



**BOYS & GIRLS CLUB
OF GREATER GREEN BAY**

Welcome to the Boys & Girls Club of Greater Green Bay!

Please review and refer to these policies and procedures during the duration of your child's membership.

Our Mission

We will engage with and meet the unique needs of greater Green Bay area youth so they may achieve academic success, demonstrate good character and citizenship, and live a healthy lifestyle.

Member Expectations

- **RESPECT** Club Staff & Volunteers
 - ✓ Listen, follow directions and rules
- **RESPECT** the Club
 - ✓ Use equipment properly and clean up after yourself
- **RESPECT** each other
 - ✓ Be kind, use good sportsmanship and make friends
- **RESPECT** yourself
 - ✓ Bring a positive attitude, try something new and make the most of your day

Entering & Leaving the Building

- All members must enter and exit through the front door
 - ✓ Members are highly encouraged to keep their Club cards with them at all times
- Club members must be dropped off and picked up during operational hours
 - ✓ Hours of operation are based on the Green Bay Public School District calendar
- The Boys & Girls Club has an open door policy, however once a member leaves our property they may not return without prior approval from Club staff.
 - ✓ Any change in a member's schedule should be communication between home and Club.
- Youth that are repeatedly not picked on time may be subject to a late fee.
 - ✓ Club closing times may vary based on member's grade/age.

GREAT FUTURES START HERE.



**BOYS & GIRLS CLUB
OF GREATER GREEN BAY**

Behavior Management Procedure

The following steps will be taken in the event of a behavior problem:

- 1. REASONING:** Communication between the member and staff member to identify the problem and determine a possible solution. At this point, members are given a chance to explain what happened, and to make a choice about what they should do next.
- 2. REMOVAL/ LOSS OF PRIVILEGE:** Members may receive temporary removal from a program area or a loss of privileges. Staff members will encourage Club members to make better choices and may offer options to regain privileges. Repeated behaviors may result in a referral with the Unit Director as well as an incident report.
- 3. INCIDENT REPORT:** This documentation dictates who, what, when, where and why a behavior occurs. Every incident report may not require a parent/guardian meeting, but all forms are available upon request. If a member receives numerous incident reports over a period of time they may be given a suspension from the Club.
- 4. SUSPENSION:** Multiple incident reports which stem from behaviors not consistent with Club policies and expectations may result in suspension. Length of suspension will be determined at the discretion of the Unit Director and may require a conference with the parent/guardian before returning. A suspension from one Clubhouse will be upheld at the other, and we encourage members and parents/guardians to use this time to review the Club's expectations.
- 5. IMMEDIATE PICK-UP:** In the event of a suspension, all Club members must have a parent/guardian or backup emergency contact to pick them up in a timely manner. If Club member's contacts are unable to be reached, the Club reserves the right to contact authorities and updated contact information may be required prior to returning.

Please provide Clubhouse leadership with any other information about your child that may help us in working with them. The more we know about your child, the better we can serve them. Thank you for choosing the Boys & Girls Club of Greater Green Bay. We appreciate the opportunity to help shape your child's future.