



BOYS & GIRLS CLUB
OF FOND DU LAC

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

Visitor Policy

Youth are allowed to visit the Teen Center for a \$5 daily fee. Youth will need to be checked in by a parent/guardian on their first visit and fill out a membership form. Visitors have limited privileges and are not able to attend field trips.

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 13 - August 19.

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.**

Sick Policy

Parents/guardians will be notified if a member becomes ill during the day. Arrangements must be made to have the member picked up as soon as possible after notification. Members must be fever free without medication for 24 hours in order to return to Club. **DO NOT** send a sick child to the Club; please make other arrangements.

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 always be worn forwards or backwards! 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 allowed
- Cell phone use is allowed in all areas except the gym and bathrooms
- All pictures and videos taken on personal devices while at club must be selfies
- All web content on club and personal devices must be appropriate
- Electronic devices must be stored or turned in when participating in a program
- Social media use 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 or technology 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 2nd 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.

Once your child leaves the Boys & Girls Club, we are no longer responsible for them.

Behavior Policy

Members are expected to follow all 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 are not accepted. Membership at the Boys & Girls Club is a privilege and can be terminated for member misconduct without refund as deemed appropriate by club staff.

The Y Partnership

I understand that all usage of The Y facilities during program hours will be scheduled Boys & Girls Club program time and all members will be supervised as part of a Boys & Girls Club group. I understand that if my child has a Y membership they will need to check out of the Club and check in at the Y if they want to use it without being part of a Club program. I also understand that **if my child is suspended from either organization they are not allowed to enter 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
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Fond du Lac, WI 54935
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