



GREAT FUTURES START HERE.



**BOYS & GIRLS CLUBS
OF THE ANTELOPE VALLEY**



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**BOYS & GIRLS CLUBS
OF THE ANTELOPE VALLEY**

Parent Handbook 2026-2027

SCHOOL SITES & ANCHOR SITES
AFTER SCHOOL & ALL DAY PROGRAM



Administrative Office:
867 W Lancaster Blvd.
Lancaster, CA 93534

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PP Box 10047
Lancaster, CA 93584

(662) 267-2582
www.AVBGC.org

Welcome to the Boys & Girls Clubs of the Antelope Valley

Our mission is to enable all youth, especially those who need us most, to reach their full potential as productive, responsible, caring citizens.

We offer structured, outcome-based programs and activities that encourage youth input and participation. The safety and success of your child while at the Club is our top priority. Enrollment of your child implies that you understand the expectations detailed in this Handbook.

All sites offer a balanced program consisting of:

- ◆ **Character & Leadership Development**
- ◆ **Education & Career Development**
- ◆ **Health & Life Skills**
- ◆ **Social & Emotional Support**
- ◆ **The Arts**
- ◆ **Sports, Fitness & Recreation.**

VISIT <http://avbgc.org/programs>

FOR ADDITIONAL PROGRAM INFO!

The following pages contain important information about the program, which will help you understand the policies and procedures. This handbook is not designed to contain, nor to be interpreted as, a comprehensive inventory of all expectations, responsibilities, and objectives required of participants in our programs. Additionally, this Handbook may be updated without prior notice. For the most recent copy, please refer to our Club website, avbgc.org. If you have questions, please contact us at 661-267-2582.

BE GREAT

We take great pride in being a
part of the Triple Play program.
Focusing on a healthy mind, body
and soul!



ELIGIBILITY & ENROLLMENT/PARENT FEES

The Antelope Valley Boys & Girls Club (BGCofAV) serves school-age youth in grades TK-12 at designated school sites and Club (Anchor) sites throughout the Antelope Valley.

School Site Programs

After-school programs located on school campuses are available to students enrolled at the host school. Enrollment is provided at no cost to eligible students. Parents/guardians must complete a new registration application each year and submit all required documentation. Enrollment is offered on a first-come, first-served basis, subject to program capacity and any priority enrollment requirements established by applicable grants, funding agreements, or program eligibility criteria.

Online registration is required annually and may take place in January, July, or at other times as determined by the Club. School site programs maintain waitlists throughout the school year and continue enrolling students as space becomes available. Students who remain on a waitlist at the end of the school year must submit a new application for the following school year.

School site programs operate on regular school days and may also operate during intersessions, school breaks, and summer programming when funding and availability permit.

Club (Anchor) Site Programs

BGCofAV also operates Club (Anchor) sites that provide programming throughout the year, including after-school, school break, and summer programming. Club sites accept applications for new members during designated registration periods and through online registration. Applications are subject to review and approval. Once approved, members may begin attending the program on the following Monday or at the designated start date. Parents/guardians should review all information contained in their registration confirmation prior to their child's first day of attendance.

There is no fee to enroll at the Duke Legacy Center (DLC) or Teen Tech Center (TTC). However, to meet Community Services Block Grant (CSBG) eligibility and reporting requirements, parents or guardians must submit all required verification documents during registration for every participant, including proof of residency and household income. Enrollment may be contingent upon receiving the required documentation.

Summer Programming

Current members enrolled in a school site program may be eligible to attend designated summer programming offered at Club (Anchor) sites, subject to program availability and registration requirements. Updated registration information may be required prior to participation.

DUKE LEGACY CENTER – LANCASTER – 661-208-2832 INTERSESSION
TEEN TECH CENTER – LANCASTER – 661-201-1977 2PM-6PM M-F

MOJAVE UNIFIED SCHOOL DISTRICT (ASES/ELOP)

CAL CITY MIDDLE SCHOOL	661-674-5363	AFTERSCHOOL-6 M-F
HACIENDA 3-5	(ON CCMS CAMPUS)	
MOJAVE K-5	661-886-3606	AFTERSCHOOL-6 M-F
ROBERT P. ULRICH	661-855-1143	AFTERSCHOOL-6 M-F

PALMDALE SCHOOL DISTRICT (ASES/ELOP)

CHAPARRAL K-5	661-655-2770	AFTERSCHOOL-6 M-F
CIMARRON K-6	661-208-1462	AFTERSCHOOL-6 M-F
DESERT ROSE K-5	661-236-9478	AFTERSCHOOL-6 M-F
GOLDEN POPPY K-5	661-208-1493	AFTERSCHOOL-6 M-F
JOSHUA HILLS K-5	661-361-0959	AFTERSCHOOL-6 M-F
QUAIL VALLEY K-5	661-208-1916	AFTERSCHOOL-6 M-F
TAMARISK K-5	661-361-0438	AFTERSCHOOL-6 M-F
YUCCA K-5	661-208-5220	AFTERSCHOOL-6 M-F

WESTSIDE UNION SCHOOL DISTRICT (ELOP)

ANAVARDE HILLS TK-6	661-317-7329	AFTERSCHOOL-5:30 M-F
COTTONWOOD TK-6	661-202-4013	AFTERSCHOOL-5:30 M-F
DEL SUR TK-8	661-317-7332	AFTERSCHOOL-5:30 M-F
ESPERANZA TK-5	661-202-4603	AFTERSCHOOL-5:30 M-F
GREGG ANDERSON K-6	661-247-9431	AFTERSCHOOL-5:30 M-F
HILLVIEW 6-8	661-416-5257	AFTERSCHOOL-5:30 M-F
JOE WALKER 6-8	661-220-8170	AFTERSCHOOL-5:30 M-F
LEONA VALLEY K-6	661-974-0036	AFTERSCHOOL-5:30 M-F
QUARTZ HILL TK-6	661-916-6123	AFTERSCHOOL-5:30 M-F
RANCHO VISTA TK-6	661-208-5564	AFTERSCHOOL-5:30 M-F
SUNDOWN TK-6	661-974-4357	AFTERSCHOOL-5:30 M-F
VALLEY VIEW TK-6	661-825-7843	AFTERSCHOOL-5:30 M-F

LANCASTER SCHOOL DISTRICT (ASES/ELOP)

JACK NORTHROP K-6	661-816-0272	AFTERSCHOOL-6 M-F
JOSHUA K-5	661-974-4978	AFTERSCHOOL-6 M-F
MONTE VISTA K-5	661-365-4131	AFTERSCHOOL-6 M-F
PIUTE 6-8	661-840-2406	AFTERSCHOOL-6 M-F
SIERRA K-5	661-612-5248	AFTERSCHOOL-6 M-F
SUNNYDALE K-6	661-922-0717	AFTERSCHOOL-6 M-F

YOUTH RESPONSIBILITIES AND EXPECTATIONS

The Antelope Valley Boys & Girls Club is committed to providing a safe, positive, and supportive environment for all members. To help ensure a successful experience, all youth are expected to conduct themselves in a respectful and responsible manner at all times.

Members are expected to:

- Follow all Boys & Girls Club rules, policies, procedures, and social contracts.
- Follow all school rules and expectations while participating in programs located on school campuses.
- Treat fellow members, staff, volunteers, visitors, and school personnel with respect and courtesy.
- Follow directions provided by Club staff and school personnel.
- Demonstrate appropriate behavior and good sportsmanship during all program activities.
- Respect Club, school, and personal property.
- Contribute to a safe, inclusive, and positive environment that supports learning, enrichment, and personal growth.

Behavior that is disruptive, unsafe, threatening, aggressive, harassing, discriminatory, or harmful to oneself or others will not be tolerated and may result in disciplinary action, suspension, removal from specific activities, temporary removal from the program, or permanent dismissal from the Club.

Members are expected to report directly to their designated Boys & Girls Club program area immediately following dismissal from school and must properly sign in according to Club procedures. Members who leave the program without permission, fail to report to the program after school, or repeatedly violate Club expectations may be subject to disciplinary action, including removal from the program.

Attendance Expectations

Attendance requirements may vary depending on the funding source supporting the program.

Programs funded through the Expanded Learning Opportunities Program (ELOP) do not have minimum attendance requirements. However, families are encouraged to ensure their child attends regularly so they may fully benefit from the services and opportunities provided.

Programs funded through the After School Education and Safety (ASES) Program may have attendance requirements established by the funding source and program guidelines. Members enrolled in ASES-funded programs are expected to attend regularly and remain in the program until the designated program end time unless otherwise approved by Club staff. Excessive absences, early departures, or inconsistent attendance may result in a review of program eligibility and could impact continued enrollment, particularly when waitlists exist.

The Club reserves the right to review attendance patterns and make enrollment decisions based on program participation, funding requirements, available space, and the needs of the program.

PARENT/GUARDIAN RESPONSIBILITIES (Youth Absences)

Parents/Guardians should notify the BGCoFV after school program site coordinator in the event their child(ren) is/are absent from the program. Absences should be called in at the beginning of the day, which promotes the maintenance of accurate daily accountability and youth safety.

ELECTRONIC DEVICES AND TECHNOLOGY

To minimize distractions and help maintain a safe, engaging, and productive program environment, members are not permitted to use personal electronic devices during program hours unless specifically authorized by Club staff for an approved educational or program-related purpose.

Personal electronic devices include, but are not limited to, cell phones, smart watches, tablets, handheld gaming devices, headphones, MP3 players, and other personal entertainment devices. Parents/guardians are encouraged to ensure these items remain at home whenever possible. If brought to the program, devices must remain turned off and stored in the member's backpack unless otherwise directed by Club staff.

The Antelope Valley Boys & Girls Club is not responsible for lost, stolen, or damaged personal property, including electronic devices.

Members utilizing Club computers, technology, internet services, or other electronic resources must comply with all technology safety policies, acceptable use guidelines, and technology agreements established by the Club.

Exceptions may be made for educational purposes, distance learning activities, medical needs, accessibility accommodations, or other circumstances approved by Club administration or staff.

PARENT CONDUCT

The Boys & Girls Club is committed to maintaining a safe, respectful, and supportive environment for all members, families, staff, volunteers, and school partners. We value open communication and encourage parents/guardians to share questions, concerns, and feedback through the appropriate channels. In return, we expect all interactions with Club staff, members, families, and partners to be conducted in a respectful and professional manner.

The use of profanity, threats, intimidation, harassment, discriminatory language, slurs, derogatory remarks, or other inappropriate behavior toward Club staff, members, volunteers, parents/guardians, or school personnel will not be tolerated. Parents/guardians are expected to model appropriate behavior and contribute to a positive environment for all participants.

Parents/guardians who engage in hostile, aggressive, disruptive, or inappropriate conduct may be restricted from entering Club facilities or program sites during program hours. Depending on the severity or frequency of the behavior, additional

action may be taken, including modification of pick-up/drop-off procedures, suspension of parent access to Club sites, or removal of a member from the program when necessary to ensure the safety and well-being of members and staff.

Our goal is always to work collaboratively with families to address concerns and support member success. We believe that respectful communication and partnership are essential to creating a positive experience for all members and families.

CUSTODY ARRANGEMENTS

The Club kindly asks that parents and guardians be respectful and courteous of all Club Members and Staff, by handling custody disputes outside of the Boys and Girls Club after-school Program. Club staff will only accept **official** court orders and up-to-date documents which clearly state custody arrangements. These documents must be submitted and accepted by the Program Director prior to making any changes on a child's membership application. In addition to the court order, it is expected that parents communicate these changes and make arrangements that exclude the use of Club staff.

Club staff will not be responsible for mediating and upholding requests outside of a court order. This includes requests for statements or internal reports. If parents are unable to work cooperatively, the Club member's registration may be paused indefinitely until a collaborative agreement between parents has been reached. Thank you for understanding.

PARENT/GUARDIAN OPPORTUNITIES AND RIGHTS

The Antelope Valley Boys & Girls Club values the partnership between families and program staff and encourages parents/guardians to remain actively involved in their child's Club experience.

Parents/guardians may request a visit to a Club site to become more familiar with program operations. To minimize disruptions to programming and maintain a safe environment for all members, visits must be arranged in advance with the Site Coordinator and are generally limited to ten (10) minutes. Visits may not interfere with program activities, staff supervision responsibilities, or the daily operation of the program.

Parents/guardians are encouraged to share their talents, skills, and experiences through volunteer opportunities when available. Volunteer assignments are based on the needs of the site and program. To ensure the safety of our members and maintain the integrity of the Club experience, parents/guardians may not remain on-site for one-on-one visits with their child during program hours.

All volunteers and visitors must complete any required screening, approval, and orientation processes prior to participating in Club activities. Individuals who have not received prior approval from Club staff will not be permitted to volunteer or remain on-site during program hours. Please contact your Site Coordinator, Program Director, or visit our website for information regarding volunteer requirements and opportunities.

Parents/guardians may request a conference with a Site Coordinator, Program Director, Unit Supervisor, or other Club administrator to discuss questions, concerns, or member progress. Likewise, Club staff may request a conference with parents/guardians when necessary. Requests for meetings will be accommodated whenever reasonably possible and based on the needs of the situation.

The Boys & Girls Club maintains the confidentiality of member records and information. Written authorization from a parent/guardian is generally required before confidential member information is released to outside parties, except when disclosure is authorized or required by law, court order, legal process, mandated-reporting requirements, or an authorized government agency. Parent/guardian authorization is also required before a member's photograph, image, or likeness is used outside of approved Club-related purposes or before participation in off-site activities requiring consent.

The Club does not disclose disciplinary actions, behavioral support plans, enrollment status, or other confidential information regarding another member, even when that member was involved in an incident involving your child.

SIGN IN/OUT PROCEDURES

Registration and Attendance Eligibility

All members must be properly registered and approved prior to attending any Boys & Girls Club program. Membership applications are accepted online throughout the week; however, applications are subject to review and approval.

Once an application has been approved, parents/guardians will receive a confirmation email. Members may begin attending the program on the following Monday after approval. Children may not attend the program until their registration has been approved and a confirmation has been provided.

All members are expected to sign in according to Club procedures immediately upon arrival at the program.

AUTHORIZED PICK-UP

Youth may only be released to a parent/guardian or an authorized adult who is at least 18 years of age and listed on the member's registration and emergency contact information. The authorized adult must sign the member out in person at the designated release area.

For the safety of our members, children will not be released to individuals who are not listed as authorized contacts. Club staff may request photo identification at any time prior to releasing a member. If an individual is not listed as an authorized contact, the member will not be released until authorization has been verified by a parent/guardian.

Parents/guardians must provide written notification to the Program Director when requesting the addition of a new authorized pick-up person. Any court orders, custody agreements, or restraining orders affecting a member's release must be provided to the Program Director immediately. In the absence of such documentation, members may be released to documented parents/guardians.

Members will not be released to waiting vehicles unless prior arrangements have been approved by the parent/guardian and Program Director or unless otherwise deemed necessary by Club administration.

Walkers and Independent Release

Members in sixth grade and above may be permitted to walk home independently with prior written authorization from a parent/guardian. Members approved as "walkers" will be released according to established site procedures and will be signed out by a staff member.

During periods of limited daylight, approved walkers may be released earlier to ensure they arrive home safely before dark. Parents/guardians are responsible for contacting the Club if their child does not arrive home within a reasonable amount of time after being released from the program. Families will be notified of any changes to release times due to daylight savings or seasonal adjustments.

High school students may sign themselves out unless otherwise restricted by a parent/guardian or program requirements.

UNAUTHORIZED DEPARTURE

Members are not permitted to leave the program without prior authorization from a parent/guardian and approval from Club staff. Members who leave the program without permission or without the knowledge of staff may be subject to disciplinary action, including suspension or removal from the program when deemed appropriate.

Boys & Girls Club staff will not physically restrain a member who chooses to leave the program without permission. In such situations, staff will make reasonable efforts to immediately contact the parent/guardian, emergency contacts, and/or law enforcement if deemed necessary to protect the safety and welfare of the member.

MEMBER RELEASE

Club staff may temporarily delay release of a member when staff reasonably believe, based on observable behaviors or circumstances, that an authorized pick-up person may not be able to safely supervise, transport, or assume responsibility for the child. Staff will immediately involve a supervisor and may contact another authorized pick-up person, law enforcement, child protective services, or other appropriate support when necessary.

The Club may also modify or restrict pick-up arrangements, authorized pick-up privileges, or other release procedures when reasonably necessary to protect the health, safety, and well-being of members and staff.

LATE PICKUP

Parents/guardians are expected to pick up their child by the program's scheduled closing time each day. If a parent/guardian is unable to arrive on time, an authorized emergency contact listed on the member's registration form must be available to pick up the child within 30 minutes of closing. Late pick-up occurrences are tracked cumulatively throughout the current school year, including all intersession and summer programming, and will not reset until the conclusion of summer programming.

Late Pick-Up Consequences (up to 15 minutes past closing):

- **1st & 2nd Occurrence:** Courtesy reminder
- **3rd Occurrence:** Final notice; next occurrence may result in removal
- **4th Occurrence:** Removal from the program through the end of summer programming and until the start of the following school year

Excessive late pick-ups, repeated pick-ups beyond 15 minutes after closing, failure to maintain current emergency contact information, or situations that impact the safety and supervision of members may result in accelerated disciplinary action, including suspension or removal from the program.

If the Club is unable to contact a parent/guardian or authorized emergency contact, a member's attendance may be temporarily placed on hold until updated contact information is provided.

EARLY RELEASE

Applies to ASES and ELOP-Funded Programs

The Boys & Girls Club of the Antelope Valley operates after-school enrichment programs from school dismissal until 6:00 PM (or other posted program closing times). Our programs are designed to provide youth with academic support, enrichment opportunities, and positive youth development experiences throughout the duration of the program day. Families are encouraged to have members attend regularly and remain in the program until the scheduled closing time whenever possible.

We understand that circumstances may arise that require a member to arrive late, leave early, or be absent from the program. Parents/guardians are responsible for notifying the Site Coordinator in advance whenever a member's normal attendance schedule will be impacted.

Examples of acceptable reasons for early release may include, but are not limited to:

- Medical or dental appointments
- Family emergencies
- District-provided transportation schedules
- Participation in school-sponsored activities or programs
- Family scheduling needs
- Approved independent walkers
- Other circumstances approved by Club staff

Parents/guardians must also notify the Site Coordinator in advance whenever a member will be picked up by an individual other than a parent/guardian or authorized emergency contact. Notification may be provided in person, by phone, or by email.

Members approved to walk home independently must have written parent/guardian authorization on file. During periods of limited daylight, approved walkers may be released earlier to help ensure their safe arrival home.

Attendance and Participation

Attendance expectations may vary based on program funding requirements. While the Club strives to accommodate the needs of families, repeated absences, excessive late arrivals, frequent early pick-ups, or inconsistent participation may impact a member's enrollment status, particularly in programs with attendance requirements or active waitlists.

The Club reserves the right to review attendance patterns and work with families to determine whether the program remains an appropriate fit for the member's needs. In situations where attendance is consistently limited and other students are awaiting enrollment, adjustments to enrollment status may be considered.

Our goal is to provide high-quality programming while ensuring that available spaces are utilized in a manner that best serves youth and families throughout our community.

SUSPENSION/REMOVAL

Members are expected to follow all Club rules, school rules, behavioral expectations, and applicable Support Plans while participating in Boys & Girls Club programs. Failure to meet these expectations may result in disciplinary action, including suspension or removal from the program.

If a member is suspended from school, the suspension may also apply to participation in the Boys & Girls Club program, depending on the circumstances and school district requirements. Members may also be suspended from the Club independently of any school disciplinary action.

Parents/guardians will be notified of any suspension or removal resulting from behavior that occurs during Club programming. Repeated behavioral incidents, multiple suspensions, serious safety concerns, or conduct that disrupts the program environment may result in extended suspension or removal from the program.

Members who attend the program while suspended from school, or who arrive at the program prior to completing the registration and approval process, may be sent home and a parent/guardian will be contacted for immediate pick-up.

Parents/guardians may be held financially responsible for damages resulting from intentional theft, vandalism, or destruction of property caused by their child. In such cases, disciplinary action may be imposed in addition to any required restitution.

Parents/guardians may withdraw their child from the program at any time. If a member is withdrawn or removed from the program and a waiting list exists, re-enrollment is not guaranteed. Any future enrollment request may require the member to reapply and be placed on the waiting list according to established enrollment procedures.

The Boys & Girls Club reserves the right to suspend, remove, or restrict participation for any member when deemed necessary to protect the safety, well-being, or program experience of members, staff, volunteers, or school partners. Depending on the circumstances, suspensions or removals may range from a single day to an indefinite period of time.

INCIDENT REVIEW AND INFORMATION GATHERING PROCEDURES

The safety and well-being of all youth participating in our programs is our highest priority. In order to maintain a safe, respectful, and supportive program environment, the Boys & Girls Club reserves the right to review incidents, gather information, and speak with members, staff, and witnesses when concerns arise during program operations or activities.

This may include, but is not limited to, concerns involving safety, behavior, program expectations, accidents, injuries, conflicts, bullying, harassment, threats, theft, inappropriate conduct, potential policy violations, or any other matter that may impact the safety or well-being of members or the program.

When an incident occurs, Club staff will make reasonable efforts to gather information in a timely and objective manner. This may include speaking with youth who were directly involved, witnessed the incident, or may have relevant information. These conversations are conducted in an age-appropriate and professional manner and are intended solely to help staff understand the facts, assess safety concerns, fulfill any reporting obligations, and determine appropriate next steps.

To support the integrity of this process, the Club follows internal protocols for collecting information. When student statements are gathered, at least two staff members will be present. Staff are expected to document information objectively and avoid leading or influencing student responses.

Parents and guardians have the right to be informed about significant incidents involving their child and to receive a general explanation of the Club's review process. Whenever appropriate, parents/guardians will be notified of incidents involving their child. In situations involving sensitive subject matter, serious allegations, or concerns that may require additional support, the Club may notify parents/guardians in advance or as soon as reasonably possible in order to support the child's comfort, well-being, and ability to participate appropriately in the information-gathering process.

However, because safety concerns often require prompt action, staff may need to gather information from youth participants before contacting parents or guardians. This allows the Club to respond quickly, preserve the integrity of the review process, separate involved parties when needed, and make informed decisions based on the information available at the time.

While the Club will make reasonable efforts to consider parent or guardian requests regarding conversations with their child, participation in the program constitutes acknowledgment that Club staff may communicate directly with youth participants regarding incidents that occur during program operations or activities.

If the Club is unable to make a same-day determination or additional time is needed to gather information, a child's membership or attendance may be temporarily placed on hold. This is not considered disciplinary by itself. Rather, it may be used when necessary to protect the integrity of the review process, allow staff time to collect and review information, and ensure appropriate separation of members who may have been involved while the matter is being reviewed.

Because our programs may operate in partnership with local school districts and on school district campuses, the Club may also follow investigative, safety, student conduct, and reporting procedures that are consistent with district policies and practices. These procedures may vary depending on the school district, campus location, nature of the incident, or applicable district requirements.

Nothing in this policy limits the rights of parents or guardians to receive appropriate information regarding incidents involving their child. It also does not prevent the Club from contacting law enforcement, child protective services, school district officials, or other appropriate agencies when required by law or when necessary to protect participant safety.

SEARCH OF PERSONAL PROPERTY

In the event there is reasonable suspicion of a safety concern, potential threat, prohibited item, stolen property, or other item that may impact the safety or well-being of members, staff, or the program, Club leadership may take appropriate steps to address the concern. This may include asking a student to voluntarily allow staff to review or search personal property brought into the program, including backpacks, bags, lunch boxes, jackets, or other personal belongings. Voluntary consent will always be the starting point whenever possible. However, if a safety concern is present or the situation is believed to involve a potential threat, Club leadership may take additional action as deemed necessary to protect members and staff. This may include temporarily securing or separating the property, contacting the parent/guardian, notifying school district administration, or contacting law enforcement or other appropriate authorities for support.

Searches or reviews of personal property will be handled as respectfully and discreetly as possible and will be limited to the purpose of addressing the identified concern. At least two Club Leadership staff or appropriate school/district personnel will be present during the review of student property. Procedures may vary depending on the school district, campus location, nature of the concern, and applicable district requirements.

ONE-ON-ONE AIDE SUPPORT

The Boys & Girls Club of the Antelope Valley is committed to providing an inclusive environment that supports the successful participation of all members. When appropriate, a member may be permitted to attend the program with a One-on-One Aide or other approved support person to assist with their safety, participation, and engagement in program activities.

Approval for a One-on-One Aide is not automatic and must be reviewed and approved by Club leadership prior to participation in the program. Approval is specific to the individual member and may require documentation from a parent/guardian, school district, service provider, or other appropriate professional.

All approved aides must comply with Club policies, procedures, safety requirements, and staff direction while participating in Club programs. One-on-One Aides are present solely to support the approved member and are not considered Club employees unless separately employed by the Boys & Girls Club.

The Club reserves the right to approve, deny, modify, suspend, or revoke One-on-One Aide participation at any time if safety concerns arise, required

documentation is not maintained, program expectations are not followed, or other circumstances warrant review.

CHANGES TO PERSONAL INFORMATION

Parents/guardians are responsible for ensuring that all registration and emergency contact information remains current and accurate. Any changes to addresses, telephone numbers, email addresses, emergency contacts, authorized pick-up individuals, medical information, or other information contained on a member's registration form should be updated promptly.

In most cases, parents/guardians may update their information directly through the Club's registration system. Club staff may also request updated information at any time to ensure accurate records are maintained.

A new registration application and updated contact information may be required annually or whenever necessary to maintain accurate member records and emergency contact information.

ILLNESS AND COMMUNICABLE DISEASE

To help maintain a healthy and safe environment for all members and staff, children who become ill while attending the program may be sent home. If a child becomes ill during program hours, a parent/guardian or authorized emergency contact will be notified and must arrange for the child to be picked up within 30 minutes of notification.

Members who are experiencing symptoms of illness, including fever, vomiting, diarrhea, or other symptoms that may impact their ability to safely participate in the program, should remain at home. Children must be symptom-free for at least 24 hours, without the use of fever-reducing medication, before returning to the program.

Parents/guardians are required to notify the Site Coordinator if their child is diagnosed with a communicable disease or illness. The Club may require medical clearance or a doctor's note before a child is permitted to return to the program following certain illnesses or communicable conditions.

Club staff reserve the right to determine whether a child is well enough to safely participate in program activities. If a child exhibits symptoms of illness while at the program, parents/guardians may be contacted to pick up their child to help protect the health and safety of other members and staff.

MEDICAL NEEDS AND MEDICATION

Parents/guardians must inform the Club of any medical conditions, allergies, or medication needs and ensure this information is kept current on the member's registration form.

The Boys & Girls Club does not routinely administer medication. Any request for medication administration or self-administration must be approved by Club Administration and may require completion of a Medication Authorization Form and supporting healthcare provider documentation.

Members may be permitted to carry and self-administer emergency medications, such as inhalers or epinephrine auto-injectors, with appropriate parent/guardian, healthcare provider, and Club approval.

The Club reserves the right to determine whether a member's medical needs can be safely accommodated. When necessary, parents/guardians may be required to arrange for a qualified individual or approved support person to assist with medication or medical needs during program hours.

FOSTER / HOMELESS

To provide the best support possible to children who need us most, we urge you to discuss priority placement in our programs for children who may be in the foster system, experiencing homelessness or other challenges that would put them in critical need of our services.

INJURIES AND MEDICAL EMERGENCIES

If a member is seriously injured while participating in a Boys & Girls Club program, Club staff will take appropriate action, including contacting emergency medical services (911) when necessary. Parents/guardians and Club leadership will be notified as soon as possible.

Any costs associated with medical treatment or emergency transportation are the responsibility of the parent/guardian. If a member requires transportation to a medical facility, a staff member may accompany the member when appropriate to provide emergency information and supervision until a parent/guardian arrives.

If Club staff are unable to determine the extent of a member's injury or believe further evaluation is needed, parents/guardians may be contacted and asked to pick up their child for additional assessment or medical attention.

CHILD ABUSE AND NEGLECT

Under the mandatory Child Abuse Reporting Law, California State Penal Code Section 11161.5, BGCoFV staff are obligated to report cases of suspected child abuse or neglect. All AVBGC Employees are mandated reporters.

FEE BASED CLUBS/ACTIVITIES/SPECIAL EVENTS

Throughout the year there will be some activities that may require a fee to cover costs of materials, travel and instructors. When a fee-based program is offered there will be a clearly defined fee posted. These fees must be paid as indicated to continue enrollment. Please check with the front desk at each site to see what is currently offered or check the website www.avbgc.org.

Your child may be given the opportunity to participate in a "Special Program" or "Mini Club". These programs are offered as an incentive and require full participation from youth. Field trips may be offered throughout the year in-line with the goals of these programs. Please note, that any program involving a Club Partner, or Supporting Organization, will be protected under the same rules, regulations and expectations outlined in this Handbook.

ALL-DAY PROGRAMS—CLUB GENIUS DAY CAMP

The Club may offer all-day programs when school is not in session. Days and locations of the programs offered are dependent on member participation, as well as staff and site availability. A program fee will be required for participants, regardless of days attending and must be paid through the online registration system. Daily rates may only be available for circumstances determined by Club

administration. Additional details on all Club Genius Day Camp programs can be found on our website AVBGC.org.

EMERGENCY AND DISASTER PROCEDURES

In case of an emergency or disaster, no child will be allowed to leave BGCoFV after school program without parent/guardian permission. The staff will remain with the children until they are released to their parent/guardian or persons authorized on the Registration Form. In the case of an evacuation, the Club will follow the school site, or main site evacuation procedures. Please meet Club staff at the designated evacuation/collection area as outlined in your students' school emergency plans.

CIVIL RIGHTS POLICY—NON-DISCRIMINATION STATEMENT

In accordance with Federal Law and BGCoFV Civil Rights regulations and policies, we do not discriminate based on race, color, ethnicity, gender, sexual orientation, national origin, religion, creed or physical or mental disability. The program welcomes the enrollment of students with disabilities and adheres to the requirements of the Americans with Disabilities Act (ADA) to make reasonable accommodations for students.

For additional information regarding this policy and your rights, please contact our administrative office.

LAW ENFORCEMENT AND CHILD WELFARE AGENCY INVOLVEMENT

During a member's participation in Club programming, circumstances may arise in which law enforcement, Child Protective Services/Department of Children and Family Services (DCFS), or another legally authorized agency requests access to, interviews, or takes protective custody of a child.

The Club is committed to member safety and will cooperate with authorized government agencies when required or permitted by law. Club staff will verify the identity and authority of the responding agency representative and involve appropriate Club and, when applicable, school/district leadership.

When an authorized agency has the legal authority to interview, access, or take custody of a child, Club staff cannot interfere with or prevent that action solely at the request of a parent/guardian.

Depending on the circumstances and applicable law, the Club may not be permitted or expected to notify a parent/guardian before an interview, investigation, or protective action occurs. Parent/guardian notification may be delayed or handled directly by law enforcement or the child welfare agency. Club staff will follow the direction of the authorized agency and applicable legal, district, and organizational procedures.

If an authorized law enforcement or child welfare representative determines that a member must be taken into protective custody, the Club will release the member to that authorized representative in accordance with applicable law and document the release appropriately.

The Club will maintain confidentiality regarding child welfare and law-enforcement matters and will only share information as permitted or required by law.

COMMITMENT TO YOUTH SAFETY

The Antelope Valley Boys & Girls Club is committed to providing a safe, supportive, and well-supervised environment for every member. Youth safety is incorporated into our hiring practices, staff training, supervision standards, program procedures, and day-to-day operations.

Our safety practices include required background clearances and screening for staff and other approved individuals working with youth, established supervision and member-accountability procedures, and strict expectations prohibiting inappropriate or private one-on-one interactions between adults and members.

Club staff are trained to follow established procedures related to member supervision, sign-in and release, emergencies, incidents and injuries, mandated reporting, field trips and transportation, and other situations that may impact the safety or well-being of our members.

We regularly review and strengthen our safety practices and work closely with our school district partners, Boys & Girls Clubs of America, emergency responders, and other appropriate agencies when needed.

The safety and well-being of our members remains a shared responsibility and one of the Club's highest priorities. Parents and guardians are encouraged to communicate any safety concerns directly with Club leadership.

For additional information regarding our safety practices, procedures, and commitment to youth safety, please visit www.avbgc.org.

COMPLAINT PROCEDURES

Grievances can be filed with the AVBGC by sending an email to Kids@avbgc.org, or contacting 661-267-2582. Grievances will be answered within 48 hours of sending. Emergencies should be communicated directly with your Site Coordinator or Program Director and will be handled accordingly. Thank you

