

# PARENT HANDBOOK

## X-TRACK



**BOYS & GIRLS CLUBS  
OF GREATER SAN DIEGO**

***CHANGING* LIVES.**



**SDYOUTH.ORG**

# Welcome

Dear Parents,

I would like to welcome you to the Boys & Girls Clubs of Greater San Diego! For 80 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.

Your child will have the opportunity to participate in a variety of programs including homework assistance, arts & crafts, STEM, cooking, games, sports and much more. 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



# 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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# **CHANGING LIVES.**

# 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**  
**6:00AM 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 6:30PM, 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 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.

# 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 1 to 20 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.

## Optimal Club Experience For Our Members

The BGCSD has adopted 10 standards we believe will lead our members to have an *Optimal Club Experience*.

These standards are:

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



# Attendance Requirements

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 and before 7:00am if attending the morning program
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. For those attending the morning program, a late arrival form must be on file for any child arriving after 7:00am

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

# Changes in Status

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

# Check In & 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 any time to walk around campus or loiter in front of the school.

**CHANGING LIVES.**

# Parent Involvement

We welcome and encourage parents to participate in their child's program in any way they feel comfortable or qualified. All volunteers will be required to fill out a volunteer application form and pass a background check.

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.



# Supper 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.

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 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.







# 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.



# Behavior Management Procedures

The following steps will be utilized with the child and may require parent support to assist in carrying out the established rules and policies of the Club. The severity or nature of the conduct at issue will determine the level of discipline and some of the following steps may be bypassed if the behavior is unsafe for the member or others.

## **Step 1**

Redirection to more appropriate choices

## **Step 2**

Sit with Membership Clerk or Branch Manager

## **Step 3**

Phone parent for further redirection

## **Step 4**

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 6**

Temporary Suspension from programs between 2 and 5 days

## **Step 7**

Expulsion from the Club

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



# Expectations for Club Members

The BCGSD requires all members to meet the following expectations. Each Branch may have additional expectations specific to their site.

1. Members are expected to enter and exit the Club through the main entrance only, unless directed otherwise.
2. Lockers and/ or cubbies may be provided but are not locked and may be shared by other members. The Club is not responsible for lost or stolen items. Members are encouraged to leave personal or valuable items at home.
3. While in attendance at the Club, members are expected to participate in the activities with their group.
4. Members are expected to treat themselves and others with kindness and respect. No violent behavior will be accepted.
5. Members are expected to maintain the cleanliness and organization of the spaces they are using.
6. Members are expected to listen to the staff and follow directions given by staff.
7. While in attendance, members are expected to stay within the areas of the Club allowed by staff and only when a staff is present to supervise them, except when using the restroom.
8. Members are expected to obtain a pass to travel from their group to the restroom and back.
9. Members are expected to walk from place to place within the Club. Running is only allowed in the gym and outdoors.
10. Members are expected to dress appropriately at all times.
11. Members are not allowed to smoke, gamble, use drugs, drink alcoholic beverages, have weapons of any kind in their possession or use obscene language in the Club at anytime.

# 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 everyday. 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.



# 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.

## **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.

## **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.

## **CUBBIES / LOCKERS**

Cubbies and/or lockers are available to store backpacks, outerwear, snacks etc. In many cases, there will not be enough available cubbies for each child to have their own and cubbies will be shared.

## **DRESS CODE**

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

## **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 and nits 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.

## **LOITERING**

To ensure the safety of our members, the Club does not allow members to congregate and loiter around Club facilities and adjacent properties.

# Other Important Things To Know...

## **LOITERING CONT.**

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.

## **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 can not hold items for 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.

## **PHONES**

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

## **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.



## Safety Guidelines

Boys & Girls Clubs of Greater San Diego (BGCSD) is committed to the young people we serve. Each and every day, our staff are changing lives through the guidance they give and the quality programs they deliver. 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.

Safety is our top priority and is everyone's responsibility. It does not matter what your position is with the organization. Whether you are a bus driver, membership clerk, program leader, support staff, senior manager or branch manager, safety of our staff and members should always be a priority and we must always be aware of potential danger that may arise.

### Staff Shall:

- Have everyone (parents, vendors, guests, staff and members) enter and exit the building through a main entrance. Additional exits should be locked to the outside.
- Start your day with an inspection of the Club and your work area. Look for any hazards or potential safety issues and deal with them accordingly.
- Be aware of your surroundings at all times. Pay attention to who is entering the Club or your area. Greet all adults and confirm that they are authorized to be there.
- Communicate any concerns you have with your supervisor and co-workers.
- Remain calm in all emergencies.
- Keep the safety of all members a top priority. A medical emergency might be effecting one member, but don't forget that all other members still need supervision. Whenever possible, move members away from the affected area.
- Post critical numbers by all phones so that anyone can quickly locate and contact the appropriate authorities and senior managers.

### Additional Resources:

- Emergency Preparedness & Prevention Binder
- Monthly Safety Topics
- Employee Handbook



## Restroom Usage

BGCGSD is committed to providing a safe environment and enforces the following restroom policy for members, staff, volunteers, and other adults.

Restrooms shall be regularly monitored by designated staff. Monitoring includes walk-throughs and inspections.

### Staff Shall:

- Only use designated adult restrooms if available. Should separate restrooms be unavailable staff shall use a private stall in a restroom locking stall door behind them.
- Intervene and notify Club leadership should inappropriate conduct be observed.
- In addition to notifying Club leadership as noted above; inappropriate conduct observed shall be documented in writing on a Club incident or accident report and provided to the observer's direct supervisor immediately upon completion of the report. All incident and accident reports must be submitted as soon as practical/possible.

### Staff Observing Unacceptable Restroom Conditions Shall:

- Immediately notify Club leadership to have restroom cleaned, sanitized and or/repared.
- Complete a Facility Repair Request and submit it to the Director of Facility and Maintenance.

## Appropriate Boundaries/One on One Contact

Club staff/volunteers are in their current positions because they genuinely care about kids and want to help the Club create a positive and safe environment for our members. Staff/volunteers may have the best of intentions, but it is easy for the lines between staff, authority figure and friend to become blurred if one is not careful. The following policies are in place to protect the staff, volunteers and our members.

## Staff Shall NOT:

- Be present when children are dressing.
- Become intrusive or curious more than is necessary to monitor the health and safety of the member.
- Allow Club members or visitors into private staff areas or parts of the facility that are not used for Club programs.
- Exchange personal contact information with members.
- Have a private meeting or communication with a member away from the Club. This includes in person meetings and virtual communications such as texting, video chat and social media.
- Will not take pictures or videos of members without authorization from management

## Staff Shall:

- Respect the privacy of the child.
- Protect your own privacy.
- Use discretion about what you share with Club members and avoid details when discussing sensitive issues of your private life. Children are naturally curious and often ask personal questions about boyfriends, girlfriends, personal relationships, and sexual activity. Also, it is not unusual for children and youth to develop “crushes” on staff. These feelings, coupled with a natural curiosity, may engage a wild imagination and personal fantasies.
- When alone with a child or youth, keep in view of others.
- If you need to meet with a young person alone, do so in a place that is well away from the ears of other, but in view. Go outside (where people come and go) or to the far end of the pool or gym. Do not use private rooms with the door closed (unless there is another staff or parent present). You may need to provide more privacy in exceptional circumstances, i.e., if a child is making disclosures about abuse for example. In these cases, your supervisor should be made aware of the situation immediately.
- Exceptions may only be made when delivering medical or counseling services by a licensed, trained therapist, or similar professional or in an emergency situation. All exceptions shall be documented on an incident/accident form and submitted to their supervisor immediately.

Staff shall immediately inform their direct supervisor or other Club leadership if a staff member, volunteer, or board member violates this policy. Should any adult staff, volunteer, or board member violate this policy, the Organization will take appropriate disciplinary action, up to and including termination.

## Supervision

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

Type	Adults	Youth
Day Camp	1	20
Field Trips	1	15
Drop-in/After School	1	20
Swimming	1 Lifeguard and 1 Adult	15
Overnight	1 (with minimum of 2 adults)	10
Teams	1	15

*Child Development follows the ratios set by the state of California Child Care Licensing Program.*

BGCSD is committed to providing a safe environment. As such, all Club activities shall be under continuous supervision by an employee at all times. Below are the staff standards for supervision.

### Staff Shall NOT:

1. Use electronic devices such as cell phones, PDAs, or other communication devices while supervising members.

### Staff Shall:

- Abide by the Organization's one-on-one contact policy. During Club events such as field trips or water days that require changing to swim wear, children should whenever possible change in a closed stall. In the event no stalls are available, every effort will be made to ensure all members in a shared space are in the same age group.
- Abide by the Organization's disciplinary policies and procedures.
- Ensure at least three individuals are present when supervising members.

- Maintain proper ratios whenever possible.
- Be trained on appropriate active supervision tactics and behavior patterns.
- Ensure that all volunteers are in the presence of a staff member.
- Immediately notify their supervisor and/or submit an incident/accident report detailing supervision issues or incidents.
- Have attended Active Supervision training.

## Transportation

The purpose of the transportation program is to provide safe transportation of Club members. 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 Shall NOT:

- Transport members or teen volunteers in personal vehicles.
- Use electronic devices such as cell phones or other communication devices while driving any club vehicles.

### Drivers Shall:

- Only transport members in official club vehicles.
- Immediately notify Club when there is a one on one situation.
  - In the event a driver arrives at a school with only one member to transport, creating a one on one situation they will notify club that member attends and notify them before proceeding to next school pickup.
- Perform and document daily Pre-Trip inspection on any club vehicle they are driving and report any issues to Transportation Coordinator.
- Maintain an updated roster of all members picked up and dropped off.
- Immediately notify club if there is any delay or issue while transporting members to and from the clubhouse or during club related activities.
- Notify club and submit written reports detailing issues or incidents involving transporting members to the clubhouse or during club related activities.
- Deliver licensed child care members to licensed child care staff identifying each member by name, number of members and make sure staff acknowledges count and names.
- Walk the entire length of vehicle from front to back prior to departing and securing vehicle in bus yard.

- As of 5/26/2018 all BGCSD vehicles used to transport members are equipped with a Child Safety Alert System which requires the driver to walk to the rear of each vehicle and reset the system anytime the vehicle is shutdown or an audible alarm will sound; another safety feature to prevent leaving a child in the vehicle.
- Strictly obey all safety laws.
- Enforce bus rules, stopping if necessary to ensure orderliness of riders.
- Drive defensively at all times.
- Do not hurry, even if running late.
- Practice evacuation procedures at least twice a year in local parking lots.
- Drive in slow lane of freeway.

## Drug/Alcohol Policy

The Club is committed to protecting the safety, health, and well-being of its employees and all individuals who come into contact with its workplace, and property, and/or use its products and services. As part of this mission, the Club is committed to maintaining a Drug-Free Workplace.

Substance abuse, which includes the possession, use or sale of illegal drugs or the unlawful use or misuse of lawful substances, including alcohol, medical marijuana and prescription drugs, will not be tolerated. The Club also prohibits the illicit use, possession, sale, attempted sale, purchase, attempted purchase, conveyance, distribution, cultivation or manufacture of illegal drugs, prescription medications, marijuana, intoxicants, or controlled substances in any amount or in any manner. It is a condition of employment at the Club to refrain from using illegal drugs, and unlawfully using lawful substances, including alcohol, medical marijuana, and abusing prescription medicines, and to abide by the guidelines of the Club's Drug-Free Workplace Policy.

### **On-The-Job Use, Possession or Sale of Alcohol and Drugs**

- Having alcohol or illegal drugs or the metabolites of such drugs in your bodily system while on Club property or while performing organization business is strictly prohibited.
- The use, possession, sale, transfer, or purchase of any drug, which, under the circumstances is illegal, including medical marijuana, is also prohibited both on Club property and at any time that you are working or representing the organization.
- The consumption of alcohol while on Club property or while you are working is prohibited.

## **Drug and Alcohol Testing of Current Employees**

Where BGCSD has reasonable cause to believe an employee is in violation of the Drug and Alcohol Free Workplace Policy, BGCSD may require testing of blood, urine and/or saliva to determine drug and alcohol content. An employee's consent to submit to such testing is required as a condition of employment, and the employee's refusal to consent will result in further disciplinary action, up to, and including termination.

## **Smoke Free Workplace**

California prohibits smoking in all enclosed workplaces, both private and public, including vehicles, parking garages, covered parking lots, and common areas such as lobbies, restrooms, break rooms, stairwells, and elevators. Smoking is prohibited within 20 feet of main entrances, exits, operable windows, or ventilation system intakes. 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.

## **Technology Acceptable Use Policy – Staff**

BGCSD's Communications Systems (including, but not limited to: computers, laptops, e-mail, telephones, cell phones, text messaging, video conferencing, voice mail, facsimiles, internet and networks) have been provided by BGCSD for the sole purpose of conducting BGCSD-related business. All communications and information transmitted by, received from, or stored in these systems are BGCSD records and property of BGCSD. BGCSD reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove or delete any unauthorized use of its Communications Systems.

## **Staff Members Shall:**

- Use Communications Systems only for BGCSD business purposes.
- Exercise care when sending or receiving sensitive, privileged or confidential information electronically.
- Respect all copyrights and licenses to software and other online information.
- Comply with the law at all times.
- Maintain the confidentiality of BGCSD's trade secrets and private/confidential information.

## **Staff Members Shall NOT:**

- Use the Communications Systems to send a message that is harassing or offensive.
- Engage in any discriminatory, harassing or retaliatory behavior.
- Violate the privacy of information of others.
- Transmit, display, store, publish, or purposely receive any pornographic, obscene or sexually explicit material.
- Alter, copy, transmit or remove BGCGSD information, proprietary software, or other files without proper authorization from BGCGSD.
- Read, copy, record or listen to messages and information delivered to another person's email or voice mail boxes without the proper authorization, based on legitimate business reasons.
- Post confidential information about BGCGSD, its employees or its Club Members without prior approval from the President/CEO or Human Resources.
- Exchange personal contact information with members.
- Have a private meeting or communication with a member away from the Club. This includes in person meetings and virtual communications such as phone calls, texting, video chat and social media.

Personal devices are not to be used while supervising members. Staff are responsible for their own personal devices. Supervisors and BGCGSD are not responsible for the security and condition of any staff member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse or theft of any personally owned device brought to the Club.

## **Technology Acceptable Use Policy – Club Members**

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:**

- 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 will 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.

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 are responsible for keeping personal devices with them at all times. Staff are not responsible for the security and condition of the member's personal device. Furthermore, the Club is not liable for the loss, damage, misuse, or theft of any personally owned device brought to the Club.

## **Participation**

The Club serves children of all races, colors, religions and genders. The Club is committed to providing the best possible experience for all participants.

### **To ensure the safety of all participants, the Club will not serve children:**

- Whose behavior is likely to result in injuries to themselves or others
- Who are a risk to leave the premises without permission
- Whose disability is so severe, they cannot participate in a majority of Club activities
- Who require assistance to use the toilet
- Who require a personal aide while attending school and whose aide does not accompany them at all times at the Club
- Children requiring a personal aide shall not ride club vehicles without their personal aide.



# 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.
- I 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.



## Follow & Like Us



**BGCGSD**



**BGCGSD**



**Boys & Girls Clubs of Greater San Diego**



**BGCGSD**



**BGC\_GSD**

***CHANGING* LIVES.**

# Boys & Girls Clubs of Greater San Diego

## 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 Member Expectations 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 Member Expectations, Homework Agreement and the Parent Handbook.

Signed \_\_\_\_\_ Date \_\_\_\_\_

# Administrative Offices

4635 Clairemont Mesa Blvd.  
San Diego, CA 92117 | 858-866-0591

## Locations



**Bear Valley Middle School**  
**3003 Bear Valley Pkwy S, Escondido, CA 92025**  
**760-432-4060**



**Del Dios X-Track**  
**1400 W 9th Ave, Escondido, CA 92029**  
**619-933-9976**



**Hidden Valley X-Track**  
**2700 Reed Rd, Escondido, CA 92027**  
**619-933-9949**



**Mission X-Track**  
**939 E Mission Ave, Escondido, CA 92025**  
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