



**BOYS & GIRLS CLUBS
OF SONOMA-MARIN**

Member Handbook

GREAT FUTURES START HERE.

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Our Mission

To enable all young people, especially those who need us the most, to reach their full potential as productive, caring, and responsible citizens.

Core Areas

Boys & Girls Clubs offers programming* in the following core areas:

Leadership & Service

Helping youth become responsible, caring citizens and acquire skills for participating in the democratic process is the main thrust of these programs. They also develop leadership skills and provide opportunities for planning, decision-making, contributing to Club and community and celebrating our national heritage.

Academic Success

These programs help youth create aspirations for the future, providing opportunities for career exploration and educational enhancement. An important component of our Academic Success programming is Power Hour, an hour dedicated to homework support run daily. Team Members offer help to Members, facilitate high yield learning activities in the absence of homework, and create incentives for homework completion. Club Staff work closely with teachers and school personnel to ensure homework completion. Members are expected to bring their homework along with a positive attitude, to work diligently, and participate.

Health & Life Skills

These initiatives help youth achieve and maintain healthy, active lifestyles with a focus on wellness practices and mental/emotional health.

Creative Expression

These initiatives help young people enhance self-expression and creativity, develop multicultural appreciation, provide exposure to and develop skills in crafts and visual, performing and literary arts.

Sports & Recreation

These Club programs help develop fitness, a positive use of leisure time, reduction of stress, appreciation for the environment, and social and interpersonal skills.

Some individual programs may require a parent signed permission slip in order for your child to participate.

Boys & Girls Clubs of Sonoma-Marín does not discriminate based on disability, race, religious beliefs, sexual orientation, gender identity, or national origin.

Membership Information

Eligibility & Enrollment Process

Club Membership is open to all youth between 6–18 years old in the 1st through 12th grades (certain Clubs' Membership eligibility requirements are based on attending the school where those Clubs are located and may include TK and Kinder registrations). The process for enrollment is first come, first serve, and subject to availability. If the Club has reached Membership capacity, parents/guardians may elect to add their child to the waitlist.

Work Based Learning Participants

All Members ages 13-18 will participate in a work-based learning program. Participation/selection is intended to build developmental and workforce readiness skills. These Members must complete mandatory BGCA Program: In-Club Work Based Learning Program within first year of Teen Membership.

Eligibility

Age 13-18: Age 18 should only be eligible to participate if they are registered Members of the Club and have not yet graduated from high school.

All applications must be completely filled out to hold Members' spots at Club. Parents must notify the Program Director if any information changes.

Cost

The annual Club Membership dues are \$25 per child; it is non-refundable and due upon registration. Club Memberships are for one year and expire the day before the first day of school each year, regardless of the registration date. Clubs may have additional program fees. Please check with your Program Director for further information about additional fees.

- Fee Based Services

Some Clubs are fee based after school programs. Please ask your Club Program Director if your Club is a fee based location and what the specific fee structure is for your child's Club.

- Payment Options

We accept money orders, cashier checks, check, and credit cards. We also accept online payments, please visit our website: bgcsonoma-marin.org to make a payment. Limited scholarships are available through Boys & Girls Clubs, Community Child Care Council (4Cs), and Sonoma Works.

There are additional costs for Camp, including summer and school break Camps, as well as any special events, such as field trips or sports programs. Informational fliers are published and are available prior to each camp session detailing specific programs, activities, field trips, and costs. A separate camp application must be completed for each attending Member with a \$10 nonrefundable deposit per day.

Special Accommodations

Boys & Girls Clubs of Sonoma-Marin is an *all abilities and inclusive* youth development organization. Those youth that require special accommodation (e.g. I.E.P., a diagnosed behavioral condition, developmental delay or disability) must document their child's needs on their Membership application. A one-to-one meeting with the Club Program Director will be arranged to discuss/determine eligibility. Eligibility criteria for enrollment are as follows:

- Member uses the toilet or urinal like same age peers
- Member changes their volume depending upon the requirements of the setting (i.e. loud in gym, quiet in study room) like same age peers
- Member is willing to try new activities like same age peers
- During play, Member follows rules (stated and implied) like same age peers
- Member follows routines and directions like same age peers
- Member is as emotionally regulated as same age peers
- Member manages transitions like same age peers
- Member initiates interactions with others like other same age peers

Club Logistics & Information

Attendance Requirement

Numerous studies show that children and youth that attend after school programs—like Boys & Girls Clubs—15-20 hours per week improve their grades in school, are more physically active, and are more likely to avoid unhealthful behaviors. In order for your child to truly benefit from all of our enrichment programs we ask that you pick-up your child at the end of the programming day, typically at 6pm.

If your child is enrolled at an ASES-funded site, your child is expected to participate in the after school program everyday (Monday-Friday, five (5) days per week) and for a total of no less than fifteen (15) hours per week, excluding holidays and service days. This attendance requirement is strictly enforced. If there are more than three (3) unexcused early release days or absences, Boys & Girls Clubs of Sonoma-Marin reserves the right to remove your child from the program.

Child Nutrition Program

Boys & Girls Clubs of Sonoma-Marin is proud to offer our Child Nutrition Program at 27 of our Clubs. This is possible through the Child and Adult Care Food Program (CACFP), which is a state and federally funded program that allows us to serve approximately 23,000 meals per month. The objectives of the program are to:

- Improve the diets of children under 13 years of age by providing the children with nutritious, well-balanced meals. (while the program targets nutrition improvement in children 13 and under—free meals are served to any person 18 years of age and younger).
- Develop good eating habits in children that will last through later years.

Boys & Girls Clubs of Sonoma-Marin operates in accordance with civil rights regulations as outlined on the “And Justice For All” poster located in the meal service area. (Translated materials can be provided upon request.) We do not deny participation in the program based on race, color, national origin, sex, disability, or religion. Modified meals are made available to children with medical conditions requiring accommodation, and medical statements from a doctor are on file. Families can also request meal pattern requirements to better understand what constitutes supper and snack. All staff serving meals are trained on proper service protocols including safety, food storage, food preparation, and sanitation.

Lost & Found

The Club retains all unclaimed items for a period of one month. Unclaimed items will be given to a local charity after this time. Parents are strongly encouraged to write their child’s name and phone number in all clothing. The Club is not responsible for any missing, lost, damaged, or stolen items.

Policies & Expectations

Behavior

At Boys & Girls Clubs of Sonoma-Marin we believe it is our job to observe and assess the behaviors of the youth that we serve, and develop support strategies to help Members process their feelings in a positive way. We believe that all Members, with the right support from their staff, can connect with others, learn pro-social coping strategies, improve their communication skills, and develop a positive self-image. Boys & Girls Clubs of Sonoma-Marin handles behavioral issues on an individual basis. It is the responsibility of parents/guardians to let us know if Members have developmental delays so that we have information to better understand behavior. We expect all of our Members to learn and uphold our behavior expectations to ensure that all Members and staff have the best Club experience.

Code of Conduct

In order to promote your child's physical, intellectual, emotional, and social well-being and growth, Boys & Girls Clubs of Sonoma-Marin Members will be expected to follow the BGC Code of Conduct:

Have Fun!
Respect yourself
Play fairly and be honest
Applaud the efforts of others
Avoid inappropriate language
Dress appropriately at all times
Running is reserved for athletics
Say only good things about others
Be respectful of Boys & Girls Clubs staff
Resolve disagreements in a positive way
Listen during appropriate times and assemblies
Be respectful of other Members and their property
Participate only in activity areas open to your assigned group
Take care of your Boys & Girls Clubs facilities, grounds and equipment
Tobacco, drugs, alcohol, weapons & gang colors/logos/gestures are prohibited

Positive Behavior Management

Staff shall use only positive, age-appropriate methods of to encourage self-control, self-discipline, self-respect, and cooperation. At no time will staff Members use corporal punishment as a means of behavior management. Staff Members will model positive behavior management techniques and respectful communication. When a discipline issue presents itself, we initiate the following: redirection, verbal warning, time 'ins', and/or behavior agreements.

During this process the Member is encouraged to understand that his/her behavior is important for a successful, safe, and fun program. When these tactics are not successful, a staff person will discuss the issue with the Member's legal guardian/parent. Inappropriate behaviors such as hitting, fighting, stealing, vandalism, disrespect to staff or other Members, not following directions, or leaving the facility without permission will not be tolerated and may result in automatic suspension.

The Program Director can utilize a Behavior Agreement depending on the severity of the behavior along with the frequency. Behavior Agreements require a meeting with a parent/guardian, the Member, & the Program Director to review said agreement. The Behavior Agreement will outline the desired behaviors,

goals, incentives, and consequences (both daily and long term). Failure to uphold the agreements may result in the Member's removal from the program

When a Member's behavior risks safety to themselves or others, a parent/guardian will be called and asked to pick up their child immediately. Depending on the severity and frequency of the behaviors as well as existing Behavior Agreements, behaviors may result in automatic removal from the program.

Removal from Club may follow this process:

- Initial steps, may include loss of Club privileges or be suspended one (1) or more days.
- If a Member is suspended a second time, it may result in a 3-5 day suspension.
- If a Member is suspended a third time, it may result in removal from the program.

Under extreme circumstances (i.e. intentional injury to another child or staff), the Director has the discretion to remove a child immediately without advance notice. (See Zero Tolerance Policy below)

Zones of Regulation

The Zones of Regulation is a trauma-informed framework that guides Club Members in developing a sense of emotional self-awareness. It is a way for Members to learn how to categorize complex feelings and emotional states, so that they can better recognize & communicate how they're feeling in a safe & non-judgmental way. Through engagement in self-reflection and the use of calm down tools, Members strengthen their ability to self-regulate and control their emotions as they arise.

At the Clubs, a "Zone Board" hangs on the wall divided into four color areas:

- **Blue Zone:** is used to describe low states of alertness; when one's body/brain is moving slowly or sluggishly
- **Green Zone:** is used to describe a regulated state alertness. This is the optimal zone for Members to be successful in school & social situations. (Green Zone = full control)
- **Yellow Zone:** is used to describe a heightened state of alertness; when one's body can be wiggly, squirmy, sensory seeking. (Yellow Zone = losing some control)
- **Red Zone:** is used to describe **EXTREMELY** heightened states of alertness or very intense feelings. (Red Zone = very little to no control of one's body)

Club Members can move their name to the zone that matches their current feelings and are encouraged to move their name around the board throughout the day if their feelings change. Team Members can then help facilitate coping skills and tips that the Club Member can use to help self-regulate, including taking a walk, asking for help, and participating in yoga or breathing exercises.

School Suspension and Attendance

If a Boys & Girls Clubs of Sonoma-Marin Member receives an out of school suspension he/she will not be allowed to attend the Club and/or Club functions. Likewise, if a child is absent from school for any reason they are not allowed to attend the Club that day. This will stay in effect until he/she returns to school. If a Member has been expelled he/she will no longer be allowed to attend that Boys & Girls Club site. If your child is moved to another school where a Boys & Girls Club site is located, Membership will be transferred upon the parents' request.

Zero Tolerance Policy

The safety of our Members is our primary concern and therefore we have no tolerance for fighting, bullying, harassment, or damage to property. If a child acts out in an aggressive manner with the intent of harming another child/staff Member or causing damage to property, he/she may be suspended or removed from the program.

Dress Code

All Members are encouraged to dress in a manner that allows full participation in our programs. Please keep in mind the Club will follow all dress code expectations outlined by the partnering school district.

We request your cooperation in following dress guidelines:

- School dress code will be enforced during Club hours—therefore, Members will be expected to follow the school's dress code while at Club.
- Sneakers or closed toed shoes are preferred. Please no flip-flops. If your child does not wear closed toed shoes, they may not be allowed to participate in certain programs or activities if safety is a factor.
- Please do not wear half-shirts, skirts above mid-thigh and or any clothing that does not cover the chest to mid-thigh.
- Please do not wear clothing that demeans women, men, or any other group or depicts drugs or alcohol.
- Gang symbolism and attire is not allowed at the Club including associated color restrictions.

Parents will be contacted to bring clothes immediately if the child does not have a change available when needed or when there has been soiling.

This expectation also applies to parents/guardians or guests who attend Boys & Girls Clubs of Sonoma-Marin functions.

Technology & Personal Device Policy

Club Phone

The Club phone is a business phone. Members are permitted to use the phone only to place emergency calls at the discretion of the Club Director.

Technology Acceptable Use Policy - Youth Member

Boys & Girls Clubs of Sonoma-Marin is committed to providing policies for the use of technology and online safety for Members, staff and volunteers. The acceptable use policy provides the framework for those safety practices and procedures.

Club Member Usage

Before a Member is allowed to use Club technology equipment or their personal device, both the Member and their parent/guardian will need to read and sign the Technology Acceptable Use policy and return it to the Club. Under the Technology Acceptable Use policy, the following relevant principles shall apply:

- 1 Club or Personally owned devices** shall include any and all personal or Club-owned existing and/or 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.
- 2 Club purposes authorized use:** Club devices and personally owned devices are permitted for use during approved Club times for Club purposes shall include program activities, career development, communication with experts and/or Club peer Members, homework and Club activities and in approved locations only. The Club expressly prohibits the use of Club devices or personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.
- 3 Appropriate use:** Members are expected to act responsibly and thoughtfully when using technology resources. It is the Member's responsibility to ask staff when they are unsure of the permissibility

of a particular use of technology prior to engaging in its use. Any inappropriate use of a Club or personally owned device, as determined by Club staff, can lead to disciplinary action including but not limited to:

- confiscation of the device
- immediate suspension from the Club
- termination of membership
- other disciplinary actions determined to be appropriate to the Club's existing disciplinary policies including, if applicable, referral to local law enforcement.

4 Inappropriate Use (Communication/Cyberbullying): Inappropriate communication is prohibited in any public or private messages, as well as material posted online. Inappropriate communication includes but is not limited to the following:

- Obscene, humiliating, profane, lewd, vulgar, rude, inflammatory, threatening, 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 of others;
- Rumors sent by email or posted on social networking sites;
- Embarrassing pictures, videos, websites or fake profiles;
- Knowingly or recklessly posting false or defamatory information about a person or organization; or
- 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. Failure to cease the activity may result in additional consequences.

5 Monitoring and inspection: Boys & Girls Clubs of Sonoma-Marin reserves the right to monitor, inspect, copy and review any 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.

6 Loss and damage: Members are responsible for their own devices. 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.

7 Internet access: Personal owned devices used at the Club access the internet via the Club's content-filtered wireless network which are at each Clubhouse. School Chromebooks may automatically connect to school Wi-Fi system. Personal cell phone data is not preferred to be used during club time as we do not have access to filter content. Boys & Girls Clubs of Sonoma-Marin 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.

8 Parental notification and responsibility: While Boys & Girls Clubs of Sonoma-Marin's Technology Acceptable Use Policy restricts the access of inappropriate material, supervision of internet usage might not always be possible. Due to the wide range of material available on the internet, some material might not fit the particular values of Members and/or their families. Because of this, it is not considered practical for Boys & Girls Clubs of Sonoma-Marin to monitor and enforce a wide range of social values in student use of the internet. If parents/guardians do not want Members to

access information beyond the scope of the Technology Acceptable Use Policy, they should instruct their children not to access such materials.

All Members who wish to use a Boys & Girls Clubs device, equipment or their own personal device will be required to review & sign this document annually.

Safety

Child Abuse Prevention

Boys & Girls Clubs of Sonoma-Marin is committed to helping our Clubs provide a safe and secure experience for youth. Our policies prohibit Team Members, Volunteers, parents, or other Members from abusing, mistreating, or having any inappropriate conduct with Members. We take these policies seriously. If you see any suspicious behavior while in our Clubs, we encourage you to call our anonymous reporting line at 707-919-0566.

Keeping kids safe takes a community. If you are concerned that a young person in your life is being abused but is **not connected** to one of our Clubs, contact the Child Help National Child Abuse Hotline at 1-800-4-A-Child (1-800-422-4453).

Boys & Girls Club of Sonoma-Marin and its employees are mandated by law to report any form of suspected child abuse, according to the California Penal Code.

Visitors & Open Access Policy

All adults are required to check in with a Team Member each time they enter the Club. Club Team Members may require visitors to wear a visitor's badge. Boys & Girls Clubs of Sonoma-Marin reserves the right to search all persons and carry-in items such as backpacks and gym bags. Any person who refuses to submit to such a search will not be allowed admission into the Clubs.

These guidelines apply to Members, as well as parent(s), guardian(s), and any other person who comes in to a Boys & Girls Clubs site. Failure to comply with these regulations may result in a ban from Club facilities and functions.

Health

In the event that a Member becomes ill or injured, our Team Members will first provide appropriate first aid and then take whatever steps necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to the following:

- a. Team Member or Club Director will contact the parent/guardian and/or emergency contact person(s) if necessary, to provide them with information regarding their child's illness or injury.
- b. If we cannot make contact with the parent/guardian or the emergency contact person, we may call 911/emergency services

Please note: Boys & Girls Clubs of Sonoma-Marin does not provide medical or hospital insurance for medical costs incurred by individuals in our program. Therefore, any cost incurred must be covered under your personal insurance.

If a child has a fever (of over 100-degrees), diarrhea, vomiting, or has a communicable disease (including head lice), he or she will not be permitted to attend the Boys & Girls Clubs of Sonoma-Marin that day and/or for the duration of such persistent conditions. A parent or guardian will be notified to immediately pick-up their child.

If your child does not go to school for any reason, they are not permitted to attend the Club.

Covid-19 Protocol

Measures for protecting staff and Club Members from exposure to COVID-19 can vary depending on the type of work being conducted and exposure risk. Infection control methods are based on a thorough risk assessment and using appropriate combinations of controls.

Child and staff safety is our #1 priority. Under no circumstances shall any of our Membership requirements and best practices be compromised. Child and staff safety is non-negotiable, regardless of any relaxed legal requirements or liability exemptions. All staff who come to support Club for any reason will be trained and comply with Boys & Girls Clubs of Sonoma-Marin's safety and health protocols that are designed to protect both staff and children. We comply with local, state, and federal safety and health regulations and protocols including, but not limited to Boys & Girls Clubs of America, Sonoma County Department of Health Services, CDC, and OSHA.

Please note: due to the publication of new information and ever evolving best practices for the Covid-19 situation, Boys & Girls Clubs of Sonoma-Marin's policies may change. These changes will be communicated to you as soon as possible.

Medications

Policy prohibits staff Members from administering prescription or over-the-counter medications of any kind. This includes skin cream, sunscreen and insect repellent. If your child requires emergency medication, such as an inhaler or EpiPen, you are required to provide the medicine in its original packaging. All emergency medications should be in your child's backpack. If a situation arises that your child should need emergency medication, Team Members will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves.

Boys and Girls Clubs of Sonoma-Marin Team Members will not administer medication to a child unless your child is unable to physically administer the medication (e.g. a severe asthma attack or anaphylactic shock).

In Case of Emergency

If you or an authorized adult cannot pick-up your child and arrangements must be made with a person who is not authorized, please notify a Team Member immediately to give permission for your child's release into their care. Please provide a first and last name of the person who will be picking up your child. Please inform them that they will be required to present a Team Member with a valid photo identification card for verification.

When signing in and out, the parent/guardian or authorized adult must write down the exact time of arrival and departure and his/her initials as required by the California Department of Education (CDE).

To ensure your child's safety, Boys & Girls Clubs of Sonoma-Marin reserves the right to request picture identification (e.g. driver's license, passport, student identification card, etc.) from any parent/guardian or other representative whom is requesting release of a child into their custody.

If there are person(s) for whom you wish not to allow contact with your child, you are required to provide legal documentation to support prohibitive contact.

Please notify the Club immediately of any changes with: custody, restraining orders, address, phone number, medical conditions, or change in emergency contacts, so that information can be updated in the Member's file.

Communication & Remind

It is our goal to always have excellent communication with our Members' families. That being the case it is very important that you include all relevant, most updated phone numbers and email addresses on the Registration Form. If these should change at any time, please speak to the Club's Program Director immediately to update that information. We have also begun using Remind to communicate with our families about emergent issues that affect the whole Club. Remind is a private mobile messaging platform that enables groups of people to communicate with everyone at once. (Website: <https://www.remind.com>) Boys & Girls Clubs of Sonoma-Marin will use this platform to communicate with parents in the event of an emergency, unexpected Club closures, or any other important messages that need to be communicated. Boys & Girls Clubs of Sonoma-Marin will not use this platform to send spam nor will your information be shared with other Members or their families. New parents will be added to a Remind class during their registration process. **Participation in Remind is a Membership requirement.**

For our Teen Clubs and programs, we will also be using Remind to communicate upcoming Club events and reminders with our Teen Members directly, along with unexpected Club closures, or in the event of an emergency (parents will also receive a Remind message in the event of emergencies or for unexpected Club closures). New Teen Club Members, 13 years or older or with a parent's email, will be added to a Remind class during their registration process, but will be given the option to opt out.

Sign Out & Pick Up

At the end of each day, all Members must be picked up and signed out by their parent/guardian or an authorized person on their list of contacts as indicated by the parent/guardian on their child's completed Membership application. Please be advised that your child will not be released to any persons who are not listed as an authorized person. Parents/guardians can add or delete authorized adults to their child's list of contacts. Please see the Club Program Director if there are persons to be added or removed from your list of contacts.

Walk Home Permission Slips

Middle School Members may walk home as they please unless otherwise notified by a parent/guardian. Members must notify Program Director and sign themselves out.

Elementary Club Members in 3rd-6th grade may walk home on their own only if a parent or guardian has signed a Walk Home Permission Slip (see Appendix 1). If a Team Member has concerns about a particular Member's ability to travel safely, or if the Member lives too far away, permission for the Member to travel home alone may be refused.

Parents therefore must make an informed decision that they are confident that their child is able to walk home sensibly and must be aware that they are responsible for their child's safety on their way from Club even when they are not physically present.

Parents are advised to consider the following before deciding whether to request permission for their child to walk home alone:

- How long is the journey?
- Are there any roads to cross and, if so, does your child know how to cross them safely?
- What time will your child be walking home? (It is recommended that children do not walk home in the dark, in failing light, and poor weather)
- Are you confident that your child is aware of safety rules when strangers are present?
- Does your child walk home with friends? If so, are you confident that they will walk together sensibly?

Late Pick-Up

Clubs close promptly at 6:00 PM. Members must be picked up by this time. If you know you are going to be late, please contact us immediately. Keep in mind that our Team Members cannot leave until every Member is picked up. In the event that a child is not picked up by closing hours Team Members will make every attempt to contact the parent/guardian and emergency contacts. CPS and/or the local police department will be contacted after one hour if attempts to reach the parent/guardian fail.

- **First Late Pick-Up** – Parent/guardian is given a verbal warning.
- **Second Late Pick-Up** – there will be a \$5.00 per child, charge for the first 10 minutes or any portion thereof and an additional charge of \$1.00 for every minute after.
 - ***Members will only be allowed to return once that payment has been received.***
- **Third Late Pick-Up** – Membership may be revoked

Club Closures

Holidays

Clubs are open Monday through Friday with the exception of the following holidays:

New Year's Day	Independence Day
MLK Day	Labor Day
Veterans Day	Thanksgiving Day
President's Day	The Week of Christmas
Memorial Day	

Each club has additional days that they are closed according to their school district calendar. Please see the Program Director for a copy.

****In preparation of summer camp, ALL clubs close the last week of School.****

Power Outages (for our full policy please visit: bgcsonoma-marin.org)

In the event there is any PG&E power outage ***During the School Day:***

- Most likely, School will remain open, with regular schedule for classes and transportation.
- Club will be **canceled**.
- Parents need to pick up their student(s) directly at regular school dismissal, as no Club staff will be on site.

In the event, there is a power outage after school, ***During Regular Club Hours:***

- Club will remain open, we ask all parents to pick up students as soon as possible and no later than 6PM.

Note: We ask that parents refrain from calling the Club during outages, we will need to keep our phone lines open for emergency purposes.

In the event there is any PG&E power outage announced ***Outside of the School Day:***

- The Club will be closed if there is no school.

Your primary communication will be from the school, so please apply these guidelines to the information you receive from your school.

Questions

If you have any questions or would like any clarification on any of the aforementioned policies, please reach out to the Program Director of the Club your child attends or feel free to call our main office at (707) 528-7977. Boys & Girls Clubs of Sonoma-Marin looks forward to serving your child and family!

Where to Find Us
www.bgcsonoma-marin.org

North County Clubs				
Cloverdale Clubhouse 686 Cloverdale Blvd. Cloverdale, CA 95425 Phone: 707-894-5063 <i>*Offers Morning Hours</i>	Washington Club 129 South Washington St. Cloverdale, CA 95425 Phone: 707- 318-8794	Geyserville Club 21485 Geyserville Ave. Geyserville, CA 95441 Phone: 707-857-3214	Healdsburg Clubhouse 555 Piper St. Healdsburg, CA 95448 Phone: 707-433-4479	Foss Creek Housing Club 408 Grant St. Healdsburg, CA 95448 Phone: 707-433-2894
Brooks Road Clubhouse 9640 Brooks Road South Windsor, CA 95492 Phone: 707-838-1959	Cali Calmecac Club 9491 Starr Rd. Windsor, CA 95492 Phone: 707-479-2847			
Santa Rosa Clubs				
Biella Club 2140 Jennings Ave. Santa Rosa, CA 95401 Phone: 707-477-6739	Brook Hill Club 1850 Vallejo St. Santa Rosa, CA 95404 Phone: 707-318-9073	Burbank Club 203 A Street Santa Rosa, CA 95401 Phone: 707-478-4723	Comstock Middle School Club 2750 West Steele Ln. Santa Rosa, CA 95403 Phone: 707-293-8190	Juvenile Hall Club 7425 Rancho Los Guillicos Rd. Santa Rosa, CA 95409 Phone: 707-565-6300 #6 x07
JX Wilson Club 246 Brittain Ln. Santa Rosa, CA 95401 Phone: 707-479-2844 <i>*Offers Morning Hours</i>	Helen Lehman Club 1700 Jennings Ave. Santa Rosa, CA 95401 Phone: 707-478-7632	Lincoln Club 850 West 9th St. Santa Rosa, CA 95401 Phone: 707-318-2068	Monroe Club 2567 Marlow Rd. Santa Rosa, CA 95403 Phone: 707-318-9876	RAMS Club 1777 West Ave. Santa Rosa, CA 95407 Phone: 707-477-6940
Roseland Club 950 Sebastopol Rd. Santa Rosa, CA 95407 Phone: 707-479-2880 <i>*Offers Morning Hours</i>	Roseland Creek Club 1683 Burbank Avenue Santa Rosa, CA 9547 Phone: 707- 318-8396	San Miguel Club 5350 Faught Rd Santa Rosa, CA 95403 Phone: 707- 695-0064	Sheppard Club 1777 West Ave. Santa Rosa, CA 95407 Phone: 707-695-0047	Steele Lane Club 301 Steele Ln. Santa Rosa, CA 95403 Phone: 707-478-1453
West County Clubs				
Guerneville Club 14630 Armstrong Woods Rd Guerneville, CA 95446 Phone: 707-869-9741	Monte Rio Club 20700 Foothill Drive Monte Rio, CA 95462 Phone: 707-865-9172			
Rohnert Park, Petaluma, & Marin Clubs				
Rohnert Park Clubhouse 7450 Santa Barbara Dr. Rohnert Park, CA 94928 Phone: 707-795-0139	McDowell Club 421 S. McDowell Blvd Petaluma, CA 94954 Phone: 707-570-7796	McKinley Club 110 Ellis Street Petaluma, CA 94952 Phone: 707-583-6116	Lucchesi Park Clubhouse 203 Maria Dr. Petaluma, CA 94954 Phone: 707-971-7786 Athletics: 707-919-0565	



Appendix 1: Walk Home Permission Slip

Walk Home Permission Slip

Name: _____

Age/Grade: _____

**A WRITTEN PERMISSION SLIP AND MEMBERSHIP APPLICATION MUST
BE ON FILE IN ORDER FOR A MEMBER TO WALK HOME.**

I give my child, _____ permission to walk home from the Boys &
Girls Clubs of Sonoma-Marin from the _____ Club after _____
_____PM. I understand that the Boys & Girls Clubs of Sonoma-Marin is not responsible or liable
for personal injury or loss of property.

Parent or Guardian Signature

Date

Emergency Contact Information:

Name: _____

Phone: _____

Relationship: _____