



Teen Center Parent Guide

Registration & Fees

A registration form must be filled out completely before your child can participate in the afterschool program. The cost for the afterschool program is \$40 per school year or \$20 if financial assistance is needed. Inability to pay program fees will not be a barrier. All fees are non-refundable.

Visitor Policy

Youth will **NOT** be allowed to visit the Teen Center.

Communication

There are various ways that we advertise Club activities. Program schedules are available through our website at www.bgcfdl.org, we also use Remind text messaging and post on our 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.

Mandatory Parent Orientation

Parents/guardians are required to attend an orientation before their child(ren) can start. All orientations will be done virtually.

Hours of Operation

Monday/Tuesday or Thursday/Friday, from 11:00am - 3:00pm.

Program Participation

The Boys & Girls Club of Fond du Lac staff encourage 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.

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. Members **CANNOT** be given fever-reducing medicine any day that they attend Club.

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 for which we do not have a physician's authorization on file. We will also follow up with your child's school nurse.

KEEP FOR YOUR RECORDS

Personal Belongings

All members must check in their belongings at the front desk when they arrive at the Club. Backpacks are only allowed in the study lounge and the computer lab. **The Club is not responsible for lost, missing, or damaged items either on the premises or during field trips.**

Van/Bus Policy

Members must be seated and buckled, 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. Members will be responsible for fixing any damage they may cause to the vehicle or will face suspension until restitution is paid. Failure to follow these rules may result in suspension from the bus and/or the program.

Late Pick-up Policy

Your child must be picked up by 3:00p.m. or you will be charged a fee of \$5 that must be paid before the member can return to Club. If your child is not picked up within 15 minutes of closing time, the Club is mandated to contact the police. Club staff are **NOT** allowed to give members a ride.

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, gang related or in poor taste.

Cell Phone, Electronics and Social Media Policy

- Cyber Bullying is not tolerated
- Electronic gaming on any type of 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 the Club must be Selfies
- Video recording on personal devices is not allowed
- All web content viewed 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. **Once the member leaves, they are done for the day, they will not be able to come back a second time.** When members leave the Club they are required to take all their belongings with them. If you do not want your child to leave on their own, you must mark that on their membership form. This does not mean that the Club will stop your child from leaving, but that they will make every effort to stop them and will contact you if they leave. **Members will only be allowed to attend Club on the days they don't have in person schooling.**

Behavior Policy

Members are expected to follow all the Behavior Policy. Members will be given a warning to improve their behavior otherwise they will be asked to leave for the day. Some offenses may result in an automatic suspension. Physical violence and bullying is not accepted. Membership at the Club 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 check out from the club and 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 to enter the other organization during their suspension.**

Contact Information

Johnsonville Teen Center

76 W. 2nd St.

Fond du Lac, WI 54935

Director of Teen Services - Dillon Wiese

Phone: 920-924-0530 Ext 382

dwiese@bgcfdl.org