



Parent Handbook

Revised March 2024

WELCOME

Welcome to the Boys & Girls Clubs of Pasadena! We are excited to have your child as a member of our Club. We are involved in our members' lives on a daily basis and very often become extended family to them. We have formed great partnerships with local schools, organizations, and businesses to make sure that we are successful in our mission.

BGCP is run by professional, dedicated, and caring staff who work to empower, support, and enrich the lives of our members by giving them many things: a sense of community at the Club, academic and physical and mental health support, help with developing their self-confidence and self-respect, and just plain fun. Our staff is the backbone of BGCP and their outstanding work contributes to our impact with your kids and the overall success of the Club. We are overseen by our dedicated volunteer Board of Directors who ensure the organization continues to provide much-needed services to our community.

Everything we do at the Boys & Girls Club of Pasadena is grounded in our values.

I CARE

INTEGRITY: We are authentic, honest, and transparent. We strive to do the right thing every day, every time for the kids, families and community we serve.

COLLABORATION: We work effectively within and across teams, with engaged and empowered people to accomplish our goals. We celebrate success together.

ACCOUNTABILITY: We do what we say and hold each other to the highest standards. We are impeccable stewards of all resources.

RESPECT: We honor diversity and inclusion, treat others with respect, and express gratitude daily. We embrace alternative ideas and ways of thinking.

EXCELLENCE: We excel and are innovative in program delivery, rigorously measure impact, focus on physical and emotional safety, and work to continuously improve ourselves, the organization, and the youth and families of our community.

This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, safety, and general Club programs and guidelines. It is not possible to cover everything in the handbook so we always invite you to contact our Membership Manager or Branch/Site Directors for additional information.

We look forward to building strong and lasting relationships with your family. We are dedicated to contributing to the well-being and success of your child by providing a safe, positive environment.

Great futures start here!

Sincerely,



Lisa Cavelier
CEO

My cell phone: 626-757-1099

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INTRODUCTION

Mission

We enable children and youth in the community, especially those who need us most, to reach their full potential as productive, caring, healthy, and responsible citizens.

Vision

Boys & Girls Club of Pasadena (BGCP) will be the leading youth service organization in the community that enables kids to gain confidence and a thirst for personal growth through excellent enrichment programs that are provided in safe, state-of-the-art facilities by a talented and caring staff.

Diversity, Equity, & Inclusion

All kids deserve the right to be themselves, feel a sense of belonging, and have access to opportunities that support their great futures.

Summary

Boys & Girls Club of Pasadena has served Pasadena and surrounding communities since 1937 with comprehensive programming that includes homework assistance, leadership training, visual and performing arts, sports, computer classes, and more. Families pay a \$100 per year membership fee and a \$40-\$50 per week (School Year) and \$50 per week (Summer) program fee for membership to the Club, and financial assistance and sibling-discounts are available for families that qualify. Each year, at four sites located around Pasadena, we serve more than 1,900 boys and girls, ages 5-18, who might not otherwise have a safe place to go after school or during the summer. Studies have shown that quality afterschool programs, like ours, play a vital role in youth development and keeping kids safe and out of trouble.

Key Facts

- BGCP serves more than 1,900 youth annually, ages 5 to 18
- Clubhouses are open five days a week, year-round
- We operate two Main Clubhouses in Pasadena: Slavik Branch and Mackenzie-Scott Branch as well as two extension sites on Odyssey Charter School campuses- North and South
- We also operate the BGCP McCabe Performing Arts Center
- We offer Technology Labs, Teen Centers, gymnasiums, and swimming pools at both Main Clubhouses

Core Programs

We offer programs in five core areas: Education and Career Development; Character and Leadership Development; Health and Life Skills; the Arts; and Sports, Fitness and Recreation.

Objectives

Boys and Girls Club of Pasadena offers:

- A safe place to spend time during non-school hours and the Summer
- A chance for children and youth to play, have fun, laugh, and learn

- Opportunities to build new skills that enhance each child's belief that he or she can succeed and receive recognition for personal accomplishments
- Ongoing relationships with caring adults, and connections to new friends in a positive environment, reinforcing a sense of belonging, personal accountability, civility and civic responsibility
- Generation-changing programs that support a commitment to learning, positive values, healthy habits, and high expectations for success as an adult

Closures

Holidays

Boys & Girls Club of Pasadena is closed the following holidays:

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve or the day after Christmas to be determined by management
- Christmas Day
- New Year's Eve

Other Closures

BGCP is closed for one week between the after-school and Summer program and two weeks between the Summer and after-school program. We may also be closed a couple of days during Christmas break and at other various days of the year for staff development. Parents will be notified of all Club closures. They may also be posted on our website.

Membership Policies

Membership Application

- All members must have a current application and a signed Membership, Parent Handbook Policy Agreement, COVID Waiver, Case Management permission slip, Pool Rules & Regulations, and Waiver of Liability on file at the membership office of the Boys & Girls Club branch site they attend
- Check-in and check-out at the front desk is required each day of all members and non-members

- Membership is for youth ages 5-18 only. Members who are 18 years old or older are considered members as long as the member is enrolled in public high school, home school, or certified non-public high school. Once he/she graduates, the member shifts into our Alumni program and is no longer eligible to attend the Club as a member

Membership & Program Fees

- All memberships expire on May 31 of each year
- Current enrollment fee is \$100. **The enrollment fee is non-refundable**
- Program fee is \$40-\$50 per week for school year and \$50 per week for summer. All fees are due by the preceding Friday. **Fees are due regardless of attendance.** A three-week notice is necessary for any changes in payment plans
- On occasion, we do offer Day Passes for \$10/day for a non-member child to attend the Club on one-off days (during school year only)
- We do not accept cash payments; only credit card, debit card, check, and money orders
- Late Fees of \$1.00 per minute will be applied when Club Member(s) are not picked up by closing time
- BGCP provides a safe, secure, and friendly environment for youth and teens in grades K-12, regardless of financial status. Current membership is REQUIRED to be in the facility, and/or participating in Club activities/programs. Reduced fees are available to families based on need and availability of financial aid funds. Financial aid is not given for fees already owed and/or paid. Please contact your Club's Branch/Site Director to inquire about financial aid.

Behavior

- All members, families, and any individual assigned and approved to pick-up or drop-off members must show respect for staff and other members at all times while at the Club – inappropriate behavior of others may impact the membership of a child
- All members are expected to participate in selected activities as scheduled
 - Use of foul language is not permitted at the Club
 - Verbal abuse is not allowed at the Club, including the use of racial slurs, and negative descriptive terms
 - When a manager or supervisor has reasonable suspicion that a Club member has prohibited substances (including, but not limited to, alcohol, drugs, or weapons), the supervisor, or his or her designee, may inspect vehicles, lockers, areas, desks, purses, briefcases, backpacks, and other locations or articles without prior notice to ensure an environment free of prohibited substances. A Club member may be asked to be present and remove a personal lock from a locker or locked container. A locked locker or container does not prevent the Boys & Girls Club of Pasadena from searching such article. Club members therefore should have no expectation of privacy for personal belongings brought onto the Boys & Girls Club of Pasadena premises. When a Club member is not present or refuses to remove a personal lock, the Boys & Girls Club of Pasadena may do so for the Club member and compensate the member for the lock.

Attire

- All members must wear shirts and closed toe shoes while at the Boys & Girls Club of Pasadena
 - No sagging pants or bare mid-drifts are allowed while inside the Club
 - No wet clothes are allowed other than in the swimming area
 - No sandals or crocs

- Any member dressed inappropriately will be asked to leave, and the Parent/Guardian will be called to pick them up
- Found items may be kept in the Lost and Found. Items not claimed are given to a local charity on a monthly basis, sometimes more depending on the amount of items.
- BGCP IS NOT responsible for lost or stolen items.

Health & Illness/Injury

- The Boys & Girls Club of Pasadena reserves the right to ask any Club member to leave the property in the event he/she is sick or has visible signs of pink eye, lice, or ringworm
 - Only soap and water and basic first aid will be used when assisting members with injuries
- If your child does not attend school due to illness, they are NOT allowed to attend the Club.
- If a child displays symptoms of illness while at the Club, a parent will be notified and asked to pick up the child.
- Our staff is trained in CPR and First Aid and able to handle everyday bumps and bruises. Should an emergency arise and medical attention is required, a parent will be notified immediately. If the parent cannot be reached, we will notify the next available emergency contact on your Emergency Card. It is the parent's responsibility to keep all contact information on your account up-to-date: emergency names, phone numbers, etc. In the event we are unable to contact anyone, we will proceed with whatever action is needed, including calling 911 to take the member to the hospital. BGCP WILL NOT be held liable or be responsible for any fees that are incurred including but not limited to the ambulance, hospital, doctor fee, etc.
- Members with infectious rashes such as scabies, ringworm, and impetigo must be under effective care and treatment/medication for 48 hours before returning to the Club. Members contagious with streptococcus or other bacterial infections must be under effective treatment/medication for 48 hours before returning to the Club.
- Parents will be asked to pick up any child found to have head lice (nits or live lice) immediately. The member may return 48 hours after being treated. Upon return, the member must be nit-free and the parent will be asked to show proof of treatment.

Food

- Gum chewing is not allowed at the Boys & Girls Club of Pasadena
 - All food and drink must be consumed in designated eating areas
 - All members must use waste containers for trash and green bins for organic waste
 - No soda or hot and spicy snacks (e.g., Hot Cheetos) allowed
- No seeds allowed at the Boys & Girls Club of Pasadena, including but not limited to sunflower seeds, pumpkin seeds, etc.

Personal Belongings

- The Boys & Girls Club of Pasadena is not responsible for lost or stolen items
- All members should keep the number of personal items they bring to the Club to a minimum
- All members should store book bags, swimsuits, towels, musical instruments, etc. in designated areas for safekeeping
- Cash should be kept on your person at all times
- No using personal devices (i.e., tablets, mobile phones, etc.) to access inappropriate sites or to take pictures or videos of other members, including "selfies" or self-portraits.
- Personal electronic devices should NOT be used during Power Hour, Programs, or when

instructed by staff and volunteers – **accessing social media within the Club is always prohibited**

- **If a member is using personal electronic devices inappropriately, BGCP will lock the phone away and give it back to parents/guardians at the end of the day.**

Early Arrivals & Late Pick-Ups

- Early drop-offs are not allowed and Boys & Girls Club of Pasadena assumes no responsibility until the Club's scheduled opening time
- **All late pick-ups will be charged \$1.00 per minute and are due on the same day**
- Your child may not return to the Club until all fees are paid
- If you are late, you should notify the Club immediately. **If an employee or your child cannot reach you by phone** and you have not picked up your child after 30 minutes, the Pasadena Police Department will be notified and custody of the member will be transferred to the police
- Parents are responsible for knowing the Club's hours of operation. Please refer to our website at www.bgcpasadena.org/register for hours of operation

Membership Privileges

- Boys & Girls Club of Pasadena reserves the right to revoke membership privileges of any member, related person, or otherwise connect individual who does not keep in compliance with the Membership Policy Agreement
- The Boys & Girls Club of Pasadena has an open door policy for children ages 14 and up, however no members are allowed to leave Club premises without a signed ***Authorized to Release Form.***

Swim Lessons

- When available, to reserve swim lessons, please discuss with the Front Desk personnel or Aquatics Coordinator.

Communication & Parent Involvement

It is very important that we have up-to-date contact information for parents/guardians and emergency contacts. If your phone number or address changes, you are required to let us know as soon as possible. The phone numbers provided on the application are the only way we have to notify parents in case of an accident or other emergency. Emergency situations, which may require BGCP to close or evacuate the building, make it necessary for staff to contact a parent and/or guardian- please make sure staff members can do that efficiently by providing updated information.

Good communication between parents/guardians and the Club is essential to provide the best possible care for each child. The format of communication may be formal or informal. It is vital that you inform us of changes in your child's life that may affect behavior. Changes at home include moving, hospitalization of a sibling or parent, alterations in the parents' relationship, or a death in the family. Home issues influence the way in which your child relates to others. Staff can better provide for a child's needs if they are aware of the situation.

The Club believes that parental involvement is necessary for the success of any youth development program. As parents, you are welcome to visit the Club any time you wish without prior notice. You must stay at the lobby/checkout area unless accompanied by a staff member. Your cooperation with all policies and procedures is appreciated. Take every opportunity to talk with Staff about your child.

We also encourage you to volunteer any time or talents you may have to the Club, including serving on the Parent Advisory Committee at your BGCP Site.

Rules & Consequences

All Club members are expected to arrive at the Club each day ready to participate in a safe, educational, and fun environment. The following are Club rules, and the consequences for not following them. Club staff and management reserve the right to choose which consequence corresponds with the severity of situations on a case-by-case basis. If a citation is given to a member, it must be signed by a parent or guardian in order for said member to return to the Club. Decisions made by Branch/Site Directors are final.

GROUP A

- Follow all directions
- Treat everyone with respect
- No running, except in the gym/outside
- No chewing gum or seeds
- Keep food and drink in designated areas
- Do not go behind the front desk for any reason
- No wheels allowed in/around the Clubhouse (including scooters, bikes, skateboards, "heelies", rollerblades, roller skates, etc.)
- All personal items must be put away neatly
- No sitting on tables or desks
- Sign yourself in and out each day
- Do not open exterior doors
- All clothing must be appropriate and non-offensive
- Sports equipment should be used in the gym only

1 st WARNING	2 nd WARNING	3 rd WARNING	4 th WARNING
Verbal Warning	Write-Up (Citation)	Suspension	Expulsion

GROUP B

- No cursing or disrespectful language to staff or fellow members
- Do not go into any area of the Club without staff being present
- No misuse, damage, or destruction of Club or Club members' property
- No loitering outside the campus, at the front desk, or in unsupervised area without permission
- Treat staff, volunteers, and fellow members with respect at all times
- No loitering outside the campus without permission

1 st WARNING	2 nd WARNING	3 rd WARNING
Write-Up (Citation)	Suspension	Expulsion
ALL SITUATIONS	Replace/repair damaged property	
Member or member's family must pay the full replacement cost of any property damaged intentional or accidentally by misuse		

GROUP C

- No using personal electronic devices to access inappropriate sites or to take pictures or videos

of other members

- No accessing social media to post photos or videos of other members, with or without their consent, including taking “selfies” that capture others in the photo or video
- No fighting, rough-housing, or unwanted physical contact of any kind
- No weapons or anything that is used as a weapon
- No willful defiance of staff

1 st WARNING	2 nd WARNING
Suspension	Expulsion

Pool Rules & Regulations

PLEASE NOTE: All members will be required to complete a swim assessment prior to entering the pool.

If thunder or lightning occurs 30 minutes before any aquatic activity, it is the policy of the Boys & Girls Club of Pasadena to cancel those activities for the safety of our members. This policy is recommended by the National Lightening Safety Institute. Because swimming pools are connected to a much larger surface area via underground water pipes, gas lines, electric and telephone wiring, etc., lightning strikes to the ground anywhere on this metallic network may induce shocks elsewhere.

Pool Rules

- No swimming when pool is closed.
- No swimming when lifeguard is not on duty.
- No running on deck.
- No dunking, splashing, or horseplay inside the pool.
- No diving or jumping in any depth under 5 ½ feet.
- No toys, floating devices (floating life vests, etc.), snorkels, or masks allowed in the pool—unless part of an authorized class.
- No gum, chewing, spitting, spouting, nose blowing, or urinating in the pool.
- No consumption of food or glass containers allowed in the pool area.
- Socializing with or distracting the lifeguard on duty is prohibited.
- Only appropriate swim wear is allowed in the pool.
- All swimmers must shower before entering the pool.
- All members must abide by lifeguard’s rules and regulations.

Technology User Agreement

Privilege

Use of the Boys & Girls Club of Pasadena and personally-owned devices is a privilege. By participating in the use of these resources, members agree to be subject to and abide by this Technology User

Agreement. Willful violation of this agreement will be treated as misconduct and subject to appropriate disciplinary action.

General Use Rules for Technology Devices

A BGCP-owned device includes all BGCP-owned existing and emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.

A personally-owned device includes all member-owned existing and emerging technologies and devices that can take photographs, play and record audio or video, input text, upload and download content and/or media, and transmit or receive messages or images.

Emerging technologies and devices include but are not limited to cell phones, computers, tablets, gaming devices, and storage media (e.g., flash drives), as well as communication tools including social media sites, text messages, chat and websites.

Club purposes include program activities, career development, communication with experts and/or Club peer members, homework, and Club activities. Members are expected to act responsibly and thoughtfully when using technology resources. Members bear the burden of responsibility to ask staff when they aren't sure of the permissibility of a particular use of technology prior to engaging in the use.

Personally-owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally-owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Any inappropriate use of a personally-owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device (to be return to parent/guardian at the end of the day), immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

Inappropriate communication includes, but is not limited to, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted or spoken by members; information that could cause damage to an individual or the Club community, or create the danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Members may not use any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others in their community. This behavior is cyberbullying, which is bullying that takes place using emerging technologies and devices. Examples of cyberbullying include mean text messages or emails; rumors sent by email or posted on social networking sites; and embarrassing pictures, videos, websites or fake profiles. Any cyberbullying that is determined to disrupt the safety and/or well-being of the Club, Club member, Club staff or community is subject to disciplinary action.

Members must be aware of the appropriateness of communications when using Club or personally

owned devices. Inappropriate communication is prohibited in any public messages, private messages and material posted online by members.

Monitoring and inspection. Boys & Girls Club of Pasadena reserves the right to monitor, inspect, copy and review a BGCP-owned or personally-owned device at any time. Boys & Girls Club of Pasadena reserves the right to monitor, inspect, copy and review a personally-owned device that is brought to the Club. Parents/Guardians will be notified before such an inspection takes place and may be present, at their choice, during the inspection. Parents/Guardians may refuse to allow such inspections. If so, the member may be barred from bringing personally-owned devices to the Club in the future.

Internet access. Boys & Girls Club of Pasadena reserves the right to monitor communication and internet traffic, and to manage, open or close access to specific online websites, portals, networks or other services. Members must follow Club procedures to access the Club's internet service.

Loss and damage. Members are responsible for any damages incurred by inappropriate use of BGCP computers or other equipment. Members are responsible for keeping personally-owned devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

Parental notification and responsibility. Supervision of usage may not always be possible while members use the internet. Due to the wide range of material available on the internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for BGCP to monitor and enforce a wide range of social values in student use of the internet. If parents do not want members to access certain information, parents should instruct members not to access such materials.

Staff Interactions and Keeping Your Member Safe

At the Boys & Girls Club of Pasadena, Child Safety is our **#1 priority**. We work every day to create a safe, inclusive and fun environment so kids can have every opportunity to be successful in life. We have no tolerance for inappropriate behavior of any kind, including child sexual abuse or misconduct, and we put resources behind that stance.

Case Management & Mentorship

All young people need support, not only in their families, but also at school and in the community, and having a variety of people positively involved in their lives offers new opportunities and experiences to help them develop self-confidence.

Through various grant opportunities, BGCP offers several types of mentoring/case management experiences to our youth. Whatever the arrangement, the mentor/case manager will get to know your child or teen as an individual and provide support throughout the relationship.

- *Individual mentoring/case management* – Your child or teen may meet with a mentor/case manager one-on-one, which allows for a caring adult to focus solely on him or her.
- *Group mentoring/case management* – The most common form of mentoring/case management in Clubs involves one mentor/case manager meeting with a small group of Club members at the same time, allowing for group discussion, individual sharing and organized activities. Because youth often are influenced by their peers, a group mentoring/case management program can be a powerful experience.

What's the difference between Mentoring & Case Management programs?

Mentoring is a relationship your child will build with a Staff member to discuss goals (in school, relationships, family, friends, etc.) and ways to accomplish those goals. Mentoring normally does not need participation from families.

While there are the same components in Case Management as mentoring, our Case Management Program also has a behavioral component and focuses on mental health as well. Case Management also provides access to resources to members as well as their families. Family participation occurs more often in case management.

In some instances, BGCP will need to collect demographic information to report to funders in both mentoring and case management. Your individual responses will remain confidential, but are required.

Discipline & Suspension

It is strictly against policy to resort to physical punishment of any sort when dealing with discipline of a member. Any employee who strikes, pushes, or otherwise touches a member in a physically aggressive or inappropriate manner will be subject to immediate termination.

One-on-One Contact

Boys & Girls Club of Pasadena is committed to providing a safe environment for members, staff, and volunteers. To ensure their safety, one-on-one interactions between youth and staff and volunteers, including board members is **strictly prohibited**. One-on-one contact is defined as any private contact or communication (including electronic communication) between a member under the age of 18 and an adult, including staff, volunteers, board members, and others that may come in contact with members during regular programming or after hours.

Restroom Policy

The Boys & Girls Club of Pasadena is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers and other adults.

Restrooms shall be regularly monitored by designated staff at a schedule set by a Supervisor. A male employee shall be monitoring the boys' restroom and a female employee shall monitor the girls' restroom. Bathrooms shall be ADA compliant and one all-gender bathroom shall be available. Monitoring includes walk-throughs and inspections set by a Supervisor.

Staff shall:

- Only use designated adult restrooms. Should separate restrooms be unavailable, staff shall use restrooms at designated intervals to ensure they are not using restrooms at the same time as youth members.
- Intervene and notify the Supervisor should inappropriate conduct be observed.
- If Staff observes unacceptable restroom conditions,
 - Immediately notify the Supervisor
 - Complete an Incident/Accident form
- Ensure restrooms are regularly cleaned and sanitized.

Locker Rooms

Locker rooms shall be regularly inspected and monitored by a designated same gender staff and/or volunteer at a schedule set a Supervisor. Staff must adhere to the established supervision ratios of 3:1 at all times.

Before youth members enter the locker room, staff should complete a sweep of the facilities to ensure no unauthorized adults or youth are inside. Staff should position themselves outside the locker room changing area near the door in order to be visible and within listening range without infringing on members' privacy. Exterior locker room doors should remain open when in use by youth, as long as this does not violate the privacy of those inside.

No audio or video recording devices are allowed in the locker rooms, including cellphones.

Prohibition of Sexual Abuse & Sexual Misconduct with Club Members

The Boys & Girls Club of Pasadena is committed to providing a safe and respectful environment for our members, and will not tolerate any sexual abuse or sexual misconduct toward or by any member. Sexual abuse and sexual misconduct shall be interpreted to mean any sexual interaction between a child and another person (including another child) in a position of power over the child. Specific acts may include inappropriate physical contact, viewing pornography, exposing oneself to another person, enticing others to expose themselves, inappropriate language, or any other behavior that is a violation of the organization's Code of Conduct or Employee Handbook.

Unless authorized in advance by a Supervisor, adult staff and volunteers shall not:

- Be isolated with a member on Club premises, when transporting a member, or at any off-site Club activity
- Initiate conversations with members about sexual matters. If a member initiates a conversation about sexual matters with a staff or volunteer, the adult shall limit the conversation to the child's immediate concerns and shall provide a written incident report to the Supervisor within 24 hours;
- Engage in off-site social activities with members. Such interactions may include meetings, telephone conversations, texting, social networking, email, or Internet communication.

All persons are prohibited from the access, display, production, possession or distribution of pornography on Club premises or equipment.

Any suspected sexual abuse or misconduct will be treated as a serious matter and documented by written Incident Report within 24 hours. When applicable, the incident will be reported to the appropriate authorities.

All staff and volunteers are required to read and sign a statement informing them of their duty to report suspected sexual abuse or misconduct, and their willingness to cooperate fully. Failure to comply with any part of this policy will result in corrective actions. Any suspicion or allegation of abuse or misconduct will be treated as a serious matter and, when applicable, will be reported to the appropriate legal authorities.

Dispensing of Medication

As a general rule, the Boys & Girls Club of Pasadena staff and volunteers are not authorized to dispense medication of any kind to members. This includes pain relievers such as aspirin, non-aspirin, and cold medication.

However, if a member is currently taking prescribed medication and it must be taken while the member is on Boys & Girls Club of Pasadena premises, the parent/guardian must write a note to that effect, giving the Boys & Girls Club of Pasadena permission to administer the medication. Only the dosage to be taken that day will be allowed to be kept in a secure place in Boys & Girls Club of Pasadena. No medication is to be dispensed without a Supervisor and/or CEO's approval.

Preferential Treatment

All staff members shall be consistently sensitive to members and avoid any practices, which could be construed as preferential treatment of any member or group of members. Youth are impressionable and the hint of partiality can be detrimental. All members are to be treated with courtesy and respect.

Protection of Children

Any activity, intentional or not, that is abusive or harmful to a member will be dealt with immediately and, if criminal in nature, will be referred to the appropriate authorities for disposition. All situations in which abuse is suspected, whether committed by a staff member or Club member, or person outside of the Boys & Girls Club of Pasadena such as a parent, relative, or acquaintance must be immediately reported to a Supervisor and Senior Management. The CEO will be notified immediately should a Boys & Girls Club of Pasadena staff member be accused or suspected of such activity. Appropriate remedial action will be taken after an investigation is completed.

Movies

Club members 12 years of age and under are allowed to view PG (or lower rated movies) only. Club members 13 years of age and older are permitted to watch PG13 (or lower rated movies). All R-rated movies will need to be approved by the VP of Program Strategy & Impact and all parents must sign a permission form.

Social Media Policy

Staff members and volunteers are prohibited from any kind of personal relationship with Club members or volunteers via social media outlets, including being "Friends" on Facebook, or "Followers" on Twitter. Members and parents/guardians should use good judgement when posting on BGCP social media platforms. **Inappropriate communication** includes, but is not limited to, obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by members; information that could cause damage to an individual or the Club community, or create the

danger of disruption of the Club environment; personal attacks, including prejudicial or discriminatory attacks; harassment (persistently acting in a manner that distresses or annoys another person) or stalking others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If a member is told to stop sending communications, that member must cease the activity immediately.

Religious Programming Policy

The Boys & Girls Club of Pasadena is a secular organization, meaning it can teach, but not preach, about religion. The Boys & Girls Club of Pasadena may instruct Club members about religion in an even-handed, objective manner, such as discussing the impact of religion on history, art, music and literature, or teaching a course on comparative religion. But it may not teach religiously-based curriculum.

Surveys

BGCP periodically surveys its members about his or her Club experience and behaviors, skills and attitudes using Boys & Girls Clubs of America's (BGCA's) National Youth Outcomes Initiative Survey (NYOI) or other survey instruments. This survey helps to ensure our Club's programs meet the needs and interests of your child(ren). All information provided in this survey is kept private and confidential. Your child(ren)'s participation is voluntary. Please notify the Site Director if you would prefer that your child(ren) not participate.

Culture of Safety

The Boys & Girls Club of Pasadena continually updates robust safety policies, programs and training for staff and volunteers to promote child safety and protect young people from threats in our society. These resources include but are not limited to:

- Hands-on Crisis Management Training with our local law enforcement
- Health & Safety Training with various groups and organizations in our community

Safety Policies

The Boys & Girls Club of Pasadena maintains comprehensive safety policies that protect youth, including but not limited to policies on supervision, transportation, communication, and prohibition of one-on-one contact.

24-hour Toll-free Child Safety Hotline

We encourage all staff, members and families to report any incident or situation they feel is unsafe. Through our national partnership with Praesidium, one of the nation's leading safety experts, the Boys & Girls Club of Pasadena members and staff have access to a confidential 24-hour toll-free Child Safety Hotline at 866-607-SAFE (7233) or SafeClub@Praesidiuminc.com.

Mandatory Background Checks

Mandatory criminal background checks are required upon hire and annually for every staff, volunteer, and board member at BGCP. All potential employees and volunteers are run through the National Sex Offender Registry. Likewise, any visitor spending more than one visit at the Club (e.g., special teacher, etc) are required to have a background check.

Required Immediate Reporting

The Boys & Girls Club of Pasadena staff and volunteers are all mandated reporters and are required to report any critical incident/safety concern to local authorities immediately. We are also required to report any critical incident to Boys & Girls Clubs of America within 24 hours.

Mandatory Annual Safety Assessments

We employ a multi-tiered safety assessment approach to ensure we continually make improvements to safety at our Clubs, both traditional and school-based facilities.

Safety Trainings

Ongoing training and supervision of staff are critical. We participate in a wide variety of child safety trainings through online courses, seminars, conferences, and webinars. We also engage leading third-party safety experts to provide guidance for our policies and approaches.

Safety Committee

The Boys & Girls Club of Pasadena has a dedicated Board-led Safety Committee to provide input and guidance on local policies and safety strategies. Priorities and initiatives include:

- Social/emotional support for all staff and Club members
- Hands-on safety training with local law enforcement
- Enhancing exterior of facilities to improve overall physical safety
- More regular safety trainings for staff due to high turnover

CPR Training

100% of our Staff is CPR and AED certified.

Mandatory Employee Reference

Any employee interested in moving from one Club to another Boys & Girls Club is required to have a written reference from their previous Club, even if the Clubs are within the same community.

State and Local Laws

We comply with federal, state and local safety laws, including those impacting facilities and vehicles.

Safety Partnerships

Nationally, Boys & Girls Clubs of America works with leading experts in the areas of safety, security, and technology to develop state-of-the-art solutions for Clubs. Partners include:

- National Child Safety Advisory Task Force, made up of leading experts and organizations
- Blue Ribbon Taskforce, composed of local Club leaders who provide input on safety direction and key safety initiatives
- Mental Health First Aid, a national program that teaches skills to recognize and respond to signs of mental illness and substance abuse
- Crisis Text Line, a confidential text message service for youth in times of crisis

Locally, the Boys & Girls Club of Pasadena partners with:

- Pasadena Police Department, Pasadena Fire Department, and city departments
- Day One
- Pacific Clinics
- Young & Healthy
- Hillside
- Sycamores Child and Family Services
- Bolton Insurance Company
- Pasadena Unified School District
- Living Success Center
- And others

All of our Club sites are equipped with video cameras to ensure the safety of our members. In the event there is a situation in which video camera footage must be viewed, only law enforcement, CEO, VPs, and Directors are able to view footage

In July 2020, Boys & Girls Club organizations voted to adopt additional safety measures to further improve safety within our Clubs. Though many of these practices were already commonplace across the Movement, this vote made them mandatory for all Clubs. These include more stringent reference and background checks, enhanced Safety Committee requirements, stronger communication of key safety resources and information, and more. With unprecedented majority, on July 26, 2021, local Boys & Girls Clubs voted in record number to adopt additional membership requirements that further enhance child safety, implementing recommendations from the *Rape, Abuse, & Incest National Network* (RAINN) that began in 2020 and will continue over the next two years - a demonstration of our continued commitment to keeping kids safe.

Nationally, Boys & Girls Clubs of America has advocated for passage of the U.S. PROTECT Act to improve background screening systems and access. The national organization has also partnered with the FBI, the National Center for Missing & Exploited Children, and the Centers for Disease Control to support the development of safety practices that benefit ALL youth serving organizations.

America's young people deserve nothing less than our constant focus on their safety and our firm commitment to protect every child who is entrusted to our care at the Boys & Girls Club of Pasadena. To learn more about our national safety policies and actions, please visit Boys & Girls Clubs of America's Child Safety page.

Conclusion

Boys & Girls Club of Pasadena has provided outstanding youth development for children and teens in the greater Pasadena area for more than 85 years. We take the responsibility of caring for your kids very

seriously and always welcome your partnership in our quest to give them the most optimal out-of-school experience possible.

