY
The Boys & Girls Club of North Lake Tahoe believes that discipline is not about punishment. It is about the staff's efforts in coaching and guiding young people to understand the value and benefits of behavior that provides them their needs while not infringing upon others'.

Discipline is an ongoing, every day learning process for young people. Staff must provide a structured setting that never waives or changes. Club members must understand the rules and limits of their behavior to benefit from their BGC experience. Discipline is the proactive process of limiting the time for negative behavior through positive alternatives. Discipline is not about the consequences of poor behavior.

HEALTH AND LIFE SKILLS
Programs develop 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
Programs enable youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing art and creative writing.

SPORTS, FITNESS, AND RECREATION
Programs develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.
Members of the Boys & Girls Club of North Lake Tahoe must have reinforcement for their behavior. There is a much greater chance that positive behavior will be repeated and developed into a lifelong pattern; if staff recognize and appreciate this type of behavior.

When our focus is on the negative, with the absence of positive recognition, young people will misbehave to secure the attention they desire. The Club staff members must understand that many forms of negative behavior are simply the members’ desire for attention and recognition. When negative behavior is not followed by immediate correction, a young person will often feel that adults do not care and a wonderful guidance opportunity is missed.

Club staff must also understand there may be friction and testing between Club members and staff in the relationship-building effort. This is just part of the process a Club member attempts during the discipline/learning experience. Staff must be fair, consistent, preventive, and take immediate action to correct a negative behavior or recognize a positive behavior.

DISCIPLINE STATEMENT

Members of the Boys & Girls Club of North Lake Tahoe have high standards for their behavior and others’. Acceptable behavior is defined by the following:

- **Respect for themselves**
- **Respect for others**
- **Respect for the Boys & Girls Club of North Lake Tahoe**

Our Club members understand that there are both negative and positive consequences from their personal behavior. These expectations apply to regular...

CONSEQUENCE GUIDELINES

The following guidelines are the approved “Consequences Steps” for Club staff to use in daily program operations:

**Informal Guidance**

This is the process of reinforcing positive behavior and not accepting negative behavior by members of the Boys & Girls Club of North Lake Tahoe. On a daily basis, Club staff create a program environment that helps youngsters be successful. Staff ensure that they are proactive in preventing negative behavior through the observation of behavioral and program operation clues. When our Informal Guidance methods are not effective with a specific Boys & Girls Club member, the following steps are used:

**Three Strike Rule**

Each member has three citations for poor behavior. If a member engages in the following, they are subject to a citation. Inappropiate behavior includes, but is not limited to:

- Teasing one another
- Spitting, hitting or name calling
- Eating food outside of designated snack area
- Playing in the bathroom
When engaged in this behavior, the three strike rule will come into effect.

- Verbal warning for wronged action and follow up consequences depending on the incident
- Second offense, a written citation and parent notification, and follow up consequences depending on the incident
- Third offense, one day suspension, parent notification, citation and incident report

Upon return, the youth can start over again with the three strike rule, but if they get another citation, the process is:

- Verbal warning for wronged action and follow up consequences depending on the incident
- Second offense, a written citation, which is documented from prior offense, parent notification, and follow up consequences depending on the incident
- Third offense, one day suspension, parent notification, citation and incident report
- Upon return, two hours community service at the Club.

**Two Members Engaged**
When two or more members are engaged in inappropriate behavior, each is subject to the three strike policy. The consequences for each members' actions will be based on their standing within the three strike rule.

**Member and Staff Confidentiality**
It is a BGCNLT policy that the identity of other individuals (both members and staff) that are involved in the incident are not shared with parents/guardians during communications of incidents that a member is involved in.

**Immediate Suspension**
The Boys & Girls Club of North Lake Tahoe reserves the right to immediately and automatically suspend a member at any time during program hours. Usually an immediate suspension will only occur for the following reasons:

- Fighting (violence of any kind)
- Theft
- Blatant Disrespect of Staff, Volunteers, Parents, or Members

**One Week Suspension - Continued Major Incident**
After a youth has been suspended for one day, any future negative behavior within a 30-day period may result in a One Week Suspension.
Revoking Membership
Continued negative behavior that creates an unsafe program environment for fellow Club members and/or staff may result in the BGC membership being revoked. At such time as revoking a membership is being reviewed the BGC member will be placed on a one week suspension.
The decision to revoke membership is final. The member or parents/guardians may appeal this decision up to thirty-days after the date of the incident. This appeal must be made in writing to the Director of Program Services outlining the parent’s/guardian’s plan to help their child change their behavior while attending Club.
The following negative behaviors will automatically result in a member suspension using the approved guidelines:
- Fighting, Stealing, Obscene gestures
- Threaten the safety of a BGC member or staff member
- Damage to the BGC facility or equipment. Member is expected to reimburse the Club for any damages and will be billed. If member can not pay, they will work off the damages with community service hours.
  - Suspension will continue until a payment plan is approved by the CEO.
Should a youth/teen become suspended again:
- A one week suspension
- Parent contact
- Incident report
- Five hours community service at the Club
A third offense:
A 90 day suspension.
Every Member begins each day with a clean slate!
To file a complaint of discrimination, write USDA, Director Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington D.C. 20250-9410 or call (202)720-5964 (Voice & Tdd). USDA is an equal opportunity provider and employer. The Boys & Girls Club of North Lake Tahoe is also an equal opportunity provider and employer. Additionally, if you feel you have been the victim of illegal discrimination, please fill out a complaint form immediately and/or contact the Chief Executive Director at 530-546-4324.
Civil Rights Coordinator: The Chief Executive Officer will handle Civil Rights Compliance for both internal and external clients (employees, volunteers, club members, parents, etc.)
- For internal civil rights complaint procedures refer to the employee handbook.
- For external civil rights complaint procedures (club members, parents, etc) refer to this policy.
- Mindy may be reached at (530) 582-3760, or emailed at mcarbajal@bgcnlt.org, or mail correspondence to P.O. Box 1617, Kings Beach, CA 96143.
DROP OFF & PICK UP POLICY

Boys & Girls Club of North Lake Tahoe Early Release Policy - ASES PROGRAM
The Club offers after school programs for students with funding from the State of California’s After-School Education and Safety (ASES) Program. This program requires that we follow a policy on program attendance. All members of the Boys & Girls Club of North Lake Tahoe are strongly encouraged to attend the Club 5 days a week for up to three hours each day. This ensures that children get the full benefit that our after-school programs provide. There are instances where members can arrive late to the program or leave the program early, however due to the following circumstances:
A) Medical appointment or illness
B) Family Emergencies
C) Attending another community sponsored or school program
D) Parental Discretion

When picking up your child you must come in the building, sign your child out on our attendance sheet please sign them out on the sheets using one of the reasons above. Each grade has its own sheet. You do not need to write down the time that you pick up your child as we track that in a separate attendance database.

Daily Pick Up Policy
As of June 5, 2023 we are requiring that all parents come into the Club or Site and sign their child out of the program. **pick up is final** To ensure that members are picked up by a person on the pick up list the front desk staff may ask to see a valid ID to confirm person picking up. We will no longer be sending members out to parent cars for pick up. In addition, the Club does not accept a text from a parent to a child as a valid check out note. Parents will need to communicate with the Club/Site Front Desk staff for all member check-in & out requirements. All persons picking up members must be on the pick up list. Which needs to be completed with our front desk coordinator via email or in person and can not be communicated via child’s cell phone day of.

Walk Home Policy
Youth members that are in 4th grade or higher may walk home from the Club if the form is filled out and signed by the parent/guardian. The Club MUST have this document on file in order for the youth member to leave without the parent check out.

Late Pick-Up Policy
There is a charge of $1.00 per minute - per child for members remaining after Club closes. Members need to wait inside the Club for parents/guardians. After all available contacts have been called and 30 minutes have passed with no response, we will immediately contact the proper authorities. Members are not allowed to return until late fee has been paid.

Snow Day and Late Start Policy
When the school district is closed due to snow, school sites will close. The Kings Beach facility will determine closures on these days by 6:30am, and this information can be obtained by calling the Kings Beach club, checking our website, or Facebook page. In the instance that there is a 2 hour late start, Morning program will begin two hours later than normally scheduled.

If School is in session and the weather gets worse over the course of the day, we will make the decision to close depending on the conditions in and around the community. As always, the safety of the kids, families and staff is our primary concern.
Club Rules
The Boys & Girls Club has adopted a simple set of rules to guide children when they are in the Club.
The rules are simple to follow and easy to remember:
- Sign in and out every day
- Follow all staff directions
- Keep hands, feet and all objects to yourself
- Use appropriate language; please do not curse in the Club
- All running, yelling and screaming to be done outdoors
- Food and drink will be consumed within designated areas
- Gum is never allowed in the Club
- Offices, storage and non-staffed areas are off-limits to all members
- RESPECT SELF, OTHERS & CLUB
- BE SAFE
- HAVE FUN!

Personal Possessions
The Club is not responsible for personal possessions brought from home (i.e. Money, bikes, toys, electronics). We do not encourage members to bring anything of value to the Club. If members choose to do so; they bring it at their own risk. All items need to be taken home daily. A lost and found is located in front of the reception desk. Items will be given to charity at the end of each month.

Screen and Personal Device Use
Use of personal devices and screens is prohibited during programming hours. Exceptions may be used if instructed to do so by staff for programming purposes. When devices are not in use they will be put away.

Broken/ Lost Equipment
If a member loses or breaks any of the Club’s equipment or causes damage to the building, the member will be responsible to pay to have it fixed or replaced. Failure to comply will result in the child’s membership being suspended until the items are taken care of.

Illness/Absent from School
Members that do not participate in school due to illness, expulsion, etc. will not be allowed to participate in Boys & Girls Club programs during that day.

While at Club, if a member displays ANY symptoms of illness and/or fever, the member will be isolated and kept comfortable until parent arrives. To ensure the safety and well-being of our members and staff, we expect immediate arrangements for pick-up if your child becomes ill at the Club.
Mandatory Reporting & Child Safety

Protective Orders
Please provide the Club a copy of any protective orders you may have for your child. This will allow us to help you enforce them. A copy of a current protective order is mandatory for the Club to observe the enforcement; verbal notification is not notice of a protective order. If the protective orders are changed or revoked, please let the Club know. The Club will only operate under the most recent protective order provided by the family.

Mandatory Reporting and Parent Behavior
Club staff and volunteers are required by law to report suspected abuse or neglect. In addition, inappropriate behavior by any adult will not be tolerated. Disrespectful language or behavior by parents towards Club staff, Club volunteers, or Club members may affect a child membership or a parent’s ability to be on Club property.

Emergency Procedures
The Boys & Girls Club of North Lake Tahoe wants to ensure each member’s safety at all times. For that reason, emergency procedures have been aligned with site specific school district procedures. Please consult with site specific staff to learn of meeting locations following an evacuation related to natural disasters. When picking up your child from the Club in an emergency please check in and out with a designated staff member.

In the event of any emergency, including an off-site evacuation, arrangements for reunification between members and parents/guardians will be communicated to families directly from designated site leadership.

Emergency evacuation drills are conducted periodically to educate members on our procedures.

Medication
Any medication to be administered to a member attending the Boys & Girls Club, prescription or otherwise must follow these procedures:

- Parents must provide the Club a written permission and directions on how to administer medication as well as an “Authorization to Administer Medication” form signed by the child’s physician.
- The medicine must be in the original container with written dosage
- Send only amount needed while at the Club, (Example: If a member is to take 1 pill daily for 1 week, send only 5 pills)
- All medication must be given to a staff member to be locked up, not sent in a backpack, including over-the-counter medications, such as Tylenol.
- If a child has asthma and uses an inhaler at the Club, an “Authorization to Administer Medication” must be filled out.
**RESTROOMS & SAFETY**

**Restrooms**
Members and staff will only use restrooms dedicated for their use. Staff & Parents will only use the adult designated restrooms. Kids’ restrooms will be used by Club members only. Guidelines set at each site will be followed.

Staff must communicate when sending a member to the restroom during program. Designated support staff should ensure that not more than two members are in the restroom at a given time.

**Club Security**
- New doorbell for entry into the Kings Beach Clubhouse. Parents, on the left hand side of foyer doors is a box, push the button to request entry into the main clubhouse. Our staff will see you in the camera and will buzz you in. This security system has been installed to add another level of safety for our Club members.
- For Duffield Youth Program, and the Truckee Sites pick up will happen at the doors of the Club entrance.
- No one is allowed to leave the reception area and go into the Clubhouse or School sites without signing in, receiving permission, and a visitor badge from a staff member. This includes **ALL** adults.
- Security cameras are used on premises to assist us in monitoring the safety of all sites.
- We highly recommend that no member be allowed to walk home alone or after sunset.
- The Club strictly prohibits the use and/or possession of alcohol, drugs, and tobacco products on the Club premises or any Club sponsored activity.
- All weapons and simulated weapons are banned including toy, cap and water guns.
- Inappropriate attire will not be allowed in Boys & Girls Clubs (example: excessive sagging, colors, bandanas, and any attire depicting alcohol, tobacco, or any inappropriate stereotypes)
- If absent or suspended from school, members will not be allowed at the Club during that period.
- Boys & Girls Clubs reserves the right to have an individual and/or personal property searched if there is reasonable concern for Club security.
- All off-site programs and field trips must be approved by the applicable manager.
- Members participating in off-site programs and field trips may be required to register.
  - Parents/guardians must sign any additional waivers and safety compliance forms that are required.
- Members participating in off-site programs or field trips will be required to wear a clean Boys & Girls Club of North Lake Tahoe shirt for identification purposes. These will be provided by the Club during programming.
I acknowledge that BGCNLT and/or its sponsors may utilize photographs or videos of the named youth that may be taken during involvement in BGCNLT programs or activities, for both internal and external use, which may include social media. I consent to such uses and hereby waive all rights of compensation.

BGCNLT PROGRAM REFUND POLICY

I understand that the Boys & Girls Club of North Lake Tahoe maintains a NO REFUND POLICY. Parents/guardians are able to receive a credit on their account if you need to cancel a summer camp, specialty camp, or school year registration.

I have received and read the 2023-24 Boys Girls Club of North Lake Tahoe Parent Handbook. I understand the policies and procedures, and will follow them to the best of my ability.

____________________________________
Parent/Guardian Name (Printed)

____________________________________
Parent/Guardian Signature

____________________________________
Front Desk Coordinator

____________________________________
Member Name(s)