



**BOYS & GIRLS CLUBS**  
OF THE FOX VALLEY

160 SOUTH BADGER AVENUE  
APPLETON, WI 54914  
920-731-0555  
[www.bgclubfoxvalley.org](http://www.bgclubfoxvalley.org)

# **PARENT & MEMBER HANDBOOK**

Revised 7/31/17

# **TABLE OF CONTENTS**

## **GENERAL INFORMATION**

Our Mission.....	2
Core Values .....	2
Our Sites.....	2
Parent Communication .....	3
Membership Policies .....	3
Inclement Weather .....	4
Lost and Found.....	5
Dress Code.....	5
Phone/Electronic Device Usage .....	5
Illegal Activity.....	6

## **MEMBER CODE OF CONDUCT**

Club Rules .....	7
Member and Guest Discipline .....	8
Bullying Policy.....	9

## **HEALTH CARE**

Minor First Aid.....	10
Illness.....	10
Medication .....	11
Emergency Treatment .....	12

## **FEEES**

Financial Assistance.....	12
Refund Policy .....	12
Methods of Payment.....	12
Payment Schedule .....	12
Participation Fees.....	13
Late Fees.....	13

## **CLUB VISITORS**

Policy .....	13
Volunteer Opportunities.....	15

## **CLUB PROGRAMMING**

Five Key Elements for Positive Youth Development .....	15
Core Program Areas.....	16

## **YOUTH RESOURCE CENTER**

Youth and Family Counseling.....	17
TRAC (Truancy Reduction & Assessment Center) .....	17
Center for Grieving Children .....	18
Runaway Program.....	18

## **SITE SPECIFIC INFORMATION, APPENDIX A, APPENDIX B**

# **GENERAL INFORMATION**

## **OUR MISSION**

The mission of the Boys and Girls Club is to inspire and enable all young people, especially those who need us most, to realize their full potential as respectful, caring and productive citizens.

## **CORE VALUES**

**Kids First** – The needs of children and youth are our first and highest priority. All decisions must occur in the context of what is best for the kids.

**Fun** – The Club creates an environment of fun and enjoyment in order to attract youth and support the Club’s youth development outcome.

**Positive Impact** – Programs and services must be needs based and generate measureable progress towards the Club's primary outcomes of: 1) Increasing Academic Achievement, 2) Improving Character & Citizenship, and 3) Increasing Healthy Lifestyles.

**Building Community** -- The Club works to build a sense of belonging in its members, staff, volunteers, and supporters by fostering teamwork and open communication and by inviting the active engagement of the broader community in the shared pursuit of its mission.

## **OUR SITES**

BGC of Appleton .....	731-0555
The CLUB Teen Center-Appleton.....	750-5850
Badger Elementary School.....	997-1399 ext. 2529
Columbus Elementary School .....	997-1399 ext. 2608
Foster Elementary School .....	832-5724
Highlands Elementary School .....	997-1382
Little Chute Elementary School.....	788-7610 ext. 6156
BGC of Menasha.....	750-5860
The CLUB Teen Center-Menasha.....	750-5863
Kaleidoscope Academy .....	832-6303
Wilson Middle School .....	997-1399 ext. 7758

## **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. In addition, organizational and site information is available through our website at [www.bgclubfoxvalley.org](http://www.bgclubfoxvalley.org). Scroll over the tab labeled *Our Clubs* to find site specific information. Parents are encouraged to visit our Clubs to view posted information and ask questions to the staff.

Parents are encouraged to contact Site and Unit Directors with questions and concerns. If the information provided in unsatisfactory parents can contact the Director of Youth Development at 750-5811.

## **MEMBERSHIP POLICIES**

The BGCFV is open for membership to any child 6 through 18 years of age, regardless of race, color, creed, or economic circumstance. Any child wishing to join must complete all forms required and furnish a release signed by a parent/guardian. Youth age 14 or older may join without a parent's signature. Families will be charged an annual membership of \$15.00 for each child, not to exceed \$35.00 per family. Annual memberships for teens (grades 7-12) is \$5.00. Children must be enrolled in full-day schooling in order to attend a Club and the BGCFV reserves the right to restrict program participation levels and determine eligibility guidelines.

All memberships shall run for one year from the date of application. There will be a charge of \$1 for replacement of a lost regular membership card and \$.25 for the purchase of an 'OK Pass' if the card is forgotten on any visit. Youth may attend after school youth development programs a maximum of three times before membership is required. Membership is not required, but is strongly encouraged, for participation in Youth Resource Center programming (e.g. Youth & Family Counseling, Truancy Reduction & Assessment Center, Center for Grieving Children, etc...).

### Membership Participation

The child's participation in activities is a part of being a member. No charge shall be made for participation in regular Club activities. However, there may be a charge for special activities, hours, supplies or services. All areas of the Club are available to members subject to specific policies in the particular areas.

### Guests

Club members may, subject to any program-specific restriction, bring friends to the Club up to three times at no charge. The name, age and contact information for the visiting youth must be recorded. If the guest wants to attend after three visits, a membership form must be filled out, and a membership fee must be paid.

### Open Door Policy

Membership allows a young person to participate in daily "drop-in" youth development programs which means Club members, without signed parental direction or other site-specific procedures to the contrary, are free to come and go as they please. Here are a few key things to keep in mind:

- The Club does not provide licensed "day care" and once a member signs out they are not allowed to return unless prior arrangements have been made with Club staff.
- The Club does not provide supervision once a member leaves the Club.
- It is strictly the parents' responsibility to instruct their child (ren) on when and how they want them to leave Club programming.
- If you ever need to know what time your child signed in and out of the Club please do not hesitate to call.

- Members attending Clubs inside area schools are required to sign in immediately following the end of the school day and members involved at a Club operating within an elementary school must be picked up by an adult.
- Parents have the option of selecting authorized pick-up for members age 13 or younger which allows only parent approved adults to sign their child (ren) out of the Club.
- Members who are currently suspending from school cannot attend club until remittance to school. Members at school sites who are in school suspended may only attend with Director and Principal approval.

### Special Needs Membership Policy

The Boys & Girls Clubs of the Fox Valley want all youth to be safe and successful. We welcome all youth to participate in our programs and recognize that in some cases, reasonable accommodations may be needed in order for youth to have a good experience in our programs. If you would like your child to participate in Boys & Girls Club, but may need some additional support in order to do so, Please contact your Unit Director or Branch Director for further discussion.

### **INCLEMENT WEATHER**

**School Year-** If the Appleton Area School District closes for the day or there is early dismissal due to bad weather the Downtown Appleton B&GC will generally open from 8:00 am - 5:30 pm. Clubs operating within schools will not be open on these days. If the Appleton Area School District implements a two hour delay to the start of the school day, all Boys & Girls Clubs Before-School Programs at the Elementary Schools will be cancelled. All Boys & Girls Clubs Before-School Programs at the Middle Schools will start one hour before the start of the school day (8:50am).

In the event of extreme weather conditions the Downtown Appleton Boys & Girls Club may also choose not to open and will announce this through local school/organization closing systems as operated by local television stations and on its website [www.bgclubfoxvalley.org](http://www.bgclubfoxvalley.org). In addition, if the school district or school principal calls off after school activities due to inclement weather, Clubs operating within local schools may also close.

**Summer-** In case of inclement weather, all Club activities will move indoors and any scheduled field trips or other outdoor activities may be cancelled, postponed, or changed. In the event of a Severe Weather Warning, all Club members will not be allowed to leave the Club or Club program without being picked up by an adult until the warning expires.

### **LOST AND FOUND**

- The Club is not responsible for personal items of Members.
- The Club has a lost and found located near the front entrance.
- Lost and found items are kept for 4-6 weeks and then donated to Goodwill.

- Club members are responsible for their personal belongings and should not bring expensive equipment including electronics, jewelry or anything else of value.

## **DRESS CODE**

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 Unit Director and/or Program Coordinator 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 wearing inappropriate clothing will be asked to change or turn their shirts inside out.

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 affiliation, or promotes alcohol, tobacco, or drug uses are not appropriate. Short shorts, spaghetti strap tops, backless or strapless shirts, tube tops, muscle shirts and midriff shirts are not appropriate. Clothing should always completely cover the torso from above chest cleavage to mid thigh.

- No items of clothing where undergarments are exposed.
- Footwear must be worn while at the Club.
- Hair painting and dying is not allowed to happen at the Club. If you do this at home and come with your hair dyed, that is allowed.
- Clothing or accessories that are disrespectful are not permitted.

## **PHONE/ ELECTRONIC DEVICE USAGE**

The Boys and Girls Club of the Fox Valley recognizes the safety purpose that members and parents have in providing students with cellular phones and other two-way communication devices. During Club hours members are generally prohibited from using cell phones, electronic paging, two-way communication or gaming devices while in the Club or attending Club activities. Members must store electronic devices in their personal belongings in the off or silent mode so as not to disrupt the environment. The Boys and Girls Club of the Fox Valley is not responsible for the loss, theft or damage to any electronic device.

The Directors of individual Clubs are authorized to establish rules and acceptable use guidelines for limited, non-disruptive use of an electronic communication device in the Club or during Club activities for safety, medical, vocational, or other legitimate uses. School sites may refer to school policies when setting before and afterschool expectations.

The inappropriate use of any electronic device (cell phone, camera, etc.) while at the Club is subject to disciplinary action. Students may not share or post personal information about or images of any other Club member or staff member without permission from that member or staff. The inappropriate use of cameras or electronic communication devices includes but is not limited to: use in areas where one would reasonably expect privacy (locker rooms, bathrooms, etc.), to engage in cyber-bullying, placing cell phone calls or sending text messages that ridicule, threaten or harass another member. A phone is available at the front desk of the Downtown site for member usage with staff permission.

## **ILLEGAL ACTIVITY**

The Boys and Girls Club of the Fox Valley is committed to providing a safe place for children and youth. Aggressive and hostile behavior that is intentional (bullying) is not tolerated. No one shall threaten (verbally, nonverbally, or physically) the safety of another person. Violence, as defined as aggressive behavior which subjects a person to unwanted physical contact, is not tolerated. The Club reserves the right to contact police in the event of physical violence. No one shall, possess, use, threaten the use of, or store a weapon or look-alike weapon on Club property or at any Club event.

Gang activity is not allowed on Club grounds. This includes but is not limited to: display of gang symbols, soliciting others for membership, intimidating or threatening others, or other criminal activity.

In the interest of a tobacco-free environment and in compliance with State law, smoking and/or use of other tobacco products is prohibited on Club property or at Club sponsored events. No member shall knowingly possess, use, distribute, or be under the influence of alcohol or other drugs while on Club property or at Club sponsored events.

# **MEMBER CODE OF CONDUCT**

## **PLEASE RESPECT...**

### **Other Members**

- ✓ Play fair and be a good sport
- ✓ Ask before using something that belongs to someone else
- ✓ Wait your turn
- ✓ Be nice when talking to others
- ✓ Treat other members as you want them to treat you!

### **The Club**

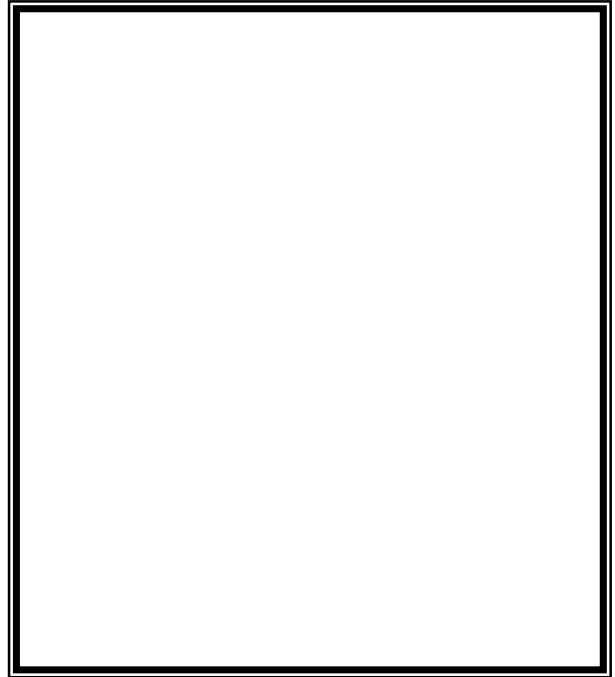
- ✓ Put things back where they belong
- ✓ Pick up after yourself and remind other Club members to do the same
- ✓ Eat & drink in designated areas only
- ✓ Be careful not to damage furniture, games, and other parts of the Club
- ✓ Don't chew gum
- ✓ Remember the Club is here for you and your friends, so please treat it well!

### **Staff & Volunteers**

- ✓ Listen to staff and volunteers and follow their directions
- ✓ Show respect when talking with Club staff and volunteers
- ✓ Remember that staff and volunteers are here to help you, so please go to them if you ever have a problem or need to talk.

### **Yourself**

- ✓ Keep track of your personal belongings and leave items of value at home (e.g. iPods, hand held video games, large amounts of money)
- ✓ Dress appropriately
- ✓ Eat well
- ✓ Get enough sleep
- ✓ Open yourself up to all the programs available to you at the Club – don't just stay in the games room or gym all the time.
- ✓ Have fun while at the Club, but make sure you get your homework done too!





## **MEMBER & GUEST DISCIPLINE**

Club Members, participants, parents, and Club staff share the responsibility to create and maintain a safe and positive environment at the Boys & Girls Clubs. Doing so requires discipline of clients from time to time, up to and including removal from the organization's programs. The organization never withholds nutrition or hydration as a form of punishment, nor is corporal punishment permitted. Client discipline for disruptive, inappropriate or other unacceptable behavior is based on the age of the client. Time-outs from program activities are the principal discipline strategy for participants 10 years of age and younger, although all youth may be temporarily suspended from programs. Any youth whose conduct is severe or repeated will be removed from the program. The following offenses will result in immediate suspension:

- Fighting
- Swearing/Using Discriminatory Language
- Sexual Harassment
- Vandalism
- Verbal or Physical threats to others
- Endangering Safety of self or others
- Stealing
- Unwillingness to discuss situations with staff and/or attend Club Meeting.

Before returning from a suspension, Club Members and their parent(s) must meet with a staff member to discuss the situation and possibly develop a behavior contract. All final decisions related to discipline of participants lie at the discretion of the staff.

Club staff will not hesitate to contact the parents of a Club member in any situation. If a Club member is asked to leave their parent will be notified and have 30 minutes to pick them up. All parents who are unable to pick their child up within the given time frame will need to make arrangements for a friend or relative to come and get their child.

In addition, if a club member is risking the safety of themselves or others club staff may contact police for assistance.

### Unauthorized Departure from Club

Members are expected to sign out of club with a staff member at a designated front desk before leaving the building (for members under the age of 13 a parent is required for members sign out). If a member under the age of 13 leaves the building without staff consent staff will attempt to pursue the member for safety and encourage them to reenter the building. If the situation permits parents and/or police may be called to assist in the situation.

## **BULLING POLICY**

The Boys & Girls Clubs of the Fox Valley (BGCFV) is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The BGCFV considers bullying to be detrimental to the health and safety of students and is prohibited.

Bullying includes aggressive and hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying). Bullying may also include teasing, put-downs, name calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and BGCFV policy.

Bullying behavior is prohibited in all BGCFV afterschool programs, buildings, properties, and educational environments. This includes any property or vehicle owned, leased, contracted, or used by the BGCFV such as public transportation regularly used by students to go to and from the BGCFV.

Club members who engage in any form of bullying behavior at the BGCFV will be subject to disciplinary action in accordance with BGCFV policy. Consequences and sanctions for such actions, including retaliating against someone for reporting bullying behavior, may include but are not limited to, parent notification, suspension, expulsion, or referral to law enforcement officials for possible legal action. BGCFV staff will support the identified victim.

Education, intervention, awareness, and prevention shall exist for staff and Club members to ensure a learning environment free of bullying or intimidation toward and between Club members and staff.

#### Disclosure and Public Reporting

BGCFV will distribute this policy to all Club members, their parents, and/or guardians and employees. The BGCFV will provide a copy of the policy to anyone who requests it.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The **Bullying Behavior Report Form** (see Appendix A) will be used for written reporting.

#### Procedures

All BGCFV staff members who observe or become aware of acts of bullying are required to report these acts to the Unit Director or Program Coordinator. Any other person, including a Club member who is either a victim of the bullying or is aware of the bullying or any other concerned individual, is encouraged to report the conduct to the Unit Director or Program Coordinator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. The **Bullying Behavior Report Form** will be used for written reporting.

#### Reporting Procedures

If bullying occurs, Club members are encouraged to take the following steps:

1. Clearly say “stop” to the person whose behavior is unwanted and report to a trusted adult.

2. Speak with a trusted adult.
3. When reporting to an adult, include the following information:
  - a. Give the name of the person and specific unwanted behavior
  - b. Describe the nature of the bullying
  - c. Give the date(s) of the event
  - d. Tell briefly what happened and note all incidents of bullying that may have taken place
4. BGCFV staff may make an appropriate person(s) aware of the situation to discuss the case and determine the follow-up. All efforts will be made to handle the situation in a discreet manner and maintain appropriate confidentiality. BGCFV staff will also inform students of the prohibition against retaliating against another student for reporting an incident of bullying.
5. Any BGCFV staff who witnesses bullying between students must intervene by giving a verbal warning. In some cases it may be necessary to provide a report of bullying incidents to a BGCFV Director.
6. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

#### Procedure for Investigating Reports of Bullying

The Unit Director or Program Coordinator will begin the investigation of a report of bullying within one school day. This investigation will include an interview of the person(s) involved and a collection of the information that will determine the facts and seriousness of the report. Parents and/or guardians of all people involved in the bullying incident will be notified prior to the conclusion of the investigation. The BGCFV shall maintain confidentiality of the report and related student records to the extent required by law.

## **HEALTH CARE**

### **MINOR FIRST AID**

- Boys & Girls Club staff are permitted to administer: band aides, ice packs, and bandages.
- Club staff cannot physically apply sunscreen and insect repellent lotion.
- 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.

### **ILLNESS**

- Parents/guardians must notify the Club and keep children home when youth have a rash, sore or runny eyes, contagious illness, or head lice.
- Members who develop symptoms of a contagious illness while at the Club must be picked up within a timely manner and are not eligible to return to the Club until 24

hours from the initial intake of medication or per the instructions of a health care professional.

- Members who stay home from school due to illness are not eligible to come to Club that day.

## **MEDICATIONS POLICY**

**In compliance with Wisconsin State Law, the Boys & Girls Clubs of the Fox Valley has adopted a policy for the administration of medications. For Club Staff to administer medication safely and efficiently, parents/guardians and/or adult students must comply with Club policy.**

Medications should be administered at home whenever possible. Parents/guardians are urged to consult with the prescribing physician to determine if medications can be scheduled outside Club hours. In the event that this is not possible, designated staff will administer medication according to Club policy.

### Prescription Medication

1. Current ***Administration of Medication Consent Physician's Statement*** (see Appendix B) form and ***Administration of Medication Consent Parent/Guardian Statement*** (see Appendix B) form must be on file at the Boys & Girls Club. These forms may be obtained from the Boys & Girls Club.
2. The prescription medication must be supplied in the ***original pharmacy-labeled bottle*** indicating the correct dosage and frequency of administration. This information must be the same as provided on the above noted forms. Only the amount of medication needed at Club shall be contained in the bottle.
3. If changes in the dosage take place, updated parent/guardian consent, a signed physician statement, and an updated pharmacy-labeled bottle will be required.

### Over-the-counter Medication (Non-Prescription)

1. The parent/guardian must complete an Administration of Medication Consent Parent/Guardian Statement form (see Appendix B).
2. Medication must be supplied in the original container with the student's name affixed on the container.

### Supply

1. Parents/guardians are responsible for ensuring a sufficient supply is on hands at all times. The BGCFV is not responsible if a child's medicine is not on hand to be dispensed as prescribed or previously directed.

## **HELPFUL HINTS**

1. Ask your pharmacist for a second empty, labeled container so that you will have containers for home and Club. Medication will not be given if in an unmarked container (i.e., baggie, envelope).
2. When you know your child will be taking medication, discuss the hours of administration with the doctor. It may be possible to regulate the dosage so that medication can be given at home and not at Club (i.e., antibiotics given 3 times a day).

3. Parents are asked to deliver the container of medication to the Boys & Girls Club to prevent tampering by the child and other youth.
4. Unused portions of medication after the completion of the school year/summer or when discontinued will be disposed of after 7 days if not picked up by the parent.

Parent attention to and support of these requirements will be very much appreciated. If you have questions, please contact the Boys & Girls Club.

## **EMERGENCY TREATMENT**

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

## **FEES**

The Club strives to create a sense of belonging and encourages children and youth to pay their own membership fee if possible through money they've earned or perhaps been given as an "allowance". Children and youth who are unable to pay the membership fee have the opportunity to contribute two hours of Club service (e.g. washing windows, picking up litter, etc...) in order to earn their membership privileges.

## **FINANCIAL ASSISTANCE**

Club membership and participation in all BGCFV programs and services is designed to be as accessible as possible to all children and youth. The inability to pay any membership or activity fees should not restrict participation. Parents and guardians are encouraged to request fee waivers when necessary. In addition, parents with the interest in doing so are also encouraged to make a financial contribution to the Club and/or assist in helping the Club secure donations to defer the costs of membership. Operational costs per member average over \$300 annually and the Club depends upon donations in order to provide its programs and services.

## **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: specific programs fees, field trip fees, and/or membership dues.

## **METHODS OF PAYMENT**

Cash – Money Orders – Personal Checks. A \$15.00 fee will be added to all returned checks.

## **PAYMENT SCHEDULE**

The annual membership fee (\$15.00 for each child, not to exceed \$35.00 per family, \$5.00 Teen membership) is due at the time of application and renewal. Special hours, service, or activity fees are due in advance of the service rendered.

## **PARTICIPATION FEES**

Parents are asked to pay quarterly participation fees in order for their child to attend our school-based programs in Appleton Area School District and Little Chute Area School District. Participation fees are determined based on a family's lunch status. The fee structure is below:

- Full-priced lunch: \$75.00 per quarter
- Reduced lunch: \$25.00 per quarter
- Free lunch: \$10.00 per quarter

First quarter fees are due on September 30. Second quarter fees are due November 30. Third quarter fees are due February 28. Fourth quarter fees are due April 30.

## **LATE FEE POLICY**

We allow Members to be picked up within 15 minutes of program closing time without charging parents late fees **only for the first occurrence**. **After three times of being picked up beyond 6:00/7:00, the late fee increases to \$10.00 per child. Repeated violations may result in termination of Membership. Child Protective Services will be called for repeated violations.** Parents who pick up after 6:00/7:00p.m. will be charged a late fee for each occurrence.

0:05pm-0:15pm	\$5.00 per child*\$10.00 per child after three times
0:16pm-0:30pm	\$10.00 per child*\$20.00 per child after three times
0:31pm-0:45pm	\$15.00 per child*\$30.00 per child after three times
0:46pm-0:00pm	\$20.00 per child*\$40.00 per child after three times

Please note: If we are unable to contact parent/guardian within 45 minutes, police will be notified.

## **CLUB VISITORS**

The BGCFV encourages parents and other interested community members to visit the Boys & Girls Club and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, the BGCFV has a legitimate interest in avoiding disruption to the youth development process, protecting the safety and welfare of the members and staff, and to protect the Club's facilities and equipment from misuse or vandalism. A balance must be achieved between the potential benefits and risks associated with the presence of visitors in the Club. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the Club operates and the challenges facing the Club, and an increased sense of collaboration and cooperation between the community and the Club. Limitations may be placed on visitors to avoid disruption to Club operations and to prevent visitors from receiving a distorted view of those operations.

The Chief Professional Officer (CPO) or his/her designees shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the CPO shall consider the purpose of the visit, the impact of the visitor's presence and the relationship of any visitor to the members. Appropriate administrative rules shall be developed to provide

guidance for Club personnel so that worthwhile experiences may be provided for those persons who enter onto Club premises as visitors. Club personnel shall seek to assure that parents and other visitors are courteously received and that sincere efforts are made to provide them with information as may be needed to foster a cooperative relationship between home, Club and community.

## **POLICY**

### **A. General Requirements for Visitors to Club:**

1. A visitor is defined as any person seeking to enter a Club building who is not an employee of the Club or a duly registered participant in a Club program.
2. All visitors shall report to the front desk when arriving or leaving the Club premises. Notices shall be displayed at the building entrance indicating that all visitors are required to register with the front desk and obtain authorization from the building CPO or his/her designee to remain on the Club premises. All visitors shall be requested to wear an appropriate form of identification when on Club premises.
3. Whenever possible, visitors should obtain authorization from the CPO in advance. At the discretion of the CPO, such prior authorization may be required.
4. All Club visitors must comply at all times with Club policies and procedures.

B. Exceptions to Visitor Requirements. Parents or community members who have been invited to visit the Club as part of a scheduled open house, special event, scheduled performance by a team or group, or other adult participants in organized and Club approved activities are exempt from requirements in A. 1-4 above.

### **C. Visitors to Activity Areas:**

1. Access to particular areas of the Club may be restricted upon the recommendation of the staff person in charge or as otherwise deemed necessary by the CPO, most commonly during the provision of confidential services.
2. Because some program areas, such as the Learning Club and the Truancy and Runaway Assessment Club, are the most vulnerable to disruption, specific conditions may be imposed upon visitors, including but not limited to:
  - a. remaining in a designated place or seat
  - b. refraining from speaking to members while the class or activity is in session
  - c. refraining from entering or leaving the area while an activity is underway
  - d. requiring that the dress and grooming of the visitor be consistent with the dress code for the members and employees within the building.
  - e. requiring that the visitor be chaperoned
  - f. limiting the duration of the visit to particular times or length of time
  - g. limiting the activities of the visitor to a particular purpose(s)
  - h. designating particular routes of travel in the building or upon the Club grounds.
3. Visitors wishing to conference with program staff or administrators during the course of the Club day are encouraged to make arrangements in advance.

#### D. Member Visitors

1. No member who is under suspension, expulsion or other form of discipline from this or any other Club shall be permitted to visit a BGCFV Club unless such member is registered for a different Club sponsored program or activity than that from which the member has been suspended or expelled or unless he/she has obtained expressed prior approval of the CPO or his/her designee before entering.

#### E. Special Situations

1. Both custodial and non-custodial parents of a member have rights to visit the child's Club unless a court order exists restricting such contact. In the event that a non-custodial parent seeks permission to visit, the Club shall make a good faith effort to notify the custodial parent in advance of the visit.
2. The CPO has the authority to exclude from the Club premises any person who disrupts or who appears likely to become a disruption to the program. Any such individual shall be directed to leave the Club premises immediately and law enforcement authorities shall be called if necessary.

The CPO or his/her designees has the authority to exclude from the Club premises any person who disrupts or who appears likely to become a disruption to the program. Any such individual shall be directed to leave the Club premises immediately and law enforcement authorities shall be called if necessary.

### **VOLUNTEER OPPORTUNITIES**

The heart of any youth program is its volunteers! Donations of time, money and services are just a few ways to help support the Boys & Girls Club of the Fox Valley. Listed below are several ways that volunteers, like you, assist our program.

Chaperone a field trip	Assist with program activities	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
Special needs Aide	Listen to a member read	Lead an art class

If you are interested in volunteering at an of our sites please contact our Volunteer Coordinator at 750-5846 or visit <http://www.bgclubfoxvalley.org/volunteer/>.

### **CLUB PROGRAMMING**

#### **FIVE KEY ELEMENTS FOR POSITIVE YOUTH DEVELOPMENT**

**Safe, Positive Environment:** Club staff, facilities, program and age-appropriate settings create stability, consistency and a sense of physical and emotional safety for members. The Club provides structure and clearly defines acceptable behaviors.

**Fun:** Club generates fun for members. Members develop a strong sense of belonging through connections they establish with staff and peers. Staff members make the Club feel like home, fostering a family atmosphere and creating a sense of ownership for members.



**Supportive Relationships:** Club youth develop meaningful relationships with peers and adults. Staff members actively cultivate such relationships to ensure that every member feels connected to one or more adults and peers. Staff members demonstrate warmth, caring, appreciation, acceptance and proper guidance in their connections with members.

**Opportunities and Expectations:** Club youth acquire physical, social, technological, artistic and life skills. Clubs encourage members to develop a moral character and behave ethically. Staff members establish and reinforce high expectations and help young people do well in school and pursue a post-secondary education.

**Recognition:** Clubs recognize and support young people's self-worth and accomplishments. Staff members encourage youth and provide positive reinforcement as they make improvements and experience successes. The Club showcases young people's achievements.

## **CORE PROGRAM AREAS**

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

We find the impact is greatest when we have consistent staff, as well as youth participating until at least 5:00 p.m. When youth stay until 5:00 p.m., they have the opportunity to participate in a full hour of academic support programs (homework help, tutoring, hands-on activities connected to the school day, and more). We would like you to consider allowing your child/ren to be involved in the afterschool program until 5:00 p.m. as many days as possible.

Research demonstrates that high quality afterschool programs can improve a variety of student outcomes. Participation in high quality afterschool programs is linked to improvements in academic achievement, student engagement, work-study habits, and social-emotional development. Children indicate that they have higher aspirations for their future, including greater intentions to complete high school and attend college. In addition, children develop new interests and skills and improve their school attendance.

### **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.

## **YOUTH RESOURCE CENTER**

*NOTE – ALL SERVICES FREE OF CHARGE AND ARE AVAILABLE TO MEMBERS AND NON-MEMBERS ALIKE.*

## **YOUTH & FAMILY COUNSELING**

The Youth and Family counseling program serves school age students (Elementary, Middle and High School) individually or with their parents. Both Club members and community members are served through this program. YFC assess problem areas, aides in establishing healthy patterns of communication and personal growth and connects youth and families to other sources of help when needed. Both family issues (communication, support and addressing other home concerns) and individual issues (feelings of sadness, stress, anger, divorce, self-esteem, and education) are addressed.

- HOURS: For an appointment please contact the Youth and Family Conselor.
- CONTACT INFORMATION: (920) 750-5838 or (920) 731-0555

## **TRAC (TRUANCY REDUCTION & ASSESSMENT CENTER)**

TRAC works to promote school attendance by assisting in the enforcement of state school attendance laws. TRAC supports youth who exhibit truant behavior by assessing for underlying concerns and assisting in the development of a plan to get students back on track. Case management is provided in an effort to instill positive attitudes towards school and empower youth to acquire valuable life skills. TRAC works with families, law enforcement, county and community support services and school districts to proactively address issues of truancy and potential underlying concerns. Truancy assessments may be provided at the TRAC Center (located at Downtown Boys & Girls Clubs) or at a school site through Mobile TRAC services. Referrals are typically made by school administration, Police School Liaison Officers, and parents.

TRAC also assists with the Truancy Court process in the Appleton Area School District by providing progress updates, advocating for youth during court proceedings, educating youth and families on Truancy Court processes, providing updates on hearing outcomes, and coordinating community service opportunities for youth through the TRAC Report Center.

- Contact information: TRAC Director (920) 750-5828 or TRAC line (920) 731-8255

## **CENTER FOR GRIEVING CHILDREN**

The Center for Grieving Children provides peer grief support to children, teens, and their adults who have experienced a loss through death. Families participate in a monthly program that includes a meal, small group discussion and activities to commemorate the loved one. Weekly teen support group provides links to community resources and education related to children's grief.

- HOURS: Contact the center for dates and times, and register for the program.
- CONTACT INFORMATION: (920) 750-5839 or (920) 731-0555  
www.centerforgrievingchildren.com

## **RUNAWAY PROGRAM**

The Runaway program serves youth ages 6 to 24 years old: Runaway youth, homeless youth and their families, and also youth at risk for running away.

- HOURS: Available 24 hours a day/ 7 days a week through crisis hotline.
- CONTACT INFORMATION: (920) 750-5837 or  
24-hour Runaway Hotline (920) 731-0557
- SERVICES OFFERED:
  - Education & Street Outreach
  - Community & School Presentations
  - Crisis Intervention
  - 24 Hour Crisis Hotline (920) 731-0557
  - Care Packages
  - Family Mediation
  - Case Management
  - Information & Referrals for Services
  - Street Smart Guides (listing of local resources)
  - SMART Moves ~ AODA prevention and resistance education program
  - Temporary Foster Home shelter for runaway youth

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**BOYS & GIRLS CLUBS**  
OF THE FOX VALLEY

## Bullying Behavior Report Form

Bullying includes aggressive and hostile behavior that is intentional, repetitive, and involves an imbalance of power between the bully and the bullied. This behavior may include but is not limited to physical and verbal assaults, nonverbal or emotional threats or intimidation, harassment, social exclusion and isolation, extortion, use of computer or telecommunications to send messages that are embarrassing, slanderous, threatening or intimidating (cyber-bullying). Bullying may also include teasing, put-downs, name calling, rumors, false accusations, and hazing. Bullying based on sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression or physical, mental, emotional or learning disability or handicap in its education programs or activities is also prohibited by law and Board policy.

**Date of Report:** \_\_\_\_\_ | \_\_\_\_\_ | 20 \_\_\_\_\_  
Month Day Year

**Club Member(s) displaying bullying behavior:**

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Location of Incident:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_ | \_\_\_\_\_ | 20 \_\_\_\_\_ **Time of Incident:** \_\_\_\_\_ : \_\_\_\_\_ AM or PM  
Month Day Year

**Victims(s) of bullying behavior:**

**Name:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Incident Description:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Witness(es) to incident:**

**Name:** \_\_\_\_\_ **Involvement:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Involvement:** \_\_\_\_\_

**Person(s) completing form (optional):** \_\_\_\_\_

**Please provide form to the Front Desk/Welcome Center.**

**Date Report Received:** \_\_\_\_\_ | \_\_\_\_\_ | 20 \_\_\_\_\_  
Month Day Year

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te: Return the completed form to the parent or the Boys & Girls Clubs of the Fox Valley.

0 South Badger Avenue, Appleton, WI 54914

**Physician**

Boys & Girls Clubs FAX #: 920-968-2716



**BOYS & GIRLS CLUBS**  
OF THE FOX VALLEY

**HEALTH SERVICES  
ADMINISTRATION OF MEDICATION CONSENT**

One form for each medication given at Boys & Girls Club

Club Member Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Medication Name\*\*/Strength: \_\_\_\_\_

Dosage:\*\* \_\_\_\_\_ Route:\*\* \_\_\_\_\_ Frequency: \_\_\_\_\_  
(in mg, ml, etc.)

Starting Date: \_\_\_\_\_ Termination Date: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

Precautions, possible untoward reactions, and/or interventions: \_\_\_\_\_

\_\_\_\_\_

Prescribing physician name: \_\_\_\_\_

**(please print)**

**Phone:** \_\_\_\_\_

**FAX:** \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Physician)

\_\_\_\_\_  
(Date)

\*Form to be **completed by R.N. or M.D. and signed by M.D.** – one medication per form

# Parent/Guardian

**\*\*A new physician statement will be needed for any changes in medication, dosage, route, or frequency.**



**BOYS & GIRLS CLUBS**  
OF THE FOX VALLEY

160 South Badger Avenue, Appleton, WI 54914

Boys & Girls Clubs FAX #: 920-968-2716

## HEALTH SERVICES ADMINISTRATION OF MEDICATION CONSENT

*Use one form for each medication*

Club Member Name: \_\_\_\_\_

DOB: \_\_\_\_\_

Medication Name: \_\_\_\_\_ Prescribed\* \_\_\_\_\_ Non-Prescribed \_\_\_\_\_

Dosage: \_\_\_\_\_ How Given: \_\_\_\_\_ Time to be Given: \_\_\_\_\_  
(in mg, ml, etc.)

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Reason for Medication: \_\_\_\_\_

If "as necessary", conditions under which medications should be given: \_\_\_\_\_

Precautions, possible untoward reactions, and/or interventions: \_\_\_\_\_

Prescribing physician name: \_\_\_\_\_ Phone: \_\_\_\_\_

**(please print)**

I hereby give my permission to Boys & Girls Club personnel to give this medication to my child according to the directions stated above and to contact the child's physician if necessary.

I further agree to hold the Boys & Girls Clubs of the Fox Valley and above person harmless in any and all claims arising from the administration of this medication at Boys & Girls Club.

I agree to notify the Boys & Girls Club in writing when any change in the above order is necessary.

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Date)

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_



*\*A physician written, signed statement and a pharmacy labeled container with accurate dosage and administration instruction must be supplied by the parent/guardian.*

## **WILSON BOYS AND GIRLS CLUB**

The Wilson Boys and Girls Club is open daily before and after school. This program is free to all students that attend Wilson/Magellan; however a short enrollment form is needed for students to participate.

### **MORNING PROGRAM 6:50-7:45 AM**

- Homework Help, Intramurals, Open Computers
- Members sign-in in the library
- Members may sign-in to the morning program any time before 7:30 am
- Members must stay at club until the start of the school day unless attending breakfast

### **AFTERSCHOOL PROGRAM 3:20-6:00 PM**

- Homework Help, Academic Enrichment, Groups/Clubs, Recreation Activities
- Members must sign-in in the library by 3:30 pm (Members may sign in after sports practice or other school related activities)
- Members may leave the program at any point (they do not have to stay until 6:00)

### **LATE START DAYS**

- 6:50 AM: Club opens for members
- 6:50 – 7:45 AM: Club members sign-in for regular programming
- 7:45 – 9:45 AM: All students welcome; any student wishing to participate must arrive by 9:30 AM.
- Important:
  - Any student who is not under school supervision will not be allowed on school grounds until the beginning of the school day.

## **ACCEPTANCE OF PARENT AND MEMBER HANDBOOK**

I have this day received a copy of the Boys and Girls Clubs of the Fox Valley's Parent and Member Handbook, and I understand that I am responsible for reading the policies and practices described within it.

I agree to abide by the policies and procedures contained herein. I understand that the policies and benefits contained in this Parent and Member Handbook may be added to, deleted, or changed by the club at any time.

If I have any question regarding the content or interpretation of this Handbook, I will bring them to the attention of the club.

Member Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Member Signature \_\_\_\_\_

Date \_\_\_\_\_