
PARENT/MEMBER HANDBOOK



BOYS & GIRLS CLUB
OF KENOSHA

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Youth Center - Ages 6-12

Hours of Operation

School Year

Mon, Tues, Thurs & Fri 3-7 p.m.

Wed 2-7

Sat 10 a.m.-4 p.m.

Summer and No School Days

Mon-Fri 10 a.m.-5 p.m.

Before and After Care Hours Available During Summer (Fee
Required)

7:00am-10:00am and 5:00pm-6:00pm

Teen Center - Ages 13-18

Hours of Operation

School year

Mon-Fri 4-9:00 p.m.

Sat 12-4 p.m.

Summer and No School Days

Mon-Fri 12-5 p.m.

WELCOME TO THE BOYS AND GIRLS CLUB OF KENOSHA!

We are excited to have you join as a MEMBER of the Club! We look forward to a positive, fun experience with you as a Club member. As The Positive Place for Kids, our Club has expectations every member must follow to ensure a safe and enjoyable experience for all members. There may be other rules for specific programs or situations as needed. Violation of any of the Club rules could lead to suspension or termination of membership. Members and guests must abide by the same rules whether on Club property, off site in a club sponsored program or in a club van.

Our Mission:

“To inspire, enable, and provide resources to all young people of greater Kenosha to realize their full potential as productive, responsible, and caring citizens”

YOUTH DEVELOPMENT STRATEGY

The Boys & Girls Club Youth development Strategy is designed to build self-esteem and allow our youth to live full, satisfying, and productive lives. It is important that all programs and activities promote these efforts to their fullest potential.

- **A sense of competence** – young people feel proud and confident when they acquire new skills. They get a sense of pride when they accomplish a job well done.
- **A sense of usefulness** – young people get a feeling of satisfaction when doing something of value for others.
- **A sense of belonging** – young people know when they are accepted because they feel welcomed.
- **A sense of power and influence** – young people feel valued when their opinions are heard.

OUR STAFF

Our staff is carefully selected for their experience and interests. They all are screened and trained to ensure the safest, highest quality programs for our Members.

CORE PROGRAM AREAS

The Boys & Girls Club of Kenosha provides many different programs for youth who have a variety of interests and needs. These are the Core Areas:

CHARACTER AND LEADERSHIP DEVELOPMENT

The Character and Leadership Development program area empowers members to support and influence their club, community, sustain meaningful relationships with others, develop a positive self-image, and to respect their own cultural identities as well as those of others.

EDUCATION AND CAREER DEVELOPMENT

The Education and Career Development program area enables members to become proficient in basic educational disciplines. It applies learning to everyday situations and embraces technology to achieve success in school and in a career.

HEALTH AND LIFE SKILLS

The Health and Life Skills program area enables members 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 program area enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, photography, performing arts and creative writing.

SPORTS FITNESS AND RECREATION

The Sports, Fitness and Recreation program area encourages fitness, healthy lifestyles, and positive use of leisure time, Skills for stress management, appreciation for the environment, and social skills.

MEMBERSHIP INFORMATION

Membership is open to youth 6 to 18 years old. Membership is open to any youth regardless of race, color, religion or national origin.

The membership fees are \$15.00 per child annually. Family memberships for 2 or more children are \$25.00 annually.

The Club has an open door policy. Please inform us if you do not want your child to leave the club unless they are checked out by a parent/guardian.

Members 12 and under may not leave and then return to the club the same day.

Teens ages 13 and up may leave and return to the club only once a day before 7:00. If you leave again you may not come back until the next day. Teens may not leave and come back after 7:00

ORIENTATION

All New Members are required to attend an orientation program. Please ask the staff for times and locations.

Parent/Guardian Orientations will be held monthly. This is not mandatory but we strongly encourage all parents/guardians to attend orientation.

GUESTS

- A member may bring (1) guest per week for a period of (1) day.
- A former member may not be a guest; they must renew their membership before returning.
- A person may only be a guest once, and then they must become a member to return to the Club.
- All guests must remain with the member who accompanied them.
- All guests must be at least 6 years of age and no older than 18 years of age and must still be attending school.
- All guests must follow all Boys & Girls Club rules and policies. The member must inform the guest of all rules and policies- not knowing is not an excuse.
- The member is responsible for their guest's actions, including damages.
- If the member leaves then their guest must also leave.

VISITORS

All visitors will be required to sign-in at the membership desk.

VOLUNTEERS

Volunteers are always welcome to assist in programming and special events. Volunteers must submit a completed volunteer application that includes a background check. When background check has been completed, volunteers go through an Orientation and are then placed in a program area matching their interests and skills.

PROCEDURES, POLICIES AND CENTER PRINCIPLES

TEEN OPEN GYM

Teens must participate in program each day to be able to attend open gym. After they have completed teen programming in the teen center they will be issued an open gym pass that will be given to the gym supervisor upon entry into the gym.

HEALTH POLICY

It is important that parents and guardians cooperate with the Health Policy. Our regulations are designed to protect the well-being of all members.

If your child becomes ill at the Club, all attempts will be made to notify the parent/guardians of the member. Please do not bring your child to the Club if they become ill before leaving home. This is especially important if their illness is infectious or contagious. Members who come to the Club sick WILL be sent home. The parents or guardians will be notified.

Examples of specific illnesses where a member may be denied access to the Club

- Fever
- Skin Rashes
- Any Contagious Illness
- Head Lice
- Ring Worm

It is the policy of the Boys & Girls Club of Kenosha not to administer any prescriptions or non-prescription medicine to members at any time. Band-Aids and ice packs will be the only first aid provided.

CLUB RULES

- Respect staff, other members, and visitors.
- Members 12 and under may not leave and then return to the club the same day.
- Teens 13 and up may leave and return only once a day before 7:00pm. If you leave again, you may not come back until the next day. Teens may not leave and come back after 7:00.
- Personal electronics may be used in the club except during programs. The Boys & Girls Club of Kenosha is not responsible for lost or stolen items.
- Dress in a way that is respectful to yourself and others. No hats, doo-rags or sleep attire permitted. Youth who are in a Boys & Girls Club sports uniform may wear a hat if it is part of their uniform.
- Please use respectful language. No cursing or insults.
- Running is only allowed in the gym. Please walk everywhere else.
- All members must be in a program area. Not hanging in the hallways or stairways.
- Hitting, grabbing or touching is not permitted anywhere in the club.
- Food and drink is allowed only in areas designated for eating.

FURTHER EXPLANATION OF RULES

RESPECT OTHER MEMBERS

- Fighting and Bullying are not allowed
- Name calling is not allowed
- Use of profanity and inappropriate language is not tolerated
- Respect others property
- Yelling is not permitted inside the Club

RESPECT THE STAFF

- Be respectful to the staff at all times
- Follow all staff directions

RESPECT YOURSELF

- All members have the right to be safe and have fun at all times
- Following Club Rules will improve self-respect, maturity and the respect of others.

CLOTHING

- Coats and belongings must be placed in a coatroom or a locker room
- Shorts/pants, shirts and shoes must be worn at all times
- All clothing must be worn as intended – i.e. No tying off or rolling up shirts
- All clothes must stay on your person when in the Club – if you remove a piece of clothing you must place it in a coatroom or locker room
- All clothing not on a person in the Club will be collected and placed in lost and found
- Inappropriate clothing will not be tolerated (Inappropriate clothing is clothing which would be considered inappropriate according to KUSD school policy)
- If a member is dressed inappropriately they will be sent home to change into appropriate clothing

PERSONAL ITEMS/LOST AND FOUND

- The Boys & Girls Club is not responsible for lost or stolen items
- All bikes and scooters must be kept outside, skateboards may be checked in at membership
- The Boys & Girls Club of Kenosha has a zero tolerance policy in regards to weapons. Members found to have brought any kind of weapon to the club will be immediately suspended, and if the action warrants, the Kenosha Police Department will be called

EQUIPMENT FACILITIES

- All equipment must be used as it is intended
- Ask staff before getting or removing any games or equipment
- The bathrooms are not a place to hide or talk and play with others
- The hallways are used for passing – do not sit or stand in the hallways or on the stairs
- Running is allowed in the Gym only – running is not allowed in any other part of the Club
- Food/Drink is allowed at the tables in the eating areas only – no food/drink in gym or other program areas
- All garbage should be thrown in the trash cans

PERSONAL SPACE

- No hitting, grabbing, kicking, or touching others – even if you are related
- No foul/bad language
- No trash talking – even if you're Playing
- If it is not yours, leave it alone
- No disrespect towards others or staff

TRANSPORTATION

- Members must provide their own way to and from the club
- For most field trips, we utilize our Club vans
- Permission slips must be signed by a parent before going on field trips or in vans
- Only authorized staff are allowed to transport members in vans and/or their personal vehicles
- Boys & Girls Club Staff are not allowed to transport members outside club hours, or scheduled activities

DISCIPLINE STATEMENT

Members of the Boys & Girls Club have high standards for their behavior. Acceptable behavior is defined by the following:

- Respect for themselves
- Respect for others
- Respect for the Boys & Girls Club

Our members understand that there are both negative and positive consequences from their personal behavior.

If members conduct themselves in a disorderly fashion and disregard the Club Rules and or endanger themselves or their fellow members, they will be disciplined accordingly.

ONE DAY SUSPENSION/ WARNING

Based on the judgment of a Director when a Boys & Girls Club member is not meeting behavioral standards.

The staff will:

- Issue a warning that if negative behavior continues the member may be suspended for one day.
- Youth will be informed of that future negative behavior could result in a suspension and/or losing their Boys & Girls Club membership.
- Staff completes an Incident Report to document warning for future reference.

ONE DAY SUSPENSION (*balance of the program day and the next day*)

When a Director determines that a member's behavior does not meet our standards and the prior "Warning" had been provided.

The staff will:

- Issue a One Day Suspension.
- Contact the member's parents by telephone to inform them their child has been suspended from the Boys & Girls Club for the day, the actual negative behavior exhibited and that the member may return to the program the next day.
- If the parents are not at home, a Director will have to speak to the parent before the member can return to the Club.
- Staff completes an Incident Report to document the suspension.

ONE WEEK SUSPENSION -- CONTINUED MAJOR INCIDENT

After a youth has been suspended for one day, any future negative behavior within a 30-day period may result in a One Week Suspension. The Director will implement a "One Week Suspension" based on this frequency of negative behavior.

The staff will:

- Issue a One Week Suspension.
- Contact the member's parents by telephone to inform them their child has been dismissed from the Boys & Girls Club for the one week, the actual negative behavior exhibited, and that the member may return to the program in one week.
- If the parents are not at home a Director will have to speak to the parent before the member can return to the Club.
- Staff completes an Incident Report to document the suspension.

ONE MONTH SUSPENSION - - CONTINUED MAJOR INCIDENT

After a youth has been suspended for one week, any future negative behavior within a 30-day period may result in a "One Month Suspension". The Director, will implement a "One Month Suspension" based on this frequency of negative behavior.

The staff will:

- Issue a One Month Suspension.
- Contact the member's parents by telephone to inform them their child has been dismissed from the Boys & Girls Club for the one month, the actual negative behavior exhibited, and that the member may return to the program in one month.
- If the parents are not at home, a Director will have to speak to the parent before the member can return to the Club.
- Staff completes an Incident Report to document the suspension.

PERMANENT SUSPENSION

Continued negative behavior that creates an unsafe program environment for fellow Boys & Girls Club members and/or staff may result in a youth's Boys & Girls Club membership being revoked.

The staff will:

- Permanently suspend the member from the club.
- Contact the member's parents by telephone to inform them their child has been suspended from the club, and the actual behavior exhibited.
- Have parents come in to meet with the Director about the permanent suspension.
- Staff completes an incident report to document the suspension.

ZERO TOLERANCE FOR THE FOLLOWING NEGATIVE BEHAVIORS

The following negative behaviors will automatically suspend a Boys & Girls Club member for one day (or more) using the approve guidelines:

- Fighting
- Stealing
- Threaten 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 to parent(s) or guardians.

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected by policy, to maintain full control of any situation that occurs in their program area and will not tolerate anything that threatens that control in appearance and or manner. Also, please understand that sometimes the story that gets home is not always complete or accurate. Children sometimes tend to explain an incident in a manner that will not implicate them or casts blame their way. In addition, staff members though well trained and experienced, are human, so please call the club and ask for a Director if you have any questions at all concerning disciplinary measures or any other club activity.

TECHNOLOGY/COMPUTER USAGE

The Boys & Girls Club of Kenosha has computer labs for member use. Use of any email addresses other than the Boys & Girls Club address is prohibited. Use of the internet is a privilege, not a right of membership. There are internet sites that members are prohibited from using. A list of these sites is available in the computer lab and is updated on a weekly basis as necessary.

ROLE OF PARENTS/GUARDIANS

Parents and guardians play vital roles at the Boys & Girls Club of Kenosha.

It is important that the parents and guardians be involved with the growth and development of each member. For volunteer opportunities please check our website or call us at 262-654-6200.

By signing below you acknowledge that you understand the rules and policies of the Boys & Girls Club of Kenosha and request that your son/daughter be admitted into membership. You may detach this sheet from the handbook and take the handbook with you so that you and your child can read the policies, and keep as a reference. You acknowledge that you will explain the rules to your son/daughter if any questions arise. You may contact a club Director if you require further explanation.

Parent/Guardian Signature

Date

ROLE OF MEMBER

I understand that by breaking the rules and policies of the Boys & Girls Clubs of Kenosha may be grounds for suspension or loss of membership privileges.

I also agree to act like a productive, responsible and caring citizen.

By signing this you agree to honor the Club Rules and Policies during activities whether at the Club, on a field trip, in a Club vehicle, or at a Club sponsored event.

Member Signature

Date

SPORTS PROGRAMS INFORMATION

PARENT CODE OF CONDUCT

As a parent of a Boys & Girls Club of Kenosha member, I understand the impact I have on the lives of children involved in our programs. My impact is not only upon the young players of my child's team but upon the **young players of all teams**, whether directly or indirectly. The examples I set and the attitudes I take are the driving forces in **creating a positive atmosphere**. It is this positive atmosphere from which our kids can best build self-esteem and develop character.

Therefore I will:

- Refrain from the use of alcohol, drugs or tobacco products prior to and during any game or practice or at any facility where such use is prohibited.
- Refrain from using profanity.
- Refrain from verbally, physically or psychologically abusing any player, referee, coach, other parents, spectator or Boys & Girls Club employee.
- Teach and demonstrate respect for the referees/umpires.
- Respect the players and parents on my child's team and other teams. I will appreciate the diversity of players and demonstrate appropriate gestures of sportsmanship before, during and after a game.
- Follow facility rules and regulations and respect at all times the properties of others.
- Practice sportsmanship and fair play.
- Promote child growth and development in a positive and supportive manner.
- Communicate with the coach in a timely fashion. They need to stay informed about scheduling conflicts with practice and games.

I understand that I may not use the Boys & Girls Club of Kenosha name when requesting donations of any kind.

I also understand that if I violate this Code of Conduct, league policies or procedures, or Federal, State or Local laws, ordinances or rules, *then I may be subject to probation, suspension, dismissal or denial of all club related activities/properties/facilities with the Boys & Girls Club of Kenosha or other disciplinary action deemed appropriate by the Director of Athletics.*

Parent/Guardian Name

Date

Parent/Guardian Signature

Team Name for Upcoming Season