



## Teen Center Parent Guide

### **Registration & Fees**

In order to become a full member with all membership privileges, youth must have a registration form filled out and all fees paid. There is a \$40 membership fee per child to participate. Fee assistance is available. All fees are non-refundable.

### **Visitor Policy**

Youth are allowed to attend the Teen Center 3 times on a visitor pass. Youth will need to fill out a visitor pass when they arrive and will be given a membership form to take home. After the third visit youth must have their membership form and pay the membership fee or a daily fee of \$2 in order to attend again.

### **Membership Cards**

Youth will get a membership card when their membership form is turned in, fees are paid and they go through an orientation. 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 restitution is paid.

### **Hours of Operation**

The Teen Center, for grades 6-12, is open from 3:00p.m.-7:00 p.m., Monday-Friday.

### **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.

### **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.

### **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.**

### **Transportation Policy**

The Boys & Girls Clubs offers transportation afterschool to the Club via bus from STEM and Sabish. Boys & Girls Club vans will pick up members at Theisen, Woodworth and Fondy High. Only fully paid members will be allowed to use Club transportation. If members have behavior problems before or during their trip to the Club they may be suspended from Club transportation. It is the responsibility of parents to pick their child up from the Club. Club staff is NOT allowed to give members a ride. **Your child must be picked up by 7:00 p.m.**

### **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 7:00p.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.

### **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. 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. When members leave the Club they are required to take all their belongings with them. If you do not want your child to leave 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 are not allowed to come to Club if they did not attend school that day.**

### **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. 2<sup>nd</sup> St.  
Fond du Lac, WI 54935

**Teen Center Director-Dillon Wiese**  
Phone: 920-924-0530 Ext 382  
dwiese@bgcfdl.org

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KEEP FOR YOUR RECORDS