



BOYS & GIRLS CLUBS
OF THE EAST VALLEY

Gila River Branch – Sacaton

www.clubzona.org / www.facebook.com/sacatonbranch

Located on the Gila River Indian Community (*Cholla St. & Seed Farm Rd.*)
Club Phone #: (520) 562-3890 & (520) 562-3891

Branch Executive: Rebecca Martinez (rebecca.martinez@clubzona.org)
Youth Development Director: Soyet Antone (soyet.antone@clubzona.org)
Sports & League Coordinator: OPEN (@clubzona.org)
Clubhouse Coordinator: LeAnn Mallow (leann.mallow@clubzona.org)
Teen Director: Deion Nez (deion.nez@clubzona.org)
Front Desk Manager: Stacy Vavages (stacy.vavages@clubzona.org)

OPERATIONS: Youth Program: 5-12 yrs / Teens: 13-18yrs

SUMMER CAMP: Monday–Friday (*8am-5pm: youth & 10am-6pm: teens*)

CLUB RULES:

Respect the Club
Respect the Staff
Respect Each Other
Respect Yourself

ORIENTATION

All parent(s)/guardian(s) must attend an orientation before their child(ren) may attend a fieldtrip. Orientations will acquaint you with club rules, policies and program delivery. Members will receive their membership card on their first day of camp. Enrolling your child/children in the Boys & Girls Club of the East Valley-Sacaton Branch is indication that you have read and will comply with the organization's policies and procedures.

MEMBERSHIP & FEES-Non Community Members ONLY

Membership forms must be filled out completely (all members) and all fees (non-community members only) paid before a child will be admitted as a member of our club. Please notify the front office of any changes of information on the information form (i.e. address). For Non-Community members the membership fee is \$25.00 annually and membership is valid June 1st thru May 31st regardless of the date on which the membership began and is transferable within the East Valley Clubs Only: **Additional fees are required for other programs such as:**

- Day Camp (Summer, Fall, & Spring)
- Field Trips
- Club Shirts
- Sports Activities & Leagues

Deadlines for all programs will be strictly enforced and late fees will be assessed

It is important to remember that the Boys & Girls Clubs of the East Valley is NOT A DAYCARE and is not governed by DHS as a childcare facility.

REFUNDS

If you would like to switch days that you've already registered for, you must submit your request in writing 5 business days in advance of the days you want to switch. If you are accepted for a change of days, you will be charged a **\$5.00 service charge**. There will be **NO REFUNDS** for days or fieldtrips that are unattended. Please select your days wisely as there is very little space for movement.

PAYMENT

Forms of payment we accept are cash, money orders or checks w/ valid driver's license **ONLY**. You may pay over the phone with your debit/credit card. Members will not be able to attend the program until the fee is paid to bring the balance current.

DEADLINE DATES-*Summer & Breaks*

The Summer Day Camp program consists of 10 weeks and each week has a deadline date of the Friday before the week starts, payment is due. All members (Non Community & Community) will need to be registered and PAID (for Non GR Community Members ONLY) by the deadline date or your child may be turned away. We need to know how many kids we are expecting for staffing & lunch reasons. We will try our best to remind you (on calendars, via e-mail, signs, or on the scanner) but ultimately it's your responsibility to remember.

SCHOLARSHIP-*Non Community Members ONLY*

Scholarships are available upon request, for those who qualify. Funds available are **limited**; all requirements must be met in order to qualify, including Proof of Income (2014 Tax Returns) and deadline dates to submit scholarship paperwork. A scholarship application must be filled out completely. Scholarships may be used for day camp WEEKLY fees ONLY. We do not pro-rate the summer daily fees or scholarship on the yearly membership, club t-shirts or fieldtrips.

OPEN DOOR POLICY

The Boys & Girls Clubs of the East Valley operates on an "open door" policy. Our members are welcome any times we are open. We strive to serve all youth and teens from diverse backgrounds. If a member is not to leave the club during the course of the day, it is the parent or guardian's responsibility to give such instruction to the member.

MEMBER CARDS

Membership cards are **REQUIRED**. Club members must have their card to enter the club for any activity or event. If a member forgets his/her card, a Day Pass must be purchased for .25 cents. If a member loses his/her card, a new one must be purchased at the cost of **\$1.00** or if a child's card is not able to scan due to water, etc., the member will need to purchase a new card. In the event that a member forgets their club card and does not have .25 cents for a Day Pass, they may earn a pass for the day. A member can only earn a pass once a week.

TRANSPORTATION & CLOSING TIMES

Parents/guardian(s) are responsible for making travel arrangements to and from the club. Staff members are **NOT** allowed to give members a ride. If the parent/guardian is running late, a phone call must be made to the Branch prior to closing time. The member must be picked up within thirty (30) minutes of closing. The Branch will make a minimum of 3 attempts to contact the parent/guardian and/or additional people listed on the emergency contact list. After thirty (30) minutes and the attempts to make contact if the member has still not been picked up, Gila River Police Department will be contacted. It is also the parent's responsibility to update all phone numbers with the front desk and to keep them current. On the first occurrence of the member being picked up after closing time, the parent will be given a copy of this procedure. If a member is picked up late three (3) times during a six month period, their membership privileges can be revoked.

BEHAVIOR

Members are expected to follow the rules and regulations of the club. They are expected to respect the club, the staff and fellow members. Members who consistently fail to follow club policies will be expelled and can be denied entry into the club. When a child is expelled, a parent/guardian will be notified by the Youth Development Director. Arrangements must be made to pick up the member immediately. A meeting will be arranged with the staff, parent/guardian(s), and the child, if the child is allowed to return to the club. Behavior steps are as follows:

- 1st infraction-Speak to a staff member about making a positive choice.
- 2nd infraction-Member will need to go into a “time out” situation. One minute for their age, either away from the activity or in the Youth Development Directors Office. After timeout is completed, they will need to speak to the staff person about what could have been done differently and end on a high note.
- 3rd infraction-Behavior Citation is written by the staff and member will be brought to the office to discuss the choices made that day. At this time, we will notify parent/guardian(s) on how the day progressed.

Parents will be called to remove any member who has failed to curb his or her disruptive behavior and/or is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff or visitors. If you are called to pick up your child for discipline reasons, it is your responsibility to pick him/her up as soon as possible.

PLEASE NOTE: The Sacaton Boys & Girls Club has a zero tolerance policy anytime your child physically touches another person or is bullying. A mandatory three days suspension will be implemented at that time and both the member and parent/guardian will need to meet with the Branch Executive or Youth Development Director before returning to the program.

FIELD TRIPS

If ever attending a special event or field trip, members MUST wear their Sacaton Boys & Girls Club T-shirt. T-shirts are available at the front counter for \$10.00. For ALL fieldtrips a permission slip must be signed by a parent or guardian and all fees must be paid in full by the deadline dates listed in order for a member to attend the fieldtrip. We will not accept permission slips without payment. Please note we do not have shirts to lend to members who forget to wear them on fieldtrips. They will not be permitted to attend the fieldtrip without one. All fieldtrips are *optional and based on behavior*. Members who fail to follow our rules and general club expectations for appropriate behavior will prompt an immediate call to a parent or guardian to remove that member from a fieldtrip at their **own** cost. A parent or guardian MUST be available by telephone at all times during any Club sponsored field trip in the event that the staff needs to contact you.

SICK POLICY & “BATHROOM ACCIDENTS”

A Full-Time Staff will notify parent/guardian(s) if a child becomes ill during the day. Arrangements must be made to have the child picked up as soon as possible. Any child exposed to a contagious disease will not be allowed back into the program until an official release from a physician is received (this includes head lice.) Please do not send sick children to the Club.

Any member who has a “bathroom accident” involving soiled clothing while at the Club MUST be picked up immediately. Club staff are not allowed to help a child clean up or change his/her clothes. Please be aware Club members wearing soiled clothing pose a serious health risk to other Club members and staff and may not remain at the Club.

MEDICINE POLICY

The Club will hold one week’s worth of medication at a time for a child. Medication must be in the original bottle with the member’s name and time of dispensation printed on it. We will not take medication for which we do not have the consent for Administrative of Prescribed paperwork on file. Members are responsible to get their medicine at the correct time from the Director. Inhalers and EPI Pens can be checked into the Youth Development Director and can be used on an as needed basis. Children are **NOT** allowed to self medicate.

TELEPHONE POLICY

The Club's telephone is for business and emergency use **ONLY**. Members may **NOT** use the office phone to make to calls. If a call to a parent/guardian is necessary, it will be made by staff personnel. Please do not call the club asking to speak to your child as there are only two lines available and for emergencies only.

PERSONAL BELONGINGS

The Club is **NOT RESPONSIBLE** for lost, damaged, missing or stolen items either on the premises or during fieldtrips. Personal belongings should be kept at home such as cell phones, game stations, video games, hats, ipods, skateboards, etc. as they are not allowed on the Club premises or at Club functions.

LUNCH & SNACK

Lunch is offered to all members during the summer only. Lunch menus will be available at the front counter on the first day of summer camp and menus are subject to change. If your child does not like or is allergic to anything on the menu please send them with a lunch. Members must take all the food and drinks being served that day, there is no option to pick and choose. We have refrigerators available for storage. We **can not** heat up or cook any lunches. If your child is having problems with lunch you may be asked by the Branch Executive to bring a lunch. Snacks will be provided during the summer. A child can bring their own snack at snack time only. Water fountains are available at all times to your child.

DRESS CODE

Members must wear **TENNIS SHOES** to the Club at all times, including fieldtrip days. Clothing needs to be modest and appropriate for the physical activities that we will be participating in daily. Hats or bandanas are not allowed to be worn inside the club. Members wearing any clothing considered being offensive or in poor taste will be asked to turn clothing inside out, to cover the offensive material, or change clothing. Failure to do so may result in the member being sent home from the Club.

PARENT/GUARDIAN CODE OF CONDUCT

The Boys & Girls Club staff is happy to help parents/guardians with any questions, concerns or suggestions. We realize that a parent needs to feel his/her child is receiving the best possible quality programs in a safe environment and has the right to inquire about and observe the facility. Any questions or complaints should be addressed with the Branch Executive. They will be happy to address the concerns if time permits or set up a meeting for further review of the situation. However, any persons who engage in disorderly conduct of any kind, such as use of speech/language that is offensive/inappropriate, physical/verbal abuse or threat of harm to any staff/volunteer/member will be subject to removal and possible exclusion from the facility.

SUMMER CAMP PAYMENTS

The Boys & Girls Clubs of the East Valley's TAX ID# or EIN# is 860550646. At the time of payment the Sacaton Branch will provide you with a receipt. If you require the club to provide you with any additional information/statements of payments because you lost your receipts, for tax purposes, etc, please allow us 5 business days to gather this information. There will be a \$5.00 charge for this service.