

**GREAT FUTURES START **HERE** IN KENOSHA.**



# Parent Member Handbook

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Youth Center Ages 6-12

Hours of Operation

School Year

Monday-Thursday 2:30-6:45pm  
Friday 11:30am-4:45pm

Summer and No School Days

Monday-Thursday 12-4:45pm  
AM Adventure (Fee Required)  
7am-4:45pm

Teen Center Ages 13-18

Hours of Operation

School Year

Monday-Friday 3-7:45pm

Summer and No School Days

Monday-Friday 12-5pm

## WELCOME TO THE BOYS AND GIRLS CLUB OF KENOSHA

We are thrilled to have you join us as a valued member. At our Club, we strive to create a positive and enjoyable experience for everyone, and we are confident you will find your time with us both fun and fulfilling.

As *The Positive Place for Kids*, we have established guidelines that all members must follow to ensure a safe and welcoming environment for everyone. Please note that additional rules may apply to specific programs or situations as necessary.

It is important to understand that any violation of Club rules may result in suspension or termination of membership. All members and guests are required to adhere to these guidelines, whether on Club property, participating in off-site Club-sponsored programs, or traveling in a Club vehicle.

We look forward to embarking on this exciting journey with you and are committed to providing a positive and memorable experience for every Club member.

## 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's Youth Development Strategy is designed to build self-esteem and empower our youth to lead fulfilling, satisfying, and productive lives. It is essential that all programs and activities are aligned with and promote these objectives to their fullest potential.

- **A Sense of Competence:** Youth gain pride and confidence as they acquire new skills and experience a sense of accomplishment from a job well done.
- **A Sense of Usefulness:** Youth achieve satisfaction when engaging in activities that provide value to others.
- **A Sense of Belonging:** Youth feel welcomed and accepted when they are part of a supportive community.
- **A Sense of Power and Influence:** Youth feel valued and respected when their opinions are heard and considered.

## OUR STAFF

Our staff is carefully selected for their experience and interests. Each team member undergoes thorough screening and comprehensive training to ensure the delivery of safe, high-quality programs for our members.

## CORE PROGRAM AREAS

The Boys & Girls Club of Kenosha offers a diverse range of programs tailored to meet the varied interests and needs of our youth. Our core areas include:

### Character and Leadership Development

Our Character and Leadership Development program empowers members to actively support and influence their club and community. It fosters the development of meaningful relationships, promotes a positive self-image, and encourages respect for their own cultural identities as well as those of others.

### Education and Career Development

The Education and Career Development program equips members with proficiency in essential educational disciplines. It emphasizes the application of learning to everyday situations and embraces technology to ensure success in both academic and career pursuits.

### Health and Life Skills

Our Health and Life Skills program encourages members to adopt positive behaviors that nurture their well-being, set personal goals, and live successfully as self-sufficient adults.

### The Arts

The Arts program cultivates creativity and cultural awareness among youth through the exploration and appreciation of visual arts, crafts, photography, performing arts, and creative writing.

### Sports, Fitness, and Recreation

The Sports, Fitness, and Recreation program area promotes physical fitness, healthy lifestyles, and the positive use of leisure time. It provides opportunities for youth to develop skills in stress management, gain an appreciation for the environment, and enhance their social skills.

## Membership Information

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

- Annual Membership Fees:
  - Individual Membership: \$20.00 per child
  - Family Membership: \$30.00 for two or more children

The Club operates an open-door policy. Please notify us if you prefer your child not to leave the Club unless checked out by a parent or guardian.

- Members 12 and Under: May not leave and then return to the Club on the same day.
- Teens Ages 13 and Up:
  - May leave and return to the Club only once per day before 6:00 PM. If a teen leaves again, they may not return until the next day.

- Teens may not leave and return after 6:00 PM.

## ORIENTATION

All new members are required to attend an orientation program. Please inquire with our staff for information about times and locations.

Parent/guardian orientations are held monthly. While attendance is not mandatory, we strongly encourage all parents and guardians to participate.

## VOLUNTEERS

We warmly welcome volunteers to assist with our programs and special events. Prospective volunteers must submit a completed application, including a background check. Once the background check is complete, volunteers will participate in an orientation and then be placed in a program area that aligns with their interests and skills.

# PROCEDURES, POLICIES AND CENTER PRINCIPLES

## HEALTH POLICY

We ask that parents and guardians cooperate with our Health Policy, which is designed to protect the well-being of all members.

If your child becomes ill while at the Club, we will make every effort to notify you immediately. Please do not bring your child to the Club if they are ill before leaving home, especially if their illness is infectious or contagious. Members who arrive at the Club sick **will be sent home**, and parents or guardians will be notified.

**Examples of illnesses that may result in a member being denied access to the Club include:**

- Fever
- Skin Rashes
- Any Contagious Illness
- Head Lice
- Ringworm

Please note that it is the policy of the Boys & Girls Club of Kenosha **not** to administer any prescription or non-prescription medications to members at any time. The only first aid provided will be Band-Aids and ice packs.

## CLUB EMERGENCY

In the event of an emergency at the Boys & Girls Club of Kenosha, parents are encouraged to call **262.653.7330** for updates and information regarding their child's safety. Details will be provided on the location and time for safe pick-up. Please keep this number handy and follow all instructions to ensure a smooth and secure process.

## 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 6:00pm. If you leave again, you may not come back until the next day. Teens may not leave and come back after 6:00.
- 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.
- 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 are 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 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 of Kenosha 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 regard 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
  - Members who have signed up for the Gus the Bus program will be provided with transportation from their school to the Club on a daily basis when school is in session.
- For most field trips, we utilize our Club buses
- Permission slips must be signed by a parent before going on field trips or in buses
- Only authorized staff are allowed to transport members in buses 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 are expected to uphold high standards of behavior, which are defined by the following principles:

- **Respect for themselves**
- **Respect for others**
- **Respect for the Boys & Girls Club of Kenosha**

Our members understand that their behavior results in both positive and negative consequences.

If a member behaves in a disorderly manner, disregards Club rules, or endangers themselves or others, appropriate disciplinary action will be taken.

## ONE DAY SUSPENSION/ WARNING

When a member is not meeting the Boys & Girls Club's behavioral standards, the Director will take the following actions:

- **Issue a Warning:** The member will receive a warning that continued negative behavior may result in a one-day suspension.
- **Inform the Member:** The member will be advised that further negative behavior could lead to suspension and/or the potential loss of their Boys & Girls Club membership.
- **Document the Incident:** Staff will complete an Incident Report to document the 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 a prior warning has been issued, the staff will:

- **Issue a One-Day Suspension:** The member will be suspended from the Boys & Girls Club for one day.
- **Notify the Parents:** Staff will contact the member's parents by telephone to inform them of the suspension, the specific behavior that led to it, and that the member may return to the program the following day.
- **Confirm Parental Contact:** If the parents are unavailable by phone, a Director must speak with them directly before the member is permitted to return to the Club.
- **Document the Incident:** Staff will complete an Incident Report to record the details of the suspension.

## ONE WEEK SUSPENSION -- CONTINUED MAJOR INCIDENT

Following a one-day suspension, any subsequent negative behavior by a member within a 30-day period may result in a one-week suspension. The Director will implement this suspension based on the recurrence of negative behavior. The staff will:

- **Issue a One-Week Suspension:** The member will be suspended from the Boys & Girls Club for one week.
- **Notify the Parents:** Staff will contact the member's parents by telephone to inform them of the one-week suspension, detail the behavior that led to it, and explain that the member may return to the program after one week.
- **Confirm Parental Contact:** If the parents are not reachable by phone, a Director must speak with them directly before the member is allowed to return to the Club.
- **Document the Incident:** Staff will complete an Incident Report to record the details of the suspension.

## ONE MONTH SUSPENSION - - CONTINUED MAJOR INCIDENT

Following a one-week suspension, any further negative behavior by a member within a 30-day period may result in a one-month suspension. The Director will implement this suspension based on the recurrence of negative behavior. The staff will:

- **Issue a One-Month Suspension:** The member will be suspended from the Boys & Girls Club for one month.
- **Notify the Parents:** Staff will contact the member's parents by telephone to inform them of the one-month suspension, detail the specific behavior that led to it, and explain that the member may return to the program
- **Confirm Parental Contact:** If the parents are not reachable by phone, a Director must speak with them directly before the member can return to the Club.
- **Document the Incident:** Staff will complete an Incident Report to record the details of the suspension.

## PERMANENT SUSPENSION

Continued negative behavior that jeopardizes the safety and well-being of other Boys & Girls Club members and/or staff may lead to the revocation of a member's Club membership.

In such cases, the staff will:

- **Permanently Suspend the Member:** The member will be permanently suspended from the Boys & Girls Club.

- **Notify the Parents:** Staff will contact the member’s parents by telephone to inform them of the permanent suspension and provide details about the behavior that led to this decision.
- **Arrange a Meeting:** Parents will be required to meet with the Director in person to discuss the permanent suspension.
- **Document the Incident:** Staff will complete an Incident Report to document the details of the suspension.

## ZERO TOLERANCE FOR THE FOLLOWING NEGATIVE BEHAVIORS

The following negative behaviors will result in an automatic suspension of a Boys & Girls Club member for one day or more, as per our approved guidelines:

- **Fighting**
- **Stealing**
- **Threatening the safety of another member or staff member**
- **Damaging Boys & Girls Club property or equipment** — The member is expected to reimburse the Boys & Girls Club for any damages, and the cost will be billed to the parent(s) or guardian(s).

Members are expected to respond to disciplinary actions without incident. Non-compliance will generally lead to increased severity or duration of the disciplinary measures. Staff members are trained to maintain control of their program areas and will not tolerate actions that undermine this control.

Please note that the information provided to you may not always be complete or fully accurate, as children may present incidents in a way that minimizes their own involvement or shifts blame. While our staff is well-trained and experienced, they are human. For any questions regarding disciplinary actions or other Club activities, please contact the Club and ask to speak with a Director.

## TECHNOLOGY/COMPUTER USAGE

The Boys & Girls Club of Kenosha provides computer labs for member use. Members are permitted to use only the Boys & Girls Club email addresses; the use of any other email address is prohibited.

Access to the internet is a privilege, not a right of membership. Certain websites are restricted, and a list of prohibited sites is available in the computer lab. This list is updated on a weekly basis as needed.

## ROLE OF PARENTS/GUARDIANS

Parents and guardians are essential to the success of the Boys & Girls Club of Kenosha. Your involvement is crucial to the growth and development of each member. To explore volunteer opportunities, please visit our website or contact 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 admission for your child. You acknowledge that you will explain the rules to your son/daughter if any questions arise. You may detach this sheet from the handbook and retain the handbook for reference. Please review the policies with your child and contact a Club Director if you need further clarification.

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Parent/Guardian Signature

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Date

## ROLE OF MEMBER

I understand that violating the rules and policies of the Boys & Girls Club of Kenosha may result in suspension or loss of membership privileges.

I also agree to conduct myself as a productive, responsible, and caring individual.

By signing below, I commit to adhering to the Club's rules and policies during all activities, whether at the Club, on field trips, in Club vehicles, or at Club-sponsored events

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Member Signature

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Date

## SPORTS PROGRAMS INFORMATION

### PARENT CODE OF CONDUCT

As a parent of a Boys & Girls Club of Kenosha member, I recognize the significant impact I have on the lives of all children involved in our programs. My actions influence not only my child's team but all teams, directly or indirectly. The examples I set and the attitudes I convey play a crucial role in fostering a positive atmosphere, which helps our children build self-esteem and develop character.

Therefore, I commit to:

- **Refrain from using alcohol, drugs, or tobacco products** before or during any game, practice, or at any facility where such use is prohibited.
- Avoid using profanity.
- **Refrain from verbally, physically, or psychologically abusing any player, referee, coach, parent, spectator, or Boys & Girls Club employee.**

- Teach and demonstrate respect for referees and umpires.
- **Respect players and parents on my child’s team as well as those on other teams.** I will appreciate the diversity of players and exhibit appropriate sportsmanship before, during, and after games.
- **Follow facility rules and regulations** and always respect the property of others.
- Practice sportsmanship and fair play.
- **Promote the growth and development of children** in a positive and supportive manner.
- **Communicate promptly with the coach** regarding any scheduling conflicts with practices or games.

I understand that I am not permitted to use the Boys & Girls Club of Kenosha’s name for soliciting donations of any kind.

I acknowledge that any violation of this Code of Conduct, league policies or procedures, or Federal, State, or Local laws, or ordinances or rules may result in probation, suspension, dismissal, or denial of participation in all club-related activities, properties, or facilities, as deemed appropriate by the Director of Athletics.

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Parent/Guardian Name

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Date

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Parent/Guardian Signature

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Team Name for Upcoming Season

**Youth Center Contacts**

Brianna Price, Director of Youth Services  
[bprice@bgckenosha.org](mailto:bprice@bgckenosha.org)  
 262-653-7307

Bonita Majors, Assistant Director of Youth Services  
[amajors@bgckenosha.org](mailto:amajors@bgckenosha.org)  
 262-653-7326

Andreian Cunningham, Youth/Tween Center Site  
 Director  
[acunningham@bgckenosha.org](mailto:acunningham@bgckenosha.org)  
 262-653-7328

**Teen Center Contacts**

Nicole Washpun, Director of Teen Services  
[nwashpun@bgckenosha.org](mailto:nwashpun@bgckenosha.org)  
 262-653-7317

Jhalin Goodlow, Teen Services & Graduation Coordinator  
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 262-653-7312

**Sports Department Contacts**

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