



**BOYS & GIRLS CLUB**  
OF FOND DU LAC

## Elementary Summer Program Parent Guide

### Registration & Fees

A registration form must be filled out *completely* before your child can participate in the summer program. A \$200 program fee is required for every child to participate or a \$500 maximum fee per family. Scholarships are available and must be filled out completely and approved before your child can start the summer program. All fees are non-refundable.

### Program Locations

We have two elementary summer program locations. Members who attend Chegwin, Evans, Parkside, Lakeshore, STEM, private school, or any school outside of the Fond du Lac school district will attend our Johnsonville location. Members who attend Pier, Riverside, Roberts, Rosenow, North Fond du Lac, and Waters will attend our site at Theisen Middle School. Exceptions to this are families who have teen members and children in the YMCA childcare who will be able to attend the Johnsonville location.

### Communication

There are various ways that we advertise Club activities and events. They are posted throughout the Club and flyers for all special events are located at the front desk. In addition, program schedules are available through our website at [www.bgcfdl.org](http://www.bgcfdl.org) and we also have a Facebook page. Please visit the Club to view posted information and ask questions. Also, please keep us informed of issues and events affecting your child(ren). If there are changes to your child's phone numbers, health, medication, living situations, custody arrangements etc., please notify Club staff.

### Hours of Operation

The elementary summer program will run from June 10-August 16 and is open from 9:00 a.m. – 5:00p.m., Monday – Friday. If you drop your child off before 9:00am we are not responsible for them. If any problems arise before 9:00, youth will no longer be allowed to be on our property before we open.

### YMCA Early Morning Summer Program

Early morning care will be available through the YMCA from 7:00am-9:00am on all BGC program days, for a fee of \$150 per/child. Early morning care is available at both locations. Please contact Jennie Mildebrandt for any questions at 920-921-3330.

### Field Trips

Most field trips are offered to all students, are decided by a random drawing and are based on behavioral criteria. Parent signed permission slips are **REQUIRED** for all trips. If a deadline date is noted to turn in money and permission slips, it is strictly enforced. Members must turn in money, signed permission slips and exhibit positive behavior in order to attend any field trip. **Field trip fees are non-refundable unless your child's spot is able to be filled.**

### Sick Policy

The Unit Director or Program Coordinator will notify parents/guardians if a member becomes ill during the day. Arrangements must be made to have the member picked up as soon as possible after notification. **DO NOT** send a sick child to the Club; please make other arrangements.

### Medication Policy

The Club will only hold medication with proper authorization from a physician. Medication **MUST** be in the original bottle with the member's name, dose of medication and time to be given printed on it. We will not take any medication, including over the counter medication, for which we do not have a physician's authorization on file. We will also follow up with your child's school nurse.

### Dress Code

Members must follow the school district dress code. No visors or hats will be allowed in the building. No member may wear clothing that would be considered offensive or in poor taste.

### **Personal Belongings**

The Club is not responsible for lost, missing, or damaged items either on the premises or during field trips. No gum, candy, or toys are allowed at the Club. Also, no electronic devices, including iPods, MP3 players and handheld games are allowed. If found they will be taken and given back to the parent/guardian at the end of the day. **Cell phones must be checked in and held at the office while your child is at club. Members must get permission to carry a purse.** The club reserves the right to search all personal belongings.

### **Transportation Policy**

It is the responsibility of the parent/guardian to make travel arrangements to and from the Club. Club staff is NOT allowed to give members a ride. If a member is to walk home or go to the Y, it must be noted on the pickup policy form or checked on the membership form. Please let the Unit Director know of these requests.

### **Pick-Up Policy**

**All members must be signed out at the front desk before they are allowed to leave the building at any time.** All persons authorized to pick up your child must be listed on their emergency card. If a member is to be picked up by someone not listed on their emergency card or ride home with another club member, please notify the unit director first. If your child is taking public transportation, the unit director must be notified each time. **Your child must be picked up by 5:00p.m. or you will be charged a fee of \$5.** If your child is not picked up within 15 minutes of closing time, the Club is mandated to contact the police.

### **Van/Bus Policy**

Members must follow all Club van and bus rules at all times. Members must be seated and buckled at all times, use inside voices and keep their hands to themselves at all times. Members must keep hands and all body parts inside the bus and not out the windows. Each member is responsible for cleaning up after themselves and disposing of all garbage.

### **Computer Policy**

All members must sign the Boys & Girls Club computer usage and internet policy. Any member who does not follow the policy will not be able to use the Boys & Girls Club computers.

### **Attendance**

The summer program is a drop-in center. Children are not required to attend daily and do not need to attend the whole day. The Club operates on an open door policy. If your child is allowed to leave Club during the day please notify the unit director.

### **Media/Photo Permission**

The Boys & Girls Club may use photos of your child for marketing and promotional pieces. If you do not want your child's photo used, please notify the Director of Member Services.

### **Program Participation**

All members are required to participate in Summer School programming in the morning. Math and literacy are the focus of the morning program. In the afternoon is Boys & Girls Club programming and mini camps. In order for your child to get the full experience of the Club we encourage them to fully participate in all activities.

### **Typical Daily Schedule**

9:00-9:30 Breakfast snack  
9:00-11:30 Summer School Programming- school district staffed  
11:30-1:00 Lunch/Recess  
12:30-2:45 Boys & Girls Club Programming- BGC staffed  
2:45-3:15 Snack  
3:15-5:00 Mini Camps-week long camps run by BGC staff

### **Contact Information**

Johnsonville Club  
Director of Elementary Services-Pam Sippel  
76 W. 2<sup>nd</sup> St., Fond du Lac  
920-924-0530 Ext. 369  
Email: [psippel@bgcfdl.org](mailto:psippel@bgcfdl.org)

Theisen Middle School  
Site Director-Kari Baker  
525 E. Pioneer Rd, Fond du Lac  
920-602-8669  
Email: [kbaker@bgcfdl.org](mailto:kbaker@bgcfdl.org)