

FAQS

Q: When can I pick up my child?

A: Anytime before 6 PM—whatever works best for your schedule!

Q: Is a snack provided?

A: Yep! Every member gets a free, healthy snack each day.

Q: What kinds of activities will my child do?

A: Lots of fun ones! From science and art to hands-on learning, there's always something exciting going on.

Q: When can my child get help with homework?

A: Homework help is available every day—we're here to support their success.

Q: Where can I find calendars, photos, and updates?

A: Check out www.BGCSHC.org or follow us on Facebook for the latest info.

Q: Are you open when school is closed?

A: Most of the time, yes! We're here during school breaks, minimum days, and many holidays. Check the calendar for full schedule.

Q: How do I sign my child up?

A: Just stop by any of our locations—we'll help you get started!

ST. HELENA

**St. Helena Clubhouse
& Administrative Office**

1420 Tainter Street
707-963-8944

Close at 6 pm

St. Helena Teen Center

1255 Oak Ave
707-339-7152

Close at 6 pm

St. Helena Primary School Site

1701 Grayson Ave
707-346-0221

Close at 6 pm

CALISTOGA

Calistoga Clubhouse

1401 N. Oak Street
707-709-6950

Close at 6 pm

Calistoga Teen Center

1505 Grant Street
707-339-0994

Close at 6 pm

ANGWIN

Howell Mountain Site

535 White Cottage Road
707-346-0221

Close at 6 pm



BOYS & GIRLS CLUBS
OF ST. HELENA AND CALISTOGA

Membership Handbook

Our Mission

To provide all young people a safe, positive and unique place to develop their natural talents, and to inspire them to achieve their full potential.



**We are a 501(c)(3) nonprofit.
Tax ID: 68-0226714.**

Rules & Guidelines

Bicycles and Personal Items

Members should secure bicycles with a sturdy lock. Bicycles, scooters, skates, skateboards, and "heelies" are not allowed inside the Club. The Club is not responsible for lost or stolen items.

Child Safety

Safety is our top priority. Staff are trained in emergency procedures, and facilities are regularly inspected for hazards. The administrative team maintains and updates emergency action plans.

Accidents

In the event of injury, staff will provide first aid, contact emergency services if needed, and notify parents or emergency contacts. If contacts cannot be reached, care may be provided by a medical professional. Please update the Club with any changes to emergency contact information.

Behavior Expectations

Members must uphold high standards. The Club is a safe, inclusive space free from threats, violence, drugs, alcohol, weapons, inappropriate clothing, or offensive expression (including music).

Discipline Policy

Unacceptable behavior may result in:

- Verbal correction
- Parent/child conference
- Temporary suspension
- Indefinite suspension
- Expulsion

Electronic Devices

Personal devices may only be used in designated areas for parent/guardian communication. Devices must not disrupt activities or compromise safety. Misuse will result in confiscation; devices will be returned to a parent. The Club is not responsible for lost, stolen, or damaged devices.

Scholarships

Scholarships are limited. We encourage families to consider a payment plan before requesting aid. Scholarships may cover 25–75% of fees and must be paid in full before the child attends. Scholarships cannot be combined with payment plans.

Payment Plans

To reduce financial strain, we offer payment plans covering 10–50% of total fees. These allow smaller monthly payments. Plans cannot be combined with scholarships.

Visitors

Visitors are welcome during Club hours but must check in with staff and be accompanied on a tour. Members from other Boys & Girls Clubs must complete local membership forms before participating.

Closures and Special Hours

Club closures and special hours are listed on our monthly calendar on BGCSHC.org and Facebook page.

Nutrition Program

We offer a free healthy snack or meal daily. All Club locations are nut-free zones. Please do not send food containing nuts.

Membership Requirements

All children must be current members to participate. The Club reserves the right to deny or revoke membership at any time, without notice or refund.

Membership includes limited secondary medical insurance.

Eligibility:

- Ages 5–18
- Must have completed the first day of kindergarten
- Completed application on file

Staff and Volunteers

Each Club is led by full-time youth professionals, supported by part-time and volunteer staff. All staff and volunteers undergo annual background checks. Interested in volunteering? Speak with a staff member.

Open Door Policy

We are not a licensed daycare. Our open-door policy allows members to come and go during hours of operation. Members must sign in/out. Parents/guardians are responsible for their child's arrival and departure. Members should not arrive before opening or remain after closing.

Late Pick-Up Policy

Parents must know Club hours. A \$1.00 per minute fee applies for late pick-ups, payable at pick-up. Children may not return until the fee is paid. After 20 minutes, staff may contact police or Child Protective Services. Chronic late pick-ups (3 times) may result in suspension or revocation of membership.