

## **MEMBERSHIP HIGHLIGHTS**

Please note that the following highlights are taken from our Member and Family Handbook, which can be found on our website: [bgcbl.org](http://bgcbl.org)

**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUBS**  
OF THE BAY & LAKES REGION  
Door County | Green Bay | Shawano

### **INCLUSION STATEMENT:**

The Club is dedicated to creating an inclusive environment for everyone. The Club embraces, encourages, and celebrates differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make members, staff, volunteers, and visitors unique. The Club is committed in all areas to providing an inclusive environment that is free from discrimination and harassment.

### **ATTENDANCE/ SAFE PASSAGE:**

Members who have not attended school due to illness or suspension, are not eligible to attend Club on those days.

For elementary school aged members, a parent, guardian or other pre-authorized adult must pick up and sign out the member while the middle and high school members may leave the Club unescorted. Middle and high school members may also escort other members of their household from the Club. No member, regardless of age, will be allowed to return to the Club once they leave the premises for the day.

### **MEMBERSHIP POLICIES:**

Enrollment requires the submission of a completed membership application and related forms. Membership applications require the signature of a parent/guardian for all elementary school aged youth. While middle and high school participants are encouraged to also have their membership form signed by a guardian, it is not required. All members must have an updated emergency contact on file. Throughout a Club member's day, a social worker or UWGB social work intern may be in contact with your child due to any behavioral or emotional concerns.

### **UPDATING PERSONAL INFORMATION:**

Parents/guardians should notify the Club if any of the following changes occur:

- Change in contact number, address, school, or transportation
- Changes in an individual's authorization to pick up
- Changes in medications, allergies, or healthcare needs

### **MEMBER EXPECTATIONS:**

- The Club is not responsible for any lost, stolen, or damaged personal items.
- Members must wear clothing that is appropriate for the Club setting.
- The Club has established rules and guidelines for limited, non-disruptive use of electronic communication devices in the Club or during Club activities for safety, medical, educational, and other legitimate uses. Elementary members are asked to check in their cell phones upon entry.
- All forms of entertainment used and viewed at the Club are required to be age appropriate. No violence or chatrooms allowed.
- Parents/guardians are expected to pick up their child(ren) in a timely manner prior to the end of program and are expected to communicate with Club staff if they will be late.

- The Club is committed to providing all members with a safe environment and will not tolerate any form of bullying at any Club activity on or off Club property.

#### **GUARDIAN CODE OF CONDUCT:**

The Club is committed to providing a safe and nurturing environment for all youth. To ensure a high-quality Club Experience, parents/guardians must agree to the following:

- Parents/Guardians understand it is their responsibility to read and comprehend the policies and procedures set forth by the Club and to follow them to the best of their ability
- Parents/Guardians will be respectful, courteous, and use appropriate language and actions while at the Club
- Parents/Guardians will direct concerns regarding accidents, incidents, and behaviors to Club leadership (verbal discussion or by form)
- The Club may not release the personal information of another member to a non-parent/guardian, including behavioral plans.
- The Club reserves the right to prohibit visitors based on compliance of the Guardian Code of Conduct and all Club policies.

#### **BEHAVIOR MANAGEMENT/EMOTIONAL SUPPORT:**

The Club strives to ensure for the inclusivity and success of all members. If special accommodations are needed (emotional, physical, cognitive, etc.) parents/guardians are encouraged to share this information to ensure for support and accommodations to be made.

Club staff are trained in trauma-informed practices and are sensitive to individual youth needs. Age and developmentally appropriate behavior are expected of all youth enrolled in Club programs, and disciplinary action will be based on an understanding of the individual child's unique needs.

The Club does not give up on members; however, while suspension may be warranted in certain circumstances, the organization also provides additional services including: social emotional learning programming, support from a social worker, and case management services. The organization will also connect families with other community resources.

#### **HEALTH CARE:**

Club staff are required to follow universal precautions and sanitary procedures when handling any injury, bodily fluids, etc.

In compliance with Wisconsin State Law, the Club has adopted a policy for the administration of medications. For Club staff to administer medication safely and efficiently, parents/guardians and adult members must comply with Club policy and provide a form signed by parent/guardian.

In emergent situations, parents/guardians give permission to the Club to seek emergency medical treatment for members.

#### **CONCERNS AND QUESTIONS POLICY:**

Concerns regarding conditions of care or procedures will arise from time to time. When this happens, families are encouraged to bring the matter to the attention of Club leadership. This can be done by filling out and submitting the Concerning Incident Form to designated e-mail on the form or in person.