

Summer Jobs Program 2024 ENG Package



Each packet contains

Summer Jobs Program 2024 flyer / Summer Jobs Program

Registration Form / Emergency Contact Form Parent

Handbook (Parent Handbook Acknowledgment Form)

Please complete and return to

E.L Jack and Monica Armstrong Youth Center at 801 Niles Street

or email back to summerjobsprogram@bgckc.org



2024 Summer Jobs Program

Are you a high school teen (at least 15 years of age) looking for your first job?

The Boys & Girls Clubs of Kern County 2024 Summer Jobs Program is a partnership with Bank of America, the Taco Bell Foundation, and US Bank. The program brings the benefits of job training to youth and businesses in Kern County. Since the inception of the Summer Jobs Program in 2013, nearly 2,000 local teens have received workforce development training, and 373 teens have received a paid summer job (internship) with many local companies.

GOAL

To help young people explore a variety of careers, make sound educational decisions, and prepare to enter the work force

Career Launch is a premier workforce development and career-preparation program that offers various activities to sharpen decision-making, problem-solving and critical-thinking abilities - essential skills for workplace success. Youth get the opportunity to explore careers based on their interests and talents, determine the corresponding educational path they need to pursue, and map out a plan for their future plus job-search activities.

- ✓ Teens will attend class after school one day a week (5:00pm to 6:30pm) at the E.L. Jack and Monica Armstrong Youth Center (801 Niles St. Bakersfield).
- ✓ Summer jobs Program - Teens that complete the "Career Launch" classes will be offered an opportunity to apply and interview for a paid summer internship with local businesses, including professional development (20 hours per week/Monday to Friday).

Details

Recruitment - 1/15/2024 through 2/16/2024

Last day to submit applications - 2/16/2024

Program Orientation - 2/22/2024

Career Launch Program - 2/26/2024 through 5/10/2024

Summer Jobs Program - 6/10/2024 through 7/12/2024



FOR MORE INFORMATION CONTACT: Ruth Miranda (661) 325-3730 Ext. 238

summerjobsprogram@bgckc.org or visit bgckc.org/summerjobsprogram

Boys & Girls Clubs of Kern County



**BOYS & GIRLS CLUBS
OF KERN COUNTY**

Summer Jobs Program Registration Form

Member Information (please print)

First Name <input style="width: 95%;" type="text"/>	Middle Name <input style="width: 95%;" type="text"/>	Last Name <input style="width: 95%;" type="text"/>
Name of Person's Member Lives With <input style="width: 95%;" type="text"/>		Home Phone Number <input style="width: 95%;" type="text"/>
Home Address <input style="width: 95%;" type="text"/>		Zip Code <input style="width: 95%;" type="text"/>
Parent/Guardian Email Address <input style="width: 95%;" type="text"/>		

Demographic

Gender <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	Birthdate <input style="width: 95%;" type="text"/>	Age <input style="width: 20px;" type="text"/>	Grade <input style="width: 20px;" type="text"/>	School <input style="width: 95%;" type="text"/>	Ethnicity <input type="checkbox"/> African American <input type="checkbox"/> Caucasian <input type="checkbox"/> Latino <input type="checkbox"/> Native American <input type="checkbox"/> Asian <input type="checkbox"/> Other
Family Totals Sisters <input style="width: 20px;" type="text"/> Brothers <input style="width: 20px;" type="text"/> Household <input style="width: 20px;" type="text"/>		Has your member participated before? <input type="checkbox"/> YES <input type="checkbox"/> NO		# of Years <input style="width: 20px;" type="text"/>	Military <input type="checkbox"/> Army <input type="checkbox"/> Air Force <input type="checkbox"/> Marine Corp <input type="checkbox"/> Navy <input type="checkbox"/> Coast Guard <input type="checkbox"/> Active Dury <input type="checkbox"/> Reserve <input type="checkbox"/> Guard

Contact/Guardian

Father's First Name <input style="width: 95%;" type="text"/>	Father's Last Name <input style="width: 95%;" type="text"/>	Father's Work Phone & Ext. <input style="width: 95%;" type="text"/>
Father's Employer <input style="width: 95%;" type="text"/>		Father's Occupation <input style="width: 95%;" type="text"/>
Mother's First Name <input style="width: 95%;" type="text"/>	Mother's Last Name <input style="width: 95%;" type="text"/>	Mother's Work Phone & Ext. <input style="width: 95%;" type="text"/>
Mother's Employer <input style="width: 95%;" type="text"/>		Mother's Occupation <input style="width: 95%;" type="text"/>
Guardian's First Name <input style="width: 95%;" type="text"/>	Guardian's Last Name <input style="width: 95%;" type="text"/>	Guardian's Work Phone & Ext. <input style="width: 95%;" type="text"/>
Guardian's Employer <input style="width: 95%;" type="text"/>		Guardian's Occupation <input style="width: 95%;" type="text"/>

Confidential—The following information is necessary for our records and the funding our Organization receives. The answers you provide are completely confidential. Your cooperation in providing this information is both appreciated and necessary.

Annual Family Income <input type="checkbox"/> Under \$20,000 <input type="checkbox"/> \$21,000 - \$25,000 <input type="checkbox"/> \$26,000 - \$30,000 <input type="checkbox"/> \$31,000 - \$35,000 <input type="checkbox"/> \$36,000 - \$40,000 <input type="checkbox"/> Over \$40,000	Check all that apply <input type="checkbox"/> Single Parent <input type="checkbox"/> Foster Youth <input type="checkbox"/> Custody Order <input type="checkbox"/> CCCC <input type="checkbox"/> Food Stamps <input type="checkbox"/> SSDI	<input type="checkbox"/> General Assistance/AFDC <input type="checkbox"/> School Lunch <input type="checkbox"/> Vet. Compensation <input type="checkbox"/> SSI <input type="checkbox"/> TANF <input type="checkbox"/> Other _____
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Release of Liability

The Undersigned does hereby consent that my child and/or children may participate in and utilize The Boys & Girls Club of Kern County (hereinafter referred to as "BGCKC") and that I hereby execute the release of liability and indemnification on my son/daughter's behalf. The undersigned states that said minor child are physically able to participate in activities at the BGCKC recreational facilities. The undersigned further hereby agrees to indemnify and hold BGCKC, its officers, directors, agents, employees, representatives, and volunteers free and harmless from any loss, liability, damages, costs, or expense which may incur as a result of the death or injury or property damages that the undersigned's minor(s) may sustain while participating in said activity(ies). The undersigned further represents that he and/or she is the legal guardian for the minor child and/or children named _____ who will participate in all recreational activities and the facilities at BGCKC.

Parent/Guardian Signature _____ Date _____

Release of Transportation Services

The Undersigned does hereby consent that my child and/or children may participate in and utilize Boys & Girls Club of Kern County; and that I hereby execute the release of liability and indemnification on my son/daughter's behalf. The undersigned states that said minor child are physically able to participate in BGCKC transportation. The undersigned further hereby agrees to indemnify and hold BGCKC, its officers, directors, agents, employees, representatives, and volunteers free and harmless from any loss, liability, damages, costs, or expense which may incur as a result of the death or injury or property damages that the undersigned's minor(s) may sustain while participating in transportation The undersigned further represents that he and/or she is the legal guardian for the minor child and/or children named _____ who will participate in all BGCKC transportation.

I **DO** give my consent for my child to participate in Boys & Girls Club transportation services.

I **DO NOT** give my consent for my child to participate in any Boys & Girls Club transportation services.

Parent/Guardian Signature _____ Date _____

Infectious Disease Control Parent Release

I, _____ (Parent/Guardian Name), have read and understand the Infectious Disease Control Parent Release and have also received a copy of the policy. I understand that the Boys & Girls Clubs of Kern County is offering this critical service and does not guarantee that the programs, vehicles, transportation, equipment, or supplies are germ/virus free or that my child will avoid exposure while in their care. If a child becomes ill at any time during program hours, parents will be required to pick them up immediately. I also hereby acknowledge that the California Department of Health has recommended against public gatherings of 250 or more, and the number of children and staff in attendance at Club activities may exceed that number.

Parent/Guardian Signature _____ Date _____

Photo Release

I **DO** give my consent for my child to have their photo taken while engaging in any Boys & Girls Club sanctioned activity. Furthermore, such photos may be utilized to promote The Boys & Girls Club programs. I waive any and all monetary compensation that the Club may receive for publicity photos.

I **DO NOT** give my consent for my child to have their photo taken while engaging in any Boys & Girls Club sanctioned activity.

Parent/Guardian Signature _____ Date _____

Authorization for Consent for Treatment of a Minor

I/We the undersigned, parents/guardians of _____ do hereby authorize the Boys & Girls Club as the agent for the undersigned to consent to any X-ray, examination, anesthetic, medical, or surgical diagnosis or treatment and hospital care which is deemed advisable by and is to be rendered under general or special supervision for any physician and surgeon licensed under the provisions of the Medicine Practice Act and on the medical stall of any general hospital, whether such a diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is agreed that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of the aforesaid agent to give specific consent to any and all such diagnosis, treatment or hospital care which the aforementioned physician in the exercise of his/her best judgment may deem advisable.

This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California.

Parent/Guardian Signature _____ Date _____

Open Door Policy

As defined by the State of California, Department of Social Services, Community Care Licensing Division, we are required to maintain an open door policy which allows our members to arrive and leave the facility at their own leisure. We are not a licensed day care center, but a private recreation program. We are responsible for the safe and proper use of the facility and equipment and obligated to create environment in which our participants behave appropriately. It is a parents desired that their child remain at the Boys & Girls Club until picked up by a designated person, the responsibility for this lies solely with the parent and child. The Club and staff will NOT be held liable should any child leave the premises without permission. Please contact the Program Director with questions.

I have read and understand the Open Door Policy for the Boys & Girls Club of Kern County. All Fees paid are non-refundable and non-transferable.

Parent/Guardian Signature _____ Date _____

Boys & Girls Clubs of Kern County Emergency Contact Card

Summer Jobs Program

I understand that it is my responsibility to notify BGCKC immediately of any changes to information on this card

Is there a court order on file that prevents a parent from having contact with the student? YES NO (if yes, contact BGCKC)

Students Information:

Last Name: _____ FirstName: _____
Home Phone# _____ Cell Phone#: _____
Home Address: _____ City, State, Zip: _____
Date of Birth _____ Male Female

Because some of our students live with someone other than their parent(s), please indicate with who they reside.

Name: _____ Relationship: _____ Phone: _____

Parent/Guardian #1

Relationship to student: _____
Last Name: _____ First Name: _____
Home Phone# _____ Cell Phone#: _____
Home Address (if different from student): _____ City, State, Zip: _____
Employer: _____ Employer work#: _____

Parent/Guardian #2

Relationship to student: _____
Last Name: _____ First Name: _____
Home Phone# _____ Cell Phone#: _____
Home Address (if different from student): _____ City, State, Zip: _____
Employer: _____ Employer work#: _____

Walker: Pick Up:

Legal authorization from a medical professional must be on file in the After School Office for all student medications

FOR EMERGENCY USE WHEN PARENT CANNOT BE LOCATED

Relative or Friend's Name: _____ Relationship _____ Phone _____
Relative or Friend's Name: _____ Relationship _____ Phone _____
Relative or Friend's Name: _____ Relationship _____ Phone _____

EMERGENCY PROCEDURE: In case of an illness requiring medical care, you have my permission to obtain such care from the nearest hospital and release personally identifiable information regarding my child. I agree to pay all expenses incurred in such emergency care.

Hospital _____ Phone _____
Doctor _____ Phone _____ Dentist _____ Phone _____
Insurance Plan _____ Membership Number _____ Expiration Date _____

Signature Required _____ Date _____
(Parent or guardian)

**HEALTH INFORMATION FORM
(To be completed by parent or guardian prior to entry into BGCKC)**

Does your student have a history of any of the following:

Asthma Diabetes Heart Condition Convulsive disorder Lactose intolerance

Allergies (list) _____

Other Medical Problems: _____

Is student on any medication? yes no If yes, list name, time & amounts given: _____

Hearing Loss? yes no Wearing Hearing Aids? yes no Wearing contact lenses? yes no
Wearing glasses? yes no

PARENT HANDBOOK



GREAT FUTURES START **HERE.**

www.bgckc.org

Introduction

Welcome to the Boys & Girls Clubs of Kern County! We are excited to have your child(ren) as a member of our club. This handbook is intended to be a helpful, general information guide for parents and members. Inside you will find information on membership, policies, procedures, and general club programs and guidelines. It is not possible to cover every policy, procedure, program, activity, or event in the handbook; therefore, contact your local club for current and specific information. Once you have read the handbook in its entirety, detach and return the last page of the manual with your signature.

Mission

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

Who Are We?

The Boys & Girls Clubs of Kern County was founded in 1966 as the Boys Club of Bakersfield. We have grown from serving 25 boys to annually providing after school and holiday day camps for over 8,000 school-age children and youth (ages 5 to 17 years) between 3 Club units and 65 school-based sites in Kern County.

The Boys & Girls Club has extensive experience with implementing research-based, outcome-driven youth development programs. These “Best Practice” programs have a proven track record for making a demonstrated positive difference in the lives of youth by addressing risk factors and promoting asset building and protective factors. Over 600 trained youth development professionals of the Boys & Girls Clubs throughout Kern County implement these educational, enrichment and social development programs.

During the year the Boys & Girls Club offers programs and activities that include classes in computer education and robotics, homework assistance, fine arts, dance, drama, health & fitness, STEM Programming, DIY STEM, along with Soccer, Basketball, and Flag Football inter-club leagues, and life skills (SMART Moves, SMART Girls, and Passport to Manhood). Our program is unique in that it offers a variety of character and leadership building opportunities such as Junior Staff, Torch Club and Keystone Teen Program. Furthermore, our staff is trained in a proven youth development strategy that focuses on promoting protective factors and building social bonding.

Programs

During the school year homework assistance and educational enrichment activities are scheduled daily along with evidence based program models. The Boys & Girls Clubs will also use proven and nationally recognized programs in five core program areas – Character and Leadership Development, Education and Career Development, Health and Life Skills, The Arts and Sports, Fitness and Recreation along with Specialized Initiatives.

For a list of our current locations, board members, administrative staff, and site managing staff visit: www.bgckc.org

Armstrong Youth Center Policies

Admission & Registration

The Boys & Girls Club of Kern County serves children ages 5-17. Parents can register their child(ren) by completing the appropriate Boys & Girls Clubs of Kern County application, parent handbook and paying the registration fee along with the applicable program fees. All paperwork and payments are required *before your child can participate in the program*.

All Fees are non-refundable and non-transferable.

In order to enroll your child(ren) to become a member of Boys & Girls Clubs of Kern County we must have the following:

Enrollment Application

Handbook Acknowledgement Form (back of this handbook)

Fees for Service Documentation

Payment Policy

As a non-profit organization, the Club is dependent on prompt payments from all of our families. We ask that all payments be made in advance of a child's participation. Statements will not be sent out. A late fee of \$10 per week will be assessed on all delinquent accounts unless prior arrangements have been made with management. Consistent late payments could jeopardize membership in the Boys and Girls Clubs of Kern County. Returned checks will result in a \$25 administration fee.

Days of Operation

Armstrong Youth Center is open Monday - Friday and follows public school calendars during the regular school year except for the following school breaks: Winter, summer, and spring. Extended hours during breaks are from 7am – 6pm. If the school closes for inclement weather, the Boys & Girls Club of Kern County will also close.

Pick-up & Sign-out

When picking up a member, the parent or those listed on the registration form for pick-up must come into the Club to get them. Members are not permitted to wait outside of the Club or program location for a ride. Safety of our members is a priority.

All members must be signed out by the individual picking up the member from the program. Members may be picked up only by parents/guardians or those persons listed for pick-up on the registration form. Staff may request a photo ID at any time for any individual picking up a member. Changes to the pick-up list must be made in writing, and given to the Program Director at least 24 hours in advance. In order for us to appropriately release your child to the correct parent/guardian we must be given all appropriate paperwork, such as custody papers, if a parent is not allowed to pick up the child.

Per the **Open Door Policy**, the Boys & Girls Clubs of Kern County Staff cannot retain members who do not wish to remain at the program. Parents should instruct their child to remain at the program if they do not wish them to leave. *Members who leave during program times will not be permitted to return during that day.*

Late Pick up Policy

All members must be picked up between or before 6:00 p.m. or unless the program is one of mandatory attendance. Should a parent/guardian arrive late for pickup, for any reason, the following Late Pickup Policy will be in effect:

- **First incident:** A friendly reminder of the program hours will be given.
- **Second incident:** A fee of \$1.00 per minute will be charged, per member, for every minute past 6:00 p.m. according to the program location's clock. The fee is due immediately. Members may not return to the program until the late fee is paid in full.
- **Continual late pickup:** If parent/guardian continues to pick up after program hours, the member's spot in the program will be jeopardized.

If your child(ren) has not been picked up 15 minutes after closing, the Department of Social Services and the Police Department will be notified.

Meals

The Boys & Girls Clubs of Kern County provides snacks/supper for each member in the afterschool program. When the program is in operation from 7am-6pm the club provides Breakfast, snack & supper. Members are allowed to bring their own snack from home as long as it is stored in an appropriate lunch/snack container. Members will only be allowed to eat snacks brought from home during the designated snack/supper times. If for some reason the Boys & Girls Clubs of Kern County is no longer able to provide supper/snack, an advanced notice will be given out to all affected families. Please make sure that any allergies or intolerances to foods are noted in the appropriate section on the enrollment application. Please check the program meal calendar to see what meals are being served. No fast food or junk food is permitted.

Homework

Members in the Boys & Girls Clubs of Kern County will be offered homework assistance during the programs designated time. It is important that parents understand that while given a chance to work on homework, homework may not be completed or corrected within the designated time, as staff often does not have time to check everyone's homework thoroughly. It is ultimately the parent's responsibility to check with their child on all matters dealing with homework and school projects.

Personal Belongings

The Boys & Girls Clubs of Kern County is not responsible for lost, stolen or damaged belongings. We request that members not bring extra items with them to the program. (For Example: Cell Phones, Game boys, IPOD/CD players, fantasy game cards, dolls, toys, etc.)

These items will be confiscated and returned to the parent at the end of the day. This includes cell phones. The site is equipped with phones to place emergency calls.

Dress Code

The Boys & Girls Clubs dress code is established to maintain grooming and hygiene, prevent disruption, and promote the health and welfare of our children. Any disruptive mode of clothing or appearance that adversely impacts the quality of the Club the environment is not permitted.

The following modes of dress or grooming are prohibited at Boys & Girls Club:

CLOTHING:

- All clothing that displays logos or images that promote drug use, alcohol, violence, profanity, or racism must be turned inside out, replaced, or covered
- Revealing shorts or skirts (shorts should be worn under skirts so a child can participate in all activities). The Program Director will have the final decision on determining the appropriate length.
- Pants, shorts, and skirts worn below the waist ("sagging" garments are not acceptable)
- Pajamas Underwear as outerwear, exposed underwear (appropriate undergarments will be worn at all times)
- T-shirts that excessively expose the midriff or cleavage See through shirts (e.g., thin or mesh)
- Sandals, flip flops or open toe shoes (children should wear appropriate shoes to engage in healthy physical activity) Bare feet
- Chains on clothing or wallets
- Any inappropriately worn or mode of clothing that is too revealing.

The Program Director will have the final decision on determining if clothing violates the Boys & Girls Club dress code.

This expectation also applies to parents/guardians or guests who attend Boys & Girls Clubs of Kern County functions.

Sickness or Injury

If a member has a fever of over 100.3 F degrees, or has a communicable disease (including head lice, COVID-19), he or she will not be permitted to attend the program that day. A parent or guardian will be notified to immediately pick-up the member).

If notified of a child's illness, a parent or an authorized contact person must sign out a child as soon as possible.

In case of an accident or injury, Boys & Girls Clubs Staff are trained in basic first aid and CPR. Emergency responders will be called for serious injuries. A parent will be notified promptly, and the child will be transported to the nearest hospital accompanied by a staff member. In the membership application, parents/guardians authorize the Boys & Girls

Clubs of Kern County to obtain immediate medical care if an emergency occurs when the parent/guardian cannot be located right away.

Objections to emergency medical care should be made in writing by parents and/or guardians. This written statement should include the objection and the reason for the objection. Parents/guardians are responsible for medical costs that may be incurred in cases of emergency.

Parents/guardians agree to inform the Boys & Girls Clubs of Kern County office program location within 24 hours or the next business day after the child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.

Medications

Policy prohibits staff members of the Boys & Girls Clubs of Kern County to administer 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 and your child's physician will be required to fill out our Administration of Medicine release form that can be given to you by the Program Director. All medicine must be in its original packaging. All emergency medications are locked in a storage cabinet at your child's site. **(Medicines that are out of date or not in the clearly labeled original container will not be permitted.)** If a situation arises that your child should need emergency medication, the staff will then allow him/her access to their emergency medication and allow him/her to administer the medication themselves. **Boys and Girls Clubs of Kern County staff will not administer medication to a child.** Parents will be notified immediately when a child needs access to their emergency medication.

Parental Notification

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 require the Boys and Girls Clubs of Kern County to close or evacuate the building, make it necessary for staff to contact each parent and/or guardian. Please make sure staff members can do that efficiently by providing updated information.

Emergencies and Disaster Plan

In the event of a fire, natural disaster, or man-made disaster, staff will evacuate all members using the posted exit routes. The appropriate authorities as well as parents and/or guardians will be contacted. Should parents and/or guardians be unavailable, those listed under "emergency contact" information on the application will be called. A written copy of the Emergency Preparedness Plan is posted at each site. Please see the Program Director to request a copy.

Reporting Policy

As a youth service provider we are required by law to immediately report suspicion of child abuse or neglect to the Child Protective Services unit of the Department of Social Services.

Staff Ratios and Lines of Authority

We have trained, qualified Activity Leaders to run our programs and supervise Club members. Our staff to child ratio will not exceed one program leader for every fifteen children ages 5-17. In addition, there is a Program Director available at each site. The Program Director is responsible for overseeing program quality and staff. Activity Leaders implement the education and educational enrichment activities. Activity Leaders report to the Program Director, and Program Directors report to the organizations Area Program Director & Safety and then to the Associate Executive Director.

Facility Space

Members in the Boys & Girls Clubs will be allowed to enter only those areas designated for use during programming hours.

Behavior

The Boys & Girls Clubs of Kern County has a zero tolerance policy regarding violence, bullying, and acts of aggression. Not following the rules will result in a loss of privileges. Continuing to break the rules will result in suspension and repeat suspensions will result in a loss of membership.

Members who fail to follow these guidelines can and will be dismissed from attending the program. Under extreme circumstances (For example: intentional injury to another child or staff member), the Program Director has the discretion to suspend a child immediately, without advance notice.

Code of Conduct

In order to promote the child's physical, intellectual, emotional, and social well-being and growth, Boys and Girls Clubs of Kern County members will be expected to follow the Code of Conduct:

- We agree to play fairly and to be honest
- We agree to be respectful of Boys & Girls Club team members and volunteers.
- We agree to say only good things about others.
- We agree to be respectful of other Club members and their property.
- We agree to take care of our Boys & Girls Club and equipment.
- We agree to use proper language.
- We agree to applaud the efforts of other members.
- We agree running is only permitted in a gymnasium or designated areas.
- We agree to listen and be respectful at all times.
- We agree appropriate dress is required at all times.
- We agree drugs, alcohol, and weapons are prohibited.

Zero Tolerance Policy

The Boys & Girls Clubs strives to provide a safe and positive environment for all members. The safety of our members is our primary concern and therefore we have no tolerance for fighting or bullying. If a child acts out in an aggressive manner with the intent of harming another child he/she will be suspended. We understand each altercation is different and some incidents are more severe than others; therefore, our discipline may vary depending on each individual incident.

The Boys & Girls Clubs of Kern County 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 authorized to pick up a child(ren) while they are at any Boys and Girls Clubs of Kern County locations. Failure to comply with these regulations may result in a ban from Club facilities and functions.

Discipline Procedures***

The Boys & Girls Clubs of Kern County handles behavioral problems 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 the child's behavior. If the behavior is ongoing or extreme, the member will be sent to the Program Director for further guidance. Depending on the circumstance the Program Director has the option of sending the member home and/or suspending the Club member from the program and disregarding the following procedures.

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

Data Collection

Upon signing up with the Boys and Girls Clubs of Kern County I give my permission to the Boys & Girls Clubs of Kern County to collect information via online or written surveys, questionnaires, interviews, and focus groups from the minor child listed on this application. Any and all information received will be kept strictly confidential. Data gathered through these means will be summarized in the aggregate and will exclude all references to any individual responses. The aggregated results of these analyses may be shared with Club staff, Boys & Girls Clubs of America (BGCA), funders, and other community stakeholders to evidence program effectiveness and/or Club impact on our members.

School Information

Upon signing up with the Boys and Girls Clubs of Kern County I give my permission to the Boys & Girls Clubs of Kern County and _____ School District to exchange information regarding the minor child listed on this application. The purpose of the exchange is to help both organizations do a better job of helping the student be successful in school, in the Boys & Girls Club and beyond. This release is valid for one year and may be revoked at any time by contacting _____ School District or the Boys & Girls Club in writing.

Data Sharing

I understand that the Boys & Girls Clubs of Kern County may share information about the minor child listed on this application with Boys & Girls Clubs of America (BGCA) for research purposes and/or to evaluate the program's effectiveness. Information that will be disclosed to BGCA may include the information provided on this membership application form, information provided by the minor child's school or school district, and other information collected by Boys & Girls Clubs of Kern County, including data collected via surveys or questionnaires. All information provided to BGCA will be kept confidential.

Technology

As a member of the Boys & Girls Club, your child will have access to the Internet. While precautions are being taken, it is possible that s/he may access inappropriate sites. The Boys & Girls Club will have rules and consequences at the Club for such behavior; however, we will not be responsible for the consequences of such access.

Any Questions Please Contact
Mashayla Duckett
Boys & Girls Clubs of Kern County
801 Niles Street, CA 93305
(661) 325-3730 x229
mduckett@bgckc.org

PARENT HANDBOOK ACKNOWLEDGEMENT FORM

- I have read and understand the LATE PICK-UP POLICY. I understand and agree that there will be a late fee and that all late fees are to be paid in full prior to child returning back to the program. I also understand that continuous late pick-ups will jeopardize my child(drens) participation in the program.
- I have read and understand the BEHAVIOR POLICY/DISCIPLINARY PROCEDURES *for children and adults* stated by the Boys & Girls Clubs of Kern County. I understand that my child and I will need to abide by all rules set forth while at the Club or a Club event.
- I have read and understand the Data Collection, School Information, and Data Sharing releases. I give permission to the Boys and Girls Clubs of Kern County as it relates to the Data Collection, School Information, and Data Sharing as stated in this parent handbook.
- The Boys & Girls Clubs of Kern County agrees to notify the parents/guardians whenever the child becomes ill and the parent/ guardian will arrange to have the child picked up as soon as possible.
- The parent/guardians authorize the Boys & Girls Clubs of Kern County to obtain immediate medical care if any emergency occurs when the parent/guardian cannot be located immediately. If there is an objection to seeking emergency medical care, a statement should be obtained from the parents or guardians that states the objection and the reason for the objection.
- The parents/guardians agree to inform the Boys & Girls Clubs of Kern County within 24 hours or the next business day after their child or any member of the immediate household has developed a reportable communicable disease, as defined by the State Board of Health, except for life threatening diseases, which must be reported immediately.
- I realize that the Boys & Girls Clubs of Kern County is not responsible for injuries that occur to my child at the Club. Parents should carry their own medical insurance and are responsible for medical costs that may be incurred in cases of emergency.
- As a non-profit organization, the Club is dependent on prompt payments from all of our families. We ask that all payments be made in advance of a child's participation. Statements will not be sent out. A late fee of \$10 per week will be assessed on all delinquent accounts unless prior arrangements have been made with management. Returned checks will result in a \$25 administration fee. Upon receipt of any returned checks the Boys & Girls Clubs of Kern County will not accept other checks written and will only accept cash, credit card or money orders.

By signing this document, I am acknowledging to have received and read a copy of the Parent Handbook and understand and agree to comply with the policies and procedures outlined within. I have reviewed these policies and procedures with my child.

Parent (Print Name): _____

Parent Signature: _____ Date: _____

Name of Child: _____

Signature of Child: _____ Date: _____