



# Parent & Member Handbook

**GREAT FUTURES START HERE.**



**BOYS & GIRLS CLUB  
OF THE WISCONSIN RAPIDS AREA**

501 W Grand Ave  
Wisconsin Rapids, WI 54495

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bgcwra.org



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# About the Club

The Boys & Girls Club of The Wisconsin Rapids Area (BGCWRA) provides a safe place for youth aged 6-18 to learn and grow. We serve over 1300 young people in the area through membership and outreach. The Club focuses on developing programs that fulfill three main outcomes: healthy lifestyles, good character & citizenship, and academic success. Our Program Guide offers more insight into the variety of programs we provide to members.

Our main location is located at 501 W Grand Ave in Wisconsin Rapids, WI. The WR Center features areas for our youth members, as well as a dedicated space for our teen members (The Teen Center). Our after-school programs and summer programs are held at the WR Center. The Club also offers on-site before & after school care at several local schools during the school year (see our Membership section for more specifics).

***Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.***

This is a passive agreement, meaning I agree to the content of this Handbook and by not speaking to a Club Director I will agree to the following:

- I have received a copy of the Boys & Girls Club of the Wisconsin Rapids Area's Parent and Member Handbook, and I understand that I am responsible for reading the policies and practices described within it
- I agree to abide by the policies and procedures contained herein. I understand that the policies and benefits contained in this Parent and Member Handbook may be added to, deleted, or changed by the Club at any time
- If I have any question regarding the content or interpretation of this Handbook, I will bring them to the attention of one of the Club Directors.





# Hours of Operation

## School Year Hours

Our school year program runs from September to May/June. For start & end dates, closed dates, etc. please view our yearly updated Club Calendar (available at [bgcwra.org](http://bgcwra.org) under "Members").

Jumpstart Morning Program	WR Center	Port Edwards Site	Nekoosa Site
Monday - Friday 6:45 am - School Start Time	Monday - Friday After-School - 6:30 pm	Monday - Friday After-School - 6:00 pm	Monday - Friday 6:30 am - 8:30 am After-School - 6:00 pm

## Summer Hours

Our Summer Program runs from June to August. Start and end date vary each year, and can be found in our current Club Calendar.

WR Center: Monday - Friday  
7:30 am - 5:30 pm

## Club Hours on No-School Days (School Year)

All school sites are closed on no-school days. Our WR Center is open most no-school days, and spring break for club members across all sites. Our Club Calendar lists each no-school day that we are open and closed.

WR Center: 7:30 am - 5:30 pm

## Weather Related Closings

Club is closed on days that school is cancelled due to weather (unless otherwise stated by us). Families will be informed of the closure ASAP via email.





# Membership

The BGCWRA is open to membership for any child between the ages of 6 through 18 (12th grade), regardless of race, color, creed, or economic circumstances. The Club is a private, non-profit organization. Membership at the Club is a privilege, not a right. All access and participation in the Club begins with a current Club membership.

All registrations are done through the Parent Portal (accessed via our website). There is a new membership and registration available each school year and summer. We also have a waitlist registration available for memberships that become full (some of our memberships have a capacity to prevent going over our child to staff ratio). Registration opens for our summer memberships in March/April, and our school year memberships in May (specific dates are advertised through our website, Facebook page, and emails).

Information provided on membership forms is critical. We ask that every effort is made to present contact information that is both current and accurate. It is the parents'/guardians' responsibility to log in to the Parent Portal to edit/notify the Club of any changes to phone numbers, emergency contacts, school information, etc. as soon as such changes occur.

## Keep in mind:

- It is understood that membership gives permission for photo and video release by the Club's Marketing Director, unless otherwise indicated by a parent/guardian.
- Memberships are non-refundable and will not be prorated.
- All members are required to be self-sufficient and not require additional supervision beyond our staff to member ratio. The Club is not able to provide one-on-one care.



## Club Fees

Our school year fee for all sites is \$40 per child. Our Jumpstart Morning Program is \$20 per child. Our summer fee is \$160 per child. All memberships are associated with a one-time fee (non-recurring), with the exception of Nekoosa memberships covered by CCLC (zero cost), and memberships for any 6 year-old child (zero cost). Payments can be made through the Parent Portal, over-the-phone with our WR front desk, by cash/card/check at our WR front desk, or by cash with school-site lead staff member/Director.

By Club policy, no youth is denied the opportunity to participate in Club programming because of an inability to pay. We offer discounts to families with 3+ children with memberships, children registered for both morning and after-school programs, military families, and any families in need of assistance. Our Membership Director can be contacted for scholarship and discount information at (715) 818-5252 or [membership@bgcwra.org](mailto:membership@bgcwra.org).

## Parent/Guardian Communication

We always strive to inform families of Club activities and events. Parents are encouraged to visit our Clubs to view posted information and ask any questions they may have. Club activities, events, updates, and reminders are posted on [facebook.com/bgcwra](https://www.facebook.com/bgcwra). Updates and reminders are also posted on our website and communicated through email.

## Release of Club Member Information

The Club is often confronted with conflicting requests from parents. It is our policy to release youth to either parent, guardian, or an authorized caregiver unless a court order regarding this subject is presented to the Club directing us to act in a specific manner. In addition, the Club will only disclose attendance information contained in our member management system with an order from an appropriate court requiring us to do so.



# Arrival & Departure Policies

When Club members enter and depart our facility, they are required to scan their Club card or enter their Club number into our member management system. In order for members to depart from Club, they are required to be picked up by an authorized adult or have permission to leave by a parent/guardian notified to Club staff. Teen Center members must have the field "Can this teenager leave on their own?" marked as "Yes" in their account in order to depart from the Club at their own discretion.

It is a parent's responsibility to make sure that youth understand their departure procedure from the Club. Club members who leave the building may not return until the following day (exceptions for appointments/other commitments notified to front desk staff). The Club accepts no responsibility for members who choose to leave the Club. Please ensure that your contact information in the Parent Portal is up-to-date. If staff have concerns about a Club member's departure and/or safety, they will contact a parent/guardian.

If the parent/guardian picking up a child is suspected to be under the influence of alcohol or other drugs (or it would be unsafe if the child was released into the parent/guardian's care), staff have the discretion to ask that another authorized adult/family member pick up the child or contact the proper authorities.

## Adult Visitor Policy

In order to ensure safety for our Club members and staff, anyone who enters our building past the front desk/lobby area including all visitors, volunteers, parents/guardians must check in at the front desk. All adults are required to wear a visitor badge while inside the building.

## Youth Visitor Policy

Children 6+ may visit the Club, subject to any program-specific restriction, up to three times at no charge. Name, age, and contact information must be recorded at the front desk, in case of emergency. A Club membership will be required for further Club attendance.





## Late Parent Policy

The BGCWRA has established a policy in regards to parent and guardians' responsibility in terms of timely pick up of their child(ren) from the Club at the end of the programming day. All children need to be picked up no later than the closing time of the Club site/program. It is the responsibility of the members and their parents to be aware of the Club's hours of operation for both school days and non-school days along with any changes to seasonal hours.

In such cases where a member is picked up late on more than one occasion or a late pick-up becomes a frequent occurrence, the following action(s) will be taken by the Club. If a Club member is not picked up within 30 minutes after closing, the police will be notified.

### 1st & 2nd Incident:

A warning will be issued and a late pick up report will be filed at the Club for documentation. The parent/guardian will receive a copy of the policy for future reference.

### 3rd Incident:

A final warning will be issued. If pick-up occurs more than ten minutes late, police will be notified of the continued issue. A report will be filed at the Club for documentation. A temporary suspension for the Club member will take place until the parent/guardian can set a meeting with the Club's Unit Director and/or Operations Director to discuss the issue and establish an action plan. Any further issues with late pick-up of Club members in the future would result in permanent suspension of the current membership/program.



## Meals & Snacks

The Club provides meals and snacks to all Club members throughout our programs. During the school year, dinner is served at our WR Center and snack is provided at our Port Edwards and Nekoosa sites. During the summer, spring break, and open no-school days we serve breakfast, lunch, and afternoon snack.

Please notify the Club if your child has any food allergies or dietary concerns. Weekly menus are posted at Club and on our website. Members may bring their own meals and snacks if they choose. Water fountains are available and water bottles are strongly recommended (especially in the summer months when temperatures and humidity can cause exhaustion).

## Transportation

Transportation is provided for WR Center members from WRPS schools to Club after school. Most WR private school members are provided transportation as well. If a Lamers/Safeway bus is not available to pick-up, we pick up using one of our BGC vans/mini bus.

More Information:

Contact our Operations Director, at 715-818-5255 if you would like more information on the Club's after-school transportation.



# Health Care

## Illness

A comfortable area away from other members will be provided for the care of Club members who become ill with a headache, stomach ache, cold or flu-like symptoms while at the Club. The child's parent/guardian, or other emergency contact person may be notified and asked to pick up the child as soon as possible.

If a Club member vomits or has a urine/bowel movement in their clothes, he or she must be picked up by a parent/guardian or emergency contact immediately.

Club members with a contagious illness are not eligible to return to Club 24 hours from the initial intake of medication or per the instructions of a health care professional.

## Minor First Aid

Our Club staff are only permitted to administer bandages and ice packs. Club staff cannot physically apply sunscreen or any first-aid creams to Club members. Depending on the severity of the injury, a staff member will fill out an injury report with details for parents/guardians to be notified of.

## Medications

The BGCWRA does not administer medication to Club members. Medications should be administered at home whenever possible. Families are urged to consult with the prescribing physician to determine if medications can be scheduled outside Club hours. In the event that this is not possible, parents must communicate with a Club Director/plan on coming to Club to personally administer medication.

## Emergency Treatment

In the event of any emergency requiring medical treatment, Club staff will call 911 first.

Parents/guardians or emergency contacts will be contacted as soon as possible. BGCWRA will utilize an ambulance for all emergency transportation to the nearest emergency health care facility. Any associated medical costs will be the responsibility of the parent/guardian.





# Child Abuse & Neglect

The primary concern of our Club staff is always the safety and well-being of each child. All BGCWRA staff are mandated reporters, and therefore required to report any signs of abuse or neglect of Club members to the appropriate authorities. Any report made of suspicions of abuse/neglect will be documented and filed with confidential Club records.

## Adult & Youth Expectations

Club members are expected to participate fully in programming and behave accordingly to the expectations in this handbook. The Club reserves the right to refuse, suspend, or terminate membership of any youth if their behavior is disrespectful to staff, volunteers, or other members; or if their behavior does not allow them to function with others appropriately in our programs.

It is not acceptable for adults or youth to argue with a staff member's decision in a public setting, or use rude/inappropriate language with any of our staff, volunteers, or other Club members. Failure to comply may result in being asked to leave the premises or termination of the youth's membership. If a parent/guardian has an issue they need to discuss, they should make an appointment with the Operations Director to have a discussion in an appropriate and respectful manner.

## Behavior Protocol

We strive to keep the consequences of any unacceptable behaviors appropriate and timely. The safety and positive Club experience of our members set the importance of our expectations and behavior policies. Parent/guardians' support and involvement is essential to our success in providing youth with a safe environment.



## Examples of Unacceptable Behavior

- Harassment/threatening of Club members, staff, or volunteers
- Use of inappropriate language and gestures
- Inappropriate touching, hitting, and fighting (includes play fighting)
- Presenting a danger to oneself or others
- Bringing weapons or dangerous items to Club
- Bringing alcohol, drugs or drug paraphernalia, or tobacco products to Club
- Vandalism of Club property
- Deliberately going into off-limit areas of Club
- Disobeying rules established for field trips and vehicle-rider safety
- Leaving the group setting without permission
- Stealing
- Repeatedly ignoring or disobeying staff direction
- Refusal to be a willing and active participant in Club programs

## Consequences

- First major offense: one or two day suspension (1/2 Club days)
- Second major offense: One week suspension (5 Club days)
- Third major offense: Two week suspension (10 Club days)
- After the third offense, a meeting must take place with parent/guardian, club member, and Unit Director before the Club member is allowed to return.
- Parent/ guardians may be contacted to pick-up their child immediately for any act of unacceptable behaviors or major offenses.

**All final decisions related to discipline of participants lie at the discretion of Club Directors.**

## Field Trip Policy

The Club provides a variety of opportunities for our members to participate in activities off Club property. These excursions require a signed permission slip by the due date specified/prior to trip departure. Members and families are reminded that all Club rules extend to field trips.





## Bullying & Sexual Harassment

The Club is committed to providing a safe, secure, and healthy environment that allows all students to maximize their learning potential. The BGCWRA considers bullying and sexual harassment detrimental to the health and safety of Club members and is prohibited. If your child is the target or witness of bullying behavior or sexual harassment while at Club, they are strongly encouraged to reach out to any Club Director or staff to report the incident.

## Dress Code

Club members should wear clothing that allows them to comfortably participate in a variety of activities and programs. Members will have carts or areas where their belongings can be placed. Shoes must be worn at Club, though some shoes may prohibit members from participating in activities like the gym. We recommend members wear or at least bring tennis shoes with them to Club.

Members are not permitted to wear clothing that is inappropriate for the Club setting. Our dress code is in accordance with that of the Wisconsin Rapids Public School District's dress code. A Club Director will use their discretion to make decisions regarding the appropriateness of each member's dress and possible consequences for violation of this policy.

## Personal Belongings

All personal belongings brought to Club by members are the responsibility of that member. The Club is not responsible for lost, damaged, or stolen items. We discourage any member from bringing anything to Club that is not completely necessary. We have a lost & found available for members and families to check. Any unclaimed lost & found items are donated at the end of each month. Any toys, electronics, Pokemon cards, etc. may be required to be left in members' backpacks or at home, if it becomes problematic/a distraction. Club staff reserve the right to search any personal property if there is a serious safety concern.





## Cell Phones and Electronics

All cell phones, tablets, laptops, or other personal electronics brought to Club are the responsibility of the Club member. We do not have a secure location to store these items and cannot be held responsible for any loss, damage, or theft.

The use of cell phones and personal electronics at Club is generally prohibited for our youth members (K-5th grade). Teen Center members may use these items at times when a staff has allowed it, though they may also be restricted during programming times. The Directors at each Club site are authorized to establish rules and acceptable use guidelines for limited, non-disruptive use of electronic devices at Club.

Taking photos or videos on any personal electronic device while at Club is strictly prohibited for all Club members, unless given prior approval by a Club Director. The Club also prohibits any social media contact, texting, phone calls, or other contact on personal devices between Club members and staff or volunteers.

Employees are restricted from having any type of online or social media relationship or contact with any Club members. This also includes any type of on-line gaming, e-mailing or texting contact.