



Boys & Girls Clubs of Santa Monica
PARENT HANDBOOK



BOYS & GIRLS CLUBS
OF SANTA MONICA

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Message from the CEO

Dear Families

Welcome to the Club! We are so glad you are joining our community. Boys & Girls Clubs of Santa Monica is made up of youth development professionals, leaders, Board members, community partners, and families—all working together to create opportunities for kids to envision and chase their bright futures.

Our team is dedicated to ensuring that your child has a safe, fun, and high-quality Club experience. We are very proud of the environment we foster in our Clubs, from the physical safety of our buildings and trusted staff to the mental and emotional safety kids find in our community. In a recent survey of members, 97% of kids felt emotionally safe at the Club and 94% of them felt safe being themselves.

From elementary school through high school, Club members are encouraged and equipped to explore their interests, grow as humans, and find their pathways to the future during their time here. Whether it's sports, the arts, leadership, career readiness, a healthier lifestyle—or some combination of all of those—we can't wait to see how your child builds their future through the Club.

Sincerely,

Brynja Seagren

CEO

Boys & Girls Clubs of Santa Monica

Our Mission, Vision, and Values

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Our vision for our youth is that they develop healthy physical and emotional habits, succeed in their chosen educational and career pathways, achieve self-efficacy and confidence, and become leaders in their communities.

Our values are excellence, teamwork, belonging, collective impact, and accountability.

Outcomes for Youth

Our high-quality, proven programs help kids ages 6-18 grow and develop in three outcome areas: Character and Leadership, Workforce Readiness, and Healthy Lifestyles.

Character and Leadership

Boys & Girls Clubs of Santa Monica’s leadership programs help young people foster connections to their communities and cultivate skills like strong work ethic and self-confidence.



Programs include:

- **Torch Club**, which provides small-group leadership and service opportunities at the Club.
- **Keystone Club**, where teens learn to make leadership decisions, engage in academic and career experiences, and be a service to the community.
- **Leaders in Training**, a job-training program where youth learn to work with younger members, handle responsibilities, and develop essential leadership skills under Club supervision from Club staff.

Workforce Readiness

We have a unique opportunity to engage young people in learning beyond the school day. Academic and workforce readiness programs are designed to help members build on and reinforce the skills they need to succeed in school.



These programs include

- **Power Hour**, a daily homework help program
- Tutoring
- Financial literacy programs
- Project-based science, technology, engineering, arts, and mathematics (STEAM) activities
- Literacy
- Apprenticeships

Healthy Lifestyles



Boys & Girls Clubs of Santa Monica programs support the development of life-long healthy habits for Club members. The Club offers sports leagues and clinics in basketball, baseball, t-ball, flag football, volleyball, track, and soccer; fitness activities that encourage physical activity and movement; nutrition education; prevention programs; social emotional learning; and programs that support the development of positive relationships. We equip kids to make healthy decisions throughout their lives.

What Makes Us Unique

Our programs are comprehensive. We focus on the needs and development of the whole child through services offered year-round, extending from the school day into the evening, throughout the summer, and during school breaks.

We offer a variety of services so every child can find their place at the Club. Our programs appeal to kids of different ages, interests, and needs. Through the Club, members explore new opportunities and find their spark that ignites a passion for learning. While children are learning in one area—whether it is the arts, robotics, soccer, or gardening—our Club team is teaching skills and sharing important lessons that will transfer to other areas of learning.

Our impact is proven. At Boys & Girls Clubs of Santa Monica, we focus on intentional programming, rigorous evaluation, and continuous improvement to ensure a positive impact. We know that regular Club attendees do better in school (seen in attendance, behavior, and coursework metrics), make healthier choices than their peers, and contribute thousands of hours of service to their communities.

We are experts in our field. Boys & Girls Clubs of Santa Monica employees train throughout the year to ensure they are knowledgeable in youth development, the communities we serve, and best practices for helping all children succeed.

We take a teamwork approach. We have a long history of collaborating with other agencies, schools, and businesses in the community. These partnerships allow us to enhance our current programming, offer new programs, share community resources, provide referrals to meet families' needs, and increase the number of trained professionals, experts, and volunteers working in the Clubs with members.

We innovate and respond. Although we are nationally recognized, Boys & Girls Clubs of Santa Monica is locally run. This allows our Clubs to be responsive to the specific needs of kids, families, and neighborhoods. We are able to adopt new programs quickly, provide new opportunities for members, and develop cutting-edge partnerships—all to enhance the Club experience.



Continuous Improvement & Evaluation Practices

Boys & Girls Clubs of Santa Monica is dedicated to continuous improvement. We use data, program quality evaluation tools, attendance tracking, and program feedback methods to ensure our programs are meeting the needs of kids and families.

We regularly ask kids and families to share their feedback.

Every year, we use BGCA's National Youth Outcomes Initiative (NYOI), a statistically significant and validated survey, to evaluate perception of our programs and collect information on the Club experience from kids.



Our kids report the following positive impacts and perspectives:

- 97% of kids feel emotionally safe at the Club.
- 94% of kids feel safe being themselves at the Club.
- 96% of kids feel that Club adults care about them.
- 96% of kids try to help when they see people in need

Boys & Girls Clubs of Santa Monica ensures high-quality programs using evidence-based practices guided by the Youth Program Quality Assessment (YPQA) framework. We assess our programs regularly with the YPQA tool to identify strengths and areas for improvement. Our staff receive training based on YPQA principles to maintain high standards and positively impact the youth we serve.

Boys & Girls Clubs of Santa Monica does not promote any sectarian or partisan political belief.

Commitment to Safety

At Boys & Girls Clubs of Santa Monica, safety is our number one priority. We work every day to create a safe, inclusive, and fun environment so kids can have every opportunity to be successful in life. We have no tolerance for inappropriate behavior of any kind, and we put resources behind this stance. **Our entire organization—including each of our Club locations—undergoes a safety assessment every single year.**

Mandatory criminal background checks are required upon hire and annually for every staff and board member at Boys & Girls Clubs of Santa Monica. In addition, criminal background checks are required for any volunteer who has direct, repetitive contact with kids.

We also maintain and regularly update comprehensive safety policies that protect our kids, including policies on supervision, transportation, communication, mandated reporting, and prohibition of one-on-one contact. We encourage all staff, members, and families to report any incident or situation they feel is unsafe.

Club Structure

Our trained Youth Development Professionals facilitate daily programs and services at our Clubs. Our Directors supervise multiple locations and report to the Chief of Staff. The Chief Executive Officer (CEO) is the lead staff member for Boys & Girls Clubs of Santa Monica.

Concerns or Complaints

Concerns or complaints should be directed to your Club Director/Coordinator. Parents and/or guardians should attempt to resolve issues and disputes at the Club level. If that is not possible, please contact the Chief of Staff. If the Chief of Staff is unable to resolve the issue the CEO will engage. Again, our goal is to proactively respond to and resolve all concerns and complaints.

Membership Information

Enrollment Process

Families must register bi-annually (twice per year) for program sessions: Summer Program (June - August) and School Year Program (August- June). Summer Program registration generally opens in March and School Year Program registration opens in July.

Registrations must be completed through the Parent Portal in MyClubHub. All Club Members must have a completed registration form and signed waivers on file in MyClubHub. Parents must also attend a Club orientation.

All Club Members must have a valid membership to enter the building (or program) unless a family night or other community event is taking place.

Financial Assistance

Boys & Girls Clubs of Santa Monica is committed to being the most accessible and affordable out-of-school provider in the market. In West Los Angeles (Malibu, Santa Monica, Venice, Culver City), out-of-school programs for elementary school-aged kids (5-12 years old) cost more than \$1,000 per month per child and more than \$14,000 per year per child. This cost only increases for families with multiple children. We know this is unattainable for many families in our community.

To request financial assistance, families must click on 'Apply for Financial Assistance' during School Year and Summer Program registration and provide supporting documentation. Operations Leadership will facilitate, review, and award scholarships within 10 business days of application submission for each program session. Failure to provide necessary documentation may delay the scholarship process. Every School Year and Summer Program registration requires a completed scholarship request. Children may attend the Club during this period of review.



Tuition

Club Model	Tuition	Amount Per Child	Scholarship Available	Payment Plan Option
Standalone Club Models	Annual Membership Registration Fee (July - August)	\$50	N/A	N/A
School-Based Club	Annual Attendance Fee (\$50 Annual Registration Fee included)	\$320	Yes	Yes
School-Based Club	Program Specific Add-On Fee (Sports/per season)	\$275	Yes	Yes
Standalone Club	Program Specific Add-On Fee (Sports/per season)	\$100	Yes	N/A
Contractual Club	Annual Membership Registration	\$0	N/A	N/A
All Models	Field Trip Fee (Incidental, Event-based)	\$30	N/A	N/A

Holiday Observances (Organizational Closures)

Boys & Girls Clubs of Santa Monica observes the following holidays as organizational closures. During this time our Clubs and admin office are closed for business operations. If a holiday listed below falls on a Saturday, it will be observed the preceding Friday; if a holiday falls on a Sunday, it will be observed the following Monday.

- Dr. Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Juneteenth
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day – New Year’s Day (Organizational Closure/Shutdown)

School Holidays, Pupil Free/Unassigned Days, Seasonal Breaks

In an effort to support parents and families, Clubs are open on many school holidays and school-closure days. On most school holidays (excluding the Club Holiday Observances mentioned above), pupil-free days, and unassigned days, we provide full-day programs for your child at no additional cost at our stand-alone facilities. During the seasonal breaks (spring and summer), tuition will be charged. Generally, school-based Club locations will be closed.

Club Hours and Locations

Boys & Girls Clubs of Santa Monica Administrative Office

1220 Lincoln Blvd, Santa Monica, CA 90401

(310)361-8500

Hours of Operation: Monday – Friday 9AM - 5PM

John Adams Middle School (JAMS) Boys & Girls Club

(310)496-8800

Grades 6 – 8

School Year Hours of Operation

After School

School release – 7 p.m.

Summer Program Hours of Operation

Monday – Friday

8:30 a.m. – 5:30 p.m.

Main Branch Boys & Girls Club

(310)394-2582

Grades 6 – 12

School Year Hours of Operation

Monday – Friday

School release – 6:30 p.m.

Summer Program Hours of Operation

Monday – Friday

8:30 a.m. – 5:30 p.m.

Jack & Cindy Jones Youth Center at the Mar Vista Gardens Boys & Girls Club

(310)397-8290

Grades 1 – 12

School Year Hours of Operation

Monday – Friday

School release – 7 p.m.

Summer Program Hours of Operation

Monday – Friday

9 a.m. – 5 p.m.

Saint Anne School Boys & Girls Club

(310)361-8500 x 219

Grades 1 – 8

School Year Hours of Operation

Monday – Friday

School release – 5:30 p.m.



Playground Club

Grades 1 – 5

*Weather permitting

Club	School Year Hours of Operation	Additional Sports Offerings
Roosevelt Elementary School Boys & Girls Club	Monday – Friday School release – 4:30 p.m.	Yes
Franklin Elementary School Boys & Girls Club	Monday – Friday School release – 4:30 p.m.	Yes
Will Rogers Learning Community Boys & Girls Club	Monday – Friday School release – 4:30 p.m.	Yes
SMASH Boys & Girls Club	Monday – Friday School release – 4:30 p.m.	Yes
Edison Language Academy Boys & Girls Club	Monday – Friday School release – 4:30 p.m.	Yes
McKinley Elementary School Boys & Girls Club	Monday – Friday School release – 4:30 p.m.	Yes
Grant Elementary School Boys & Girls Club	Monday – Friday School release – 4:30 p.m.	Yes

Inclement Weather Policy (Playground Clubs)

When we anticipate or experience inclement weather in Santa Monica, our Playground Club program will close and sports practices and clinics that are hosted outdoors will be cancelled. If the inclement weather policy is activated, parents and guardians need to pick children up at the dismissal bell after school. Families we receive notice of the closure via email by 11 a.m. Our team will still be onsite to support the dismissal process. Each school location has a designated space for kids to wait for pickup.



Safety Policies

Sign In & Out Policy – Members

Boys & Girls Clubs of Santa Monica requires that each child be signed in and out daily on MyClubHub, our member management system. This is the record for Club attendance. Once children are released and signed out of the Club, they are no longer considered in our care.

Sign In Policy – Adults

To ensure the safety of our members, staff, and visitors, all adults must bring a government issued form of ID to sign in when visiting the Club.

Prescription Medication

Boys & Girls Clubs of Santa Monica staff are unable to administer medication of any kind at the Club, including EpiPens. However, SMBGC will store (locked) EpiPens and inhalers for kids while attending the Club.

Responding to Injuries & Illnesses

Our staff are trained in First Aid and CPR and will respond to emergencies according to best practices. If a Club member is injured or becomes ill at the Club, you will be contacted and an appropriate response will be determined together.

Emergency Response Practices

Our staff are trained regularly in emergency response practices. In event of an emergency, our team will respond accordingly and communicate promptly with families.

Code of Conduct

Member Expectations

Membership in the Club is a privilege, and the focus of our programs is impacting our members' lives in a positive manner. Boys & Girls Clubs of Santa Monica has high standards for the behavior of our Club members because it leads to the most impactful Club environment.

When kids are at the Club, we expect them to:

- **Be Present:** Actively participate
- **Be Inclusive:** Makes sure everyone is able to contribute
- **Be Respectful:** Create a safe space and make good choices
- **Be Charitable:** Work together to take care of your Club and community
- **Be Great**

We understand that a significant part of youth development is learning and growing. Every attempt will be made to ensure kids can thrive in the Club environment. In the event a Club member's behavior is misaligned with the expectations of the organization, Club leadership will facilitate a corrective process. SMBGC considers these incidents individually, based on the totality of the circumstances, and with a social-emotional, trauma-informed lens. However, Boys & Girls Clubs of Santa Monica has a zero-tolerance policy for violence and inappropriate behavior in our Clubs. Weapons of any kind (or 10 items that look like weapons), drugs, and alcohol are prohibited on Club property.

Non-Discrimination Statement

Boys & Girls Clubs of Santa Monica is committed to an inclusive and welcoming environment, free from discrimination based on race, color, religion, sex, national origin, disability, age, gender identity, sexual orientation, or any other protected characteristic. We will not tolerate harassment or bullying. All complaints will be thoroughly investigated, and appropriate action taken.

Inclusive Environment

Boys & Girls Clubs of Santa Monica believes that an impactful Club environment is an inclusive Club environment. We work with families to understand the special needs of our kids and facilitate accommodations to support participation in programs.

Disclaimer

The Parent Handbook is for parents, legal guardians, and Club members of Boys & Girls Clubs of Santa Monica. It provides information on programs, discipline, expectations, safety, and locations. While it outlines general guidelines, SMBGC may deviate from these as needed. Policies may be updated at any time, the latest information is available on our website (www.smbgc.org). Questions should be directed to Club leadership, with the Chief Executive Officer having final authority in all decisions.

Contact Information

Patrice Hawkins, Chief of Staff

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Charles Cleave II, Director of Club Operations

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Juliet Curry, JAMS Club Director

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Yaquelen Davila, MVG Club Director

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