



Parent Handbook July 1, 2026- June 30, 2027

Dear Parent(s) or Guardian(s),

Welcome to the Boys & Girls Club of North Lake Tahoe (BGCNLT)! We look forward to building a strong and long lasting relationship with your family.

This handbook is designed to give you 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 BGCNLT!

About BGCNLT

The Boys & Girls Club of North Lake Tahoe is a youth development organization dedicated to all youth and teens in the North Tahoe and Truckee region. Formed in 1998, the mission of BGCNLT remains the same: to inspire and enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible community members.

BGCNLT is chartered under the Boys & Girls Club of America but independently operates all Club sites and funds operations with local support. BGCNLT is a 501 c 3 with Fed Tax ID # is 31-1549603.

Please visit our website for up-to-date information on programming and events.

www.bgcnlt.org

You can also follow the Club on Instagram @BGCNLT and on Facebook @BGCNLT

BOYS & GIRLS CLUB OF NORTH LAKE TAHOE SITE CONTACT INFORMATION

Kings Beach Clubhouse

Main Clubhouse #: 530-587-3760

Contact: Maggie Mayer, Kings Beach Clubhouse Manager

Location: 8125 Steelhead Ave. Kings Beach, CA 96143 (Next to Kings Beach Elementary School)

Hours of Operation

Before School Program: Monday - Friday 6:45 - 8:15 AM

After School Program: Monday - Friday 2:15 - 6:00PM

TTUSD Minimum Days: End of School - 6:00PM

Members are served meals daily 2:45 - 3:15 p.m.

School Breaks (closed federal holidays): 8:00 AM - 5:00PM

Summer Camp Hours of Operation: Monday-Friday 8:00 AM - 5:30 PM

**BGCNLT participates in the Child and Adult Care Food Program (CACFP). Meals are free to all students. BGCNLT is an equal opportunity provider.*

**BGCNLT participates in the Summer Food Service Program during the summer months. Meals are free for all participants. BGCNLT is an equal opportunity provider.*

Duffield Youth Program, Incline Village

Club #: (775-762-CLUB) 775-762-2582

Contact: Duffield Youth Program Manager

Location: 915 Northwood Blvd., Incline Village, NV 89451
(Within Incline Elementary School)

School-Year Hours of Operation:

Before School Program: Monday - Friday, 7:45 - 9:20AM

WCSD 2 Hour Delay: Club begins 2 hours later at 9:30AM

Observes WCSD-Incline Snow Day Policies

After School Program: Monday - Friday, 3:15pm - 6:00pm

Wednesday (early release), 2:30pm - 6:00pm

Summer Hours of Operation

Monday -Friday 8:00AM - 5:30PM

**BGCNLT participates in the Summer Food Service Program during the summer months. Meals are free for all participants. BGCNLT is an equal opportunity provider.*

Truckee Elementary School Site

Club #: 530-582-3755

Contact: Aaron Wright, Truckee Site Manager

Location: 11911 Donner Pass Rd., Truckee, CA 96161
(Within Truckee Elementary School)

School-Year Hours of Operation

After School Program: Monday-Friday 3:10 - 6:00PM

TTUSD Minimum Days: 12:00 - 6:00PM

Members are served snack daily 3:20 - 3:45PM

*BGCNLT TES Site participates in the Child and Adult Care Food Program (CACFP).
All meals are free to participants. BGCNLT is an equal opportunity provider.*

Summer Hours of Operation:

Monday - Friday: 8:00 AM - 5:30PM

Alder Creek Middle School Site

Club #: 530-608-2245

Location: 10931 Alder Dr, Truckee, CA 96161
(At Alder Creek Middle School)

Hours of Operation:

After School Program: Monday - Friday, 2:15 - 6:05PM

TTUSD Minimum Days: End of School - 6:00PM

2026-2027

BGCNLT Calendar

July '26						
Su	M	Tu	W	Th	F	Sa
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
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August '26						
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30	31					

September '26						
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October '26						
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November '26						
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December '26						
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January '27						
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February '27						
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March '27						
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April '27						
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May '27						
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June '27						
Su	M	Tu	W	Th	F	Sa
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27	28	29	30			

Holidays & Club Closures

Jul 03	Independence Day (observed)
Sep 07	Labor Day
Oct 12	Incline Only-Teacher Prof Day- CLOSED
Oct 30	Nevada Day HARVEST FEST
Nov 03	Incline Only-Teacher Prof Day- CLOSED
Nov 11	Veteran's Day
Nov 25-27	Thanksgiving
Dec 24-25	Christmas holiday/Winter Break
Jan 1	New Years Day
Jan 04	Incline Only-Teacher Prof Day- CLOSED
Jan 18	MLK Day
Feb 15	President's Day
Feb 16	Staff Training-All Sites Closed for Programs
May 31	Memorial Day
Jun 18	Juneteenth (observed)

BGCNLT Events for all Club Families

Oct 30	Harvest Fest @ Kings Beach Site
Nov 19	Thanksgiving @ KB Site w/ Ritz Carlton
Dec 04	Holiday Tree Lighting w/ NTPUD
Feb	Clubbies Award Show

Summer Programming

Aug 07	Last Day Summer 2026 Truckee/Incline Site
Aug 21	Last Day Summer 2026 Kings Beach
Apr 01	Summer 2027 Registration Opens

*summer 2027 dates will be released in March 2027

School Year Programs

Aug 17	Incline Only First Day Fall 2026 Programs
Aug 26	First Day Fall Program TES, ACMS, and KB ELOPFall Program Starts (KB and Truckee)
Oct 5-9	Incline Only Fall Break. CLUB OPEN
Dec 21-23	Winter Break: KB site OPEN
Dec 28-31	Winter Break: KB site OPEN
Feb 17-19	Incline Only Ski Skate Week CLUB OPEN
April 5-9	Incline Only Spring Break CLUB OPEN
April 12-16	TTUSD Schools Spring Break CLUB OPEN
Jun 09	Last Day School Year Programs - Incline
Jun 16	Last Day School Year Programs Truckee, ACMS, and KB (ELOP School Yr End Date)

* Club sites will be open on minimum days

* All dates subject to change and dependent on actual last days of school

(Draft 3.13.2026)

Other BGCNLT events, program opportunities, and dates are added to this list throughout the year. For more up-to-date event information, please refer to our website at www.bgcnl.org, subscribe to the BGCNLT e-newsletter, or call any Club site for updated information.

PROGRAM OVERVIEW

BGCNLT programs are designed to meet the physical, emotional, cultural, and social needs and interests of all our members. Programs are offered in the following areas:

- **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.
- **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.

BGCNLT FOOD SERVICES:

BGCNLT participates in numerous food programs that allow the Club to offer FREE meals and snacks to all participants.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity. 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 530-582-3760.

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.

Boys & Girls Club of North Lake Tahoe Early Release and Late Arrival Policy - (ASES PROGRAM @ Kings Beach Elementary School)

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:

- Medical appointment or illness
- Family Emergencies
- Attending another community sponsored or school program
- 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.

CLUB MEMBERSHIP & ENROLLMENT

Any youth in Transitional Kindergarten (TK) through 12th grade may join the Boys & Girls Club of North Lake Tahoe.

SCHOOL YEAR:

Annual SY Membership: (*K - 12th Grade*) - \$20 membership fee - Every child must be a member of the Boys & Girls Club of North Lake Tahoe. (Summer membership and programming is not available for incoming TK students.)

School Year Fees - BGCNLT School fees are \$800 for all youth Kinder- 5th grade (\$80 per month) (Payment plans and prorated rates available depending on time of registration). School Year registration will begin the first week of August. ***The membership is valid August 1st - June 30th.***

BGCNLT Membership includes before and after school programs, minimum days, snow day program (KB location only), morning program (KB/IV locations only) and breaks (not including summer membership/fees).

SUMMER:

Summer Camp Membership: A \$20 fee will be applied to all youth attending summer camp K-12th.

Weekly Summer Day Camp Fee: The weekly day camp fee is \$165 for Kinder - 5th grade. Field trips & Specialty camps are **NOT** included.

Daily Drop In: 1st - 5th grade Members can drop into summer camp daily for \$82.50. Kinder drop in's can happen if there is room on that day for a youth member. Parents must call the Front Desk prior to dropping off. **Payment for daily drop in must be paid at drop off.**

Specialty Camp fees vary: Four day specialty camps are \$180. Any specialty camps that run for two-weeks (Great Futures Productions) have a price of \$360.

Youth participating in specialty camps or field trips may add-on the full day for an additional \$80 per week. There is no weekly fee for Teen drop-in hours. Additional fees may apply to field trips, specialty camps etc.

Teen Annual Program Fee: \$150 valid while school is in session, includes after school programming, minimum days and breaks.

HOW TO ENROLL

BGCNLT utilizes an online registration system called MyClub Hub. All families will need to register for a new account in the system in order to enroll.

PAYMENT FOR ENROLLMENT IN SCHOOL YEAR & SUMMER CAMP

School Year Payments: Parents are responsible for the annual/monthly cost of SY fees and any additional programs your child is enrolled in. The Club provides scholarships (based on income) and monthly payment plans built into your account. All school year payments **MUST** be completed before your child is enrolled in a different season.

Summer Payments:

All summer fees must be paid prior to your child attending summer camp. This includes field trips and specialty camps. Parents will need to walk their child into Club the first day of every week and confirm with the front desk that the week of camp is paid in full.

If you have questions about your payments, please contact the site your child attends.

BGCNLT 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.

CLUB RULES & POLICIES

The Boys & Girls Club has adopted a simple set of rules to guide children when they are in the Club.

- Sign in and out every day
- Follow all staff directions
- NO CELL PHONES or ELECTRONIC Devices are allowed at Club
- 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!

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.

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. Please ensure that Club member names are on all personal items and that all items are 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 (IE: PHONES & TABLETS)

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.

DISCIPLINE, BEHAVIOR SUPPORT, & SAFETY

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.

BGCNLT uses a trauma-informed, human-centered approach to support youth and address challenging situations. Decisions about accommodations are made on a case-by-case basis through a team review that may include youth, families, and staff. All decisions are documented, alternatives are considered, and outcomes are monitored to ensure fairness.

Staff are trained in trauma-informed de-escalation, conflict resolution, and strategies to support diverse behavioral needs, including active listening, co-regulation, and restorative conversations.

To maintain a safe and supportive environment for all participants, the program follows a three-strike behavior policy. The guidelines below summarize our suspension and disciplinary procedures.

CONSEQUENCE GUIDELINES

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

Three Strike Rule: Each member has three citations for poor behavior. If a member engages in the following, they are subject to a citation.

Inappropriate behavior includes, but is not limited to:

- Teasing one another
- Spitting,
- Hitting
- 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 of 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
- Damage to the BGC facility or equipment. Members are expected to reimburse the Club for any damages and will be billed. If members can not pay, they will work off the damages with community service hours.

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. While membership status 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.

CLUB MEMBER SAFETY

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 the front desk coordinator 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

Members 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 times. Designated support staff should ensure that not more than two members are in the restroom at a given time.

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 parents ability to be on Club property.

Club Security

- 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 the Duffield Youth Program-Incline Village 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.
- 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 have received and read the 2026-27 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 Signature & Date (**signed electronically in MyClubHub**)