



## VACAVILLE NEIGHBORHOOD BOYS & GIRLS CLUB



### Parent Handbook

100 Holly Lane  
Vacaville, CA 95688  
707-999-5034  
[www.vnbgc.com](http://www.vnbgc.com)

**Our Mission:** To inspire and empower all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

**Our Vision:** That all Club members graduate from high school with a plan for their future, demonstrating good character and citizenship, and leading a healthy lifestyle.

### What is the Boys & Girls Club?

The Vacaville Neighborhood Boys & Girls Club (VNBGC or the Club) is a non-profit service organization that provides youth development opportunities for children ages 6 to 18 with a priority focus in the area of Academic Success, Character and Leadership development, and Healthy Lifestyle.

### Membership and Registration

Parents/guardian must fill out a membership application COMPLETELY and sign the parent handbook/agreement before the registration is finalized. Once enrolled, a child must attend the Club at least four days a week in order to be considered "active". If your child attends less than four days per week, they may be considered "inactive" and may lose their membership status. Parents must maintain communication and give as much advance notice as possible if your child will miss consecutive days at the Club.

### Membership Dues

Membership dues vary between the school year and summer. Dues must be paid in full at the beginning of each week prior in the summer. Refunds are not allowed but may be reviewed on a case-by-case basis. Once registered, each child will receive a membership number that must be presented to the front desk staff each time they enter and exit the Club.

Scholarships are offered to families experiencing financial constraints and who meet the Housing Urban and Development income guidelines considered to be low to extremely low household income level. If you believe you qualify for a scholarship, proof of income and family size must be presented. Please provide a copy of your most recent tax return. If you do not have a tax return you must provide a written explanation and other proof of income such 2 months of wage statements. Scholarships reduces the weekly membership rate to \$20/week for the summer.

### Programs

VNBGC offers enrichment activities to members in five key program areas: academic success, character and citizenship, healthy lifestyles, fine arts, and recreation. Members are divided by age and sometimes

gender for age-appropriate curriculum in order to implement the most effective and valuable programming possible. Members are also guided through a schedule of programs so that each child is exposed to all of our programming areas. All Club members are expected to participate in scheduled activities.

### **Discipline**

The following is only a guideline and actual consequences are determined on a case-by-case basis at the discretion of the Site Supervisor.

- **Minor Offenses:**
  - 1<sup>st</sup> Offense: Verbal warning/time out of program
  - 2<sup>nd</sup> Offense: Talk with Site Supervisor about proper behavior, parent /guardian will be notified.
  - 3<sup>rd</sup> Offense: Sent home for the day
- **Major Offenses:**

All major offenses can constitute an automatic suspension or possibly expulsion without warning. These offenses include but are limited to: fighting, inappropriate language, stealing, inappropriate touching, gang activity, bullying, and racism.

### **Dress Code**

Club members should dress comfortably and wear clothes that allow them to participate in typical Boys & Girls Club activities and programs. We follow the same standards as the school and expect the following:

Footwear: Closed-toe shoes must be worn at all times for safety reasons. Flip-flops, sandals, cleats, and Healy's are not allowed except when specified for special events.

Clothing: Clothes that are prohibited include – halter tops, spaghetti strap tank tops, hats (Including do-rags, and bandanas), anything gang-related, sagging or pants with excessive holes, large jewelry, anything relating to sex or drugs, or shirts that expose the midriff.

### **Illness & Accidents**

No child will be allowed to attend the Club if they are ill, have been ill and not fully recovered, or if there is a reasonable assumption that they are ill. If your child was absent from school then they need to stay home from the Club as well for the health of other children and staff. If you are called

to pick up your child, you must do so within the hour of the call. Club members must also adhere to COVID-19 protocols. See attached waiver.

### **Club Members Computer Use Policy**

Club members are not allowed to use the computers to send or receive email (unless it is related to homework) or visit social media websites. Staff may revoke members' computer privileges at anytime for any violation of the posted computer policy.

### **Club Property**

Parents are liable for damages to Club property due to their child's misconduct, neglect or improper use.

**Disclaimer** - We are operating in unusual times and currently adhere to the following pandemic protocols.

- Participant grouping will be regulated in alignment with CDC guideline.
- Social distancing will apply to all spaces within the Club; thus, impacting the overall amount of youth we can serve.
- Both hand sanitizing and washing are implemented throughout the day beginning upon arrival.
- Parent must provide Club members with masks. Said masks must also be routinely washed and sanitized.
- Staff and Club members will have their temperature taken upon arrival and exit of the Club.
- Members exhibiting signs of illness will be sent home immediately and not allowed to return for 14 days.

**By signing, you agree with the above terms and conditions of membership participation:**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_