

Locations

Del Dios Middle School
1400 W. 9th Ave.
Escondido, CA 92025
760-432-2439

Mission Middle School
939 E. Mission Ave.
Escondido, CA 92025
760-432-2452

Hidden Valley Middle School
2700 Reed Rd.
Escondido, CA 92025
760-432-2457

Rincon Middle School
925 Lehner Ave.
Escondido, CA 92026
760-432-2491

Administrative Offices
115 Woodward Ave.
Escondido, CA 92025
760-746-3315 x208
Regional Manager
Christiann Stewart



Parent Handbook 2017-2018 X-Track Programs

www.SDYOUTH.org



For More Info, Visit Our Website at www.sdyouth.org



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**Receipt and Acknowledgement of
X-Track Rules, Homework Agreement & Parent Handbook**

Please read and sign the statements below to acknowledge receipt of this handbook and return to the Site Supervisor.

Student Section:

I, _____ (Student Name) have read and understand my responsibilities as an X-Track **member** and will do my best to follow the X-Track Rules and Homework Agreement. Furthermore, I understand that if I do not follow these guidelines there will be consequences for my actions which may include being dropped from this and all Boys & Girls Clubs of Greater San Diego programs.

Signed _____ Date _____

Parent/Legal Guardian Section:

I, _____ (Parent/Legal Guardian Name) have read and understand my responsibilities as an X-Track **parent/legal guardian** and will ensure that my child adheres to these policies. I understand that if these guidelines are not followed there will be consequences for my child that may include being dropped from this and all Boys & Girls Clubs of Greater San Diego programs. I further acknowledge that I have received the X-Track rules, Homework Agreement and the Parent Handbook.

Signed _____ Date _____

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Dear Parents,

I would like to welcome you to the Boys & Girls Clubs of Greater San Diego! For 75 years, we have provided safe and quality afterschool and camp programs for children throughout San Diego County and we are excited to have you as part of our Boys & Girls Clubs family. We want you and your children to feel at home while you are here and we do that by providing fun, enriching activities that will keep your child busy while you are at work. Your child will have the opportunity to participate in arts & crafts, STEM, cooking, games, sports and much more during their time at the Club. We also keep your evening at home in mind by providing a quiet space for your kids to complete homework for one hour each day. Our hope is that your experience at the Club is rewarding. If you have any questions please feel free to meet directly with your Club's Site Supervisor. We know that you have many choices for the care of your children and we are honored you have chosen us.

Sincerely,

Danny Sherlock
President & CEO

X-Track Rules

- Members must leave campus immediately after signing out (members are not to loiter on campus or in the parking lot)
- Permission must be received before entering the office area/ball room/ cabinets
- Respect school/club property (**members deliberately damaging school/club facilities or equipment will be held responsible for payment or repair**)
- Electronic devices must be put away **at all times**, unless given permission by adult staff
- Members are permitted in areas only when adult staff is present
- Members are required to have a pass when adult staff is not present
- Members are expected to keep all areas of the school/club neat and clean
- Members are expected to obey the adult staff at all times (**failure to do so may result in suspension or expulsion**)
- Use of bicycles, skateboards and scooters is not permitted on campus
- Members must dress appropriately
- Violence of any kind is not permitted
- Treat other members and staff with kindness and respect
- All school rules must be observed at X-Track

Homework Room Agreement

State guidelines require the X-Track program to provide one mandatory hour of homework time each day. Members may not sign out until homework time has ended at 4:30pm if they have an early release form on file. Members who repeatedly fail to attend homework hour will no longer be allowed to attend X-Track. Members who are constantly disruptive during homework time will no longer be allowed to attend X-Track. Please see the student contract below.

- I will work on my homework quietly.
- If I need help on my homework, I will raise my hand and wait patiently for staff to assist me.
- If I finish my homework early, I will read silently or work on an educational worksheet provided by staff.
- will not disrupt others by talking.
- I will not leave my homework room without permission from staff
- I will not touch anything in the classroom without permission from staff

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This handbook was revised March 2017



General Information

X-Track is a free, on-site before and after school program run by the Boys & Girls Clubs of Greater San Diego, under the ASES grant. X-Track provides supervised activities on campus each weekday. Activities include arts & crafts, sports leagues, indoor/outdoor games, homework help, as well as a number of special events. X-Track operates within a 20-1 member to staff ratio.

Staff members must be at least 18 years of age and submit to fingerprinting and drug screening. Staff members also receive extensive job-related training through the Boys & Girls Clubs of Greater San Diego, and are required to obtain CPR/First Aid certification. In compliance with the Escondido Union School District, X-Track staff members must also pass a math/language competency exam to ensure their ability to assist students with homework.

Mission Statement

To inspire and enable youth achieve academic success, build good character and responsible citizenship, and make healthy lifestyle choices.

Core Beliefs

These beliefs are known as the “Five Key Elements for Positive Youth Development” and serve as the backbone to our work. They are an important part of everything we do.

A Boys & Girls Club provides:

- A safe, positive environment for kids and teens
- A FUN place to be
- Supportive, ongoing relationships with caring adults and peers
- Opportunities to play, learn and grow along with expectations that raise the bar
- Recognition—abundant and positive reinforcement and praise for a job well done

Other Important Things to Know

LOST OR STOLEN ITEMS

The Clubs are not responsible for any item that is lost or stolen. We encourage all members to leave valuable items at home. Staff cannot hold items for members.

CELL PHONES

Members will be allowed to use their cell phones for communication with parents or guardians only. Members will be responsible for keeping track of cell phones and the X-Track Program will not be held responsible for lost or stolen valuables. Members are required to receive permission from a staff member before using cell phones.

ILL CHILDREN

Please do not bring your child/ren to the Club if he/she has missed a day at school, has a cold, cough or any other signs of illness. It is important to notify staff of any illness that may be communicable. Children who are ill will be refused admission. If a child becomes ill while at the Club, parents will be immediately notified to come and pick up their child. In order to protect all the children at the Club, we require the children to be free of lice in order to attend Club activities. If you suspect that your child has lice, please bring it to the attention of the staff who may be able to advise you regarding lice control. Club staff may perform periodic screenings for lice on all members.

MEDICATION

If your child is to receive medication prescribed by a physician, please make sure to complete a Medication Administration Permission form. All medication must be in the original container with a Pharmacy prescription label showing child’s name, doctor’s name, medication being given, dosage and administering directions.



Other Important Things to Know

BICYCLES

If your child arrives by bicycle, he/she should use the bicycle rack. Provide your child with a bicycle lock and instruct him or her to use it.

DRESS CODE

Shoes and shirts must be worn in the Clubs at all times. Clothing should contain only appropriate images or slogans.

CLUB PROPERTY

All members are expected to respect Club Property. Any damage to property will be the responsibility of the member and his/her family to repair or pay for repairs.

SUPERVISION

All members are expected to remain in areas supervised by adult staff. The only exception is if a member has a pass to utilize the restroom. The member will be expected to go straight to the restroom and return as soon as they are finished.

ZERO TOLERANCE BEHAVIORS

Members are not allowed to smoke, gamble, use drugs, drink alcoholic beverages, act out violently or use obscene language in the Club at any time.

LOITERING

To ensure the safety of our members, the Club does not allow members to congregate and loiter around Club facilities and adjacent properties. Parents are asked to instruct their children to participate in activities at the Club or go elsewhere, but not to loiter. Repeat offenders will be suspended or terminated from the program.

PHONES

Club phones are for official Club business only. Only emergency calls will be relayed from parents to members.

New Member Orientation

New members and their parents are invited to attend an orientation class. This class is offered as a way to introduce families to the Boys & Girls Clubs movement and the specific Club you will be attending. Orientation classes for new members are held at the beginning of the school year. Please see your Club's Site Supervisor for specific dates.

Days of Operation

X-Track Programs are open five days a week. Our operational days coincide with the Escondido Union School District's school calendar.

Hours of Care/Late Pick Up

Morning Program Hours

6:30AM to First Bell

Afternoon Program Hours

Last Bell to 6:00PM

Attention Parents! The X-Track program closes at 6:00pm. Please be on time when picking up your child. The following late pick up guidelines will be followed:

1. At 6:05PM staff will begin calling all numbers listed on the emergency/alternate ride list.
2. At 6:30, with no parental contact, the Escondido Police will be called to come pick up your child.
3. Children of Parents who are chronically late picking up their children may be denied continued service. We understand that emergencies can occur. When this happens, please phone the Boys & Girls Club's main Office at (760)746-3315.

Registration Information

Space in the X-Track Program is limited. Registrations are accepted throughout the year, with the first registrations taking place at the same time each school conducts registration. Please find the X-Track registration table if you are interested in signing up. Registration is accepted on a first come, first served basis. Once our programs are full, you will be placed on a wait list and contacted if/when a space opens up.

Attendance Requirements

In accordance with the After School Safety and Education requirements for attendance, all students must:

1. Be enrolled completely before attendance occurs
2. Attend three or more days per week
3. Sign in to the program within 10 minutes of the dismissal bell
4. Attend until 6:00pm and no later
5. Have an early release form turned in prior to any day they need to sign out prior to 6:00pm. The earliest we can release your child is 4:30pm.

If any of these requirements are not being met, children may be suspended or expelled from the program.



Behavior Management Procedures

Members are encouraged to make positive choices and accept consequences when poor choices are made. The staff will also help the members learn how to solve their own problems through a variety of acceptable ways. Rules are posted in various areas throughout the program.

Step 1: Redirection to more appropriate choices

Step 2: Sit with staff

Step 3: First written notice sent home to parents

If behavior continues on subsequent days, steps 1, 2 and 3 above will continue with the following further steps involving the parent:

Step 5: Second written notice given to parent and conference with parent scheduled

Step 7: Temporary Suspension from programs between 2 and 5 days

Step 8: Expulsion from the Club

Members expelled from one branch are automatically ineligible for membership at any of the Boys & Girls Clubs of Greater San Diego locations.

Parent Expectations

We acknowledge that our greatest ally in behavior management of children are the parents of the children. It is our desire to work side by side with you when dealing with behavior issues. In our efforts to do so, we ask that all parents, guardians and family members please show respect to our staff, volunteers and other members. **Any aggressive or disrespectful behavior will not be tolerated and will be subject to removal from the program.**

Behavior Management Philosophy

Club programs are designed to help young people gain self-confidence, increase knowledge, develop mentally and physically, and gain perspective on their future opportunities. Through the teaching of honest values and concern for others, Club programs foster positive attitudes and behavior.

The Club is committed to providing the best possible experience for your child. In order to ensure participant safety and maintain a positive environment, member rules will be posted at the site and staff will use behavior management procedures with members who exhibit inappropriate behavior.

The most common behavior management technique used by our staff is redirection to another activity or behavior. Our staff are trained to redirect children away from situations in which the child is not engaged or is facing a challenge. Our goal is for each child to benefit from programming throughout the day, so if a child is having a bad day or is struggling we will offer alternatives for them.

In some cases, if redirection is not effective, the child may be asked to sit with a staff member. Our hope is that the child will be able to rejoin their group successfully. If the child is unable to return to their group, a parent will be called to speak with the child.

Occasionally, our staff will need to follow further procedures in order to keep all children safe and maintain a positive environment in the Club. These procedures will be followed by all staff and approved by the Site Supervisor of the Club.

Check In and Out Procedures

The X-Track Program requires that all members **scan** in when they arrive to the program, and **scan** out upon leaving the program. In addition to scanning, members must also be **signed** out. Parents who will be picking up their children must sign them out on the *Attendance Sign-Out Sheet*. Members who are permitted to sign themselves out must leave the premises of the school once they have signed out. These members are not allowed at anytime to walk around campus or loiter in front of the school.

Changes in Status

Parents are required to notify the program if there are any changes in contact information and/or emergency information.

Parent Involvement

We welcome and encourage parents to participate in their child's program in any way they feel comfortable or qualified.

1. Special skills such as sewing, needlework, aerobics, carpentry or computers.
2. Ethnic and cultural skills and information that could be shared, i.e. cooking, native languages, music and dance.
3. Coach various athletic teams.

Disaster Preparedness

The X-Track Program will have regularly scheduled fire and earthquake drills. In the event of a major disaster or emergency, all members will be held on site until a parent, legal guardian, or person on the emergency contact list is able to pick up and sign out the member.

Sample Schedule for Afterschool Program

Check In - all members must scan in within 10 minutes of the final bell

Supper - served by school

Power Hour (Homework help) - one hour Monday through Thursday

Program Activities - (members choose from various activities)
Outdoor games (non-competitive sports, group activities)
Indoor games (tournaments/video games)
Arts & Crafts
Small Group Clubs (Jr. Leaders, Healthy Habits)
Sports Leagues
(Flag Football, Volleyball, Basketball, Indoor/Outdoor Soccer)

Clean Up/Free Time

Supper and Snack Programs

The X-Track program is part of a state-wide nutrition program sponsored by the USDA and California Department of Education, and provided by the Escondido Union School District. All of the food served meets nutritional standards set for middle school students. Supper will begin every afternoon following school's end. Supper will be made available to all children enrolled in the program. We do require that they eat their supper in the designated eating area only. No part of supper may be taken off campus.

The nutrition program also extends to an afternoon snack provided by the Boys & Girls Clubs of Greater San Diego. Afternoon snack is only offered at Mission Middle School, Rincon Middle School and Del Dios Middle School. The snack program is open to enrolled X-Track students only.

This institution is an equal opportunity provider.



Field Trip Policies

Occasionally, the Boys & Girls Clubs are able to enhance programming through field trips to local venues. Field trips can take place any time throughout the year. The following policies are in place to ensure the safety of your child while on a field trip.

- Your child must be a member and have a signed permission slip to attend field trips.
- All children must leave and return from field trips in Club vehicles or walking groups supervised by Club staff.
- Parents **may not** take their child to the field trip (if they miss the bus) or pick them up at the field trip. You must wait until your child's group returns to the Club.
- At some sites, there is no on-site supervision at the Club for children who are dropped off after their group has left on the trip.
- Parents of children in grades 6 and above may give written permission for their children to travel in small groups without staff, provided they stay within given boundaries and meet back with the group at specific times.
- Any child in violation of these policies will be subject to suspension from further trips.
- Cost of trips vary based on destination and entrance fees. Trips are non-refundable and non-transferable.