Boys & Girls Club of Fond du Lac
School Year Program Guide- Elementary

Hours of Operation
Monday-Friday; 3:00pm-6:00pm with program dates running September 8, 2026 to May 20, 2027

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 and we also use the Remind app. 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 notify the Director of Member Services or update it in the parent portal.

Attendance & Open door Policy
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 may contact you if your child is absent from the program, please notify the Extension Director if your child will not be attending. If your child is allowed to leave Club early please notify the Extension Director. Please also note that if your child does not attend school during the day, they are not allowed to attend the after school program. 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. Once your child leaves the club we are no longer responsible for them.

Sick Policy
The Extension 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 a violation of the electronic policy occurs, 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
Transportation to the Roberts Afterschool Clubhouse via bus is provided from Rosenow Elementary. Transportation to the Johnsonville Club via bus is provided from the following schools: Riverside Elementary, Evans Elementary, and Lakeshore Elementary. Transportation to the Chegwin Club via bus is provided from Waters Elementary. It is the responsibility of the parent/guardian to make travel arrangements from the Club. Club staff are never allowed to give members a ride in their personal vehicles. If a member is to walk home, it must be checked on the membership form or the Extension Director must be notified. Alternate transportation home from the Chegwin Club 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 membership form or ride home with another club member, please notify the Extension Director first. If your child is taking public transportation, the Extension Director must be notified each time. **Your child must be picked up by 6:00pm or you will be charged a fee of $5.** 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.

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 member may wear clothing that would be considered offensive or in poor taste.

The Y Partnership (Johnsonville Site Only)
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.**

Cell Phone and Electronics Policy
- Cell phone/personal electronic device use is allowed in all teen areas except the gym and bathrooms.
- 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.

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 your 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
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

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