



BOYS & GIRLS CLUB
OF KENOSHA

Youth Center Member/Parent Handbook

Boys & Girls Club of Kenosha

Natalie & Dennis Troha Youth Center

1330 52nd Street

Kenosha, WI 53140

Monday – Thursday 2:30pm – 6:45pm

Youth center closes at 7pm

Friday 11:30am – 4:45pm

Youth Center closed at 5pm

***Non – School Days: 12:00pm – 4:45pm**

Youth Center closes at 5pm

*Extended morning hours available *

WELCOME TO THE BOYS & GIRLS CLUB OF KENOSHA!

We are excited that you have chosen the Club to provide your child with a positive after school experience!

Here at the Boys & Girls Club of Kenosha, we believe in the importance of building values and self-esteem among youth. Your child will have the opportunity to explore programs that are unique and fun while also focusing on their academic and social development.

At the Club, we offer each member a fun and safe environment to experience unique opportunities where youth can learn and develop. We believe that all youth can be successful and are passionate about helping them to create great paths for their futures.

Our Mission:

“To inspire and enable all youth, especially those who need us most, to realize their full potential as productive, caring, and responsible citizens.”

Membership Information

Membership is open to all youth ages 6 to 12, regardless of race, color, religion, or national origin.

An annual membership fee of \$20 per child is required. Families with two or more children can opt for a family membership fee of \$30 annually.

Please note that additional fees may apply for select programs, including AM Adventures, sports programs, and field trips.

Club Policies

Members aged 12 and under: May not leave and return to the Club on the same day.

Membership Guidelines and Communication

Membership forms must be kept current and renewed annually. It's essential to update contact information promptly as changes occur. Every member must have a valid phone number on file to reach parents or guardians at any time, as well as two emergency contact numbers.

The Troha Youth Center is not a daycare facility. We provide high-quality enrichment activities to foster positive youth development and work actively to prevent gang involvement, as well as drug and alcohol use.

Parental Involvement and Communication

Get involved! We encourage all parents to volunteer at our Club. It is a wonderful opportunity to experience firsthand the impactful work we do.

Our program is grounded in mutual respect. We welcome and encourage open communication about all experiences your child has at the Club, whether positive or negative. Your feedback is invaluable in ensuring we provide the best environment for your child's growth and development.

Youth Center Contact Information

Boys & Girls Club of Kenosha Front Desk: 262.654.6200

Youth Center Membership Desk: 262.653.7328

Missy Leavy, Director of Youth Services: 262.653.7326
mleavy@bgckenosha.org

Brianna Price, Youth Center Coordinator: 262.653.7307
bprice@bgckenosha.org

Andreian Cunningham, Youth Center Site Director: 262.653.7328
acunningham@bgckenosha.org

Guest Policy

- Members may bring one guest per week for a period of one day.
- Former members are not eligible to visit as guests. They must renew their membership before returning to the Club.
- A person may only visit the Club as a guest once. To return, they must become a member.
- All guests must stay with the member who accompanied them. If the member leaves, the guest must leave as well.
- Guests must be between the ages of 6 and 12.
- Guests are required to adhere to all Boys & Girls Club of Kenosha rules and policies. Members are responsible for informing their guests of these rules. Ignorance of the rules is not an excuse, and the member will be held accountable for their guest's actions, including any damages.

Volunteers


Volunteers are always welcome to assist with our programming and special events!

All volunteers must submit a completed application, which includes a background check. Once the background check is complete, volunteers are required to attend an orientation session before being assigned to a program area.

Safety

The Boys & Girls Club of Kenosha is committed to maintaining a safe environment for all members. In the event a member is injured while in our care, the following steps will be taken:

- **Contact the member's parent/guardian.**
- **If the parent/guardian cannot be reached, contact emergency contacts.**
- **Call 911 if necessary.**
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For more information, please visit our [safety page](#) on our website. 

Youth Center Hours of Operation

School Year

Monday – Thursday: 2:30pm – 6:45pm (*Youth Center closes at 7:00pm*)

Friday: 11:30am – 4:45pm (*Youth Center closes at 5:00pm*)

Please note that our youth center hours may occasionally change due to school schedule adjustments and special Club activities. All changes will be posted in advance. If you have any questions about our hours, please feel free to contact us.

Non-School Days

The Troha Youth Center may be open on days when KUSD is closed. Hours of operation on non-school days are: 7:00am – 12:00pm (Available for \$18 each non-school day; \$70/week/child); 12:00pm – 4:45pm (Free of charge for members). *The Youth Center is closed at 5:00pm*

Pick Up Policy

Members are permitted to walk home only if the following conditions are met:

- The parent/guardian has communicated directly with the Director of Youth Services and/or Youth Center Coordinator.
- A "Permission to Walk" form has been completed and submitted.

Late Pick up

Members must be picked up promptly at the time the Club closes. Failure to do so will result in the following consequences:

- **1st offense:** Verbal Notice
- **2nd offense:** Written Notice
- **3rd offense:** Suspension of youth from the Boys & Girls Club for one week.

If a member is not picked up within 15 minutes after closing and club staff are unable to reach all provided contacts, local police or Crisis Intervention will be notified.

In case of an emergency, please contact the Youth Center Membership desk so that staff can be informed. Members are not permitted to wait alone outside or near the Club before or after operational hours.

A Typical Day at The Club

Each day, youth participate in programs tailored to their grade level. Our core programs include art, technology, recreation/gym, and homework assistance. Additionally, we offer a range of enrichment programs throughout the school year and summer months. Members have numerous opportunities to develop skills, explore interests, and build friendships daily.

Homework assistance is available during Power Hour, which is Monday through Thursday at 4:00 PM and Friday at 1:00 PM. While we provide support, we cannot guarantee that all homework will be completed.

Daily Schedule

Monday - Thursday

| | |
|-----------------|--|
| 2:30pm – 4:00pm | Member's Choice |
| 4:00pm – 5:00pm | Power Hour / Homework |
| 5:00pm – 5:30pm | Dinner (K-3 rd) & Enrichment Programming (4 th -6 th) |
| 5:30pm – 6:00pm | Dinner (4 th -6 th) & Enrichment Programming (K-3 rd) |
| 6:00 – 6:45pm | Member's Choice |

Friday

| | |
|------------------|--|
| 11:30am – 1:00pm | Member's Choice |
| 1:00pm – 2:00pm | Power Hour / Homework |
| 2:00pm – 4:00pm | Enrichment Programming |
| 4:00pm – 4:30pm | Dinner (K-3 rd) & Enrichment Programming (4 th -6 th) |
| 4:30pm – 5:00pm | Dinner (4 th -6 th) & Member's Choice |

***During Members Choice, members can go to any of the open rooms (i.e., art, computer lab, or games room)**

Daily Check In/Out

All members are required to check in at the Youth Membership Desk upon arrival at the Youth Center. Members must also check out at the same desk when leaving the center each day.

Weather-Related Closures

The Troha Youth Center will be closed on days when KUSD closes due to adverse weather conditions.

In the event of an early school dismissal due to weather, the Troha Youth Center will close if KUSD announces the early dismissal before 12:00 PM. If the announcement is made after 12:00 PM, the Youth Center will remain open.

Holidays (CLUB CLOSED)

The Club will be CLOSED on the following dates:

- New Year's Eve & New Year's Day
- Memorial Day
- Independence Day / 4th of July
- Labor Day
- Thanksgiving & day after Thanksgiving
- Christmas Eve & Christmas Day

Personal Items

To prevent damage, loss, or theft, we discourage members from bringing valuable items to the Club. Any necessary personal items should be kept in the member's backpack.

The Boys & Girls Club of Kenosha is not responsible for lost, stolen, or damaged items.

Only adults are permitted to search the lost and found. At the end of each month, unclaimed items are donated to local organizations such as the Salvation Army, Goodwill, or a recycling center.

The following items are not allowed at the club:

| | |
|---------------------------|---------------------|
| • Weapons | • Illicit Materials |
| • Sunflower seeds | • Slime |
| • Tobacco, alcohol, drugs | • Tablets, iPads |

Illness Policy

Youth Center staff will observe each child daily for signs of illness. If your child exhibits any symptoms or illness, you will be contacted to pick them up. For the safety of all children and staff, and to ensure your child's comfort, they must be picked up within one hour.

If your child did not attend school due to illness, they are not permitted to come to the Club that day.

Please do not send your child to the Club if they have lice, the flu, a fever, or any other contagious illness. Members who have had the flu may return 24 hours after their fever has subsided. Members with lice may return only with a doctor's note confirming it is safe. Members with strep throat may return 24 hours after starting antibiotics.

Medication

The Boys & Girls Club of Kenosha staff are **NOT** allowed to administer any prescription or non-prescription medicine to members at any time. Band-Aids and ice packs will be the only first aid provided.

Youth Center Phone Policy

Cellphones are allowed but must be stored in the member's backpack during programming hours. Members may request to use the Youth Center phone for necessary calls only. Messages for members can be left at the desk.

For emergencies or if you need to contact your child, please call the membership desk at 262.653.7328, and we will have your child come to the phone.

The Boys & Girls Club of Kenosha is not responsible for lost, stolen, or damaged devices.

Computer Lab and Internet Use

The Boys & Girls Club of Kenosha provides computer labs for member use. Access to the internet is a privilege, and there are specific sites that members are prohibited from visiting.

Transportation

The Boys & Girls Club of Kenosha provides transportation from Brass, Bose, Curtis Strange, Frank, Grant, Grewenow, Harvey, Roosevelt, and Stocker Elementary Schools. To reserve a spot on the bus, sign-ups must be completed in person at the Boys & Girls Club of Kenosha. Please be aware that space is limited.

Transportation to the Club is a privilege, and members are expected to exhibit positive behavior on the bus. Any negative behavior will be addressed with the child and their parents. Repeated negative behavior may lead to suspension from the bus service.

Bus Rules:

1. **Safety First:** Do not engage in actions that could prevent the driver from safely operating the vehicle (e.g., keeping the aisle clear, using inside voices).
2. **Seating Requirements:** Members must remain seated and buckled in while the vehicle is moving.
3. **Safety and Conduct:** Avoid actions that could be dangerous or harmful to others on the bus (e.g., keeping hands to yourself, remaining seated).
4. **No Food or Drinks:** Food, drinks, and candy are not permitted on the bus.

Consequences for Rule Violations:

1. **First Offense:** Verbal warning.
2. **Second Offense:** Suspension from the bus.
3. **Repeated Violations:** Removal from the bus for the remainder of the school year.

Meal Program

The Boys & Girls Club participates in the Child and Adult Care Food Program (CACFP) which provides our member's, ages 6-18 years old, with a meal each day the Club is open. Members are provided a full meal that consists of a meat/meat alternative, fruit, vegetables, a grain and milk.

*Dinner is served: **Mon-Thurs from 5:00-6:00pm** and on **Friday from 4:00-5:00pm**.
On days the members are off school, lunch will be served from 12:00-1:30pm.*

For more information please visit: <https://www.bgckenosha.org/program-areas/youth-programs/food-program/>

Youth Center Rules and Expectations

1. Respect staff, other members and visitors
 - No fighting, bullying, use of profanity or inappropriate language will be tolerated
2. Members 12 and under may not leave and return to the club on the same day
3. Cellphones may only be used outside of programming hours
4. Dress in a way that is respectful to yourself and others
 - No hats, doo-rags, or sleepwear permitted
5. Running is only allowed in the gym and soccer field
6. Members may not hang out in the hallways or stairways
7. Food and drink are allowed only in designated eating areas

Behavior Management Policy

Our aim is to provide clear and straightforward guidance on acceptable and unacceptable behavior. If members disregard the Club rules and/or endanger themselves or their fellow members, they will be disciplined accordingly.

Please call the club and ask for a director if you have any questions concerning disciplinary measures or any other club activity.

Informal Guidance

Our staff is proactive in preventing negative behavior by closely observing behavioral and program operation cues. They are fair and consistent, taking immediate action to address negative behavior and acknowledge positive behavior.

As part of our informal guidance approach, a time-out may be used. This time-out is limited based on the specific issue and will not exceed 5-10 minutes, depending on the child's age.

If informal guidance methods are ineffective, the Youth Director and/or Coordinator may:

- Issue a warning or a suspension ranging from 1 day to 1 week, depending on the severity of the incident.
- Contact the member's parents by telephone to inform them of the behavior infraction and the corresponding warning or suspension.
- Provide parents with a copy of the discipline report.

Consequence Guidelines

**Please note exceptions may be made depending on circumstance. Rules are subject to change.*

- **Informal Guidance:** Warning (i.e., parent notification of issues)
- **1st Suspension:** Youth is not allowed to attend club for a certain number of days.
- **2nd Suspension:** Youth is not allowed to return to the club until a parent/guardian meeting is scheduled with Boys & Girls Club of Kenosha Staff (i.e., Director of Youth Services, Coordinator and/or Site Director)
- **3rd Suspension:** Youth is not allowed to return to the club until a 30-day suspension is complete.
- **4th Suspension:** Youth is not allowed to return to the club until their parent/guardian accompanies them for a day in the Youth Center (i.e., shadows the child for the day). During this time, a behavior action plan will be developed as well.

Permanent Suspension

Continued negative behavior that creates an unsafe program environment for fellow club members and/or staff may result in a youth's membership being revoked.

Zero Tolerance for the Following Negative Behaviors

The following negative behaviors will automatically result in suspension from the Boys & Girls Club of Kenosha:

- Fighting
- Disrespect towards staff and other club members
- Theft
- Threats to the safety of others
- Damage to Club property or equipment — A bill for any damage will be issued to the member's parent/guardian

Members are expected to accept disciplinary actions without incident. Failure to do so will generally result in more severe consequences, either in duration or intensity. Our staff members are trained to manage all situations within their program areas effectively. Any behavior that undermines their authority or disrupts control will not be tolerated.

If you have any questions or concerns, please feel free to contact us.