



**BOYS & GIRLS CLUBS
OF WEST-CENTRAL WISCONSIN**

Reedsburg Main Unit and Teen Center

300 Vine St.

Mail: PO Box 571

Reedsburg, WI 53959

(608) 355-2582

www.bgcwcw.org

PARENT/MEMBER HANDBOOK

Updated: 6/29/2017

Welcome to the Club...

The Boys & Girls Clubs of West-Central Wisconsin would like to welcome you to the Club program. We are delighted to share our time with you and hope this member handbook will help you understand the program. If you have questions, please call us or send an email!

The Boys & Girls Club has always worked hard to meet the needs of our members, their families, and the community. With our structured and active day-camp programs and our drop-in activities, we're confident that you will have an incredible time at the Club.

Sincerely,

The Staff & Board of Directors of the Boys & Girls Clubs of West-Central Wisconsin

Our Mission...

To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

Our Staff...

Karen DeSanto Executive Director
Ext. 102 *KarenD@bgcwcw.org*

Chris Kenworthy Administrative Assistant
Ext. 202 *ChrisK@bgcwcw.org*

RSD = Reedsburg School District

The Club = The Boys & Girls Club of West-Central Wisconsin-Reedsburg **Main Unit**

Teen Center = The Boys & Girls Club of West-Central Wisconsin-Reedsburg **Teen Center**

HOURS OF OPERATION

School Year - The Main Unit and Teen Center are open Monday - Thursday from 3:00pm to 7:00pm and Fridays from 2:00pm to 6:00pm.

Summer Days - The Main Unit is open Monday through Friday, from 7:30am to 5:30 pm. The Teen Center is open from 1:00 to 5:30 pm.

NON-SCHOOL DAYS

The Club is NOT open on regularly scheduled Non-School Days. This includes Winter and Spring Breaks.

LATE PICK-UP POLICY

Please arrive on time to pick up your child. Habitual late pickups will be charged \$15.00 every 15 minutes past closing time. The Club will attempt to contact parents/guardians & emergency contacts every 15 minutes past closing. After 30 minutes of no-contact; local police will be called.

OUTDOOR ACTIVITIES POLICY

The Club goes outside for play/activities every day if possible. Members should dress appropriately for weather. All children will be expected to participate. Please do not send your child to the Club if he or she is too ill to participate in the outdoor activities unless prior arrangements have been made with the Site Director. A "real feel" temperature of 0 F is used as a guideline to determine if children should be outside. If there is a heat advisory we will remain in our air-conditioned buildings during the advisory. The schedule may be altered to go outside earlier or later to still include outdoor activities in our day.

INCLEMENT WEATHER

School Year- If School is cancelled for the day due to bad weather; the Boys & Girls Club will be closed. If there is early dismissal due to bad weather, the Club will be open from dismissal until 6:00pm.

Summer- In case of inclement weather, the Club's schedule will change to an indoor activity. Outdoor field trips may be rescheduled, postponed or changed to another trip. In the event of threatening weather all members will be aware of the in Club procedure and will practice it on a regular basis. Contact the Club if you are unsure of an activity or field trip.

FINANCIAL MATTERS

Refund Policy - All monies paid to the Boys & Girls Club are non-refundable. The Boys & Girls Club is a non-profit organization and all monies go to benefit the Club and our members. This policy includes but is not limited to: summer camp fees, registration fees, field trip fees, and/or membership dues.

Methods of Payment - Cash - Money Orders - Personal Checks - Visa - MasterCard - American Express
A \$20.00 fee will be added to all returned checks.

Payment Schedule - The membership fee is due with the membership registration form.
All membership fees are good for one fiscal year (January 1st through December 31).

FINANCIAL ASSISTANCE

A limited amount of financial assistance is available to help families in need to offset costs of membership dues and field trips. Each family will be asked to provide a portion of the fee. Financial assistance is granted on a case-by-case basis. Please contact the Executive Director and/or Site Director to apply for financial assistance or work out a payment plan.

FIELD TRIPS

Limited space is available on each field trip. Field trip fees and permission slips must be submitted at the same time in order for a child to be signed up for the trip. Reserving spots is not allowed. Field trips have a minimum amount of members signed up. If we have not reached the minimum, the trip will be cancelled.

AGE FOR PARTICIPATION

School Year - Main Unit minimum age is 6 years old. Minimum grade level completed is Kindergarten / currently attending 1st grade. Tween Center ages are 11 to 12 years old. Teen Center minimum age is 13 years old.

Summer Program - Main Unit minimum age is 7 years old. Minimum grade level completed is 1st grade. Teen Center minimum age is 13 years old.

FOOD SERVICE

The Club offers lunch and 2 snacks on summer days. On school days we offer a meal afterschool and one snack. Children are encouraged to participate in the hot meal program. Members may also bring their own lunches from home. We are unable to accommodate special diets; however members may bring their own food. Please contact the Site Director if you child has a food allergy.

PARENT COMMUNICATION

We always strive to inform parents of Club activities and events. We wish for all parents to be pleased with their child's supervision and experience at the Club. Activities and events are posted throughout the Club and flyers for all special events are located at the front desk. Parents are encouraged to come inside to view the posted information and ask staff questions.

We also depend upon parents to keep us informed of issues and events effecting your child(ren). If there are changes to your child's health, medication, living situations, custody arrangements, etc. it is the responsibility of the parent to notify Club staff.

PERSONAL ITEMS / LOST AND FOUND

- The Club is not responsible for personal items of Members.
- The Club has a lost and found located near the main Club entrance in the hallway.
- Lost and found items are kept for 4-6 weeks and then donated to the community.
- Club members are responsible for their personal belongings and should not bring expensive equipment including electronics, jewelry or anything else of value.
- Members should store their items in a personal backpack or in a bag in their cubbies, not at the Front Desk or in Staff Offices

SAFE PASSAGE POLICY

- Members must sign in and out each day at the Club front desk.
- When a member has signed out of the Club they are gone for the day and may not return until the following day unless permission has been requested by parents and granted in advance by the Site Director. (Example: doctor appointment, lunch with a parent on a no-school day).
- Members that leave the Club without signing out will face disciplinary actions up to and including suspension and termination of membership.
- Parents/guardians are responsible for arranging transportation to and from the Club. For children who will be walking to and from the Club we suggest that parents discuss and practice the preferred route with their child.
- Youth members are responsible for following the rules of the Boys & Girls Club and following their parents'/guardians' guidelines regarding how and when to depart the Club.
- As part of our daily routine Club staff like to know each child's plan for departing the Club. Club staff desire to work with parents to help children learn responsibility and be accountable for their actions, however transportation remains the responsibility of the parents/guardians.

Club staff will not physically restrain a member that insists on leaving the Club, nor block the facility's exits and based on the reality of staff size and location of open exits we cannot guarantee that a member will not leave the Club on their own without the knowledge of the staff. Therefore it is each parent's responsibility to discuss the Club's Safe Passage policy with his or her child and ensure that he or she complies. The Club cannot accept responsibility for members once they leave the Club where they may be exposed to dangers that are beyond the control of our staff.

DRESS CODE POLICY

Proper dress is the responsibility of members and their parents. Rules pertaining to appropriate member attire are necessary in order to maintain good decorum and a favorable academic atmosphere. The Executive Director and/or Site Director will use their discretion to make appropriate decisions regarding the appropriateness of each member's dress and possible consequences for violation of this policy.

Members are not permitted to wear clothing that is inappropriate for the Club setting. Clothing that displays profanity, is sexually suggestive, offensive, promotes gang activity, or promotes alcohol, tobacco, or drug use is not appropriate.

- Shorts, Skirts & Dresses should be fingertip length or longer
- Clothing should always completely cover the torso from above chest cleavage to mid-thigh. (Spaghetti strap tops, backless or strapless shirts, tube tops, muscle shirts and midriff shirts are not appropriate.)
- Undergarments should always be completely covered by clothing
- Footwear must be worn while at the Club. It should be appropriate for walking and running.

No Flip Flops

CLUB CONDUCT

Club Rules are:

- 1. Be Responsible**
- 2. Be Respectful**
- 3. Be Safe**

We encourage Club members to talk with staff if they have a problem. We are here to help them!

DISCIPLINARY ACTIONS

The Boys & Girls Club of West-Central Wisconsin has adopted the following policy on discipline:

FIRST WARNING: The 3-T system will be used for the First Warning.

- Tap (staff will let the member know of inappropriate action)
- Talk (staff will have a conversation with member about actions a making good choices)
- Time (Member will serve 5 minutes of time at the front desk)

SECOND WARNING: Verbal Warning from Staff Member, removal from activity or equipment for the day, and 10 minute time out, which is served at the front desk.

THIRD WARNING: Suspension from the Club for one day. Parent will be called to pick up their child. Parents who are unable to pick their child up will need to make arrangements for a friend or relative to come and get their child.

- **First offense:** Parents will be called to pick up their child.
- **Second offense:** Parents will be called to pick up child and member is suspended from participating in any club activities for 3 days.
- **Third offense:** Parents will be called to pick up their child. Parents and Club staff will meet to determine membership in the Club.

Warnings will not be carried over from day to day. At the beginning of each day a child will start with no warnings, regardless of how many warnings they may have received in the past.

Zero Tolerance for the Following Negative Behaviors

The following negative behaviors will automatically suspend a Boys & Girls Club member for at least one day regardless of the amount of warnings received that day:

- Fighting
- Stealing
- Threatening the safety of a Boys & Girls Club member or staff member
- Damage to the Boys & Girls Club facility or equipment - Member is expected to reimburse the Boys & Girls Club for any damage and will be billed. Suspension will continue until a payment plan is approved by the Executive Director.
- Cases of blatant disrespect toward staff.

HEALTH CARE PLAN

Minor First Aid and Medication

- Boys & Girls Club staff are permitted to administer: Band-Aids, ice packs, and bandages.
- Club staff cannot physically apply sunscreen and insect repellent lotion. We highly recommend you bring the spray-on type of sunscreen and insect repellent.
- The Club is not responsible for reactions or improper usage of sunscreen, insect repellent, or any item that is borrowed from or used by Club members.
- Parents/guardians must advise the staff of any medical problems a member has or has had by completing the health history portion of the membership form and adding information as needed.
- In case of emergency parents/guardians will be notified as soon as possible.

- Members who develop symptoms of a contagious illness while at the Club must be picked up within 30 minutes of notification and are not eligible to return to the Club until 24 hours after the initial intake of medication.
- All medication must be given to Club staff members in the original pharmacy bottle with written instructions attached. A Club medical release form must be completed by a parent or guardian.
- Medications not on record with staff and found in a child's possession will be confiscated and parents will be called.
- Any child who does not attend school due to illness may not attend the Club that day.

Emergency Treatment

In the event of an emergency injury or illness requiring immediate advanced medical treatment the Boys & Girls Club staff will call 911 first. Parents will be contacted as soon as possible. Club staff are not allowed to transport injured or ill members. The Boys & Girls Club of West-Central Wisconsin utilizes ambulance services for all emergency transportation to the nearest emergency health care facility.

CLUB PROGRAMMING

Core Program Areas

Program focus areas are based on both the interests of youth and their physical, emotional, cultural and social needs.

Character and Leadership Development

Character and Leadership Development empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image and respect their own and others' cultural identities.

Education and Career Development

Education and Career Development enable youth to become proficient in the basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career.

Health and Life Skills

Health and Life Skills develop youth people's capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults.

The Arts

The Arts enable youth to develop their creativity and cultural awareness. Youth are challenged to appreciate visual arts, performing arts and creative writing.

Sports, Fitness and Recreation

Sports, Fitness, and Recreation enable youth to develop positive use of leisure time, skills for stress management, appreciation for the environment and social skills.

Junior Leadership Development

Leadership program allows youth 13 and older to be mentored by staff to become leaders in their Club. Young people have opportunities to serve others in their Club and community to realize many benefits in terms of knowledge, skill building, career exploration and character development. Members who participate in this program act as volunteers and learn workforce readiness skills.

VOLUNTEER OPPORTUNITIES

The heart of any youth program is its volunteers! Donations of time and services are just a few ways to help support the Boys & Girls Clubs of West-Central Wisconsin. Listed on the next page are several ways that volunteers, like you, can assist our program.

Chaperon a field trip	Assist with a sport program	Lead a special interest group
Organize an outing	Share your special talent	Play a board game with youth
Lead a cooking class	Tutor a member	Assist in computer lab
Help with fundraisers	Listen to a member read	Lead an art class

SUMMER PROGRAMMING

Summer Registration fees are due upon sign-up with the registration form. All summer attendees must also have an Active Club Membership. Summer Day Fees must be paid in the form of punch cards or tuition. Each punch card holds 5 day punches. Each day a participant attends the Club during the Summer Day Camp hours a punch will be taken off their card. All punch cards must be purchased prior to a member's attendance during Summer Day Camp hours. Punch cards are non-refundable and cannot be transferred to a different family. All punch cards will expire on December 31st of the year purchased and will be kept at the front desk. Parents will be notified when a child attends the Summer Camp and does not have any punches on his/her card. Parents will then need to purchase a new card for their child prior to their next attendance at the Summer Camp.

Summer Day Camp versus Drop In Center

The summer day camp program is from 11:00am – 5:30pm. During this time all youth are signed in at the Club even if Club programming is off site. If youth wish to leave programming they must have a note or a telephone call by a parent notifying staff of a change in schedule.

The Drop-in Center is open from 7:30am – 11:00am. Keep in mind, if a member signs out, he/she is gone for the day (unless parents have made prior arrangements). The exception to this is for youth who have appointments, classes or lessons and bring a note from home. Youth are able to use the telephone to phone parents to ask if they may leave the Club to go elsewhere and are encouraged to do so by Club staff. The Drop-in hours are included with your annual membership fee.

Day Camp Supply List

To ensure that your child has a healthy and positive camp experience, we ask that each child bring a backpack with the following items:

- Sunscreen- spray-on type recommended
- Bug Spray- spray-on type recommended
- Water bottle
- Hair brush
- Swimsuit/towel
- Tennis Shoes
- Appropriate book/magazine for reading
- Deodorant/Personal hygiene products

FIELD TRIPS FOR SUMMER DAY CAMP YOUTH ONLY

A limited space is available on each field trip. Field trip fees and permission slips must be submitted at the same time in order for a child to be signed up for the trip. Reserving spots is not allowed.

The Club will be closed on “field trip days” to non-field trip participants. For example, the Club goes on an all-day Devil’s Lake trip. If your child does not go; the Club is closed to him/her because the staff that normally supervises him/her is on the field trip.

- **Field trips require a minimum amount of members to sign up. If we have not reached the minimum, the trip will be cancelled.** If a field trip is cancelled, all registered participants will receive a Field Trip Voucher for the amount they have already paid.
- The cost of the field trips will vary depending on where we are going.
- Each field trip has a limited number of spots available. The fee of the field trip must be paid at the time the permission slip is due. Field trip fees are non-refundable.
- A sack lunch will be provided on all field trips or your child may bring their own which will be turned into staff and be placed in a cooler.
- Field trips are subject to change due to weather, transportation, etc.
- Field trip flyers and permission slips will be available at the front desk.
- Each field trip will have a sign up deadline that will be strictly adhered to. The charge of the field trip must be paid at the time the permission slip is due.
- Club rules apply whether we are in the building or on a field trip. If your child receives three warnings while on a field trip they will be separated from the group and not allowed to participate. Given the location you may be required to come get your child. Future field trip privileges will be evaluated at this time.

Usually the members will be traveling on a bus and will follow all Club and bus rules:

- Be seated at all times
- Do not talk above your normal voice
- Keep your hands to yourself at all times
- Keep hands and other appendages inside the bus and not out the windows
- The bus will be cleaned up after each field trip prior to being allowed to leave

BRING YOUR OWN DEVICE –ACCEPTABLE USE POLICY

The Boys & Girls Clubs of West-Central Wisconsin adopts this policy to maintain a safe and secure environment for members, staff, volunteers and others. Any child who brings a personal electronic device to the Club of any kind agrees to the following:

Not all devices are covered within this policy. Unacceptable devices in this policy include, but are not limited to, gaming devices or consoles, laser pointers, modems or routers and televisions.

Personally owned devices are permitted for use during Club time for Club purposes and in approved locations only. The Club expressly prohibits the use of personally owned devices in locker rooms, restrooms and other areas where there is an expectation of privacy.

Any inappropriate use of a personally owned device, as determined by Club staff, can lead to disciplinary action including, but not limited to, confiscation of the device, immediate suspension from the Club, termination of membership, or other disciplinary actions determined to be appropriate to the Club’s existing disciplinary policies including, if applicable, referral to local law enforcement.

Parental notification and responsibility.

BGCA's Internet Acceptable Use Policy restricts the access of inappropriate material. However, supervision of usage may not always be possible while members use the Internet. Due to the wide range of material available on the Internet, some material may not fit the particular values of members and their families. Because of this, it is not practical for BGCA to monitor and enforce a wide range of social values in student use of the Internet. If parents do not want members to access information beyond the scope of the Internet Acceptable Use Policy, parents should instruct members not to access such materials.

PARENT AND MEMBERSHIP PERMISSION

By signing the Boys & Girls Clubs of West-Central Wisconsin Membership form, parents/guardians consent to their child's participation in technological activities, which can include computer games and Internet usage.

1. This is considered a legally binding agreement.
2. Members will take full responsibility for their device and keep them with them at all times. Members may not lend their device to any other Club member or staff. The Club is not responsible for the security of the device or loss/damage/theft of a personally owned device.
3. Members are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed due to using the device at the Club.
4. Members should only use their device to access services, networks or files relevant to Club--sanctioned programs. Members should only use the features of their device, including, but not limited to, taking or transmitting pictures, videos, location information or other features in accordance with program offerings.
5. Members may not use the device to record, transmit or post pictures, videos, or other information of or about a person or persons at the Club. Nor can any images, videos, or other information recorded at the Club be transmitted or posted at any time without the express permission of Club staff.
6. Members must use the Club's secured wireless network. Use of cellular (e.g., 3G, 4G) wireless connections is not allowed.
7. Boys & Girls Clubs of West-Central Wisconsin reserves the right to monitor, inspect, copy and review a personally owned device that is brought to the Club. Parents/Guardians will be notified and allowed to be present before any such inspection takes place. Parents/Guardians are free to refuse to allow Club staff to inspect a device; however, that member may be barred from bringing personally owned devices to the Club in the future. This decision will be at the Club's discretion.
8. Members must comply with staff requests to shut down or turn off the device when asked. Failure to do so may result in the member being barred from bringing personal devices in the future.
9. Violations of any Club policies, administrative procedures or Club rules involving a member's personally owned device may result in the member being barred from bringing personal devices in the future.