

BOYS & GIRLS CLUB OF WHITTIER

7905 Greenleaf Ave Whittier, California 90602

(562) 945-3787 x100 www.bgcw.org



**BOYS & GIRLS CLUB
OF WHITTIER**

SUMMER REGISTRATION PACKET

PAPERWORK INCLUDED IN PACKET

These forms are included within the packet. Please notify the staff if you have not received the complete packet.

- ▶ *Membership Application*
- ▶ *Medication Form*
- ▶ *Policy Authorization Form*
- ▶ *Program Handbook*
- ▶ *Parent Orientation Form*

PAPERWORK TO RETURN TO CLUB

- ▶ *Membership Application*
- ▶ *Medication Form (when applicable)*
- ▶ *Policy Authorization Form*
- ▶ *Parent Orientation Form*
- ▶ *Proof of Age of Child (Birth Certificate, School ID, CA ID)*
- ▶ *Proof of Address (US Mail, CA ID/DL)*
- ▶ *Registration Fee/Sunrise Fee*

PAPERWORK TO KEEP FOR PARENT REFERENCE

- ▶ *Program Handbook*
- ▶ *Parent Orientation Slip*

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MEMBERSHIP APPLICATION



**BOYS & GIRLS CLUB
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YOUTH INFORMATION

First Name	M.I.	Last Name	Date of Birth	Gender	School	Grade
Home Address			Apt	City	State	Zip Code
Nickname						
Hair Color	Eye Color	Height	Weight	Child Cell Phone Number		
Nationality* (circle one) Caucasian Hispanic African American Asian Other _____						

PRIMARY PARENT/GUARDIAN INFORMATION

First Name	Last Name	Relationship to Child	Occupation
Home Address (if different from child)		Apt	City
State		Zip Code	Single Parent?* Yes No
Home Phone Number		Cell Phone Number	Work Phone Number
Email Address		Best Way to Contact	Does Child Live With You? Yes No
Number in Home*			
Approximate Annual Household Income* (circle one)			
\$10,001 - \$15,000 \$15,000 - \$20,000 \$20,001 - \$25,000 \$25,001 - \$30,000 \$30,001 - \$35,000 \$35,001 - \$40,000 \$40,001 - \$45,000 \$45,001 - \$50,000 \$50,001 - \$55,000 \$55,001 or higher			

SECONDARY PARENT/GUARDIAN INFORMATION

First Name	Last Name	Relationship to Child	Occupation
Home Address (if different from child)		Apt	City
State		Zip Code	
Home Phone Number		Cell Phone Number	Work Phone Number
Email Address		Best Way to Contact	Does Child Live With You? Yes No
Number in Home*			

ADDITIONAL EMERGENCY CONTACT (OTHER THAN PARENT/GUARDIAN)

1	First Name	Last Name	Relationship to Child
	Home Phone Number		Cell Phone Number
Work Phone Number			
2	First Name	Last Name	Relationship to Child
	Home Phone Number		Cell Phone Number
Work Phone Number			
3	First Name	Last Name	Relationship to Child
	Home Phone Number		Cell Phone Number
Work Phone Number			

* Used for research and for internal uses only

PLANNED ATTENDANCE

Please indicate which days your child will be attending on a weekly basis. We will need this information in order to maintain a low cost program.

_____ **MON** _____ **TUE** _____ **WED** _____ **THU** _____ **FRI**

MEDICAL INFORMATION

Child Primary Physician		Primary Physician Phone Number	
Health Coverage? Yes No	Insurance Group Name	Policy Number	

YOUTH MEDICAL HISTORY (CHECK ALL THAT APPLY)

Any Operations/Serious Injuries? _____ None	Any Chronic/Recurring Illness? _____ None
Any Developmental Delays? _____ None	Any Current Medication? _____ None
Any Physical Disabilities? _____ None	Any Behavioral Disorders? _____ None
Any Dietary Restrictions/Food Allergies? _____ None	
List any activities your child should be exempted from for health reasons: _____ None	

Depending on your child's specific needs, additional paperwork and/or a meeting with BGCW Site Coordinator/Director may be required prior to your child starting in order to best accommodate them. Failure to disclose specific information that identifies special care or supervision may jeopardize our ability to properly supervise your child. _____ (Initials)

RELEASE OF LIABILITY

I (We) the undersigned parent/guardian(s) of _____, a minor, do hereby authorize the Boys & Girls Club of Whittier as agents 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 the general or special supervision of any physician and surgeon licensed under the provisions of the Medical Practice Act on the medical staff of a licensed hospital. It is understood that this authorization is given in advance to provide authority on the part of the Boys & Girls Club of Whittier to give specific consent to any and all such diagnosis, treatment or hospital care deemed advisable by aforementioned physician. This authorization is given pursuant to the provisions of Section 25.8 of the Civil Code of California. I (we) release and forever discharge any and all rights and claims for any loss of personal property, or personal injuries to the aforementioned minor.

I certify that all the information provided is true and accurate.

Signature of Parent/Guardian

Signature of Parent/Guardian

Date

Date

OFFICE USE ONLY

Membership Number	Enrollment Date	Expiration Date	Scholarship Yes No
Age Verified Yes No	Methods of ID: Postal Birth Certificate CA ID School ID Other: _____		
Amount Paid	Receipt Number	Check Number	Staff Signature

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POLICY AUTHORIZATION



**BOYS & GIRLS CLUB
OF WHITTIER**

I have read and understand the **"Open Door Policy"** of the Boys & Girls Club of Whittier in the provided Program Handbook, outlined below.

Parent's Initials

- ▶ BGCW is not responsible for the manner in which your child(ren) arrive and leave the facility.
- ▶ It is the responsibility of the parent/guardian to instruct their child(ren) as to whether or not they are allowed to leave the Club's supervised areas. Members may come and go at their will.
- ▶ The Club is not responsible if your child leaves the Club.

I have understand the **"Drop Off/Late Pick Up Policy"** of the Boys & Girls Club of Whittier in the provided Program Handbook, outlined below.

Parent's Initials

- ▶ BGCW is not responsible for any members dropped off before/after program hours.
- ▶ **Parents may not leave their vehicle parked in the turnabout driveway in front of the building. Please park only in an approved spot.**
- ▶ Parents will be charged for a late pick up fee if the child is picked up late.

I have read and understand the **"Guidance & Discipline Policy"** of the Boys & Girls Club of Whittier in the provided Program Handbook, outlined below.

Parent's Initials

- ▶ Staff will treat all members with equal respect when handling conflicts.
- ▶ At the request of the Club, a parent or guardian may be asked to immediately pick up their child

I have read and understand the **"Sunscreen Policy"** of the Boys & Girls Club of Whittier in the provided Program Handbook.

Parent's Initials

I have received a copy of the **Program Handbook** and read and understand the remaining policies and guidelines, outlined below.

Parent's Initials

- ▶ I approve of my child's membership and give consent for him/her to take part in the Club's activities.
- ▶ I acknowledge that the Club and it's personnel are not responsible for personal injury to my child or loss of his/her property.
- ▶ I will assume financial responsibility for any property or equipment that is damaged as a result of carelessness or negligence.
- ▶ I grant permission to photograph or record my child and use their picture in connection with promotion of the Boys & Girls Club of Whittier including the website.

New Member Agreement

I wish to become a new member of the Boys & Girls Club of Whittier. I promise to take care of my Club property. I will carry my membership card with me at all times while I am at the Club. I will be respectful to staff as well as other Club members.

Members Initials

Signature of Parent/Guardian

Signature of Parent/Guardian

Signature of Member

Date

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MEDICATION FORM



**BOYS & GIRLS CLUB
OF WHITTIER**

PRESCRIPTION REQUIREMENTS

Any medication that needs to be administered during Boys & Girls Club of Whittier operating hours must be given to the director and will be kept in a secure location at the site. Administrations will be recorded and located with the medication. The child must be able to self administer the medication. This includes any over the counter medication.

Prescription medication must have the following information in a prescription labeled container:

Child's Name	Medication Name
Dosage	Frequency of Administration
Name of Licensed Prescriber	Phone Number of Licensed Prescriber

SPECIFIC MEDICAL INFORMATION

Medical Condition	Time of Administration
Method of Administration	Does the Child Administer Willingly? Yes No
Possible Side Effects/Reactions	

RELEASE OF LIABILITY

I hereby certify that _____ has previously had at least one dose of the prescribed medication listed and did not have an adverse reaction from it. I hereby give my permission for this medication(s) to be self-administered at the Boys & Girls Club of Whittier or authorized activity as prescribed by the physician or as on the over-the-counter medication label. I understand that it is my responsibility to furnish this medication. I acknowledge that the Boys & Girls Club of Whittier incurs no liability for any injury resulting from the self-administration of medication and agree to indemnify and hold the Boys & Girls Club of Whittier, and its employees and agents, harmless against any claims relating to the self-administration of such medication.

Signature of Parent/Guardian

Signature of Parent/Guardian

Date

Date

OFFICE USE ONLY

Amount of Medication Received	Physical Description of Medication
Receiving Staff Name	Staff Signature

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PARENT ORIENTATION



**BOYS & GIRLS CLUB
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*At least one parent or guardian is required to attend a Parent Orientation prior to securing a spot at the Boys & Girls Club of Whittier. Registration will not be complete until this requirement is met. **English and Spanish orientations will be held in the Learning Resource Center at the Main Clubhouse.** Orientation will last approximately one hour. Please indicate the orientation date of attendance:*

For Registration on or before Friday, May 20, 2011:

_____ **Tuesday, May 17, 2011 at 5 PM** _____ **Thursday, May 19, 2011 at 6 PM**
_____ **Tuesday, May 24, 2011 at 6 PM** _____ **Thursday, May 26, 2011 at 5 PM**

For Registration after Friday, May 20, 2011:

_____ **Tuesday, June 07, 2011 at 5 PM** _____ **Thursday, June 09, 2011 at 6 PM**
_____ **Tuesday, June 28, 2011 at 6 PM** _____ **Thursday, June 30, 2011 at 5 PM**

Orientations for incoming members after June 30 will be scheduled as needed.

Due to the needs of the program and having limited spots available, a child will be dropped from the program if the orientation is not completed within allotted time. The member will be placed on the waiting list and any fees collected will be refunded.

Signature of Parent/Guardian

Signature of Parent/Guardian

Date

Date

Parent Copy Please Tear Here

REMINDER!

I have reserved a spot for the mandatory parent orientation date at the Boys & Girls Club of Whittier on:

_____ **Tuesday, May 17, 2011 at 5 PM** _____ **Thursday, May 19, 2011 at 6 PM**
_____ **Tuesday, May 24, 2011 at 6 PM** _____ **Thursday, May 26, 2011 at 5 PM**
_____ **Tuesday, June 07, 2011 at 5 PM** _____ **Thursday, June 09, 2011 at 6 PM**
_____ **Tuesday, June 28, 2011 at 6 PM** _____ **Thursday, June 30, 2011 at 5 PM**

*Any questions please contact the club at (562) 945-3787 ext 100
or visit us at 7905 Greenleaf Ave Whittier 90602 or www.bgcw.org*

PROGRAM HANDBOOK



Anti-Discrimination Policy

It is the policy of the Boys and Girls Club of Whittier that no person be excluded from participating on the grounds of race, creed, color, sex, religion, disability, national origin, sexual orientation, or income. Boys and Girls Club of Whittier strives to include all children, including those with special needs, and will attempt to accommodate all special needs. We encourage parents of children with special needs to communicate with staff about a child's needs. We will make every reasonable effort to have our staff trained to work more effectively with each child's special needs.

Registration and Enrollment Procedures

Each site has limited spaces available during the school year, vacation breaks and summer day camp. All registration will be on a first-come, first-serve basis. The following items must be completed and signed prior to your child's first day in the program:

1. Completed Membership Packet
2. Birth Certificate/Proof of Age
3. Proof of Address (billing mail, ID)
4. Membership Fee
5. 1st and Last Week of Sunrise (where applicable)

Please fill out the forms carefully and accurately. All information received is kept confidential. Boys & Girls Club of Whittier will not release any information except to the primary contacts listed in the registration packet.

Updating Emergency Contacts

It is vital that parents provide the Club with the most up-to-date contact information. In cases of emergency, sickness and major discipline issues, staff will use the contact information provided at registration to locate the parents/guardians. If contact information has changed, especially addresses and phone numbers, please immediately notify the front desk.

Fees and Payments

All payments are non-refundable unless otherwise approved. Field trip costs are non-refundable unless event is cancelled by Boys & Girls Club of Whittier. Members who have been suspended will not be refunded field trip costs. Returned checks are subject to a \$25 fee. Payments for the summer early program must be received the Friday prior to the week of service. First and final week of the summer morning program (Sunrise) will be due at the beginning of summer. The last week of sunrise will be charged for the last week of service or for any unpaid balance.

Open Door Policy

We strongly encourage members to stay inside the building where there is supervision, however we emphasize that we maintain an "Open Door Policy." It is the parent's responsibility to instruct their children as to whether or not they are allowed to leave the

Clubs' supervised areas. The Club is not a licensed day care facility and is not responsible if your child leaves the facility.

The Boys & Girls Club of Whittier "Open Door Policy" means that members are allowed to **drop in and out of the center** as they choose during regular program hours. However, we understand that not all members, especially members 7-9 years old, have permission by their parent(s)/guardian(s) to leave the Club. In an effort to help parents/guardians enforce this agreement, the Club is providing Club T-shirts, at low cost, that will assist staff identify those children whose parents/guardians have indicated that their children can not leave the club with out their permission.

Sign In/Out Procedures

All adults, visitors and members must sign in and out at the front counter when they enter the building. Please stop at the front counter and our staff will assist you. All visitors are required to wear a visitors pass when on Club grounds.

Drop Off & Before/After Hours

For the safety of your child, members may not be left at the Club before or after program hours. Supervision is not provided during those times. Please be aware of the closing time. Fines will be issued to parents/guardians who fail to pick up their children on time. Parents/guardian will be given a fifteen minute grace period at closing time. After fifteen minutes have lapsed, parents/guardians will be fined \$ 5.00 per child for each fifteen minutes that elapse. **Parents may not leave their vehicle parked in the turnout driveway in front of the building without exception. Please park only in an approved spot.**

Communication

Boys & Girls Club of Whittier staff are always interested in developing a friendly and professional relationship with parents by engaging in daily conversation, but please remember their primary responsibility during program hours is the safety and supervision of the children entrusted to their care. If you want to discuss something at length, please contact the site director. Please let us know if there are changes in your child's life that may affect their behavior.

Staff will often send home announcements regarding program updates, date changes and other important information with your child. They may be asked to include it in their backpack or homework folder. Announcements may be posted at the entrance to the Club.

Our staff members make every effort to work with parents to solve any problems that may arise. If you have concerns or questions about the care your child is receiving, or an incident that has taken place, please share these concerns with the staff person working with your child immediately (if possible) or make an appointment when it is mutually convenient. If you feel your concerns have not been addressed or that there has been no change, make an appointment with your site director. The sooner the situation is addressed, the sooner it will be resolved.

We ask that any concerns be addressed in a calm, quiet manner. Under no circumstances will the staff accept or tolerate verbal abuse or any other type of abuse. Please limit your discussions to conversation level and do not use inappropriate language, gestures, or intimidation. Remember that your child and other children may witness your conversation. You may wish to ask for a conference away from the children or at a time when there will be no children present.

Truancy, Health & Medical Issues

Members, who are ill, or absent from school are not permitted to attend the Boys & Girls Club until they are fully recovered and are allowed to return to school. This policy is designed to protect the well being of all members. If a member becomes ill at the Boys & Girls Club, a staff member will notify the appropriate contact person who must then make arrangements to pick up the club member.

In case of an accident that requires medical attention, the Boys & Girls Club will make arrangements so that the proper aid is provided. It is important that parents / guardians come in and update their child's Boys & Girls Club record when they change residency or phone number.

All staff of Boys & Girls Club of Whittier is CPR certified and trained in basic first aid. Staff will contact the parent immediately with any head injury or major injury. Staff will perform first aid on minor cuts, scrapes and bruises. If advanced medical care is deemed necessary, an ambulance will be called and the member will be transported to Presbyterian Intercommunity Hospital.

All signs of a communicable illness must be gone before the child may return to the Club. The Boys & Girls Club of Whittier may require a physician's note of clearance to return to activities.

If a child is found to have head lice while at Boys and Girls Club, the families will be contacted and asked to pick up their child immediately. We have members that are from many different schools, and because head lice are considered to be contagious, we must look after the best interest of all children attending our program. In the event of a lice outbreak, a note will be posted at the facility that there have been lice detected. Children found to have lice or nits will be sent home with instructions for removal. Children will not be allowed to return to the program until they are completely free from all nits and lice.

Prescription Medicine

Parents must fill out a Medication Form Boys & Girls Club of Whittier staff are not permitted to give any over the counter medicine including Tylenol, aspirin, cough syrup, etc. If parents wish to provide an over the counter medication such as the one listed above, staff will provide a secure location and provide at the members request. Parents must provide to staff. Members are not permitted to have any medication.

Prescription medication will be kept in a locked secure area and prescription medicine must be in the original container and marked with:

1. Child's Name
2. Physicians name for prescription medications
3. Name and strength of medication
4. Directions, time, and method of administration

Reporting Abuse

California state law requires all staff as mandated reporters to file a report with law enforcement agencies regarding any suspected case of physical or verbal abuse or neglect. The Club will investigate the claim internally. A report does not necessarily constitute a proven fact; rather, it is the raising of a question about the state of the child. Making a report can be the beginning of a process to help families with their problems and to protect their children.

If a parent comes to pick up their child and our staff becomes aware that they parent has been drinking or using drugs, it will be necessary to call one of the emergency contacts and ask them to safely take your child home. If an emergency contact cannot be reached, the Club will contact the Whittier Police Department.

Program Information

It is the goal of our program to serve the needs of families, while addressing the special interests and concerns of their children. Our trained staff work daily to provide a quality program designed to promote Character and Leadership Development, Education and Career Development, Health and Life Skills, the Arts and Sports, and Fitness and Recreation. Our weekly activities may include, but are not limited to: sports, games, arts and crafts, films, field trips, reading, and leisure time. The focus is to ensure fun and quality programs that provide safe and positive environments.

Program Orientations

All new families will receive a personal orientation and tour of the program by the site director or a member of the Boys and Girls Club staff. In addition, large group parent and member orientations and tours are held through out the year. Please call the Front Desk to find out when the next available orientation is scheduled.

Membership Cards

Membership cards are used to check in/out at the front desk. They are also used to check out various Club equipment. A membership card is included in your initial membership fees. A second membership card to replace a lost or damaged card may be purchased at the Front Desk for a small fee. Members are required to carry their cards with them everyday. Lanyards may be purchased at the Front Desk to assist in carrying cards.

Any Boys & Girls Club of Whittier equipment or property that is damaged due to the negligent or purposeful actions of the member will be the responsibility of the parents to cover the fees of repairing or replacing the items.

Personal Items

During the school year, we encourage families to send only materials required for school with their children. Please mark all your child's belongings. It is highly recommended that all electronics including cell phones, media players and game systems are left at home. Toy weapons are not permitted at the Club. **The Boys & Girls Club of Whittier will not be held liable for any damaged, lost or stolen private property.** Any unclaimed items left at the Club at the end of each month are given to local charitable organizations.

Bicycles, skateboards and scooters are not recommended to bring to the Club. Members may lock up their bicycles outside the Club with their own locks. Skateboards and scooters must be checked into the Front Desk. **Any valuable items may be given to the staff to be secured in the staff offices.**

Dress Code

We encourage our Club members to dress in a manner reflecting pride in themselves and the Club. We feel your good judgment should determine the way your child dresses. However, if a staff member feels a child or teen is inappropriately dressed, we will contact the parent. We request your cooperation in following our dress guidelines:

- Closed shoes should be worn to protect feet during activities
- Halters or bare midriff tops are not appropriate Club wear
- No clothing that promotes drugs, alcohol, profanity, or gangs will be allowed. Members will be asked to turn shirt inside out or leave the Club if unwilling to do so.
- Sunglasses may not be worn in the Club.
- Pants must be worn properly around the waist (No sagging)

Activity Calendars

Daily activities will be age and developmentally appropriate and include a variety of small and large group projects, events, and trips. Calendars will be posted on the bulletin boards where members can choose which activities to participate in. Special events and announcements will be posted at the Front Entrance.

Power Hour

At a specified hour during school days (times vary with location), members are required to participate in our homework assistance program. During this time, members must complete school work or other activities that parallel what they are learning in school. All staff help with answering questions and encouraging active participation. Please be aware that this is not a personal tutoring program, but a group activity where members are given assistance as needed.

Phone Usage

Parents may call their child at anytime. Members are allowed to make phone calls only in the cases of emergencies and must ask the staff at the front desk prior to calling.

Movies

Movies are shown every so often at the clubs. Movies are either rated G or PG. Other activities will always be available during movie time.

Field Trips

Supervised groups frequently travel by club vehicles, leased buses and on foot to local parks, pools, etc. Parents should be aware that permission for their child to participate in such activities must be given prior to the event. Permission slips must be signed by the parent/guardian for children to attend. Members are required to wear a Boys & Girls Club of Whittier shirt. Parents may not transport to or from a field trip, they must pick their child up upon returning to the Club. Some field trips may cost additional and costs are based on the cost of the transportation and entry. ALL FIELD TRIPS ARE SUBJECT TO CHANGE.

Sun Protection

Parents or guardians are responsible for the application of sunscreen to their child before coming to the program. Staff will not apply sunscreen to members. Staff will not be held responsible for sunburns during outdoor activities. Contact your physician or pharmacist for product information regarding sunscreens that provide waterproof, day-long protection with a high rating (30 SPF or higher).

Meals

On days that the Boys & Girls Club of Whittier is open during non-school hours, it is the parent's responsibility to provide their children with a sack lunch from home. Food brought from home must have the child's name written on the container. Refrigeration is available. When possible, meals will be provided. Please call for more information.

Guidance and Discipline

The goal of the Boys & Girls Club of Whittier is to provide a safe environment for all children. It is the hope of the staff that every member treats the Club with respect and demonstrates proper behavior. Our professional staff are trained in assisting members to resolve problems in a positive manner. An effective discipline policy focuses on teaching, responsibility, and holding members accountable for their behavior. In Clubs where all members feel accepted, valued, recognized, and rewarded, good behavior is the norm.

It becomes necessary, however, to deal with inappropriate behavior quickly, professionally and in a compassionate manner. If a member's behavior is a threat to the safety, health or emotional well-being of others, and previous methods of prevention and guidance have not been successful, that member will be suspended in accordance with organizational policy.

Reasons for Suspension

Suspension of a member will be decided if an investigation shows the member, while on Club grounds, going to or from, or off site at a Club-sponsored activity, has engaged in any of the following acts:

Assault/Battery

Causing, attempting to cause, or threatening to cause physical injury to another person, including Club personnel. (staff, volunteers, etc.) Exceptions may be made in a situation that supports a case of self-defense where no other option is available.

Weapons

Possessing, selling, or otherwise providing any weapon, including guns, knives, explosives, or simulated weapons, including toys such as pellet, airsoft, paintball and BB guns. Also applies to use of any object in a threatening manner, including traditional classroom supplies such as pencils, pens, paperclips, etc.

Alcohol/Intoxicants/Controlled Substances

Unlawfully possessing, using, selling or otherwise providing alcohol, intoxicants (including inhalants such as glue, paint, liquid paper, etc.) or controlled substances, including prescribed medications. Also applies to being under the influence of alcohol, intoxicants or controlled substances.

Substance in Lieu of Alcohol/Intoxicants/Controlled Substances

Delivering, providing or selling items which are claimed to be alcohol, intoxicants or controlled substances but are not such items.

Drug Paraphernalia

Unlawfully possessing, offering, arranging for, or negotiating to sell any drug items.

Tobacco or Nicotine Products

Possessing, providing or using tobacco, or any item containing tobacco or nicotine products, including but not limited to cigarettes, cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel.

Property Damage

Causing or attempting to cause damage to Club property or private property. Parents or guardians are legally responsible to pay for any loss or damage to public property caused by a Club member.

Property Theft

Stealing or attempting to steal Club or private property, or receiving stolen property. Parents may be required to pay for damages.

Obscenity

Committing an obscene act or engaging in regular profanity, swearing or vulgarity. Also

applies to “making out”, even if consensual. Also includes items of explicit nature including literature, photos, and other items of sexual nature.

Disruption or Defiance

Disrupting Club activities or otherwise refusing to follow the valid authority of Club personnel performing their duties.

Threats and Intimidation

Harassing, intimidating, or threatening a member who is a witness in a Club disciplinary procedure for the purpose of either preventing that member from being a witness or retaliating against that member for being a witness, or both. Also applies to verbal or written threats against Club personnel or threats to cause property damage.

Suspension Process

Club employees may suspend any member for any of the acts considered grounds for suspension. The staff immediately reports the suspension to the Branch Director for approval and sends the member to the Branch Director or designee for appropriate action. After conducting an informal meeting between the member and the staff or volunteer who referred the member, a decision is made whether or not to suspend the member. Once a decision is made to suspend a member, a parent or guardian is contacted. A meeting may be requested under the discretion of the Branch Director or designee. The meeting will be held at the Club. In the event that no person on the emergency contact list can be reached, a letter will be sent home with the child requiring the signature of the parent or the staff will inform whoever picks the child up from the Club. Staff will not instruct the members to leave the Club. If an emergency contact approves over the phone, the child will be allowed to leave the Club. Any incident of refusal to leave the Club may be handled by the Whittier Police Department.

A supervisor or designee will suspend a member for a first offense for a minimum of two days and maximum of five consecutive days for any of the acts considered grounds for suspension. A supervisor may also increase the amount of suspension time due to the severity of the incident.

1st Offense – Mandatory 2 Days - 5 Days

2nd Repeat Offense – Mandatory 5 Days or More

3rd Repeat Offense – Mandatory 14 Days and Probationary/Guidance Period

4th Offense – Membership Revoked

A member may be suspended for a maximum total of **21** days per school year.

During a member’s probationary period, the member will be given limited access to Club activities at certain times. They will also be required to participate in Club Leadership activities. This may be a 30/60/90 day period and is intended to direct specific positive support to the child.