



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

## **Boys & Girls Club of Fond du Lac Teen Center Summer Parent Guide**

### **Visitor Policy**

Youth are allowed to visit the Teen Center 1 time for free. Youth will need to fill out a visitor pass when they arrive and will be given a membership form to take home. After the 1<sup>st</sup> visit, youth are able to pay a \$5 daily visitor fee. Visitors have limited privileges and are not able to attend field trips.

### **Membership Cards**

Youth will get a membership card when their membership form is turned in and their full summer program fee is paid. Members need to have their membership card at all times when they are at the Club. Membership cards are required to go in the computer lab, check out equipment and games, and check out the game systems. If youth lose their membership card they can replace it for \$2.00. If a member returns a broken item or loses an item they will not receive their membership card back until proper payment to replace the item is received.

### **Hours of Operation**

The Teen Center, for youth in grades 6-12, is open from 9:00 a.m.-5:00 p.m., Monday-Friday. Lunch will be served daily. The summer program will run June 10-August 16

### **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 and must be accompanied by instructions from your physician. Over the counter medication, such as aspirin, does not need to be administered by a staff. No medication may be given from one member to another member at any time.

### **Personal Belongings**

All members must check in their belongings at the front desk when they arrive at the Club.

**The Club is not responsible for lost, missing, or damaged items either on the premises or during field trips.** The club reserves the right to search all personal belongings. Cell phones **MAY ONLY** be used in the rec area of the building otherwise they will be taken and given back to the child before they leave.

### **Transportation & Late Pick-Up Policy**

It is the responsibility of parents to drop off and pick their child up from the Club. Club staff is **NOT** allowed to give members a ride. **Your child must be picked up by 5:00 p.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.

### **Dress Code**

Members must follow the school district dress code. Hats must be worn forwards or backwards at all times! No member may wear clothing that would be considered offensive or in poor taste.

### **Field Trips**

Teen field trips are on a first come first serve basis. Most field trips require a parent signed permission slip. Some field trips in town do not require permission slips. **Field trip fees are non-refundable unless your child's spot is able to be filled.**

### **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 when they get off the vehicle. If members don't follow these rules it may result in their suspension from any Club transportation, including field trips.

### **Cell Phone, Electronics and social Media Policy**

- Cyber Bullying is not tolerated
- Electronic gaming on any device is only allowed in the Technology lounge
- Cell phone use is allowed in all areas except the gym and bathrooms
- All pictures taken on personal devices while at club must be selfies
- All web content on personal devices must be appropriate
- Electronic devices must be stored or turned in when participating in a program
- Social media use (e.g. Facebook, Snapchat, Instagram, Twitter) is allowed on personal devices
- Members who violate the privileges by using any form of social media to harass, threaten, discriminate or disparage against each other, against Club members, or anyone associated with or doing business with the organization will lose their privileges

Members who fail to follow these policies will need to turn in their phone or electronics to a staff or will be asked to leave the club. Serious offenses will result in losing all electronic privileges. If you do not want your child to use social media while at the club, please contact the teen center director

### **Open Door Policy**

The Johnsonville Teen Center is a drop-in center. Members are not required to attend daily. Members are allowed to leave the Club once and come back to the Club once. After they leave a 2<sup>nd</sup> time they will not be allowed back in. Members must sign in and out. If they do not sign out they will not be allowed back in the building.

### **Behavior Policy**

Members are expected to follow all of the PBIS Behavior Expectations. Members will be given a warning to improve their behavior otherwise will be asked to leave for the day. Some offenses may result in an automatic suspension. Physical violence and bullying is not accepted. Participation in Club programs is a privilege and can be terminated for member misconduct without refund as deemed appropriate by club staff.

### **The Y Partnership**

All usage of The Y facilities during program hours will be scheduled Boys & Girls Club program time. All members will be supervised as part of a Boys & Girls Club group. No members will be allowed to use The Y facilities without club staff supervision. If your child has a Y membership and will be using the Y on their own time, they will need to enter the Y through the Y's entrance. Once your child leaves the Boys & Girls Club, we are no longer responsible for them. **If your child is suspended from either organization they are not allowed at the other organization during their suspension.**

### **Program Participation**

The Boys & Girls Club of Fond du Lac staff encourages all youth to participate in the many club activities provided. To benefit the most from their experience in our programs, they need to be active in all aspects of the club. Please help us in encouraging your child to be an active participant in programs, field trips and activities to make the most out of their Club experience.

### **Contact Information**

Johnsonville Boys & Girls Club  
76 W. 2<sup>nd</sup> St.  
Fond du Lac, WI 54935  
Website: [www.bgcfdl.org](http://www.bgcfdl.org)

Teen Center Director- Dillon Wiese  
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