

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB
OF UNITED AMERICAN INDIAN
INVOLVEMENT, INC.**

Parent Handbook

Youth Holistic Wellness Model

The Boys and Girls Club of United American Indian Involvement is committed to helping develop every young person to their truest potential. To guide our programming, we have developed a model of Holistic Wellness. Through this model, we will draw upon all the resources of United American Indian Involvement. These four key areas will be addressed through our programs that we administer, partnerships with other UAII departments, or collaborations with other community service providers.



Club Eligibility

As part of United American Indian Involvement, we serve all of Los Angeles County. Our Club is focused on serving American Indian youth ages 5-18, and transitional-age youth ages 16-25, but we can serve any youth in our community. Registration with our Club will also result in a referral to UAII Member Services. This is done to screen your family's eligibility for as many UAII resources as possible. All services provided by the Boys and Girls Club of United American Indian Involvement are provided free of charge.

Club Registration

Club registration is available through an online link, however subsequent registrations may be necessary for certain programs (ie., Cheer, Flag Football, Field Trips/Camps, etc.). If you had previously registered with the American Indian Clubhouse at UAII, you are still eligible for all services, but you will receive an email asking you to update your information in our new system called MyClub Hub. Registration is completed annually, every September.

Children with Special Needs

The Boys and Girls Club of United American Indian Involvement is committed to serving as many youths in our community as possible. However, our department staff may not have the necessary training and our facility may not have all the accommodations to serve children with severe special needs. Prior to the child's first day at the center, parents must meet with a staff member to develop a plan for the child. Each child will be evaluated on a case-by-case basis to determine if we can meet that child's needs. After 30 days a meeting will be scheduled with the parents to discuss options.

Transportation Services

The department has vehicles to provide transportation to/from onsite and off-site activities. While we strive to provide services to as many youths as possible, there are limitations to who we can pick up. Transportation requests are handled on a first-come, first-served basis. Preference is given to pickups in areas with multiple youth, or at a designated pick-up point. If possible, we will ask parents to drop off their children at the Club (when traffic is at its worst), and we will provide transportation home. Due to our "no 1-on-1" rule, sometimes we can not pick up youth if there aren't other youth already in the vehicle. We will do our best to identify other youth in the area, and suggest a pickup point for both, or we invite your youth to bring a "friend" to the club. They will simply need to register for the program online, which is quick and free.

Our staff will confirm transportation the day before the activity. Transporters are then assigned a pickup schedule and will contact parents with an estimated pick-up time. For the safety of our staff and other youth in the vehicle, we ask parents to bring children out to the pick-up vehicle. When dropping off, we ask that you meet the driver when they arrive. If a parent, or approved guardian is not available for drop off, we cannot leave your child without parent approval. Other drops offs will be made, and contact will be initiated with the parent/guardian. Repeat offenses can result in the suspension of transportation services.

We ask every parent to communicate with our staff prior to pick up if plans change. Transportation requests that are cancelled less than 1 hour before picking up or "No Show" at pick up, will result in a warning of transportation services suspension. A second offense will trigger a suspension of transportation support; however, the youth can still attend all club functions.

When dropping off youth, for safety reasons, we cannot simply drop off the youth and leave. We need an adult to take the youth.

Custody and Court Documents

We will honor and follow the request of the most recent court approved documentation, which we are provided with. If custody or arrangements change, it is the responsibility of the child's primary custodian to inform the Club management team and give them a copy of any new documentation.

Report Cards

You are required to provide a copy of each report card throughout the school year. These aid us in receiving grant monies for our Prevention and Power Hour programs. This also helps us track the success of our kids and see the impact that we are making with Club Members.

Communication between Staff and Parents/Club Members

The Club utilizes two forms of communication with parents.

The Band App (closed messaging application). Questions posted to the Band App are usually answer quickly, by staff or other parents that have the information.

1. First download the Band App to your device (or you can access via a computer)



2. Once you have downloaded the Band App and registered with the App, then scan the following QR code to be added to our group



Staff Contacts

- | | | |
|---------------------------------|------------------------|--------------------|
| • Nizhonii Begay, Program Admin | (213)596-6610, ext 101 | nbegay@uaii.org |
| • Sara Vielmas, Program Manager | (213)596-6610, ext 103 | svielmas@uaii.org |
| • Gabriel Ramirez, Case Manager | (213)596-6610, ext 104 | gramirez@uaii.org |
| • Ramon Enriquez, Director | (213)596-6610, ext 102 | renriquez@uaii.org |

Signing up for Activities

At the beginning of every month a calendar of activities is posted to our social media (Instagram, facebook and the Band app) and posted to our website. Parents can sign up their child(ren) by visiting our website and clicking on the Jotform link. The link will also be posted to the BAND app, but that is usually scheduled a week in advance of the event. We ask that you not contact staff to sign up for workshops. This creates some confusion when staff are out of the office and the whole team doesn't have the most accurate information.

Attendance Policy

We understand that school commitments change throughout the school year, and we may only see some youth during certain activities (camp, archery, etc.). If your child is inactive for over 1 year, they will be removed from our active roll and you will need to re-enroll them before they can resume services.

Inclement Weather

In the event of bad weather, transportation services may be suspended. Often times, this can lead to anticipated low attendance rates and activities may need to be cancelled. If this is the case, a text message will be sent to all parents of youth that have signed up for the workshop informing them of the cancellation.

Club Hours

Our Club is open Monday-Friday (closed on holidays), from 10am-6pm for administrative duties. Most Club activities during the week are planned from 6pm-8pm. Youth can be dropped off as early as 5:45pm on the evening of an activity. Weekend hours vary depending on the activity and summer hours change depending on our activity schedule.

Meals Provided

The Club will provide nutritious meals to all participants during all of our activities. If your child has food restrictions or allergies, please let us know so we can modify our meal plan.

Signing Out/Signing In

All Parents/Guardians must sign out each child that they are picking up each day, and no one under the age of 18 can sign another child out of the BGCAUAll. For safety reasons all visitors will require a Club staff member, or volunteer, to escort them throughout the facility while visiting. This is to ensure the safety of all club members, staff, and volunteers. Parents/Guardians and visitors are prohibited from harassing or intimidating club members, staff, or volunteers while visiting or picking up their child(ren).

Program Feedback

The Club would like to hear back from parents concerning our program. Feedback is confidential and can be on the positive impact our club is having on your youth, suggestions for programming, or comments on a situation that had a negative effect on your youth. See the QR code at the Club, or follow the link here:



If parents would like to be more involved with the club, to help us ensure our club is safe and accessible for every youth, please ask to talk with a staff member about our Advisory Committee and our Safety Committee Meetings.

Emergency Notifications

In the event that the Club must be closed due to an emergency or disaster, the Club Leadership Team will issue the notice of the closing by way of Email, Text, Telephone, or Band app posting.

Teens Signing Themselves Out

Any teen that is 18 can sign themselves in/out of services.

Safety Policy

Staff and volunteers must pass a vigorous and continuous background screening before they can work in our club. Additionally, we employ policies like no “1-on-1” contact between staff/volunteers and club members. To keep every youth safe, we are also Mandated Reporters for Child and Elder Abuse.

Technology Acceptable Use Policy

Every club member that brings a mobile phone, laptop, or other audio/video storage device will need to complete a Digital Citizenship training before they can access club-owned or personal electronic devices. When a club member checks-in, mobile devices will be collected and stored in an area that is visible and accessible in the case of an emergency. At the end of the program day, club members can collect their devices.

Offsite Activities

If you need to contact our staff during an offsite event, please call the Program Director Ramon Enriquez at (213)305-3245, or Program Manager Sara Vielmas at (213)804-0221.

Stolen/Lost Property

The BGCAUAll Staff and Volunteers are not responsible for any lost/stolen personal items brought into the facilities. Parents, please encourage your child(ren) to refrain from bringing expensive toys, games, gifts and/or money. If your child leaves something at the club or in our vehicles, just leave us a message and we will put it aside.

First Aid

All Club staff and volunteers have a current First Aid Certification. In the event of an injury (both at the club and offsite), our staff can apply basic first aid. If the injury is severe, we will contact the parent/guardian and arrange for an urgent care/emergency evaluation. The club carries insurance to cover any potential injury resulting from program participation.

Clothing Rules

During the initial club orientation, each member will receive a BGCUAll shirt. For certain field trips, we will require all attendees to wear the shirt to better monitor group members. We ask that Club

Members wear appropriate clothing, including closed toed shoes. Clothing should be properly fitted (no sagging or tight tops), and without inappropriate graphics (ie. Alcohol, Drugs, Guns, inappropriate words, anything promoting violence). When your child outgrows their shirt, please turn in back in to the club and we can reuse it for youth that lose or forget their shirt.

Visitor Policy

There may be times when parents/guardians may ask to visit the Club, observe a workshop, or want to engage with their child. Our staff may need to explain that some events are for youth only, and some events are family events.

- **Youth Only Event**

In the event of a youth-only event, a workshop may be designed that encourages youth to work with their peers and develop their social skills. Having a parent in this type of workshop may hinder that individual's initiative to engage their peers. For this type of workshop, we can set up a table across the room for the parent/guardian to observe. They can use the adult bathroom, and may want to sit while they wait for the workshop to end. They should be in an area where staff can maintain visual observation of the visitor.

- **Family Event**

In the event of a family workshop, parents are encouraged to interact as a family unit. For this type of event, we expect parents/guardians to be present and interacting with their child/children.

For both situations, a simple screening is performed and a Visitor Badge is issued.

- **Community Event**

For community events at the Club, parents are responsible for their children and visitor badges would not be issued.

Online Resources



<https://www.facebook.com/bgcuaii>



<https://www.instagram.com/bgcuaii/>



<https://www.youtube.com/@BGCUII>



<https://bgcuaii.org/>

Discipline Policy

LEVEL ONE (1) OFFENSES:

INAPPROPRIATE BEHAVIOR and/or DISRUPTIVE BEHAVIOR

- Cursing
- Yelling
- Teasing
- Not keeping hands to self
- Non-sexual harassment of any kind
- Picking on others
- Being out of a designated area without authorization.

1st Offense – Warning/Time Out, Contact Parent

2nd Offense – Parent Meeting

3rd Offense - Suspension for (1) month. Meeting with Club staff before services can resume.

LEVEL TWO (2) OFFENSES:

BULLYING and/or DISRESPECTFUL BEHAVIOR

- Verbal Bullying of any kind
- Cyber Bullying of any kind
- Spreading gossip about others
- Talking back to staff
- Spitting
- Insubordination- not following the reasonable direction of a staff member.
- Stealing

1st Offense - Contact Parents and time out.

2nd Offense - Suspension for (1) month. Mandatory meeting with Club management before services resume.

LEVEL THREE (3) OFFENSES:

PHYSICAL, MENTAL, EMOTIONAL and/or SEXUAL HARRASSMENT

- Fighting
- Inappropriate touching of any kind
- Pushing, Tripping, or hitting another person with the intent of causing harm
- Throwing anything at another person with the intent of causing harm
- Making threats to cause harm to another person

1st Offense – Contact Parents immediately, and immediate 1 month suspension. Meeting with Club Management before services can resume.

2nd Offense- Expulsion for a period of time (at discretion of Management Team)

LEVEL FOUR (4) OFFENSES:

UNACCEPTABLE BEHAVIORS AND ACTIONS

- Possession and/or use of tobacco products – including vaping products
- Possession and/or use of any type of illegal drugs

- Possession and/or use of any type of prescription drugs without a valid prescription
- Possession and/or use of any type of alcohol
- Leaving BGCAUAll Club grounds without permission and/or being signed out.
- Possession or any type of weapon – gun, knife, explosive, etc....
- Causing or Threatening injury to another person
- Damaging, Breaking, Stealing and/or Wasting BGCAUAll Club supplies and/or equipment

1st Offense – Contact Parents immediately and immediate 1 month suspension. Meeting with Club Management before services can resume.

2nd Offense – Immediate expulsion from the BGCAUAll Club program.

We reserve the right to skip any progressive discipline steps, depending on the severity of the act.

Depending on severity of offense, we may need to contact outside authorities.

*** The Boys & Girls Club of UAll is a place where children can come to feel safe, and where they are not vulnerable to the carelessness of others. Please discuss this discipline policy with your child/children.**

Club Member and Parent/ Guardian Code of Conduct

1. I will go to the Club Program Manager or Director if I have a concern about a Youth Development Professional.
2. I will follow the Club Policies and the Parent Handbook.
3. If I have any questions or concerns, I will call or meet with the Club Management team.
4. I will refrain from making derogatory comments or negative gossip against the Club staff and/or volunteers, this includes posting negative comments on social media/Band App and instead will discuss all concerns with the BGCAUAll Management.
5. I understand that the Club implements various programs that are designed to encourage my child to reach their full potential, as productive, caring, and responsible citizens.
6. I understand that I am responsible for turning in my child's report card every semester of the school year.
7. I will support the decisions that the BGCAUAll makes regarding my child, and if I have a Concern or Question, I will address it to Club Management.
8. I will inform the Club staff if any information from my child's application changes, this includes updating my contact numbers and pickup list. I will also bring any custody and/or legal paperwork that needs to be on file for club members. It is understood that the Club staff and volunteers will not be responsible for any charges or occurrences that may happen due to lack of updated information.
9. I also understand that this code of conduct applies not just to me, but to anyone who is picking up my child(ren) from the Club, regardless of whether that person has signed below.
10. All parents interactions must be civil and respectful to the staff while entering and signing out club members.

I agree to follow the Code of Conduct, and I will not verbally or physically abuse, assault, harm or harass any Club member, staff, or volunteer. If any issues arise, I will follow the appropriate action of the Club to resolve any conflicts and/or Concerns. I also understand that this Code of Conduct applies not just to me, but to anyone who is picking up my child(ren) from the club.

Parent/Guardian Signature: _____ **Date:** _____

Club Member: _____ **Date:** _____

Staff Member: _____ **Date:** _____



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AMERICAN
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