



BOYS & GIRLS CLUBS
OF DOOR COUNTY

Elementary (Kindergarten, and 3rd-5th) Program Parent Guide

Registration & Fees

The cost of membership is \$10.00. An annual membership is valid from September-August. A completed membership application, permission form and behavior form must be completed to become a member.

Visitor Policy

With the exception of special events, parents and guests are welcome to tour our facility by appointment while accompanied by a staff member. Please respect the boundaries that are established for the safety of our members.

Membership Cards

Members will receive a membership card within two days of their application and membership fees being received. It is the member's responsibility to take care of their individual card. If a member damages or loses their card, they will be charged a \$1.00 replacement fee.

Hours of Operation

The 3rd Avenue Club House, for grades kindergarten, and 3-5, is open Monday-Friday from 2:30p.m.-6:30p.m.

Transportation between Club Sites

Grades 3+: Transportation will be provided for Southern Door Students from Sawyer to the 3rd Ave Center at 3:30.

Approximate Bus Drop-off Times to Club: Sturgeon Bay—3:00 PM, Parochial Schools—3:30 PM, Sevastopol—3:30 PM, Southern Door—3:50 PM

Half Days / Full Day/Snow Day School Closings

The Club will be open to members for Sturgeon Bay, Southern Door, and Sevastopol half days at no cost. The club will be available for Sturgeon Bay full days for \$5 per day through pre-registration, or \$10 the day of. The club follows the Sturgeon Bay district decisions on snow days. We will be closed on all snow days, but will be open for full day programming if it is a "Cold Days". The Club will be closed Sept. 4, Nov. 23-24, Dec. 25, Jan. 1, May 28, and July 4. *(The club reserves the right to be closed if we do not have enough pre-registered members during breaks and full days. So please sign up in advance. ☺)*

Meals and Snack

A healthy snack will be offered to all members each day. We will do our best to accommodate allergies or special needs, but cannot guarantee alternatives. Dinner will be provided to Club Members at 5:30 every Monday, Wednesday, and Thursday evening.

Medication Policy

The Club will administer medication with proper authorization from a physician (this includes over-the-counter medication). Medication MUST be in the original bottle with the member's name, dose of medication, and time to be given printed on it. Members are not allowed to have any type of medication in their back packs.

Dress Code

Members must follow the school district dress code and dress appropriately for the weather. Keep in mind during the fall, spring, and summer we will spend ample time outdoors. Please send member with sneakers.

Personal Belongings

The Boys and Girls Club of Door County is not responsible for lost, stolen or damaged belongings. We request that students not bring extra items with them to BGCDC (for example: cell phones, handheld electronics, IPOD, fantasy game cards, fidget spinners, dolls, toys, etc.) **These items will be confiscated and returned to the parent at the end of the day. This includes cell phones.** The site is equipped with phones to place emergency calls.

Behavior Policy

Membership at the BGCDC is a privilege. Each member must sign and understand the Club's behavior policy; Be Respectful, Be Responsible, Be Safe and Be Great.

Pick-Up & Sign-Out

Parents/Guardians or authorized individuals will sign members out at the Front desk. The Boys and Girls Club of Door County (BGCDC) will only release members to those on the authorized pick-up list provided by the member's parent or guardian. Individuals will be asked to show proper identification. No member will be released to an unauthorized individual. In the case that someone is not authorized, the parent/guardian of the member will be notified. The members will remain in custody of the Boys and Girls Club of Door County until an authorized individual arrives to pick-up the member. Parents or guardians may not call to add an authorized individual. We must receive any additions to the list in writing, or by email.

Late Pick-Up

The Club closes promptly at 6:30pm. For all children not picked up by the end of the program, the following late policy will be in effect: 1) A written warning will be given on the 1st occurrence. 2) On the 2nd occurrence the child will be suspended from the program for 2 program days. 3) On the 3rd occurrence the child will be suspended from the program for 5 program days. 4) On the 4th occurrence the child will be removed from the program. No refund will be issued.

If you know you will be late, please attempt to make alternate pick-up arrangements. The Club should be notified if you foresee late arrival, as it is often stressful for a child when parents are late.

****Note:** When a child is not picked up within 30 minutes of closure (regardless of which infraction number), the Boys and Girls Club of Door County staff have been instructed to call the police. If a child continues to be past the closing hour, the Club reserves the right to terminate enrollment in the program.

Contact Information

3rd Avenue Club House
55 S. Third Avenue
Sturgeon Bay, WI 54235

Program Director- Brit Gartner

Phone: 920-818-1046

Email: bgartner@bgcdoorcounty.org

For more information about the Club, please visit our website at bgcdoorcounty.org.

Like us on Facebook to stay up-to-date on Club happening.

KEEP FOR YOUR RECORDS

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