



**BOYS & GIRLS CLUBS**  
OF DOOR COUNTY

## **Boys and Girls Club of Door County Summer Enrichment Program**

### **2018 Parent Handbook: 11-14 year olds**

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

Summer Greetings!

Welcome to the 2018 Boys & Girls Club Summer Enrichment Program for middle school members! We are very excited that your child will be spending the summer with us.

This handbook has been created as a reference guide for both parents and youth. It contains vital information and policies/procedures about our summer program. Your child's safety is a top priority and we take this responsibility very seriously. Please take time with your child to read and review the entire handbook. If you have any questions or comments, please call or email JJ Wirtanen, Teen Center Site Coordinator, at 920-495-5126 or [jwirtanen@bgcdoorcounty.org](mailto:jwirtanen@bgcdoorcounty.org).

#### **ARRIVAL & DEPARTURE OF MEMBERS**

##### **David G. Hatch Center**

3<sup>rd</sup> Avenue Clubhouse & Teen Center  
55 S. Third Avenue  
Sturgeon Bay, WI 54235

##### **Summer Hours**

###### ***Elementary Summer Program***

Monday through Friday: 6:30am-5:30pm  
Drop-off: 6:30am-8:45am/Pick-up: 4:00pm-5:30pm

###### ***Teen Summer Program***

Monday through Friday: 9:00am-5:30pm  
Drop-off: 6:30am-10:00am/Pick-up: 4:00pm-5:30pm  
\*members will not be allowed in the Teen Center until 9:00am\*

#### **DROP-OFF**

Your child should sign-in at the front desk each morning when they arrive at club. Boys & Girls Club will not assume responsibility for members that arrive before the start of program at 6:30am. Middle School members may arrive between 6:30-9:00am, but please note the Teen Center does not open until 9:00am.

#### **TEEN SIGN-IN/SIGN OUT PROCEDURE**

A unique privilege of the Teen Center is that members may sign-out and back in once during the day. They may also sign themselves out to leave at the end of the day. Parents have the right to waive this ability for their teen. **If you do not want your teen signing out on their own, you must fill out the form at the front desk.**

### **PICK-UP**

Your child should sign-out at the front desk each afternoon upon departure. Pick-up for teen members is between 4:00pm and 5:30pm, Monday through Friday. Your child will only be released to authorized pick-up persons on your list. You may change your pick-up list at any time by filling out a Change of Information form at the front desk. If someone other than yourself or the persons authorized on the registration form will be picking up your teen, a written note must be submitted to the front desk ahead of time. We do not take requests for individuals to pick-up over the phone.

*\*\*Note: Appropriate legal paperwork is required to be on file with Boys & Girls Club when the custodial parent requests the center not to release the teen to the other parent.*

### **LATE DROP-OFF/EARLY PICK-UP**

If your child will be arriving or leaving outside of the drop-off between 6:30-9:00am or the pick-up window between 4:00-5:30pm, please write the information in the notebook located at the front desk. This will enable us to ensure that your child is at the Club and prepared to depart at your requested time. This is for one-time request, not on-going.

### **LATE PICK-UP**

The Club closes promptly at 5:30pm. Members cannot wait, without staff present, for their ride after 5:30pm. For all members not picked up by the end of the day, the following late policy will be in effect:

- 1) A written warning will be given on the 1<sup>st</sup> occurrence.
- 2) On the 2<sup>nd</sup> occurrence the child will be suspended from the program for 2 program days.
- 3) On the 3<sup>rd</sup> occurrence the child will be suspended from the program for 5 program days.
- 4) On the 4<sup>th</sup> occurrence the child will be removed from the summer 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 member when parents are late.

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

### **BABY-SITTING**

Employees of Boys & Girls Club of Door County are prohibited from babysitting for families with children enrolled in a Club program.

### **COMMUNICATION**

Each Friday, you will receive important information via e-mail regarding schedules, field trips, special events, etc. Please read all information carefully and save it for future reference. Information will also be available at the front desk upon request. If you are not receiving these e-mails, please contact the Membership Coordinator in order to be added to our contact list.

### **PARENT COMMUNICATION LOG**

The front desk will house a notebook in which you can leave messages for the staff. Please write all messages down in this book including known absences, vacations, etc.

**PHONE CALLS**

The Club Sites are equipped with a cellphone that may be used for members to call home in the event of an emergency or illness. If parents need to get in contact with a member, call the designated Teen Site cell phone at (920)495-5126 and we will either put you in direct contact with the member or deliver a message to them.

**2018 SAMPLE TEEN SCHEDULE**

SAMPLE: Teen Center Schedule June 20th-24th				
Monday	Tuesday	Wednesday	Thursday	Friday
<b>9:00-10:00</b> Breakfast/ Member's Choice <b>10:00-11:00</b> Movie Makers OR Music Makers <b>11:00-12:00</b> Team Building Activity <b>12:00-12:30</b> Lunch <b>12:30-1:00</b> Martin Park <b>1:00-2:00</b> Power of Choice w/ UW Extension <b>2:00-3:00</b> Group Game @ Martin OR Board Games <b>3:00-3:30</b> Healthy Snack <b>3:30-5:30</b> Member's Choice	<b>9:00-10:00</b> Breakfast/ Member's Choice <b>10:00-11:00</b> Yard Games @ Martin Park <b>11:00-12:00</b> Photography OR Group Art <b>12:00-1:00</b> Lunch/ Black Magic <b>1:00-3:30</b> Offsite Excursion <b>3:30-5:30</b> Healthy Snack/ Member's Choice	<b>9:00-10:00</b> Breakfast/ Member's Choice <b>10:00-11:00</b> Group-Led Game @ Martin Park <b>11:00-12:00</b> Snack Shack OR Popsicle Crew <b>12:00-12:30</b> Lunch <b>12:30-3:00</b> Swimming & Zombie Apocalypse @ Otumba Park <b>3:00-3:30</b> Healthy Snack <b>3:30-5:30</b> Scarf Event or Member's Choice	<b>9:00-10:00</b> Breakfast/ Member's Choice <b>10:00-11:00</b> Geocaching <b>11:00-12:00</b> Gym Activity OR Drawing <b>12:00-12:30</b> Lunch <b>12:30-1:00</b> Puzzle Games <b>1:00-2:00</b> Service Hour (Community OR Club) <b>2:00-3:00</b> Photo Scavenger Hunt <b>3:00-3:30</b> Healthy Snack <b>3:30-5:30</b> Member's Choice	<b>9:00-10:00</b> Breakfast/ Member's Choice <b>10:00-12:00</b> Brain Gain w/ Ms. Natalie <b>12:00-12:30</b> Lunch <b>12:30-1:00</b> Tribe <b>1:00-3:00</b> Bike trip to Potawatomi Park OR Sunset Park <b>3:00-3:30</b> Healthy Snack <b>3:30-5:30</b> Member's Choice

**FIELD TRIPS**

The Club will participate in field trips to different places or have special guests coming in. Please check your email for trip announcements. In case of rain or bad weather, a field trip may be changed or cancelled. No additional permission slips for field trips are required.

**SWIMMING**

Members will have the opportunity to swim at local beaches throughout the summer. There will be a certified lifeguard at each visit to the beach. Members will not be allowed to swim past waist deep water. We will utilize the buddy system, and have buddy checks every 15 minutes. Although we have scheduled time to swim each week, other opportunities may arise so please send your member prepared for water each day with a swimsuit, towel, and sunscreen.

**PERSONAL BELONGINGS**

We request that members not bring extra items with them to Boys & Girls Club of Door County. (For Example: Cell Phones, Game boys, IPOD/CD players, fantasy game cards, dolls, fidget spinners, toys, etc.) ***If these items become a distraction, they 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.

**BREAKFAST, LUNCH & SNACKS**

Boys & Girls Club of Door County participates in the Summer Food Program, in partnership with the Door County YMCA. Members will have a healthy breakfast, lunch and a snack provided each day. There will be a weekly menu posted in the lobby. Members may bring their own lunch, or additional lunch to what is being served. We are not able to accommodate special dietary needs or restrictions, so if your member has any special dietary needs (gluten free, vegetarian, etc.) please send them with a packed

lunch and snacks. Please do not send your member with food that needs to be heated, candy, soda or energy drinks.

### **DAILY ATTIRE**

It is important that your member dresses appropriately for summer activities. We encourage members to arrive in clothing that you do not mind getting dirty or stained. Here are some reminders about clothing:

- T-shirt with sleeves (**NO** halter or tube tops please!)
- Shorts (**NO** skirts please!)
- Socks
- Tennis Shoes
- Backpack
- **LABEL EVERYTHING!!!**

### **SUMMER T-SHIRTS**

Each member will receive one Boys & Girls Club T-shirt for the entire summer unless you purchase additional shirts at registration (\$10 per additional shirt). Please check your schedule to see what outings we request members to wear their shirt each week.

### **BEHAVIOR POLICY**

Inappropriate behavior will result in the following consequences for minor behavior:

1. First misbehavior: verbal warning
2. Repeated misbehavior: staff will determine the cause of the behavior
3. Third occurrence or if unable to determine cause: timeout
4. Continued or additional misbehavior: conference with staff and member
  - a. The consequence will be decided upon by involved staff member

The following behaviors would be considered major behavior events:

1. Fighting/assault with intent to harm
2. Stealing
3. Weapons
4. Vandalism
5. Personal threats: physical, emotional, sexual

Inappropriate major behavior will result in the following sequence of events:

1. Debriefing conference with a director and an immediate call to parent for pick up with suspension from club for the remainder of the day
2. Suspension may be extended for another day if appropriate
3. A second suspension would be for 1-3 days, followed by a parent meeting
4. Upon a third offense the consequence would be determined by two or more directors. Member would return upon a meeting with parents.

\*A behavior contract must be completed by Program Director, Director of CCS/SEL, and parent after a third suspension and must be signed by a parent or legal guardian before a child returns.

### **LOST & FOUND**

Boys & Girls Club will have a lost and found in the lobby. It is highly recommended that you label all items (clothing, towels, lunch boxes, water bottles, etc.) with your child's name. While we will make

every effort to keep all members belongings in their backpack or on their person, Boys & Girls Club will not be held responsible for lost, stolen, or damaged items. Items in the lost and found will be displayed for a week, and any remaining items will be donated. Please check your member's backpack at the end of the day before leaving to ensure that they have all of their belongings. It is much easier to recover lost items on the same day.

### **PAYMENT & REIMBURSEMENT PROCEDURES**

There are no refunds for Teen Center members.

### **ILLNESS PROCEDURE**

Members must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick members and therefore do not allow them to attend the program. For the safety and comfort of your members, please keep them home until they feel better and no longer present the danger of passing on their illness. If your member is ill with one of the communicable health problems, please notify the club so we can notify other parents.

*\*\*NOTE: If your member becomes ill while at the Club, you will be asked to pick up your member as soon as possible.*

The following are defined as illness or communicable health problems:

- Conjunctivitis (pink eye)
- A chronic cough or runny nose with colored discharge
- A fever
- Vomiting or upset stomach
- An open rash
- Head lice

### **MEDICATION POLICY**

No medication (prescription or over the counter) will be administered at any site unless these guidelines are followed:

- Medication must come in the prescribed container. Over the counter medications will only be given if accompanied by a doctor's note with direction for usage.
- The name of the teen who will be taking the medication must be on the prescription.
- Parents must complete a Medication Authorization form.
- All medications will be kept in a locked drawer at the front desk. Only the designated staff person can dispense the medication.
- No more than one month's worth of medication can be kept at the site.

Bee sting medication, inhalers, insulin syringe, or other medication/device used in the event of a life threatening situation may be carried by a child over the age of 7 years with written authorization from parent/guardian and child's physician.

### **ALLERGIES**

Please ensure that you have documented on the membership application if your child has any allergies.

### **TAX IDENTIFICATION NUMBER**

39-2038359

## QUICK REFERENCE DAILY PACKING LIST

### Members Need (Required daily): \_\_\_\_\_

- \_ Backpack
- \_ Water bottle
- \_ Sunscreen
- \_ Swim suit and towel
- \_ Plastic bag for wet items
- \_ Bug spray
- \_ Athletic shoes
- \_ Hat/Visor
- \_ Please remember to LABEL everything

### Contact Information

For issues or concerns, please contact 920-818-1046

- JJ Wirtanen: 920-495-5126 or [jwirtanen@bgcdoorcounty.org](mailto:jwirtanen@bgcdoorcounty.org) - Site Coordinator
- Brit Gartner: [bgartner@bgcdoorcounty.org](mailto:bgartner@bgcdoorcounty.org) - Program Director
- Martha Neigel: [mneigel@bgcdoorcounty.org](mailto:mneigel@bgcdoorcounty.org) – Strategic Initiatives Director
- Julie Davis: [jdavis@bgcdoorcounty.org](mailto:jdavis@bgcdoorcounty.org) - Executive Director

Boys & Girls Club of Door County does not discriminate on the basis of age, race, color, sex, sexual orientation, creed, handicap, or national origin or ancestry.