



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

## Summer Program Guide

### Program Locations

We have two elementary locations and one teen center summer program location. Students who attend Evans, Parkside, Lakeshore, STEM, private school, or any school outside of the Fond du Lac school district will attend our Johnsonville location. Students who attend Chegwin, Pier, Riverside, Roberts, Rosenow, North Fond du Lac, and Waters will attend our site at Pier Elementary School. Exceptions to this are families who have teen members and children in the YMCA child care who will be able to attend the Johnsonville location. All middle and high school students will attend our Johnsonville Teen Center.

### Hours of Operation

The summer program will run from June 8-August 14 and is open from 9:00 a.m. – 5:00 pm. Monday – Friday. We will be closed July 3rd for the Independence Day holiday. If you drop members off before 9:00 am we are not responsible for them. If any problems arise before 9:00 am, members will no longer be allowed to be on our property before we open.

### Teen 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 may have limited privileges.

### 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 use Remind text messaging. Please visit the Club to view posted information and ask questions. Also, please keep us informed of circumstances and events affecting your child(ren). If there are changes to phone numbers, health, medication, living situations, custody arrangements etc, please update in your parent portal or notify the Director of Member Services.

### 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 \$200 per/member. Early morning care is available at both locations. Please contact Sherry Ferraro for any questions at 920-921-3330.

### 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 update in your parent portal or notify the Director of Member Services.

### Field Trips

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. Elementary trips are determined by random drawing and Teen trips are determined by first come first served basis. Members must turn in money, a signed permission slip and exhibit positive behavior in order to attend any field trip. **Field trip fees are non-refundable unless their spot is able to be filled.**

### 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.

### **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 the school nurse.

### **Dress Code**

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

### **Personal Belongings**

All Teen members will have a designated area to check in personal belongings. The Club is not responsible for lost, missing, or damaged items either on the premises or during field trips. Elementary cell phones must be checked in and held at the office during club hours, that includes electronic devices, including handheld games. No gum, candy, or toys are allowed at the Club. 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. (See Electronic Policy)

### **Transportation Policy**

It is the responsibility of the parent/guardian to make travel arrangements to and from the Club. Club staff are 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 membership account. If you need to make a change, please update in your parent portal. Please let the Director of Member Services know of these requests.

### **Van/Bus Policy**

Members must follow all Club van and bus rules at all times. Rules include being seated and buckled at all times, using inside voices, keeping their hands to themselves at all times and keeping all body parts inside the vehicle. Each member is responsible for cleaning up after themselves and disposing of all garbage.

### **Pick-Up Policy**

Parents/guardians are encouraged to enter the building to sign out their child and to grab flyers for upcoming events. All persons authorized to pick up your child must be listed on the membership account, or be able to provide staff with your child(rens) **Password**. If a member is to ride home with another club member or take public transportation, please notify the Director of Member Services or Extension Director first. **All members must be picked up by 5:00pm. or you will be charged a fee of \$5 per member.** Please note that if we are unable to contact a caregiver within 30 minutes of the end of Club programming, law enforcement and Child Protective Services may be notified.

### **Attendance and Open Door Policy**

The summer program is a drop-in center. Members 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 Director of Member Services or Extension Director. Once a member signs out they are not allowed to come back unless they have permission from the Extension Director and Guardian to return. (Ex., appointment, YMCA membership, etc.) After they leave a second time they will be unable to return until the next day. Teen members must sign themselves in and out daily. Once your child leaves the club we are no longer responsible for them.

### **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.**

## **Johnsonville Construction**

Due to the construction this summer our front entrance will temporarily change. Families will need to use the new designated front entrance located by the YMCA Child Care. The Boys & Girls Club parking lot will not be accessible during this time. A new traffic pattern will be in place for drop-off and pick up. Please follow the posted signage.

## **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.

## **Electronic Policy**

### **General Rules**

- Cyber Bullying is not tolerated
  - which includes but is not limited to the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital pictures or images, website postings, including, social media, apps, blogs or any other messages via cyberspace.
  - Cyber bullying is prohibited in the following settings and/or circumstances:
    - When accessed, created, or communicated using any Club owned computer, digital technology, or system network.
    - When sent or passed on through any type of non-Club owned technology or personal electronic device while on Club grounds, or during any activities, programs, or services offered.
- Electronic gaming on any type of device is only allowed in the teen center.
- Communication between members and staff on personal devices is not allowed.

### **Cell Phone and Electronics Policy**

- Cell phone/personal electronic device use is allowed in all teen areas except bathrooms and surrounding area. Cell phone/personal electronic device use is prohibited in all elementary programs unless during designated programming time.
- 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.

### **Teen Center Social Media Policy**

- Social Media use (e.g. Facebook, Snapchat, Instagram, X) is allowed on personal devices.
- Members who violate the privileges by using any form of social media to harass, threaten, discriminate or disparage each other, against Club members, or anyone associated with or doing business with the organization will lose their privileges.

## **Behavior Support**

Members are expected to follow all the PBIS Behavior Expectations.

### **Be Respectful**

- Respect yourself, peers, staff, and volunteers
- Respect the Club, school, and other's property
- Respect learning

### **Be Responsible**

- Accept responsibility for your own actions
- Come prepared to Club
- Be responsible for all your belongings

### **Be Safe**

- Keep hands, feet, and objects to yourself
- Use body basics, line basics, and table manners
- Remain with you designated group at all times
- Use sidewalks and crosswalks in the appropriate manner
- Follow field trip policies

## **Parent/Guardian Code of Conduct**

- I will treat Club staff, volunteers, members and other parents with respect
- I will encourage my child to participate in events and activities
- I will teach my child that effort is more important than victory
- I will remember that children learn best by example
- I will work with Club staff to assist them in providing the most positive experience possible for my child
- I will arrange for my child to be picked up before Club sites close.

## **Typical Daily Schedule**

9:00-9:30 Breakfast snack  
9:00-11:30 Summer School Programming- school district staffed (elementary)  
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 Theme Weeks-week long camps run by BGC staff (elementary)

## **Contact Information**

Johnsonville Club  
Johnsonville Elementary Director- Eltayana Wilson  
76 W. 2<sup>nd</sup> St., Fond du Lac  
920-924-0530 Ext. 368  
Email: [ewilson@bgcfdl.org](mailto:ewilson@bgcfdl.org)

Pier Elementary School  
Extension Director - Kari Baker  
259 Old Pioneer Rd., Fond du Lac  
920-263-8802  
Email: [kbaker@bgcfdl.org](mailto:kbaker@bgcfdl.org)

Johnsonville Teen Center  
Director of Teen Services - Dillon Wiese  
76 W 2nd St., Fond du Lac  
920-924-0530 Ext. 382  
Email: [dwiese@bgcfdl.org](mailto:dwiese@bgcfdl.org)

Director of Member Services  
Stefanie Schmude  
76 W 2nd St., Fond du Lac  
920-251-4004  
Email: [sschmude@bgcfdl.org](mailto:sschmude@bgcfdl.org)  
Front desk email: [frontdesk@bgcfdl.org](mailto:frontdesk@bgcfdl.org)