



BOYS & GIRLS CLUB
OF KENOSHA

Youth Center Member/Parent Handbook

Boys & Girls Club of Kenosha

Natalie & Dennis Troha Youth Center

1330 52nd Street

Kenosha, WI 53140

Monday - Thursday 2:30pm - 6:45pm

Youth center closes at 7pm

Friday 11:30am - 4:45pm

Youth Center closed at 5pm

***Non - School Days: 12:00pm - 4:45pm**

Youth Center closes at 5pm

*Extended morning hours available *

WELCOME TO THE BOYS & GIRLS CLUB OF KENOSHA!

We are excited that you have chosen the Club to provide your child with a positive after school experience!

Here at the Boys & Girls Club of Kenosha, we believe in the importance of building values and self-esteem among youth. Your child will have the opportunity to explore programs that are unique and fun while also focusing on their academic and social development.

At the Club, we offer each member a fun and safe environment to experience unique opportunities where youth can learn and develop. We believe that all youth can be successful and are passionate about helping them to create great paths for their futures.

Our Mission:

“To inspire and enable all youth, especially those who need us most, to realize their full potential as productive, caring, and responsible citizens.”

Membership

Membership is open to all youth ages 6 to 12 years old regardless of race, color, religion or national origin.

All members will be charged an annual membership fee of \$20 per child. Families with 2 or more children will be able to pay a family membership fee of \$30 annually.

Additional fees may be required for select programs such as AM Adventures, sports programs, and field trips.

Policies All Parents Need to Know

1. Membership forms must be kept current and renewed annually.
 - **Contact information must be updated as changes occur.** Each member is required to have a working phone number to reach parents/guardians at any time as well as two emergency contact phone numbers on file.
2. The Troha Youth Center is **NOT** a day-care. We provide high quality enrichment activities to promote the positive development of youth while working to prevent gang, drug, and alcohol involvement.
3. The Club has an open-door policy, meaning that youth ages 13 to 18 may leave the Club and return once within the same day.
 - Please inform us if you do not want your child to leave the club unless they are picked up by a parent/guardian.
 - Members 12 and under may not leave and then return to the Club on the same day.
4. Get involved! We encourage all parents to volunteer at our Club. It is a great opportunity to see all that we do!

Our program is grounded in mutual respect. Open communication about all experiences that your child has at the Club, both positive and negative is encouraged and welcomed!

Youth Center Contact Information

Boys & Girls Club of Kenosha Front Desk: 262.654.6200

Youth Center Membership Desk: 262.653.7328

Missy Leavy, Director of Youth Services: 262.653.7326
mleavy@bgckenosha.org

Brianna Price, Youth Center Coordinator: 262.653.7307
bprice@bgckenosha.org

Andreian Cunningham, Youth Center Site Director: 262.653.7328

Guest Policy

Members may bring (1) guest per week for a period of (1) day.

- Former members may not be a guest; they must renew their membership before returning to the Club
- A person may only be a guest once. They must become a member to return to the Club.
- All guests must remain with the member who accompanied them. If the member leaves, their guest must leave also.
- All guests must be at least 6 years of age and no older than 12 years of age.
- Guests must follow all Boys & Girls Club rules and policies. It is the member's responsibility to inform their guest of all rules and policies - not knowing is not an excuse. The member is responsible for their guest's actions, including any damages.

Volunteers

Volunteers are always welcome to assist in programming and special events!

All volunteers must submit a completed volunteer application, including a background check. When background checks have been completed, volunteers must complete an orientation before being placed in a program area.

Safety

The Boys & Girls Club of Kenosha strives to maintain a safe environment for all members. If a member is injured while in the care of the Boys & Girls Club the following steps will be taken:

- Attempt to contact the member's parent/guardian
- Attempt to contact emergency contacts if parent cannot be reached
- Call 911 if necessary

Please check out our safety page on our website!

Visit www.bgckenosha.org and click on the safety Tab.

Youth Center Hours of Operation

School Year

Monday – Thursday

2:30pm – 6:45pm Youth Center closes at 7:00pm

Friday

11:30am – 4:45pm Youth Center closes at 5:00pm

Due to school schedule changes and special Club activities, youth center hours may change from time to time. All changes will be posted. We advise you to call us if you have any questions regarding youth center hours.

Non-School Days

The Troha Youth Center may be open on days when KUSD is closed. Hours of operation on non-school days are:

7:00am – 12:00pm Available for \$16 each non-school day

12:00pm – 4:45pm Free of charge

Youth Center is closed at 5:00pm

Pick Up Policy

Members are only allowed to walk home if:

- Their parent/guardian has spoken with the Director of Youth Services and/or Youth Center Coordinator
- A "permission to walk" form has been filled out

Late Pick up

Members must be picked up promptly by the time the Club closes. If not picked up on time, the following consequences will apply:

1st offense: Verbal Notice

2nd offense: Written Notice

3rd offense: Suspension of youth from the Boys & Girls Club youth center for a week.

At 15 minutes after closing, local police or Crisis Intervention will be notified if club staff are unable to reach all contacts provided for the member.

If there is an emergency, please call the Youth Center Membership desk so they can inform club staff. Members will not be allowed to wait alone outside, or near the Club before or after the youth center operational hours.

A Typical Day at The Club

Each day, youth participate in programs that are determined by grade. Our general programs include art, technology, recreation/gym, and homework assistance. The Club also offers a variety of enrichment programs throughout the school year and summer months. Members will have many opportunities to develop skills, discover interests, and build friendships every day.

Homework help is only provided during power hours:

M-TH at 4:00pm and Fridays at 1:00pm.

We cannot guarantee that the members will do their homework.

Daily Schedule

Monday - Thursday

2:30pm – 4:00pm	Member's Choice
4:00pm – 5:00pm	Power Hour / Homework
5:00pm – 5:30pm	Dinner (K-3 rd) & Enrichment Programming (4 th -6 th)
5:30pm – 6:00pm	Dinner (4 th -6 th) & Enrichment Programming (K-3 rd)
6:00 – 6:45pm	Member's Choice

Friday

11:30am – 1:00pm	Member's Choice
1:00pm – 2:00pm	Power Hour / Homework
2:00pm – 4:00pm	Enrichment Programming
4:00pm – 4:30pm	Dinner (K-3 rd) & Enrichment Programming (4 th -6 th)
4:30pm – 5:00pm	Dinner (4 th -6 th) & Member's Choice

***During Members Choice, members can go to any of the open rooms (i.e., art, computer lab, or games room)**

Daily Check In/Out

All members are required to check in at the youth membership desk when they arrive in the Youth Center. Members must also check out every day at the youth center membership desk when they leave the center.

Snow Days & Inclement Weather

On days when KUSD closes due to bad weather, the Troha Youth Center will be closed as well.

In the case of early school dismissal due to weather conditions, the Boys & Girls Club of Kenosha Troha Youth Center will be closed if KUSD makes an early dismissal decision BEFORE 12:00pm. If the decision is made AFTER 12:00pm, the youth center will be open.

Holidays (CLUB CLOSED)

The Club will be CLOSED on the following dates:

- New Year's Eve & New Year's Day
- Memorial Day
- Independence Day / 4th of July
- Labor Day
- Thanksgiving & day after Thanksgiving
- Christmas Eve & Christmas Day

Personal Items

We discourage members from bringing any valuable items to the Club to prevent them from becoming damaged, lost, or stolen. Any personal items that are necessary to bring to the Club can be stored in the member's backpack.

The Boys & Girls Club of Kenosha is not responsible for lost, stolen or broken items.

Only adults are permitted to search the lost and found. At the end of each month, lost and found items are taken as a donation to local outlets (i.e., Salvation Army, Goodwill, or a recycling center.)

The following items are not allowed at the club:

• Weapons	• Illicit Materials
• Sunflower seeds	• Slime
• Tobacco, alcohol, drugs	• Tablets, iPads

Illness Policy

Youth Center Staff are responsible for observing each child daily for signs of illness. If your child develops any symptoms or illness, you will be called to take him/her home. **Your child must be picked up within 1 hour for the safety of other children, staff and for the comfort of your own child.**

If your child/children did not attend school because of illness they are not able to come to the Club that day either.

Please do not have your child attend if they have lice, the flu, a fever, or other contagious illnesses. Members who have had the flu may return to the club 24 hours after their fever is gone. Members who have lice may return with a doctor's note saying that it is safe for them to return. Members who have strep throat may return 24 hours after antibiotics have been started.

Medication

The Boys & Girls Club of Kenosha staff are **NOT** allowed to administer any prescription or non-prescription medicine to members at any time. Band-Aids and ice packs will be the only first aid provided.

Youth Center Phone Policy

Cellphones are permitted but must be stored in member's backpack during programming hours. Members may ask to use the youth center phone, but they will only be allowed to make necessary phone calls. Messages may be left at the desk for members.

If you need to contact your child or have an emergency, call the membership desk at 262.653.7328 and we will have your child come to the phone.

The Boys & Girls Club of Kenosha is not responsible for lost, stolen or broken devices.

TECHNOLOGY/COMPUTER USAGE

The Boys & Girls Club of Kenosha has computer labs available for member use. Internet use is a privilege. There are internet sites that members are prohibited from using.

Transportation

Transportation is provided to the Club from **Brass, Bose, McKinley, Grewenow, Grant, EBSOLA - Creative Arts, EBSOLA - Dual Language, Roosevelt and Vernon Elementary Schools**. Sign-ups to reserve a spot on the bus must be done in person at the Boys & Girls Club of Kenosha. Please note that there are limited spots available.

Transportation to the club is a privilege, and positive behavior on our vehicles is required. Negative behaviors will be discussed with children and their parents. Repeated negative behavior may result in suspension from the bus.

Bus Rules

1. Do nothing that prevents the driver from safely operating the vehicle (ex: keeping the aisle clear, using inside voices)
2. Members must be sitting down and buckled in while the vehicle is moving
3. Do nothing that could be dangerous or harmful to anyone on the bus (ex: keeping hands to yourself, staying seated)
4. **NO** food, drink, or candy allowed on the bus

Rule breaking will result with the following consequences:

1. Verbal warning
2. Suspension from the bus
3. Removal from the bus for remainder of the school year

Meal Program

The Boys & Girls Club participates in the Child and Adult Care Food Program (CACFP) which provides our member's, ages 6-18 years old, with a meal each day the Club is open. Members are provided a full meal that consists of a meat/meat alternative, fruit, vegetables, a grain and milk.

Dinner is served: **Mon-Thurs from 5:00-6:00pm** and on **Friday from 4:00-5:00pm**. On days the members are off school, lunch will be served from 12:00-1:30pm.

For more information please visit: <https://www.bgckenosha.org/program-areas/youth-programs/food-program/>

This institution is an equal opportunity provider.

Youth Center Rules and Expectations

1. Respect staff, other members and visitors
 - No fighting, bullying, use of profanity or inappropriate language will be tolerated
2. Members 12 and under may not leave and return to the club on the same day
3. Cellphones may only be used outside of programming hours
4. Dress in a way that is respectful to yourself and others
 - No hats, doo-rags, or sleepwear permitted
5. Running is only allowed in the gym and soccer field
6. Members may not hang out in the hallways or stairways
7. Food and drink are allowed only in designated eating areas

Behavior Management Policy

Our aim is to provide clear and straightforward guidance on acceptable and unacceptable behavior. If members disregard the Club rules and/or endanger themselves or their fellow members, they will be disciplined accordingly.

Please call the club and ask for a director if you have any questions concerning disciplinary measures or any other club activity.

Informal Guidance

Staff ensures that they are proactive in preventing the occurrence of negative behavior through the observation of behavioral and program operation clues. Staff are fair and consistent, taking immediate action to correct a negative behavior or recognize a positive behavior.

Part of our informal guidance methods may include giving a child a time out. The time out is limited based on the issue at hand. No child will sit out longer than a period of 5-10 minutes based on age.

Based on the judgment of a Youth Director and/or Coordinator, when our informal guidance methods are not effective with a Club member, the staff will:

- Either issue a warning, or a 1 day to 1 week suspension depending on the severity of the incident.
- Contact the member's parents by telephone to inform them of their child's behavior infraction and the extent of their warning and/or suspension.
- Provide parents with a copy of the discipline report.

Consequence Guidelines

- **Informal Guidance:** Warning (i.e., parent notification of issues)
- **1st Suspension:** Youth is not allowed to attend club for a certain number of days.
- **2nd Suspension:** Youth is not allowed to return to the club until a parent/guardian meeting is scheduled with Boys & Girls Club of Kenosha Staff (i.e., Director of Youth Services, Coordinator and/or Site Director)
- **3rd Suspension:** Youth is not allowed to return to the club until a 30-day suspension is complete.
- **4th Suspension:** Youth is not allowed to return to the club until their parent/guardian accompanies them for a day in the Youth Center (i.e., shadows the child for the day). During this time, a behavior action plan will be developed as well.

Permanent Suspension

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

Zero Tolerance for the Following Negative Behaviors

The following negative behaviors will automatically result in suspension from the Boys & Girls Club:

- Fighting
- Disrespect towards staff and other club members
- Stealing
- Threatening the safety of another member or staff
- Damage to the Boys & Girls Club facility and/or equipment --- a bill will be issued to the member's parent/guardian for any damage caused

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken, either in time or severity.

Staff members are trained and fully expected to maintain full control of any situation that occurs in their program area. Staff will not tolerate any members who threaten that control in appearance and/or manner. Please contact us if you have any questions or concerns.