



Boys & Girls Club of Fond du Lac

School Year Parent Guide-Chegwin

Hours of Operation

Monday-Friday; 3:00pm-6:00pm

Parent Orientation for NEW Members

Parents/guardians of new members are encouraged to attend an orientation session by November 1st. You will receive a list of orientation dates and times when you register your child. If your child starts after November 1st please schedule an orientation before they start attending the afterschool program.

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.

Sick Policy

The Unit Director will notify parents/guardians if a member becomes ill while they are at the Club. 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. If your child did not attend school, they are not allowed at 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, 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.

Personal Belongings

The Club is not responsible for lost, missing, or damaged items either on the premises or during field trips. **Cell phones must be checked in and held at the office while your child is at the club. Members must get permission to carry a purse.** 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. The club reserves the right to search all personal belongings.

Transportation Policy

Club staff is **NEVER** allowed to give members a ride. If a member is to walk home, it must be checked on the emergency card or the unit director must be notified. Alternate transportation home can be arranged if needed.

Pick-Up Policy

All members must be signed out at the front desk. All persons authorized to pick up your child must be listed on their membership form and know your child's **Password**. 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 6:00p.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, 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 leave the vehicle. Failure to follow these rules may result in suspension from Club transportation.

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.

Computer Policy

All members will go through the Boys & Girls Club Acceptable Use Policy. Any member who does not follow the policy will not be able to use the Boys & Girls Club computers.

Attendance

It is an expectation that we are given your child's schedule and that they attend on days that you mark they will be there. The Boys & Girls Club will contact you if your child is absent from the program, **please notify the unit director if your child will not be attending**. If your child is allowed to leave Club early please notify the Unit Director. Please also note that if your child does not attend school during the day, they are not allowed to attend the afterschool program.

Typical Daily Schedule

3:00-3:45 Supper

3:45-4:00 Recess

4:00-4:45 Homework Help & Project Learn

4:45-6:00 Enrichment Activity / Boys & Girls Club Programming

Contact Information:

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KEEP FOR YOUR RECORDS