BOYS & GIRLS CLUB
OF LAKE TAHOE

Priority Enrollment Policy

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Policy Statement

After a parent or guardian submits an interest form for their child(ren) for the school year or school vacation session, the following groups will receive priority enrollment. First priority will be given to youth who are unhoused (homeless), placed in foster care, or who qualify for free or reduced school meals from Lake Tahoe Unified School District (verification or proof of income is required). The second priority is South Tahoe Middle School students who attend on a daily basis. The next priorities are school age children of Club staff and essential workers followed by attendees that meet enrollment numbers at ASES funded schools.

Prioritization criteria is determined by ASES and ELOP funding which allow the Club to serve more young people at more sites. When all above prioritizations have been met, the Club enrolls members based on staffing and availability. The Club may refuse membership to any child who poses a safety risk to staff or other members, or who is unable to abide by the Club's Code of Conduct.

Reason for Policy

Spaces for Club Members in the Boys & Girls Club of Lake Tahoe are in high demand. The Club has historically had waitlists both before and during the COVID pandemic, and those waitlists continue to increase with staffing, site, and adult to child ratio challenges.

To ensure a fair and efficient enrollment process, the Club has outlined enrollment selection procedures that prioritize the children who need Club services the most.

Who Should Read This Policy

Employees, Board of Directors, Volunteers, and Club Parents

Resources

This policy adheres to prioritization criteria established by the ASES Program, ELOP, and the Boys & Girls Clubs of America. Both ASES and ELOP programs provide considerable funding which allows our Club to serve more young people at more sites.

McKinney-Vento Homeless Assistance Act -
https://nche.ed.gov/legislation/mckinney-vento/

Guidance on Critical Infrastructure Workers -
https://www.cisa.gov/resources-tools/resources/guidance-essential-critical-infrastructure-workforce

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Definitions
ASES - After School Education and Safety program
ELOP - Expanded Learning Opportunities Program

The Policy
All parents or guardians interested in having their child(ren) attend the Boys & Girls Club of Lake Tahoe must fill out an interest form for each school year or vacation session. This is not a “first come, first served” form, but simply the first step in the application process.

After an interest from is received, the following groups receive priority enrollment:

First Priority: Youth who are unhoused (homeless), placed in foster care, or who qualify for free or reduced priced meals.

Any child who qualifies as unhoused under the McKinney-Vento Homeless Assistance Act, is placed in the foster care system, and/or who is eligible for free or reduced school meals will be prioritized for membership and will attend the Club at no cost. Low income families must provide proof of income or a free or reduced school meal verification from Lake Tahoe Unified School District.

If there is a waitlist at the time of the qualifying child’s enrollment for their site and grade, the child will be placed at the top of the waitlist and provided the first available space.

For children placed in foster care, their parent or guardian(s) will be connected with the Catalyst Community for bridge grants and funding support.

Second Priority: Middle school students who attend on a daily basis.

Any South Tahoe Middle School student who attends the Club on a daily basis will be given second priority. The Club will consider daily attendance for the current and prior year.

Third Priority: Children of Club employees

To ensure Club staff who are also parents can perform their job duties at the Club, school age children of Club employees will receive priority enrollment.

Fourth Priority: Children of essential workers

The children of essential workers or critical infrastructure workers, as classified by CISA, are prioritized to ensure critical infrastructure in our community is maintained.

Examples include workers in critical retail, critical trades and manufacturing, agriculture and food production, government facilities, and transportation.

Fifth Priority: Qualifying schools

Staffing and member enrollment for ASES funded schools will be prioritized to ensure the required daily attendance numbers are reached. As of the 2023-2024 school year, these schools and numbers are Bijou Community School (90 students), Tahoe Valley Elementary (40 students), Sierra House Elementary (25 students), and South Tahoe Middle School (40 students).

When all above prioritizations have been met, the Club enrolls members based on availability in their grade level and availability at their school or assigned Club site. The Club maintains a student-to-staff ratio of 20 to 1 for Club members first grade and up and a student-to-staff ratio of 10 to 1 for Club members in transitional kindergarten or kindergarten.

The Club reserves the right to refuse membership to any child who poses a safety risk to staff or other members, or who is unable to abide by the Club's Code of Conduct.