

# Longfellow CLC



## 2023-2024 PROGRAM GUIDE

### CONTACTING THE CLUB

#### Phone:

- (920) 459 - 6770
- Leave message and call will be returned as soon as able

#### Email:

- longfellowbgc@thepositiveplace.com

#### Remind:

- Class Code: @BGCSC2324
- All primary contacts will receive an invite to join - required to accept for programmatic updates
- Checked throughout the day and monitored during pick-up times
- Any additional authorized contacts can join Remind using the Class Code (@BGCSC2324)

#### In Person:

- Authorized contacts may come into the Club during program hours or by appointment
- Photo ID may be required to verify authorized contacts
- Authorized contacts will not be allowed in program areas

### GENERAL INFORMATION

#### Unit Director:

- Maddeline Ivy

#### Program Dates:

- September 5 - June 7

#### Program Hours:

- Monday - Friday
- Before School: 7:00a - School Start
- After School: School Release - 5:30p
- Report to BGC Wing

#### Closure Dates:

- Non-school days
- Reference Club calendar

#### Program Attendance:

- Recommended 3 days/week
- Communicate absences via email or Remind
- Please do not send youth if they are sick or showing symptoms of illness

## BEFORE SCHOOL DROP-OFF

Drop-Off Time:

- 7:00a - 8:00a

Procedure:

- Park in main parking lot, by cricle
- Drop-off youth at Door #14 (BGC Wing)
- No early drop-offs

## AFTER SCHOOL PICK-UP

Pick-Up Time:

- School Release - 5:30p

Procedure:

- Park in main parking lot by circle
- Youth can be picked up at Door #14 (via Remind message) OR authorized contacts may come inside with Photo ID
- Authorized contacts will not be allowed in program areas
- Staff will page youth for pick-up
- No late pick-ups

Walkers:

- Application must have "I am allowing my child to walk home from the after school program." selected
- Parent/Guardian must send Remind message to the Club for youth to be released
- Club is not responsible for walking youth in transition from the Club to home

## LATE PICK-UP

1st Occurrence:

- Verbal reminder

2nd Occurrence:

- Written reminder

3rd Occurrence:

- Eligibility for further participation in program can be in question

Note:

- After 30 minutes without a parent/guardian/authorized contact, local police department will be contacted

## HEALTH PROCEDURES

Guidelines for Youth Health:

- If youth are experiencing any illness they should not attend the Club
- Youth who develop symptoms of a contagious illness are not eligible to return to Club until 24 hours from initial intake of medication or per instructions of a health care professional
- Youth with any signs of head lice, bugs or eggs, must be treated and clear of head lice BEFORE returning to the Club

Contact to Parent/Guardian:

- Made if youth are not feeling well or symptoms of illness are observed
- Immediate pick-up is expected

## EXPECTATIONS

### Youth Expectations:

- Be respectful to...yourself, other youth, staff, and the Club
- Be responsible for...your own actions, participation, personal belongings
- Be safe...keep body and objects to yourself, remain in your scheduled activity
- Active participation in programs and activities

### Parent/Guardian Expectations:

- Communicate any contact information changes
- Communicate any absences via Remind or email
- Encourage youth participation in programs and activities
- Arrange for youth to be picked up on time
- If contacted to pick-up youth due to sickness/behavior, communication for pick-up must be arranged within 30 minutes

## PERSONAL BELONGINGS

### What to Bring:

- Outside shoes/socks
- School belongings
  - Youth will not be allowed back to their classrooms or lockers
- Seasonal items
  - Winter gear, sweatshirt, etc.

### What Not to Bring:

- Toys
- Stuffed animals
- Trading cards
- Electronics
- Gum
- Valuables

### Note:

- Club is not responsible for any lost, stolen, or damaged belongings.

### Lost and Found:

- Located in the Club office
- On Fridays, any items will be moved to the end of the Kindergarten hallway

## DAILY SCHEDULE

### Monday, Tuesday, Thursday, Friday

- 3:00p: Check-In/Snack
- 3:15p: Meet-Up/Buddy-Up
- 3:30p: Recess
- 4:00p: Academic Enrichment
- 4:30p: Academic Enrichment
- 5:00p: **Structured Group Activity**

### Wednesday

- 2:00p: Check-In/Snack
- 2:15p: Meet-Up/Buddy-Up
- 2:30p: Recess
- 3:00p: Academic Enrichment
- 3:30p: Academic Enrichment
- 4:00p: Structured Group Activity
- 4:30p: Structured Group Activity
- 5:00p: Structured Group Activity

## BEHAVIOR POLICY

### Behavior Policy:

- Behavior correction
- Minor Guidance Report
- 2nd Minor Guidance Report
- Major Behavior Report
  - Conference with Unit Director
  - Consequence determined by Unit Director

### Note:

- Continuous Minor Guidance Reports or an automatic Major Guidance Report may result in suspension from the Club

### Suspension Procedure:

- 1st suspension = 1 day
- 2nd suspension = 3 days
- 3rd suspension = 2 weeks, or to the discretion of the Unit Director
  - Success Plan to be completed and parent/guardian meeting to discuss the Success Plan is required before youth can return to the Club

### Note:

- Consequences and suspensions may vary depending on the situation or incident and are at the discretion of the Unit Director

## TECHNOLOGY USE POLICY

### Technology Use Times:

- Snack
- Recess

### Technology Expectations:

- Youth are expected to put their technology away in their backpack while programs and activities are being implemented

### Technology Use Policy:

- Policy is attached to acceptance/orientation email

## SAFETY POLICY

The safety and well-being of Club youth is our top priority. Boys & Girls Clubs of Sheboygan County is dedicated to creating a safe, positive environment so youth have every opportunity to be successful in life.

The Club regularly updates safety policies, program, and training for staff and volunteers that are designated to promote child safety and protect youth from threats present in our society.

Visit the Boys & Girls Clubs of Sheboygan County Safety page for more information.

- <https://thepositiveplace.com/safety/>