



Boys & Girls Club of Fond du Lac

School Year Parent Guide-Johnsonville

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 \$60 per school year, but will be split into 2 payments. The first payment of \$30 covers September-January and is due when you register. All members will have a chance to earn a scholarship for the second half by having consistent attendance. If your child does not attend consistently a second payment of \$30 will be due by January 31st for your child to continue in the program. Inability to pay program fees will not be a barrier.

Mandatory Orientation

Each family is required to attend an orientation session by October 1. You will receive a list of orientation dates and times when you register your child. If your child starts after October 1st you must attend an orientation before they can start attending the afterschool program.

Hours of Operation

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

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. 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. Cell phones must be checked in and held at the office while the child is at club. Members must get permission to carry a purse.

Transportation Policy

If club members use transportation provided by the club they must follow all Club rules immediately after school. If a member has a behavior issue at their school before they get on the bus, they will not be allowed to ride the bus. They will need to wait at school and be picked up at their school by 3:45. 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.

Pick-Up Policy

All members must be signed out at the front desk before they are allowed to leave the building at any time. All persons authorized to pick up your child must be listed on their membership form. 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.

Late Pick-up Policy

Your child must be picked up by 6:00pm 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 must sign 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

The afterschool program is a drop-in center. Children are not required to attend daily and do not need to attend the whole day. The Boys & Girls Club will not contact you if your child is absent from the program. It is the responsibility of the child and parents to make sure that children arrive on time to ride BGC provided transportation or arrive at the Clubhouse on their own if they are not using provided transportation. The Club operates on an open door policy. 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/Recess 3:45-4:45 Homework Help/ Enrichment Activity 4:45- 6:00 Boys & Girls Club Programming

Contact Information:

Johnsonville Club-Pam Sippel ▪ 76 W. 2nd St. ▪ (920) 924-0530 ext. 369 ▪ psippel@bgcfdl.org

KEEP FOR YOUR RECORDS