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

Hours of Operation
Monday - Friday; 3:00pm - 7:00pm with program dates being 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 in the parent portal.

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.

Open Door Policy
The Club operates with an open door policy. If your child must leave the Club during the day, please notify the Director of Member Services or the Extension Director. Once a member signs out, they may not return unless they have permission from the Extension Director and their guardian to return (e.g., for an appointment, a YMCA membership, etc.). If they leave a second time, they may not return until the following day. Teen members must sign in and out daily. Once your child leaves the club, we are no longer responsible for them.

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 and are not allowed to ride transportation.

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.

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.

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. No gum, candy, or toys are allowed at the Club. Electronic devices, including handheld games are allowed in the teen center. If the electronic policy is violated, 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
The Boys & Girls Club offers transportation after school to the Club via bus from Sabish, and the High School. Boys & Girls Club vans will pick up members at Theisen and Woodworth. Only members will be allowed to use Club transportation. 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.

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.

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 form or know the child's **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 7:00pm 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.

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
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**.

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 against 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 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.

Contact Information

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