BOYS & GIRLS CLUBS
OF GREATER SAN DIEGO
CHANGING LIVES.

Parent Handbook

www.sdyouth.org



Welcome

Dear Families,

On behalf of the entire Boys & Girls Clubs of Greater San Diego team, welcome! We are excited to have your family as part of our organization and look forward to partnering with you to help your child learn, grow, and succeed.

At the heart of everything we do is our commitment to providing a safe, fun, and supportive environment where every member feels valued, respected, and encouraged to reach their full potential. We believe that young people thrive when they have caring adults, meaningful opportunities, and a place where they can belong.

Our work is guided by three priority outcomes:

- **Academic Success** — Helping members build the skills, confidence, and motivation needed to succeed in school and beyond.
- **Good Character & Responsible Citizenship** — Encouraging honesty, respect, leadership, and service to others while preparing young people to make positive contributions to their communities.
- **Healthy Lifestyles** — Promoting physical, social, and emotional well-being through healthy choices, active living, and positive relationships.

We are honored that you have entrusted us with being part of your child's journey. Together, we can create experiences that inspire learning, foster character, and support healthy growth. Thank you for your partnership and for being an important part of our family.

Michelle Malin

President & CEO



Mission Statement

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

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Overview

Boys & Girls Clubs of Greater San Diego (BGCGSD) is a private, non-profit agency serving school age youth through programs and activities which promote Academic Success, Good Character & Citizenship, and Healthy Lifestyles. Boys & Girls Clubs offer a variety of recreational, cultural, social and sports-oriented
experiences for members.

At Boys & Girls Clubs of Greater San Diego, we believe every child deserves a place where they feel safe, welcomed, and inspired to be their best. Our sites are more than just a place to go after school, they're a community where young people build friendships, discover new interests, gain confidence, and create lasting memories. By partnering with families and following the guidelines outlined in this handbook, we can ensure every child has a positive, rewarding, and safe Club experience.

Our Commitment

- Facilities are appropriately staffed and effectively managed.
- Facilities are safe, clean, well-maintained and inviting.
- Members are acknowledged and recognized by staff.
- Members are respected by staff and other members.
- Programs are meaningful and impactful.
- Programs provide opportunities to have fun.
- Staff are actively engaged with members.
- Staff are professional, caring and well-trained.
- Staff believes that all members can succeed.
- Staff set clear expectations and rules are enforced.



Hours of Operation

Days and hours vary by location throughout San Diego County. Please contact your local BGCGSD site to confirm days and hours of operation. Summer Camp is offered at Clubs countywide, with dates varying by location.

Sites are closed during the following holidays:

- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the day after Thanksgiving
- Christmas through New Year's Day

Join Us!

New members may join at any time during the year by completing a membership application and paying the annual membership fee. Membership is valid from July 1 through June 30, and the fee remains the same regardless of enrollment date.

Members may enroll in after-school programs, transportation, walking programs, sports, summer camps, day camps, and other offerings. Programs, rates, and availability vary by location. Space is limited and offered on a first-come, first-served basis. Priority registration at ASES and ELOP sites will be given to McKinney-Vento students. To reserve your child's spot, submit all required registration forms and pay any applicable fees. For pricing and program details, please contact your local BGCGSD site.

Financial Support

We are committed to reducing barriers to participation. Financial assistance may be available to eligible families for program fees with required documentation, such as a W-2 or other proof of income. Additional benefits may include 50% off program fees for foster youth, 20% off for multi-sibling households, and complimentary annual membership for eligible active-duty military families upon approval. Availability, fees, assistance, and eligibility requirements vary by location.

Financial assistance does not apply to the $60 annual membership fee, and discounts may not be combined. Families will receive the highest discount for which they qualify. Scholarships are valid only when program fees are paid in advance, and failure to pay may result in removal of the discount. Please contact your local Branch for details.

Payment, Refund, and Program Withdrawal Policy

Program fees must be paid in full and in advance to secure your child's enrollment. Payments may be made by cash or check at the Borrego Springs Branch. All other Club locations accept cash, check, or credit card, and online payment options are also available. Advance payments are accepted and will be credited to your child's account. When paying by check, please include your child's full name and program name in the memo line. A service charge applies to returned checks; please contact your local Branch for the current fee. After a returned check, future payments must be made by cash, credit card, or money order. Payments are not accepted in the office after 6:00 p.m. for any program, year-round. Families with outstanding balances or a pattern of late payments may have services discontinued.

If your child is registered for a program and will no longer attend, please notify the site as soon as possible, preferably at least two weeks in advance. Refund requests must be submitted before the program start date or the beginning of a new month. A Refund Request Form must be completed in person with the Membership Clerk or Branch Manager. BGCGSD does not issue refunds or credits for missed days or activities due to illness, personal circumstances, suspensions, expulsions, or other reasons.
Parents and guardians are responsible for keeping receipts needed for after school care tax credits. Boys & Girls Clubs of Greater San Diego does not provide tax statements for after school care expenses.





Transportation, Field Trips, and Walking Program Policy

Transportation Services

Boys & Girls Clubs of Greater San Diego provides transportation from select schools to local Club sites on school days. To reserve a seat on a bus or van, families must complete all required registration paperwork and pay any applicable fees.

All transportation vehicles are certified by the California Highway Patrol, and drivers maintain the required youth bus or school bus license. For safety, children must remain with Boys & Girls Clubs staff during transportation and Club programs. Once a child is received by the driver and enters the vehicle, the child may not exit until arriving at the Club. Drivers release members only to authorized Boys & Girls Clubs staff because they do not have access to authorized pick-up information.

Parents and caregivers may not accompany children on field trips or transportation activities unless they have completed the required volunteer clearance process and have been approved by Boys & Girls Clubs of Greater San Diego.

Transportation Guidelines

A transportation and field trip waiver is included in each child's digital membership registration. This annual waiver covers approved field trips and transportation activities throughout the membership year.

- Parents and guardians must notify BGCGSD staff at least one hour before school dismissal if their child will not ride the bus on a scheduled day.
- If a child is not at the designated school pick-up location, staff will assume the child is not attending the Club that day, and the parent or guardian is responsible for arranging alternate transportation.
- Members should arrive at the designated school pick-up location within 10 minutes of dismissal.
- Staff will not wait more than 10 minutes after the dismissal bell, search for children, or return to the school once the group has departed.
- Late transportation is not available for members participating in after-school activities held on school campuses, including tutoring, sports, or safety patrol programs.
- For transportation schedules on minimum days, please contact BGCGSD staff.
- Transportation schedules, fees, and participating schools are available at your local BGCGSD site.

Missed or Delayed Transportation

If the bus is delayed or your child misses transportation, please contact your local BGCGSD site for assistance. Families should review transportation expectations with their child before participating in the program.

Children participating in transportation are expected to:

- Arrive at the designated pick-up location on time.
- Follow all safety expectations and directions from BGCGSD staff and transportation personnel.
- Remain with authorized staff once checked in for transportation.
- Notify a BGCGSD staff member if they have questions or concerns.

Field Trips

Boys & Girls Clubs of Greater San Diego offers field trips and outings that allow members to explore, learn, and create positive memories beyond the Club. Field trips may take place throughout the year and are designed to provide fun, enriching experiences in a safe and supportive environment.

To support safety and accurate attendance, the following field trip guidelines apply: Children must be active Club members and have a completed field trip waiver on file to participate.

- Members must travel to and from field trips with their assigned group in approved BGCGSD vehicles or designated walking groups supervised by Boys & Girls Clubs staff.
- Children must remain with Boys & Girls Clubs staff at all times during programs, outings, and field trips.
- Parents and caregivers may support BGCGSD activities only when approved as volunteers and may not accompany or transport children during field trips unless they have completed the required volunteer clearance process.
- If a child misses scheduled transportation to a field trip, parents and guardians should not bring the child directly to the field trip location. Parents and guardians may drop off their child at the club when the group returns from their fieldtrip. Please contact the site for an accurate time to drop off your child.
- Children must return to the Club with their assigned group before being released to an authorized parent, guardian, or caregiver.
- Some Club locations may not have staff available to supervise children who arrive after their group has left for a field trip. If the office is open, the child may need to remain there until a parent or guardian arrives. If the office is closed, care may not be available.
- Members who do not follow field trip safety expectations may be excluded from future field trips.

Please contact your local BGCGSD site for field trip schedules, procedures, and location-specific details.

Field Trip Fees and Attire

Fees for trips not included in after school or day camp programs vary by destination and applicable admission costs. Field trip fees are non-refundable and non-transferable. During Summer Camp field trips, members must wear a Club shirt. One Club shirt will be provided, and additional shirts may be purchased if desired.

Walking Program Guidelines

The Walking Program is offered at select schools as a convenience to families. Please contact your local BGCGSD site to confirm whether your child's school participates. To support member safety, families should review the following expectations with their child:

- Wait in the school's designated pick-up area.
- Arrive at the Club's designated meeting spot within 10 minutes of the dismissal bell.
- Respect the group leader and follow all staff directions.
- Use respectful language.
- Refrain from fighting, teasing, harassing others, running, pushing, or rowdy behavior.
- Walk safely with the supervised group.

Only registered children with a completed walking program waiver on file may participate in the Walking Program. If a child misses the supervised walking group, staff cannot return to the school. Parents and guardians should instruct their child to go directly to the school office and call for alternate pick-up arrangements.

Once a child has checked in with BGCGSD staff, the child cannot be released until the walking group arrives at the Club and the child is checked into the program. Staff will not wait more than 10 minutes after the school dismissal bell at the designated pick-up location. Children who arrive late are not guaranteed participation and may be marked absent.

A child's participation in the Walking Program may be revoked at any time due to late payment of after-school program fees or failure to follow Walking Program rules.





Technology Policy

The Club recognizes that technology is used to support learning and to enhance instructions. It is a general policy that all technology be used in a responsible, efficient, ethical and legal manner. Club devices and personally owned devices are permitted for use during approved Club times for Club purposes and in approved locations only. BGCGSD 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.

Members SHALL:

- Complete BGCA's digital citizenship program annually.
- Only use technology for the purpose directed by the staff in charge.
- Use the Internet for educational purposes.
- Access the internet only when they have the permission of staff and visit only approved sites.
- Follow all copyright laws, including those relating to computer software.
- Respect the rights and privacy of other users.
- If they accidentally come across something that is illegal, dangerous or offensive:
  - Clear the screen and
  - Immediately and quietly inform the staff member.

Members shall NOT:

- Eat or drink anything in the computer lab.
- Play with or damage any of the equipment in the computer lab such as screens, keyboards and mouse.
- Tell anyone private information such as another person's address or phone number.
- View or spread any obscene, offensive, pornographic or illegal materials.
- Engage in cyberbullying, threaten abuse or harass any other youth or staff.
- Send offensive, racist or sexist messages.
- Download or print information without permission from the staff member.
- Use chat channels or any other social networks.
- Attempt to change or mess with the Club's computer network in any way.
- Use the Club's network to engage in any illegal act, including, but not limited to, arranging for the purchase/sale of alcohol, tobacco or other drugs; engaging in criminal activity; or threatening the safety of another person.

BGCGSD 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.

Members who violate the Acceptable Use Policy may be denied future internet and/or network privileges for a defined period of time and may be subject to other disciplinary measures as set for by Club policies.

Water Safety Policy

All members participating in water activities must follow BGCGSD water safety rules at all times. These guidelines are designed to support a safe, supervised, and positive experience for every child.

Swim Testing and Participation

Lifeguards will conduct swim tests before children participate in swimming activities each day. Children who do not pass the swim test must remain in the shallow end or another designated area appropriate for their skill level.

Parents and guardians should inform the Branch Manager in advance of their child's swimming ability so staff can plan appropriate supervision and support.

Family Preparation

- Members should arrive prepared to swim in appropriate swimwear and provide their own towel.
- Members may be asked to wear swimsuits under their clothes to reduce the need for changing in public restrooms.
- Flip-flops or sandals may be worn on the pool deck only.
- Families should apply sunscreen before arrival, as staff are not permitted to apply sunscreen.

Staff Responsibilities

- Notify families when a field trip or activity includes water-based activities.
- Request information about each child's swimming ability before participation.
- Share swimming ability information with staff and chaperones responsible for supervising each group.
- Ensure members participate only in water activities that are safe for their skill level.
- Review water safety expectations with members before and during water activities.



Pick Up Policy

For the safety of children and staff, members must be picked up by the end of the program day. BGCGSD understands that unexpected delays may occur; however, families should contact their site as soon as possible if they anticipate being late. Pick-ups after the scheduled closing time are considered late. During the school year, members must be picked up by 6:00 p.m. daily. During camp, members must be picked up by 5:30 p.m. After three (3) late pick-ups, a child may be subject to dismissal from the program.

Early Release/Late Arrival/ No Show

Enrolled members are expected to attend on their scheduled days and during designated program hours. If a member is unable to attend for the full scheduled time, the parent or guardian must notify their site in advance. Select locations require an Early Release/Late Arrival Request Form submitted in advance that includes the days and times the member will attend and the reason for the request. Due to limited availability, members with three (3) or more early releases or late arrivals without appropriate documentation may be subject to removal from the program.

Program space is limited. Members who enroll and no show may be removed from programs so that space can be offered to other eligible members.



Commitment to Safety

BGCGSD is committed to the young people we serve. The most important thing we do is provide a safe environment for our Club members. If the Club is not safe, nothing else we do will matter. BGCGSD has policies in place to help ensure a safe environment. A comprehensive list can be found on our website at www.sdyouth.org/safety-policies. Below is a summary of the key components.

- Everyone (parents, vendors, guests, staff and members) will enter and exit the building through a main entrance.
- Staff are not allowed to assist members in the restroom or with changing clothes, regardless of the age of the member.
- The number of members allowed in the restroom at one time will be limited.
- Staff are not permitted to exchange personal contact information with members or have a private meeting/communication with a member away from the Club. This includes in person meetings and virtual communications such as texting, video chat and social media.
- Proper ratios of children to staff will be maintained.
- BGCGSD adheres to all CHP regulations regarding vehicles, drivers and safety procedures.
- Each vehicle used in this program has received California Highway Patrol Certification and each driver has a Youth Bus or School Bus Certification.
- Staff members may not transport members or teen volunteers in personal vehicles.
- The Club is committed to maintaining a drug-free workplace. Alcohol and/or drugs are strictly prohibited. Smoking and/or the use of any tobacco, E-Cigs, Vaping or spit tobacco are prohibited inside all areas of the Club buildings, on Club property (whether owned or leased), in Club vehicles, or within the proximity of the youth we serve.
- Communications Systems may only be used for BGCGSD business purposes.
- Staff members may not engage in any discriminatory, harassing or retaliatory behavior or violate the privacy of others.
- Staff Members and Club Members may not post confidential information about BGCGSD, its employees or its Club Members and must respect the rights and privacy of others.
- Members may only access the internet when they have the permission of staff and will only visit approved sites.
- Staff/Members may not view or spread any obscene, offensive, pornographic or illegal materials. If they accidentally come across something, they should clear the screen and tell a staff member.
- Staff/Members may not engage in cyberbullying, threaten abuse or harass any other youth or staff.
- Members may not print information without permission from a staff member.
- Members may not use chat channels or any other social networks.
- Members who require a personal aide while attending school must have an aide accompany them while at the Club.
- The Club cannot provide the one-on-one assistance.
- Members whose behavior is likely to result in injuries to themselves or others or who are a risk to leave the premises without permission will be removed from the program.
- Members may not possess or use weapons of any kind.
- Members may not use inappropriate or obscene language while participating in Club programs.
- Members attending a Club located on a school campus or within a housing community are expected to follow both Club expectations and the rules of that location.

Safe Passage Policy

In the interest of your child's safety, BGCGSD has adopted policies we call our Safe Passage Policy.

- Members under the age of 12 must be retrieved by a parent, guardian or other authorized adult on the authorized pick up list (e.g. family member, nanny).
- At select locations, members age 12 and older may leave the Club unescorted with prior written permission from parent or guardian and a signed release of liability.
- Members ages 12 and older may escort household members from the Club (only with prior written authorized parent/guardian permission and a signed release of liability).
- No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day.
- Only pre-authorized adults will be allowed to pick up children from the Club.
- All authorized and unauthorized adults must be listed on the membership application.
- Parents/guardians/authorized adults are required to enter and exit through the main door to drop off or pick up children.
- Staff will not respond to phone calls requesting a member to be dismissed unescorted.
- Parents/guardians/authorized adults should be prepared to show ID at all times.
- The Club will not physically restrain a member that insists on leaving the Club, nor block the facility's exits. Therefore, it is each parent's responsibility to discuss the Club's Safe Passage Policy with his or her child and ensure that he or she complies.
- The Club will not accept responsibility for members that leave the Club unsupervised and in breach of this policy.
- The Club reserves the right to suspend or discontinue services for violation of the above procedures by an adult or child.





Parent/Guardian Expectations

Families are valued partners in creating a safe, supportive, and positive experience for every child. We are committed to working with parents and guardians and ask all family members to help maintain a respectful environment for members, staff, volunteers, and other families.

Parents and guardians are expected to:

- Pick up children on time and notify their site as soon as possible if an unexpected delay occurs.
- Direct questions, concerns, or requests for assistance to the Branch Manager, Site Supervisor, or Membership Clerk.
- Treat staff, volunteers, members, and other families with respect. Aggressive, threatening, or disrespectful behavior will not be tolerated and may result in removal from the program.
- Remember that BGCGSD facilities are secured during program hours. Authorized pick-ups must present a valid photo ID before a child is released.
- Understand that only the parent or guardian who completes the child's registration may add or remove approved pick-ups and receive account or participation information.
- Ensure that all approved adults listed for pick-up may pick up the child on any day, in accordance with Club policy. Boys & Girls Clubs of Greater San Diego is not responsible for determining custody schedules or restricting approved individuals from pick-up based on family agreements.
- Maintain respectful communication during family disagreements or disputes on BGCGSD property. Parents and guardians should contact their Branch Manager or Site Supervisor before approaching another parent or family member to support a safe and appropriate resolution.
- Sign in and wear a guest badge when entering the site/ facility.
- Parents and caregivers should use designated adult restrooms only.

Thank you for partnering with us to create a welcoming, safe, and positive environment for all members.



Member Expectations

Boys & Girls Clubs of Greater San Diego is committed to providing a safe, welcoming, and respectful environment where all members have the opportunity to learn, grow, and participate in positive experiences. Members are expected to follow all BGCGSD guidelines while participating in programs. Each BGCGSD site may also establish location-specific expectations.

- Enter and exit through the main entrance unless otherwise directed by staff.
- Participate appropriately and positively with their assigned group.
- Treat themselves, other members, staff, and facilities with kindness and respect.
- Refrain from physical aggression, bullying, and unsafe behavior.
- Listen to staff, follow directions, and comply with BGCGSD expectations.
- Remain in designated supervised areas, except when using the restroom.
- Obtain staff permission or a pass before leaving their assigned group area.
- Use the restroom independently; the BGCGSD does not provide diapering, toileting assistance, or changing services.
- Walk safely throughout the BGCGSD; running is permitted only in designated areas.
- Help keep BGCGSD spaces clean, organized, and welcoming.
- Dress appropriately for BGCGSD activities.
- Wear required BGCGSD attire for designated activities, camps, and field trips.

To maintain a safe and respectful environment, members may not engage in one-on-one physical contact or touch other members or staff. Prohibited conduct includes, but is not limited to, grabbing, pushing, hitting, roughhousing, hugging without permission, or any other unwanted physical contact. Members who engage in physical contact may be removed from the program immediately and may be subject to suspension or termination at the discretion of BGCGSD leadership.

Members must use appropriate and respectful language. Verbal abuse, threats, intimidation, harassment, profanity, teasing, name-calling, or any language intended to hurt, embarrass, or demean others is strictly prohibited.

Children who are sick or not feeling well should stay home and refrain from attending the program.

Member Support and Positive Behavior Guidance Policy

Our Commitment

Boys & Girls Clubs of Greater San Diego is committed to providing a safe, welcoming, and positive environment where every young person can learn, grow, build confidence, and form meaningful relationships. Our programs help members strengthen social, emotional, physical, and academic skills while exploring new opportunities.

Member Support and Reasonable Accommodations

We recognize that each child is unique and may benefit from different supports to participate successfully. Reasonable accommodations may be available, including wellness toolkits and designated regulation spaces at all Club locations. These resources give members an opportunity to pause, refocus, practice self-regulation, and return to Club activities when ready. The Club does not purchase specific regulation items; however, members may bring their own items if they are safe and do not distract from the program or other members.

To remain eligible, members must be able to participate in group programming and use the restroom independently. BGCGSD does not enroll children who require diapering or restroom assistance. Members who leave the program area without permission or present a flight risk may be suspended or expelled at BGCGSD's discretion. To request a reasonable accommodation, please contact your local BGCGSD site.





Program Supervision

The Club provides group-based programming and follows established staff-to-member ratios. The Club does not provide one-on-one support or individualized supervision. For member safety, any child who receives one-on-one support at school must also have one-on-one support in BGCGSD programs. Families whose child requires one-on-one assistance may provide an outside support person, as long as that individual completes and is approved through the Club's required volunteer clearance and background check process, and, when applicable, a TB test, before the program start date.

Program Ratios

Club activities are under continuous supervision by an employee of the BGCGSD and maintain reasonable ratios when supervising youth. The recommended ratios for the organization are as follows:

Program	Adult Staff	Youth
Before & After School (Kindergarten)	1	10
Before & After School (1st- 8th grade)	1	20
Camp (Kindergarten)	1	10
Camp (1st- 8th grade)	1	20
Field Trips	1	15
Swimming	2 (lifeguard + staff)	15

Positive Behavior Guidance Policy

Club programs promote positive behavior by teaching respect, responsibility, honesty, and care for others. Staff explain Club expectations and use supportive behavior guidance strategies when challenges occur. The goal is to help members participate successfully through the process below. To maintain the safety of all members, Boys & Girls Clubs of Greater San Diego may skip any step and may remove a child from the program at any time, at its discretion.

1. Redirection and Support: Staff may redirect a member to another activity, conversation, or solution. Staff will work with the member to understand the concern, make positive choices, and return to activities when ready.

2. Regulation Support: If a member has difficulty regulating emotions or behavior, staff may offer access to a regulation space and wellness toolkit to help the member pause, refocus, and practice self-regulation skills.

3. Additional Support from Club Leadership: If further support is needed, the member may meet with Cub Leadership to reflect, reset, and develop a plan for successful participation.

4. Parent/Guardian Communication: Parents or guardians may be contacted when a member needs additional support, is redirected to a regulation space, or receives a parent notice, depending on the circumstances and severity of the behavior.

5. Continued Behavior Support Plan: In some situations, Club leadership may partner with the family to identify additional strategies or expectations that support the member's continued success. Depending on the severity of a situation or if a child receives three parent notices within one year, they may be subject to suspension or expulsion from the program for the remainder of the year.

6. Suspension: When necessary to maintain a safe and positive environment, a member may be suspended from Club activities. Suspensions are determined at the Club's discretion and may range from one (1) to five (5) program days, depending on the circumstances.

7. Expulsion: In serious situations, or when other interventions have not been successful, a member's participation may be discontinued for the remainder of the current program year. Expulsion decisions are made at the discretion of the Club and site leadership. Members expelled from any site are ineligible for membership at any Boys & Girls Clubs of Greater San Diego location countywide for the remainder of the fiscal year.

Re-Entry After Expulsion

A member who has been expelled may be considered for re-entry in a future program year after meeting with the Branch Manager or Site Supervisor and completing a formal behavioral agreement that outlines expectations and support strategies.

Family Partnership

Our priority is to partner with families to provide every member with a safe, successful, and positive Club experience. We appreciate your support in reinforcing Club expectations and working with our team to help young people thrive.

Additional Program Policies and Reminders

Bicycles

If your child rides a bicycle to the Club, they should use the designated bicycle rack when available. Families are encouraged to provide a bicycle lock and remind children to secure their bicycle at all times. Please note that not all Club locations have bicycle racks.

Cell Phones and Personal Devices

Club phones are reserved for official Club business and emergencies. Parents and guardians may contact the Club, and emergency messages will be relayed to members as needed. Members are responsible for keeping track of personal devices, and Boys & Girls Clubs of Greater San Diego is not responsible for lost, stolen, or damaged items. Members are allowed to have cell phones. Cell phones should only be used in emergencies / with staff permission.

Club Property

Members are expected to respect Club facilities, equipment, materials, and the belongings of others. Intentional damage or misuse of Club property may result in behavior management procedures, including suspension. Families may be responsible for repair or replacement costs, and a member's return to the program may require payment for damages and a conversation with Club leadership.

Dress Code

Members are expected to wear appropriate clothing and closed-toed shoes while participating in Club programs. Shirts and shoes must be worn at all times. Clothing should include appropriate images, messages, and designs that support a positive Club environment.

Illness and Health Guidelines

To protect the health and well-being of all members, please do not bring your child to the Club if they are experiencing symptoms of illness or have been kept home from school due to illness. Please notify Club staff of any contagious illness. Children who become ill while attending the Club will be separated from activities, and parents or guardians will be contacted for prompt pick-up.

Members must be free of lice and nits to participate in Club activities. If you suspect your child may have lice, please notify Club staff so they can provide guidance and support.

Loitering

To help maintain a safe and positive environment, children should participate in Club activities while on-site and should not gather or loiter around Club facilities or surrounding areas. Parents and guardians are encouraged to remind children to remain engaged in Club programming or leave the area after arriving. Repeated concerns may result in behavior management procedures, including suspension or removal from the program.

Lost or Stolen Items

Boys & Girls Clubs of Greater San Diego is not responsible for lost, stolen, or damaged personal items. Members are encouraged to leave valuables at home. Staff are unable to store or hold personal belongings for members.

Lunches, Snacks, and Meals

If your child will attend the Club for an extended period, please send a labeled lunch and snack with your child's first and last name. The BGCGSD is unable to provide cutlery, knives, food preparation, microwaves, heating, or refrigeration for lunches brought from home.

Some sites provide free lunch and snack options throughout the year and during summer camp. Please check with your local site for availability, schedules, and serving times. Menus are available upon request at locations offering free meals.

Medication

To ensure member safety, BGCGSD staff may assist with medication only when a completed Medication Administration Permission Form is on file. The form must be signed by both the parent or guardian and the child's physician and cannot be accepted without the required physician signature.

The completed form must accompany all medications, including over-the-counter medications such as Tylenol. All medications must be provided in the original container and clearly labeled with the child's name and medication instructions.

Personal Belongings

Storage areas, such as lockers or cubbies, may be available at some locations; however, they are not locked and may be shared with other members. The Club is not responsible for lost, stolen, or damaged personal items. Members are encouraged to leave valuables and unnecessary belongings at home.

Phones, smart watches, wearable technology, and other communication devices must be powered off and stored away during Club programs unless use has been approved by Club staff. BGCGSD 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. Boys & Girls Clubs of Greater San Diego is not responsible for lost, stolen, or damaged technology devices brought to the Club.

Restrooms

Members are expected to use the restroom independently. Staff will follow Club supervision guidelines and restroom procedures to support member safety, privacy, and appropriate supervision. Members must follow staff directions and any restroom procedures established at their local Club.

Supervision

For the safety of all members, children are expected to remain in areas supervised by Club staff at all times. The only exception is when a member has permission to use the restroom. Members should go directly to the restroom and return to their supervised area as soon as they are finished.

In accordance with Federal law and United States Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (not all prohibited bases apply to all programs.) To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-@, Whitten Bldg, 1400 Independence Ave, S Washington, D.C. 20250-9410 or call (202) 720-5964 (voice & TDD). USDA is an equal opportunity provider and employer.

Locations

Central San Diego

San Diego Padres Branch
4635 Clairemont Mesa Blvd
San Diego, 92177
padresbranch@sdyouth.org
858-273-1645



Ron Roberts Family Branch
2230 E Jewett St
San Diego, 92111
roberts@sdyouth.org
858-277-6670



Inland/East County

Borrego Springs Branch
630 Cahuilla Rd
Borrego Springs, 92004
borrego@sdyouth.org
760-767-9989



Conrad Prebys Ramona Branch
622 E St
Ramona, 92065
PrebysRamona@sdyouth.org
760-788-1453



Amenities Legend

- Pool
- Walking Program
- Transportation Program
- Gym
- Skate Park
- Soccer Field
- Sports Leagues
- Football Field
- Wiffle Ball Field

North County

Conrad Prebys Escondido Branch
115 Woodward Ave
Escondido, 92025
PrebysEscondido@sdyouth.org
760-746-3315



James A. Bronner Family Branch
28751 Cole Grade Rd
Valley Center, 92082
bronner@sdyouth.org
760-749-9822



Mollenkopf Family Branch
16118 4S Ranch Pkwy
San Diego, 92127
mollenkopf@sdyouth.org
858-676-2230



Neville & Helen Baker Family Branch
835 W 15th Ave
Escondido, CA 92025
baker@sdyouth.org
760-745-0515



Sulpizio Family Branch
12988 Bowron Rd
Poway, 92064
sulpizio@sdyouth.org
858-748-9933



South San Diego

Bob Payne Family Branch
1430 D Ave
National City, 91950
payne@sdyouth.org
619-477-5445



Encanto Branch
6785 Imperial Ave
San Diego, 92114
encanto@sdyouth.org
619-263-6407



William J. Oakes Branch
2930 Marcy Ave
San Diego, 92113
oakes@sdyouth.org
619-525-1739



School Sites
Bear Valley Middle School, Escondido
Del Dios Middle School, Escondido
Hidden Valley Middle School, Escondido
Lilac School, Valley Center
Mission Middle School, Escondido
Pauma Elementary, Pauma
Rincon Middle School, Escondido
San Diego Academy of Excellence, San Diego
San Diego Community Academy, San Diego
Valley Center Primary, Valley Center

**Attendance at school-based sites is limited to students enrolled at that school.*