



**BOYS & GIRLS CLUB**  
OF OSHKOSH

2023

# Club Program Guide

PARENT HANDBOOK





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## About Us

For over 50 years, the Boys & Girls Club of Oshkosh has provided young people, ages 6-18, with a safe place to learn and grow after-school and in the summertime. We currently serve over 3,000 local youth through membership and outreach.

The Club offers a dynamic learning environment that includes fun and impactful age appropriate programs focused on developing healthy lifestyles, good character and citizenship and academic success, mentoring by caring adult professionals, free, healthy meals and outstanding facilities, all for an annual fee of only \$25 per child.

Our main Clubhouse is located in downtown Oshkosh, on the corner of Parkway Ave. and Broad St., and features an area specific to members in elementary and middle school (the Radford Center) as well as a space dedicated to teens (The CLUB Teen Center). The Club offers state-licensed, on-site after-school care in several local schools during the school year. The Club also owns a summer camp (Camp Radford), located on the Little Wolf River in New London, WI.

This guide applies to all youth who have a Boys & Girls Club of Oshkosh membership. This includes youth who participate in our Radford, Quest or Teen programs at our home location, school-site programs, or summer programs. In addition to this guide, the school-site programs also have a Parent Manual with rules and regulations specific to that licensed program which must also be followed.

## Mission

The Boys & Girls Club of Oshkosh's mission is to improve the lives of children and families.

## Vision

Our vision is to be a generation-changing leading provider of programs emphasizing youth development services and family outreach support to meet the needs of young people ages 6 to 18 years-old and their families.

## Boys & Girls Club Code

I believe in God and the right to worship, according to my own faith and religion.

I believe in America and the American way of life, in the Constitution and the Bill of Rights.

I believe in fair play, honesty and sportsmanship.

I believe in my Boys & Girls Club, which stands for all these things.



**BOYS & GIRLS CLUB**  
OF OSHKOSH



## Key Staff

- |  |  |  |
|--|--|--|
| <p><b>CEO</b><br/>Tracy Ogden - Ext. 116</p> <p><b>Administrative Services Coordinator</b><br/>Angela Koepke - Ext. 119</p> <p><b>Director of Club Operations</b><br/>Lindsay Clark - Ext. 114</p> <p><b>Director of Club Services</b><br/>Kevin Mueller - Ext. 121</p> <p><b>Director of Club Programming</b><br/>Lauren Nicholls - Ext. 137</p> <p><b>Director of Teen Services</b><br/>Sydney Hall - Ext. 127</p> <p><b>Director of Youth &amp; Family Engagement</b><br/>Danielle Bittelman - Ext. 124</p> | <p><b>Director of Social &amp; Emotional Wellness</b><br/>Ext. 123</p> <p><b>Behavior Intervention Specialist</b><br/>Victor Brandt - Ext. 135</p> <p><b>Academic Coordinator</b><br/>Susan Tesch - Ext. 120</p> <p><b>Big Futures Mentoring Coordinator</b><br/>Jay Gibson - Ext. 134</p> <p><b>Fitness &amp; Health Coordinator</b><br/>Noah Potratz - Ext. 125</p> <p><b>Radford Center Front Desk</b><br/>Ext. 110</p> <p><b>Teen Center Front Desk</b><br/>Ext. 117</p> | <p><b>After-School Site and CLC Site Contacts</b></p> <p><b>Director of Child Care</b><br/>Katrina Gesell - Ext. 131</p> <p><b>CARE &amp; School Site Coordinator</b><br/>Adam Cummings - Ext. 126</p> <p><b>Graduate &amp; Career Coordinator Oshkosh North</b><br/>Jed Carlson - (920) 252-5589</p> <p><b>Graduate &amp; Career Coordinator Oshkosh North</b><br/>Tim Lange - (920) 420-4565</p> <p><b>Graduate &amp; Career Coordinator Oshkosh West</b><br/>Jessica McKenna - (920) 410-9442</p> |
|--|--|--|

## Staff and Volunteers

A staff member oversees each of our designated program areas. All full-time staff are trained youth development professionals and receive first aid, CPR and child abuse training. Volunteers often support our staff. Both volunteers and staff must pass a state and national background check prior to being hired and yearly thereafter. Our staff members and volunteers are attentive to providing the safest environment possible.



## Programs

While at the Club, members participate in a variety of programs which have been nationally proven to address today's most pressing youth issues and assist in teaching young people the skills they need to succeed in life. This includes:

- **Character and Leadership**
- **Academic Success and Life Skills**
- **Healthy Lifestyles**
- **The Arts**
- **Sports, Fitness and Recreation**

Club programs and services promote a sense of:

- **Competence**
- **Usefulness**
- **Belonging**
- **Power of Influence**
- **Self Confidence**
- **Mental Wellness**

More detailed information about specific programs can be found on pages 15-28 of this guide. You can always find the most current information and updates on our website at [bgcosh.org](http://bgcosh.org) and Club social media pages.

## Club Tours & Parent Orientation

If you would like a tour or are interested in taking part in a parent orientation, please contact the Club at (920) 233-1414. We look forward to meeting with you!

## Payment Information

Payments for membership, school-year and summer programs, field trips, non-school day programs, and spring break can be made through our online Parent Portal at [parentportal.bgcosh.org](http://parentportal.bgcosh.org).

Please note that CLC Site fees are collected by the school district. If you are interested in assistance or would like to make a payment on your account over the phone or in-person, please stop by the Club or contact the Radford Center front desk, (920) 233-1414, ext. 110.

Forms of payment include: credit or debit card, check, cash and automatic payments. Childcare assistance is accepted for licensed programs.



If for any reason your child or teen misses a school day, they may not attend the Club that day.

## Membership

Membership is open to all youth between the ages of 6 and 18\*, 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.

You can now use our Parent Portal to sign up to be a member and register for Club programming (including non-school days, early release field trips, Spring Break) – Register online at [parentportal.bgcosh.org](http://parentportal.bgcosh.org). Membership forms must be completed and signed by a parent/guardian each calendar year by September 1 (even if membership is simply being renewed). During the month of September, the Club will honor a grace period to ensure all memberships are updated. A scholarship application can be submitted by those experiencing a financial hardship to be reviewed by the Club.

**Club membership fees are \$25 for the first child, \$15 for the second child and \$10 for any additional children, not to exceed \$50 per family.** We are not able to prorate partial year memberships and memberships are non-refundable. Payments can be made through our online Parent Portal at [parentportal.bgcosh.org](http://parentportal.bgcosh.org). By Club policy, no youth is denied the opportunity to participate in regular Club programming because of an inability to pay. The Director of Club Services can be contacted for scholarship information and military family discounts at (920) 233-1414, ext. 121.

Information provided on membership forms is critical. We ask that every effort be made to present contact information that is both current and accurate. It is the parents'/guardians' responsibility to notify the Club of any changes to telephone numbers (home, work, emergency contacts, etc.) and/or changes in address information, as soon as such changes occur.

Additional fees may be charged for after-school care at school sites, certain field trips, summer programs, non-school days, and spring break week. All members who attend a Club program at a school site have access to the Club's facilities any time the Club is open after school. The Club is licensed for 5 and 6-year-old members to allow for safe participation in separate activities on non-school days and in the summertime.

It is understood that membership gives permission for photo and video release by the Club's Marketing Department, unless otherwise indicated by a parent/guardian.

It is also understood that pets may be in the Club occasionally. Please inform the Teen or Radford Center front desks of any allergies your child or teen may have.

### 5-year-old policy

*After-school program:* Child (age 5) must be in kindergarten to be registered.

*Summer program:* Child (age 5) must have completed kindergarten to be registered.



## Club Fees

### Annual Membership Fee

Boys & Girls Club of Oshkosh membership is annual and due on September 1. Club membership fees are \$25 for the first youth, \$15 for the second youth and \$10 for any additional youth, not to exceed \$50 per family. We charge nominal Club fees and offer scholarships for certain programs to families who are not able to pay.

### Non-School Day Fees

The Club is open on non-school week days during the school year. Children in grades K-6 will incur an additional fee of \$15 to attend the Club per non-school day. Registration will open separately for each non-school day as the date approaches and can be done online or in-person at the Club. Please visit our website for more information and the most up-to-date pricing. Youth in grades 7-12 are free and do not need to register.

### Spring Break Week Fees

There is an additional fee for youth in grades K-6 to attend Spring Break Week at the Club. Please visit our website for more information and most up-to-date pricing.

### After-School Care and CLC Site Fees

Please visit the After-School Care / CLC Site pages on our website for more information about program fees.

### Summer Fees

Summer fees are charged per week, not per day, which means the cost is the same whether a youth comes 3 or 5 days a week. Children who are 5-years-old and have already completed kindergarten are able to participate in the summer program. If you have an outstanding balance on your account, you will not be able to register for our summer program. Each family will be allowed one vacation week without charge. Please see our website for the most up-to-date pricing.

### Summer Field Trips

Field trips are included in the weekly fee for all programs except for the Teen Program. For Teens, there may be an additional cost to participate in field trips depending on where the field trip will be. The cost of each trip will vary. More information on planned summer field trips for all age groups will be sent home prior to the field trips taking place.



# Hours of Operation

## School Year Hours

The Club's school year program begins in September. The Club is open after school lets out for the day. Club hours for the school year are as follows:

	Radford Center	Quest Program	The CLUB Teen Center
<b>Monday</b>	2:45 p.m. - 6:00 p.m.	2:45 p.m. - 7:00 p.m.	3:30 p.m. - 7:00 p.m.
<b>Tuesday</b>	2:45 p.m. - 6:00 p.m.	2:45 p.m. - 7:00 p.m.	3:30 p.m. - 7:00 p.m.
<b>Wednesday</b>	2:45 p.m. - 6:00 p.m.	2:45 p.m. - 7:00 p.m.	3:30 p.m. - 7:00 p.m.
<b>Thursday</b>	2:45 p.m. - 6:00 p.m.	2:45 p.m. - 7:00 p.m.	3:30 p.m. - 7:00 p.m.
<b>Friday</b>	2:45 p.m. - 6:00 p.m.	2:45 p.m. - 7:00 p.m.	3:30 p.m. - 7:00 p.m.
<b>Saturday-Sunday</b>	The Club is closed for regular programming on Saturday and Sunday, however, special events are occasionally scheduled on weekends.		

*Hours are subject to change. Please visit the Club's website for the most up-to-date information.*

## Summer Hours

Summer hours begin in June and end in August. The Club is open 6:30 a.m. - 5:30 p.m. Monday-Friday.

## Club Hours on Non-school Days During the School Year

The Club operates under the Oshkosh Area School District Calendar. On non-school days, the Club will be open 6:30 a.m. - 5:30 p.m. The Club will be closed for Christmas Break from Dec. 26-30, 2022.





## Spring Break Hours

The Club opens at 6:30 a.m. and closes at 5:30 p.m. during spring break. Separate additional fees apply and registration is required. Breakfast, lunch and a snack will be served.

## After-School Care Sites and CLC Hours

The Club's school site programs, including CLC (Community Learning Center) programs, run from school dismissal until 6:00 p.m. (5:30 p.m. for South Park and Omro) during the school year. If school closes because of weather or other reasons, then the Boys & Girls Club school site or CLC site program will also be closed.

## Holiday Closures

The Club is closed for the following holidays every year: Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

## Weather Related Closings

On days that school is cancelled, the Club will strive to have our facilities open for youth by 8:00 a.m. (assuming road and weather conditions permit safe travel for staff). Facilities will be closed at 5:30 p.m. on those days.

Please verify that the Club is open by calling (920) 233-1414 after 7:00 a.m. or check the Club's Facebook page.

Please note that if the Oshkosh Area School District cancels after-school activities due to weather, Club-provided transportation may not run that night either.

Sign up for Remind and stay informed!



Receive important updates and information on weather-related closings and emergency situations. Text @bgcoshp18 to short code: 81010.





# Communication with Parents and Guardians



The Club uses Remind, a communication app that makes it easy for parents, guardians and teens to stay connected with the Club. We use Remind to share important things like emergency and weather related openings and closings as well as special events. Remind is free to use, and messages can be received by text or email.

★ Text: @bgcoshrp18 to short code: 81010 to sign up. ★

## E-Blasts

Sign up to receive monthly e-newsletters with important information for Club families about programs, events and special opportunities. To sign up, visit our website at [bgcosh.org](http://bgcosh.org) or contact the Marketing Director at (920) 233-1414, ext. 115. Program staff frequently use email to communicate additional information on a weekly basis to parents and guardians who have provided their email addresses. We encourage you to share your email address with your child's teacher.

# 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.



## Club Member Arrival and Departure Policies

When Club members enter our facility, they are required to scan their Club card into our member management system. When departing the Club, members are required to scan out with their card.

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

The CLUB Teen Center has an open door policy. Teens (13+) may depart from the Club at their own discretion.

## Adult Visitor Policy

In order to ensure safety for our Club members and staff, anyone who enters our building including all visitors, volunteers, parents/guardians must all check in at the Radford Center or Teen Center front desks. All adults are required to receive a volunteer or visitor pass before entering the building.

The Radford Center requires all youth ages 5-12 that depart from the Club to be picked up by an authorized adult or have a permission slip on file that allows them to leave the Club unaccompanied. Youth ages 5-6 may not leave the Club unless they have been signed out by an authorized adult.

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. The Club accepts no responsibility for members who choose to leave the Club. Please ensure that your contact information on file at the Club is up-to-date. If staff have concerns about a Club member's departure and/or safety, they will contact a parent/guardian.

## Youth Visitor Policy

Youth who are in 3rd grade and up may visit the Radford or Teen Center once before becoming a member. Youth must still check in at the Radford or Teen Center front desk and provide parent contact information beforehand, in case of emergency. Youth must become members before attending any of the Club's After School Care sites.



## Meals/Snacks

The Club understands and appreciates the need for a healthy diet for all of our Club members. It is our goal to encourage healthy eating habits that promote the well-being of our youth. Soda, energy drinks, fast food and unhealthy snacks are strongly discouraged.

The Club provides an after-school snack and dinner during the school year through funding provided by the U.S. Department of Agriculture (USDA) and the Child and Adult Care Food Program (CACFP). In addition, the Club serves breakfast, lunch, and a snack in the summertime and on non-school days, made possible through funding from the USDA and the Summer Food Service Program (SFSP).

In accordance with the Federal Law and USDA policy, our institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

Please notify the Club if your child or teen has any food allergies or dietary concerns. Menus are posted outside of the Club kitchen one week in advance. A weekly menu can also be obtained by calling the Radford Center front desk at (920) 233-1414 ext. 110. Members may bring their own meals and snacks if they choose.

The Club has a designated area for eating. Please keep food and drinks out of areas where such items are prohibited (Learning Center, Computer Lab, Gym, etc.) Water fountains are available. Water bottles are strongly recommended during the summer months when temperatures and humidity can cause exhaustion. Please have any items you bring to the Club (lunchboxes, water bottles, etc.) labeled with the youth's first and last name.

## Transportation

The Club provides transportation from several Oshkosh schools to the Boys & Girls Club each afternoon of the school year.

There is no cost, but registration is required for this service. Seats available are on a first-come, first-served basis. Club members who would like to use our transportation must have a current Club membership on file.

Please note that if the Oshkosh Area School District cancels after-school activities due to weather, Club-provided transportation may also be canceled. Please check our website at [bgcosh.org](http://bgcosh.org) to see the most updated list of school from which we provide Club transportation.

### More Information

Contact Lindsay Clark, Senior Director of Operations, at (920) 233-1414 ext. 114 if you would like more information on the Club's busing services.

### The City of Oshkosh Public Transportation

All students can take the city bus to the Club at no cost when they show a student ID.



# School Year Program Offerings

The Boys & Girls Club of Oshkosh offers quality programs taught by caring professional staff that have proven successful in thousands of Clubs nationwide. These programs address today’s most pressing youth issues and assist in teaching young people the skills they need to succeed in life. Unless otherwise stated, these programs run throughout the school year at different times and do not require special sign-ups for youth to participate. Our programs fall under the following categories:

## Academic Success and Life Skills

What do you want to be when you grow up? No matter how a youth answers that question, we want to help them build a strong foundation to realize their goals. Our educational programs allow young people to explore their options and reach their full potential. We are growing tomorrow’s leaders today.

## The Arts

Our arts programming enables young people to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts, and creative writing. Club members participate in a wide variety of activities from storytelling, writing, musical performances, drawing, painting and working with clay. Special activities are planned and conducted quarterly to generate enthusiasm for the arts and cultural diversity.

## Healthy Lifestyles

The Boys & Girls Club of Oshkosh health and life skills programming teaches the importance of setting personal goals and developing the competencies necessary to live successfully as self-sufficient adults. Programming emphasizes good nutrition, regular physical activity and improving overall well-being.

## Character and Leadership

Our goal in our Character & Leadership programming is to build the skills needed today to be effective leaders tomorrow. We empower our young people to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process, and respect their own and others’ cultural identities.

## Sports, Fitness & Recreation

Engagement. Teamwork. Dedication. Our young people learn these valuable lessons when they are pushed to excel and given the skills to accomplish their goals. Our sports, fitness & recreation programs focus on meeting each youth where they are at and helping them set goals to reach the next level.

▶ **100%**   
of Club member participate in weekly Mental Health Programming.



# Radford Program Highlights: K-2nd Grade

Questions about our Radford Program? Contact Lauren Nicholls, Director of Club Programming at (920) 233-1414 ext. 137

## STEM

The Club provides opportunities in science, technology, engineering and mathematics (STEM). Each week, youth participate in innovative and creative activities that center around these topics.

## Quirkles

The Quirkles® are 26 imaginary scientists that help children develop a love and appreciation of science and literacy. Each letter of the alphabet has a science subject, a book to read, and fun experiments!

## Power Hour

Power Hour offers a structured time and place for Club staff, academic tutors and volunteers to help members understand and complete their homework assignments and turn them in on time. Members are better prepared for classes and proud of their hard work and accomplishments. This program also provides high-yield activities that help members become self-directed, resourceful and independent learners.

## Arts

Club members create beautiful creations in the art and crafts room by expressing themselves through a variety of projects. Members can participate in activities such as painting, jewelry making, clay sculpting, and much more on a daily basis. They create computer-generated digital art through animated lessons online and participate in instructor-led group activities.

## Youth of the Month

Each month, staff choose a member from each program area to be the Youth of the Month. Chosen members have shown exceptional growth in Health & Wellness, Academic Success and/or Character & Leadership. These members are recognized with a special dinner and award at our annual Youth of the Year Dinner event. This event gives members ages 6-18 the opportunity to showcase their leadership ability and be recognized among their peers.

## Character, Etiquette and Afternoon Tea

Club girls ages 7-10 have the opportunity to participate in a special summer-only program where they learn about manners, self-esteem, healthy lifestyles, how to treat others and themselves with respect, and more. The Afternoon Tea event is their reward for completing six character and etiquette classes. Sign up for this program is required.

★ To see more photos of the exciting things taking place at our Club, please visit our Facebook page. ★



## Social & Emotional Learning (SEL)

Social & Emotional Learning (SEL) is incorporated into weekly classroom lessons. SEL programming covers topics such as self-awareness, relationship skills, self-management, responsible decision making and social awareness.

Our Director of Social & Emotional Wellness provides individual skill development to members and is available on a drop-in basis for members who need a safe space to talk. For members who may need additional services, the Director provides referrals to appropriate resources.

Lastly, the Club has a Zen Den that is a safe space for Club members to go when they feel like they need some time to breathe and calm down. This room is not meant for disciplinary measures but instead a space for members to go before they escalate. They can lay down, count to five, get some energy out, complete a mental wellness worksheet and more!

## Triple Play

Triple Play improves Club members' knowledge of healthy habits, increases the number of hours per day they participate in physical activities, and strengthens their ability to interact positively with others and engage in positive relationships.

## Fitness Challenges

Join the Club's Fitness & Health Coordinator in weekly fitness challenges. Challenges include eating well, exercise, mindfulness, and overall healthy tasks such as getting enough sleep, drinking water, trying a new food or meditation.

## Garden Club

Using our four raised garden beds at the Club members can experience planting, caring for, and making healthy foods with fresh produce.

## Healthy Habits

Healthy Habits emphasizes good nutrition, regular physical activity and improving overall well-being. As a part of the program, kids have the opportunity to prepare tasty and healthy snacks using typical ingredients found at home.

► The Club currently serves  
**1,500**   
healthy meals & snacks  
weekly to Club members  
at no cost.



## Radford Program Highlights: K-2nd Grade

### Sports

Engagement. Teamwork. Dedication. Our young people learn these valuable lessons when they are pushed to excel and given the skills to accomplish their goals. Our sports, fitness and recreation programs focus on meeting each youth where they are at and helping them set goals to reach the next level. Kids have a variety of opportunities such as basketball, soccer, volleyball, swimming, active games and more! We also have our Little Brewers Summer Baseball League, which is open to all members between the ages of 7-12.

### Swimming

In partnership with the Oshkosh YMCA, we provide a water safety class for our younger members. This class gives members the basics of staying safe around water and basic swimming skills.

### Youth for Unity

It is important for Club staff to partner with youth to create a safe, supportive and inclusive environment. Within this nurturing environment, young people need transformative opportunities and experiences to practice social and emotional development, specifically empathy for others. BGCA's Youth for Unity program provides youth and parents with the groundwork that will help them better understand diversity and combat prejudice, bigotry and discrimination. This program consists of a comprehensive, broad-based set of activities and conversation starters that build the capacity of local Clubs to help members appreciate themselves as unique and special individuals; understand our society's diversity; recognize bias and unfairness; and take personal leadership in confronting bias.



▶ **100%**   
of Club members are  
physically active for at least  
30 minutes every day that  
they attend the Club





## Quest Program Highlights: 3rd-6th Grade

Questions about our Quest Program? Contact Lauren Nicholls, Director of Club Programming at (920) 233-1414 ext. 137

### STEM

The Club provides opportunities in science, technology, engineering and mathematics (STEM). Each week, youth participate in innovative and creative activities that center around these topics.

### Power Hour

Power Hour offers a structured time and place for Club staff, academic tutors and volunteers to help members understand and complete their homework assignments and turn them in on time. Members are better prepared for classes and proud of their hard work and accomplishments. This program also provides high-yield activities that help members become self-directed, resourceful and independent learners.

### Reading Program

Our reading program provides a time for youth to work on their reading skills aloud and during quiet reading time. Kids will get to choose from a variety of books from our library and will work towards a goal each month to have a specified number of reading minutes.

### NBA Math Hoops

NBA Math Hoops leverages the game of basketball to build fundamental math and social-emotional skills through a physical and digital basketball-themed board game, a curriculum, and a community program experience. Youth discover a new way of learning that is fun, highly engaging, and results in academic and social-emotional growth. This program is managed by Learn Fresh, a 501(c)3 nonprofit, in association with NBA Cares.

### Arts

Our arts programming enables young people to develop their creativity and cultural awareness through knowledge and appreciation of visual and tactile arts and crafts, performing arts, and creative writing. Club members participate in a wide variety of activities from storytelling, writing, musical performances, drawing, painting and working with clay. Special activities are planned and conducted quarterly to generate enthusiasm for the arts and cultural diversity.

### Youth of the Month

Each month, staff choose a member from each program area to be the Youth of the Month. Chosen members have shown exceptional growth in Health & Wellness, Academic Success and/or Character & Leadership. These members are recognized with a special dinner and award at our annual Youth of the Year Dinner event. This event gives members ages 6-18 the opportunity to showcase their leadership ability and be recognized among their peers.

### Character, Etiquette and Afternoon Tea

Club girls ages 7-10 have the opportunity to participate in a special summer-only program where they learn about manners, self-esteem, healthy lifestyles, how to treat others and themselves with respect, and more. The Afternoon Tea event is their reward for completing six character and etiquette classes. Sign up for this program is required.



## Quest Program Highlights: 3rd-6th Grade

### Social & Emotional Learning (SEL)

The Club's Director of Social & Emotional Wellness plans weekly programming around age-specific social and emotional development. SEL programming covers topics such as self-awareness, relationship skills, self-management, responsible decision making and social awareness.

Additionally, our Director of Social & Emotional Wellness provides individual skill development to members and is available on a drop-in basis for members who need a safe space to talk. For members who may need additional services, the Director provides referrals to appropriate resources.

Lastly, the Club has a Zen Den that is a safe space for Club members to go when they feel like they need some time to breathe and calm down. This room is not meant for disciplinary measures but instead a space for members to go before they escalate. They can lay down, count to five, get some energy out, complete a mental wellness worksheet and more!

### Fitness Challenges

Join the Club's Fitness & Health Coordinator in weekly fitness challenges. Challenges include eating well, exercise, mindfulness, and overall healthy tasks such as getting enough sleep, drinking water, trying a new food or meditation.

### SMART Moves

SMART Moves is a small-group health, fitness, prevention education, and self-esteem enhancement program designed to meet the development needs of youth ages 8-12. Through dynamic sessions, participatory activities, field trips, and mentoring opportunities, Club youth explore their social attitudes and values. They build skills for healthy eating and physical health and develop positive relationships with peers and adults.

### Triple Play

This Boys & Girls Clubs program promotes health among youth through the areas of mind, body and soul. Youth build social and emotional skills that better equip them to overcome negative factors that can prevent them from growing into healthy, productive adults.

### Garden Club

Using our four raised garden beds at the Club and our collaboration with Growing Oshkosh members can experience planting, caring for, and making healthy foods with fresh produce.

### Healthy Habits

Healthy Habits emphasizes good nutrition, regular physical activity and improving overall well-being. As a part of the program, kids have the opportunity to prepare tasty and healthy snacks using typical ingredients found at home.



## SMART Girls

SMART Girls is a small-group health, fitness, prevention/ education and self-esteem enhancement program designed to meet the development needs of girls in three age groups, spanning ages 8-18. Through dynamic sessions, participatory activities, field trips and mentoring opportunities with adult women, Club girls explore their own social attitudes and values as they build skills for eating right, staying physically fit, getting good health care and developing positive relationships with peers and adults.

## Sports

Engagement. Teamwork. Dedication. Our young people learn these valuable lessons when they are pushed to excel and given the skills to accomplish their goals. Our sports, fitness, and recreation programs focus on meeting each youth where they are at and helping them set goals to reach the next level. Kids have a variety of opportunities such as basketball, soccer, volleyball, swimming, active games and more! We also have our Little Brewers Summer Baseball League, which is open to all members between the ages of 7-12.

## STEP UP

STEP UP is an anti-bullying program aimed at decreasing gang involvement and negative interactions between police and youth. Local law enforcement officers from the Oshkosh Police Department work weekly with youth promoting academic success through tutoring, building healthy relationships and positive interactions, and having fun! STEP UP meets weekly and is for youth in grades 5-12.

## Torch Club

Torch Club is a chartered, small-group leadership and service club for middle school-aged boys and girls. Torch Club is a powerful vehicle through which Club staff can help meet the special character development needs of younger adolescents at a critical stage in their life. Torch Club members learn to elect officers and work together to implement activities in four areas: service to Club and community, education, health and fitness, and social recreation. Torch Club meets weekly.

## Tween Nights

Tween Nights run in fall and spring and are on Tuesdays from 6-7 p.m. Each week kids can participate in themed activities outside of our regular programming. Themes can include game shows, pizza or baking cook-offs, club jeopardy, staff vs. kids volleyball games, or holiday themed crafts.

## **BIG FUTURES** MENTORING PROGRAM AT THE CLUB

The Big Futures Mentoring Program at the Club is a collaborative effort of the Boys & Girls Club of Oshkosh and Big Brothers Big Sisters of East Central Wisconsin that matches adult mentors with youth in 5th through 8th grade at the Boys & Girls Club. The program focuses on helping youth grow academically, improve leadership and social-skill development, build on career interests, and do fun activities with their mentor! Youth will meet with their mentors on average for 2-3 hours each month and can meet at the Club or at school. They will also get access to all Club spaces and programs such as basic needs, mental health support, active time in the gym, and more.



## Teen Program: 7th-12th Grade

Questions about our Teen Program? Contact Danielle Bittelman, Director of Youth & Family Engagement and interim Teen Center manager at (920) 233-1414 ext. 124.

### Teen Cuisine

Teen Cuisine is a fun program where teens prepare snack items for themselves and their peers. This teaches them how to prepare simple dishes as well as responsible usage of kitchen equipment. The food will vary every week so teens will learn a variety of snack recipes.

### Triple Play

This Boys & Girls Clubs program promotes health among youth through the areas of mind, body and soul. Youth build social and emotional skills that better equip them to overcome negative factors that can prevent them from growing into healthy, productive adults.

### Career Launch

Career Launch is a Boys & Girls Club program that helps teens in high school explore a broad range of possible career choices, match their interests to career clusters, and identify the skills and education needed for their desired career path. Activities include resume building, designing a personal career plan, and preparing for interviews. Career Launch is designed to support teens in preparing for their first job by gaining valuable professional development skills and making goals for their future after high school. This program is built into other teen Club programs like our Professional Development Workshop, Big Futures Mentoring program, and Keystone Leadership Club. Activities are facilitated both one on one and in a group.

### College Visits

Teens have monthly opportunities to tour colleges located in Wisconsin and learn about post-secondary education options. Locations will be based on availability of tours. Contact one of our Graduate & Career Coordinators for more information at (920) 233-1414.

### Professional Development Workshop

Teens ages 14 and older are invited to participate in a professional development workshop. During this three-session program, teens learn how to prepare for an interview, answer questions appropriately, and fill out job applications. After the three sessions, teens will participate in mock interviews with area businesses and organizations with the possibility of being offered a part-time job, job shadow, or internship.

### BE GREAT: Graduate Program

Club members in grades 10-12 will work with a Graduate & Career Coordinator to stay on track with grades, attendance, and credit accumulation. The goal is to have members graduate from high school on time with a plan to be college, community, or career ready following their graduation. The program coordinator also works with members post-graduation to help with services for employment, education, etc. The Club currently has coordinators at Oshkosh West and Oshkosh North high schools.



## Drivers Education

Drivers Education is partnered with Cruisin' Safely Motorcycle & Driving Instruction, LLC. Teens ages 15 ½ and older are invited to sign up for this program. Teens will attend five in-person classes and are required to complete 20 online lessons to become eligible to take their Driver's Permit Test. For more information or to sign up, contact our Driver's Education Coordinator at 920-233-1414, ext. 126. Scholarships are available.

## STEP UP

STEP UP is an anti-bullying program aimed at decreasing gang-involvement and negative interactions between police and youth. Local law enforcement officers from the Oshkosh Police Department work weekly with youth promoting academic success through tutoring, building healthy relationships and positive interactions and having fun!

## Passport to Manhood

Passport to Manhood represents a targeted effort to engage young boys in discussions and activities that reinforce character, leadership and positive behavior. Each participant receives a "passport" to underscore the notion that he is on a personal journey of maturation and growth. Each of the program's 14 sessions uses interactive activities to focus on a specific aspect of character and manhood. Boys will also learn about the importance of giving back to the community.

## High School Book Club

Did you know that talking about what you are reading is a great way to become a better reader? We will read books about unique characters who face interesting challenges and discuss what we've read in a group setting.

## STEM

The Club provides opportunities in science, technology, engineering and mathematics (STEM). Each week, youth participate in innovative and creative activities that center around these topics.

## Power Hour

Power Hour offers a structured time and place for Club staff, academic tutors and volunteers to help members understand and complete their homework assignments and turn them in on time. Members are better prepared for classes and proud of their hard work and accomplishments. This program also provides high-yield activities that help members become self-directed, resourceful and independent learners.

## Money Matters

Money Matters is designed to help teens with proper money management and provide them the skills to enter the working world. Teens learn how to open a savings account, be responsible with credit and debit cards, and much more.



## Teen Program: 7th-12th Grade

### Fine Arts

This year-round program encourages artistic expression through visual arts, including monochromatic and multi-colored drawing, oil painting and watercolor, printmaking, collage, mixed media, pastels, and group projects. Members have the opportunity to create artwork for display.

### Digital Arts

The Digital Arts Suite teaches members how to create computer-generated art. In each of the six programs (Animation Tech, Design Tech, Game Tech, Photo Tech, Music Tech and Movie Tech), members advance through three levels of animated lessons online and participate in instructor-led group activities.

### Fitness Challenges

Join the Club's Fitness & Health Coordinator in weekly fitness challenges. Challenges include eating well, exercise, mindfulness, and overall healthy tasks such as getting enough sleep, drinking water, trying a new food or meditation.

### Sports

Engagement. Teamwork. Dedication. Our young people learn these valuable lessons when they are pushed to excel and given the skills to accomplish their goals. Our sports, fitness and recreation programs focus on meeting each youth where they are at and helping them set goals to reach the next level. Teens have a variety of other opportunities such as flag football, NFL Alumni Football Camp in the summer with Green Bay Packers alumni, basketball, soccer, volleyball, swimming, active games and more!

### NBA Math Hoops

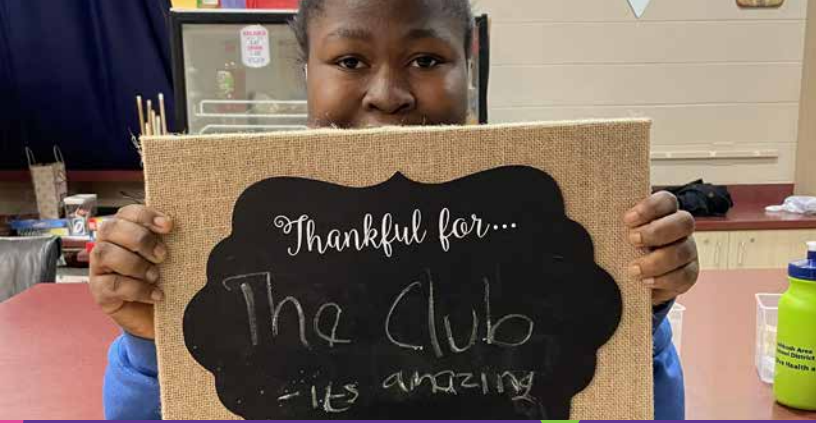
NBA Math Hoops leverages the game of basketball to build fundamental math and social-emotional skills through a physical and digital basketball-themed board game, a curriculum, and a community program experience. Youth discover a new way of learning that is fun, highly engaging, and results in academic and social-emotional growth. This program is managed by Learn Fresh, a 501(c)3 nonprofit, in association with NBA Cares.

### Social & Emotional Learning (SEL)

Social & Emotional Learning (SEL) is incorporated into weekly classroom lessons. SEL programming covers topics such as self-awareness, relationship skills, self-management, responsible decision making and social awareness.

Our Director of Social & Emotional Wellness provides individual skill development to members and is available on a drop-in basis for members who need a safe space to talk. For members who may need additional services, the Director provides referrals to appropriate resources.

Lastly, the Club has a Zen Den that is a safe space for Club members to go when they feel like they need some time to breathe and calm down. This room is not meant for disciplinary measures but instead a space for members to go before they escalate. They can lay down, count to five, get some energy out, complete a mental wellness worksheet and more!



## H.O.P.E. Group

Run by Solutions Recovery, Inc., this group talks about healthy boundaries, living with family who may have mental health struggles or suffer from addiction, how to take care of yourself, and early intervention and prevention. This group promotes resiliency and empowers adolescents to develop a strong and healthy wellbeing. H.O.P.E. group includes weekly topics, activities and occasional guest speakers.

## Keystone Leadership Club

Keystone is the Boys & Girls Club Movement's ultimate teen program! This unique leadership development experience provides opportunities for young people ages 14 to 18. Youth participate both onsite at the Club and at offsite locations in activities in three focus areas: academic success, career preparation, and community service. With the guidance of an adult advisor, Keystone Club aims to have a positive impact on members, the Club, and the community.

## Youth of the Month

Each month, staff choose a member from each program area to be the Youth of the Month. Chosen members have shown exceptional growth in Health & Wellness, Academic Success and/or Character & Leadership. These members are recognized with a special dinner and award at our annual Youth of the Year Dinner event. This event gives members ages 6-18 the opportunity to showcase their leadership ability and be recognized among their peers.

## Youth of the Year

Established in 1947, Youth of the Year is the Boys & Girls Club of America's premier recognition program for Club teens, promoting service to Club, community and family; academic success; strong moral character; life goals; and poise and public speaking ability. The Boys & Girls Club of Oshkosh Youth of the Year receives a \$10,000 scholarship from the Boys & Girls Club's Charles F. Hyde, Jr. Youth of the Year Scholarship Endowment and participates in the statewide competition. State winners each receive a \$1,000 scholarship and participate in regional competitions. Five regional winners each receive a \$10,000 scholarship and compete on the national level. The National Youth of the Year receives up to an additional \$50,000 scholarship and is installed by the President of the United States.

## Teen Nights

The CLUB Teen Center is open for Teen Nights on Thursdays from 7-8 p.m. in fall and spring. We do a variety of exciting activities every week outside our regular programming like teens vs. staff sports competitions, cooking competitions, tie-dye t-shirts, karaoke and so much more!

► The Club currently serves

**1,500** 

healthy meals & snacks  
weekly to Club members  
at no cost.



## After-School Care Sites

In addition to our Club facilities, the Boys & Girls Club of Oshkosh provides several after-school programs onsite at area schools. These programs provide children with fun and educational activities, snack time and supervision along with field trip opportunities.

### Our After-School Sites:

#### **Shapiro STEM Academy**

Hours: M-F, School dismissal - 6 p.m.

#### **Lakeside Elementary School**

Hours: M-F, School dismissal - 6 p.m.

#### **South Park Middle School**

Hours: M-Th, School dismissal - 5:30 p.m.

#### **Omro Elementary School\***

Hours: M-F, School dismissal - 5:30 p.m.

\*Bussing is available from H.B. Patch Elementary School to Omro Elementary School for the after-school program. Our Omro program will be open on non-school days during the week. The program will not run Dec. 26-30, 2022.

The programs run during the school year. If school closes, the after-school program sites will close as well.

### Program Fees and Payment Information

Elementary After School Cost: Yearly Club membership fee plus \$10.00/per child, per day. Only pay for the days a student attends the program.

South Park Middle School Cost: Yearly Club membership fee.

Registration is accepted on a first-come, first-served basis. You can register at the after-school sites when registering for school or on our Parent Portal at [parentportal.bgcosh.org](http://parentportal.bgcosh.org). A Club membership form and health history form (this does not need to be signed or filled out by the doctor) must be turned in.

Shapiro, Lakeside and Omro accept childcare assistance like other licensed childcare centers. Scholarships are available for South Park.

### More About the Programs

- Children may work on homework, create art projects, and play organized indoor and outdoor activities.
- A snack is provided.
- Drop-ins are not allowed.

### Questions?

Contact Katrina Gesell, Director of Child Care, at (920) 233-1414 ext. 131 or Adam Cummings, Care & School Site Coordinator, at (920) 233-1414 ext. 126.





## CLC School Site Programs

The Boys & Girls Club of Oshkosh collaborates with the Oshkosh Area School District to offer after-school programs that provide academic enrichment opportunities focused on literacy and math. Students work with classroom leads and certified teachers on homework assignments and participate in skill-building activities designed to complement their day-school learning. Activities are interactive and project based, and allow participants to apply their knowledge to real-life experiences.

### School Site Program Locations:

**Jefferson Elementary**

**Merrill Elementary**

**Roosevelt Elementary**

**Washington Elementary**

**Merrill Middle School**

**Perry Tipler Middle School**

**Webster Stanley Middle School**

CLC programs run M-F from school dismissal until 5:30 p.m. during the school year. If school closes, the CLC program sites will close as well.

### Program Fees and Payment Information

There is no program fee for CLC site programs. When registering you must first have a paid Club membership. A yearly membership allows a child to enroll in any Boys & Girls Club of Oshkosh program.

Registration is accepted on a first-come, first-served basis. You can register at the CLC school sites when registering for school.

This program is funded in cooperation with the Oshkosh Area School District and the Wisconsin Department of Public Instruction 21st Century Community Learning Center Grant Program. The Lighted School House program is offered at: Jefferson, Merrill, Roosevelt and Washington elementary schools. The MELT (Middle Extended Learning Time) program is offered at: Merrill, Perry Tipler/ALPS and Webster Stanley middle schools. There are limited spots in each of these programs.

### Questions?

Contact Zachary Starkey, Oshkosh Area School District Communities Learning Centers Director at (920) 424-0395, ext. 2061.

► The Club offers programs in  
**14 locations**  
including Oshkosh Area  
School sites and Omro.



# Summer Program

The Club’s summer program gives youth ages 5-18\* a safe and affordable place to go while parents are at work. The Club offers a dynamic learning environment that includes fun and impactful age-appropriate programs, mentoring by caring adult professionals, free and healthy meals, and outstanding facilities. Youth enjoy coming to the Club in the summer and making lifelong friendships, all while learning the appropriate skills to become responsible young adults!

The Club’s summer programs are offered at two sites in Oshkosh, the Downtown Oshkosh Club, Peace Lutheran Church, and at Omro Elementary. Program offerings and fees may vary from year to year. Check the Club’s website at [bgcosh.org](http://bgcosh.org) for the most current information.

Our program areas include:

- Character and Leadership
- Academic Success and Life Skills
- Healthy Lifestyles
- The Arts
- Sports, Fitness and Recreation

A few programs to highlight for summer are our Character, Etiquette & Afternoon Tea program for Club girls ages 7-10, our partnership with the YMCA for teens, summer sports opportunities such as Little Brewers Baseball League and NFL Alumni Football camp, and more!

## Meals

The Club serves breakfast, lunch, and a snack in the summertime and on non-school days, made possible through funding from the USDA and the Summer Food Service Program (SFSP). Breakfast is served between 8:15 – 9:15 a.m., lunch is served between 11:00 a.m. – 12:50 p.m., and snack is served between 1:45 – 3:30 p.m.

## Field Trips

Members get the opportunity to enjoy at least one field trip per week during our summer program. Additional fees may apply for some of our field trips. Youth get to visit local parks, pools and beaches, nature centers, water parks, zoos, and more!

## Camp Radford

The Club owns a camp in New London on the Little Wolf River called Camp Radford. During the summer, kids visit camp and participate in activities that promote outdoor education and teamwork. Youth do activities such as archery, fishing, fort building, swimming, cooking over a fire, arts and crafts, large group games, hiking, and more. They also learned special skills such as tree identification, animal printing, fire starting tips, and wilderness survival skills.

## Summer Hours

### **Downtown Oshkosh Club and Peace Lutheran Church**

6:30 a.m. – 5:30 p.m.

### **Omro Elementary**

1st session: 11:45-5:30 p.m.

2nd session: 7 a.m.-5:30 p.m. (Location TBD)

\*Children who are 5-years-old and have already completed kindergarten are able to participate in Club’s summer program.



## Field Trips

The Club provides a variety of opportunities for members to participate in activities outside of the Club's premises. Each trip requires a signed permission slip and payment of any necessary fees prior to departure. All Club rules extend to field trips. A parent/guardian will be called to remove a Club member from the field trip, at their cost, if the Club member fails to follow the rules and general Club expectations for appropriate behavior found in this handbook. A parent/guardian must be available by telephone at all times during any Club-sponsored field trip in the event a staff member needs to contact them.

## Family and Member Services

### Adopt-a-Family

The Club, along with our many generous donors, work to make the holidays a little bit brighter for Club families. Each year, we have a limited number of families who are able to participate in our Adopt-a-Family program and receive extra holiday season assistance. Families participating must have current memberships for all youth in the family ages 6-18 and must have been actively participating in programs throughout the year. If your family is interested in receiving more information about Adopt-a-Family, please contact Danielle Bittelman, Director of Youth & Family Engagement at (920) 233-1414, ext. 124.

## **BIG FUTURES** MENTORING PROGRAM AT THE CLUB

The Big Futures Mentoring Program at the Club is a collaborative effort of the Boys & Girls Club of Oshkosh and Big Brothers Big Sisters of East Central Wisconsin that matches adult mentors with youth in 5th through 8th grade at the Boys & Girls Club. The program focuses on helping youth grow academically, improve leadership and social-skill development, build on career interests, and do fun activities with their mentor! Youth will meet with their mentors on average for 2-3 hours each month and can meet at the Club or at school. They will also get access to

all Club spaces and programs such as basic needs, mental health support, active time in the gym, and more. For more information, please contact Jay Gibson, Big Futures Mentoring Coordinator at (920) 233-1414 ext. 134.

### Mental Health

The Club is dedicated to promoting positive mental health for all Club members. Our onsite Director of Social & Emotional Wellness coordinates regular programming for ages 6-12 and 13+ relating to positive behaviors, mindfulness, social skills and appropriate relationships, and healthy expression of emotions. Referrals can be given to members and their families if additional mental health services are needed. The Club has a Zen Den that is a safe space for Club members to go when they feel like they need some time to breathe. This room is not meant for disciplinary measures but instead a space for members to go before they escalate. They can lay down, count to five, get some energy out, complete a mental wellness worksheet and more. If you would like more information or are in need of a referral for additional mental health assistance, please contact Caitlyn Cheslock, Director of Social & Emotional Wellness (920) 233-1414, ext. 123.



## Youth & Family Grief Support Group

The Youth & Family Grief Support Group is a program at the Club that provides compassionate care to kids, teens, and families who have experienced a loss through education and peer group support sessions. Meetings are facilitated by trained, compassionate volunteers. Before beginning each group meeting, a family-style meal is served. Attendees will get to spend time with therapy dogs and can participate in a variety of age-appropriate activities. Free, onsite child care for families with children under 5 years of age is provided during meetings. You do not need to be a Club member to participate. Group sessions are every second Thursday of the month at the Club from 6-8 p.m. Before attending your first session, please contact one of our Grief Support Coordinators at [griefsupport@bgcosh.org](mailto:griefsupport@bgcosh.org) or (920) 233-1414.

## Dental and Vision Care

This program is for Club members who do not have any form of insurance or medical assistance. The Club provides basic eye exams and eyewear for Club members in need. Also, members who need care beyond what is provided through the Tri-County Community Dental Clinic may receive assistance through this program as well. If you would like more information about this program, please contact Danielle Bittelman, Director of Youth & Family Engagement at (920) 233-1414, ext. 124.

## Family Nights

Family Nights take place once a month. These events are great opportunities for parents/guardians to participate with their youth in enriching activities at the Club or school site. Family Nights include themed activities or learning sessions, snacks or a meal and door prizes. Members must have an adult present to participate. Families are informed of upcoming Family Nights as they are planned. You can also see our website calendar for the latest information on Club events.

## Scholarships Available for Boys & Girls Club Alumni

If you were a member of the Club and are now an adult exploring opportunities at a technical college, trade school or four-year college, you could be eligible for a scholarship from the Club. Each year, the Club offers ten \$1,000 scholarships to former members of the Club. If interested, please contact Angela Koepke, Administrative Services Coordinator at (920) 233-1414 ext. 119.

## Tri-County Community Dental Clinic

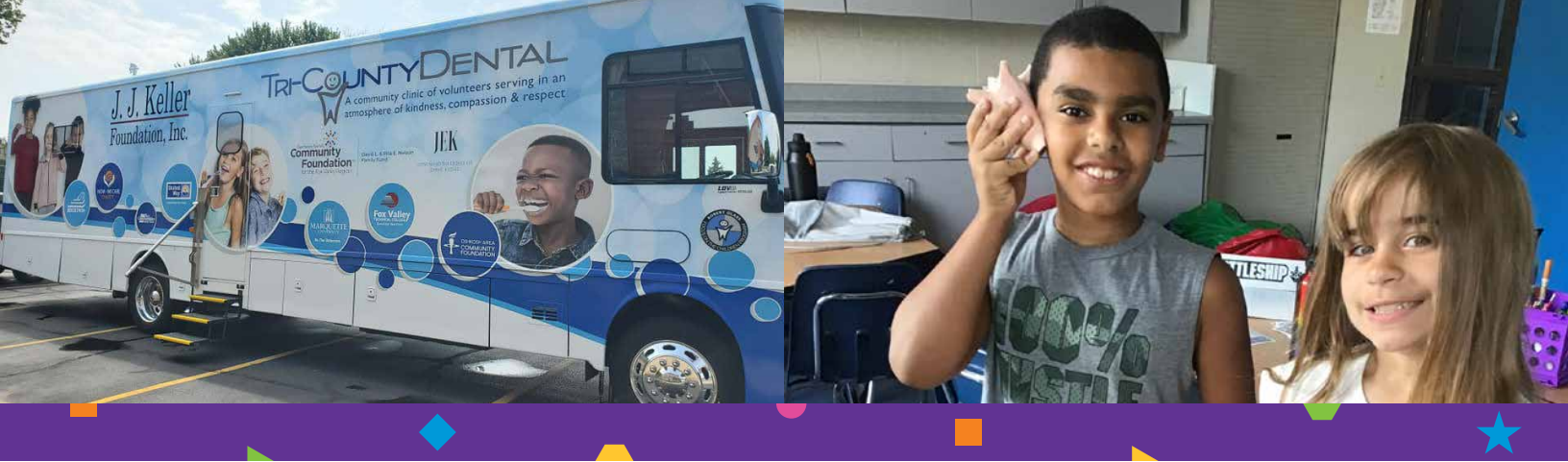
Each year, the Tri-County Community Dental Clinic makes several visits to the Club and provides care to qualifying Club members including basic cleanings, x-rays, sealants, and other more comprehensive dental services. If you would like more information about the dental clinic visiting the Club, please contact Danielle Bittelman, Director of Youth & Family Engagement at (920) 233-1414, ext. 124.

## Tutoring

All Club members have access to Academic Success staff who can help them with their homework in all subjects. Tutoring is offered during normal Club hours. If you would like more information, contact Susan Tesch, Academic Coordinator at (920) 233-1414, ext. 120.

## Wet Hair Club

The Club's Wet Hair program helps members meet their personal hygiene needs and learn skills to become more independent. Youth who are in the program can shower and wash their clothing at the Club, receive haircuts, and work one-on-one with our staff to learn about healthy hygiene habits. Club members in this program will receive clean clothing and hygiene products they need. If you would like more information about this program, please contact Danielle Bittelman, Director of Youth & Family Engagement at (920) 233-1414, ext. 124.



★ In 2022, the Club served the basic needs of 395 children & families including hygiene products, eye exams and dental visits, and clean clothing. ★

## Diversity, Equity, and Inclusion

The Boys & Girls Club of Oshkosh offers an inclusive environment where young people of all races and backgrounds are encouraged to express themselves.

### DEI Committee

The Boys & Girls Club diversity, equity, and inclusion (DEI) committee is a group of employees, including senior leaders or executives, parents, board members, and community members that acts on behalf of the organization to jumpstart and manage the diversity, equity, and inclusion process for the Club.

The Committee works closely with senior leaders to ensure tight alignment with the organization's overall strategy and DEI goals. This committee will meet monthly to discuss initiatives, progress, and other agenda items.

The DEI committee is a critical driver in fostering real organizational change, establishing a dedicated focus on diversity and inclusion priorities, and managing the DEI program. Moreover, they provide platforms for overseeing and assessing the effectiveness of the D&I function and introducing reform when needed.

### Vision Statement

Our vision is to develop and nurture a community where everyone can reach their full potential at the Boys & Girls Club of Oshkosh. We provide resources that promote equal access and opportunity for all people in order to achieve a prosperous society, and we advocate for policies that promote diversity and inclusion in the workforce and our youth members. Our goal is to empower all members of our community in order to remove barriers throughout our campus caused by social injustice, inequality, and racial trauma. We are committed to engaging the voices of our community to promote equality and compassion for all.

### Mission Statement

The mission of the DEI Committee will be to foster an environment that attracts the best talent, values diversity of life experiences and perspectives, and encourages innovation in pursuit of mission.

If you have questions about our Diversity, Equity, and Inclusion practices or DEI committee or would like to offer your opinion, please contact Tracy Ogden, CEO at (920) 233-1414, ext. 116.



★ In case of an evacuation, the Club's reunification site is Bella Vista, 631 Hazel St., Oshkosh. ★

## Safety

We are committed to keeping our Club members safe at the Boys & Girls Club. Program areas, building exteriors, and busses are monitored by cameras 24/7. Cameras are reviewed at the Club's discretion.

The Oshkosh Police Department and drug dogs are also active partners in helping keep our building safe. We have the following procedures and policies in place for emergencies:

### Fire or Gas Leak Safety

The Club conducts a minimum of quarterly fire drills with members and staff. All program areas have posted fire and tornado evacuation plans.

In the event of a fire, a member of the staff will pull the fire alarm. The first priority is to evacuate immediately. A staff person will direct members to exit the building, staying low to avoid smoke inhalation. Members will be directed outside of the facility to the sidewalks. There will be a complete check of the building for occupants. Staff will then perform a roll call to ensure all members are in attendance. Staff may guide members back to the Club when permitted by the responding emergency personnel. If the return is not possible, staff will arrange for parents to pick up their children at Bella Vista, 631 Hazel St, Oshkosh. In the case of gas leaks or fumes, if fumes are inside the building, doors or windows will be opened immediately and evacuation will take place to Bella Vista. In the event there is a need to evacuate the facility because of an actual fire or gas leak, parents/guardians will be contacted through the Remind system.

### Tornado Safety

The Club conducts a monthly tornado drills with members and staff. A staff person will direct members from their area to the Club's basement. Members will stay there until instructed by staff that it is safe to leave the area. During a tornado warning, no members may leave the Club until the tornado warning has been canceled or a parent or guardian picks up their youth.

During a tornado warning at Camp Radford in New London, members and staff will relocate to the Wolf River Tubing and Camp Ground tornado shelter.

### Intruder Drills

The Club conducts a monthly intruder drills with members and based on the drill, staff assess the situation and implements one of the following sets of procedures:

#### Lock Down

If there is a threat outside or near the Club that is a safety concern for our members, we will lock down our building and no member will be allowed to leave the Club during that time until the situation has been cleared by the Oshkosh Police Department.

In the event of a medical emergency or a non-violent threat, the Club may go into lockdown as well. Members will be instructed by staff to remain in their program area until the threat has been cleared. During this time, it is important that members are following the direction of the staff in charge.

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The Safety and Well-being of Young People is Our Number One Priority. Additional information on our safety policies can be found at [bgcosh.org](http://bgcosh.org).

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## Active Threat

All program staff have participated in Active Threat Training conducted by the Oshkosh Police Department. In the event of an active threat intruder in our facility, we practice 'Run, Hide, Fight.

The importance of Run, Hide, Fight is to remain as safe as possible during an active threat situation. Run, Hide, Fight recommendations are as follows:

If it is safe to do so, the first course of action that should be taken is to run out of the building and far away until in a safe location.

### Run

1. Have an escape route and plan in mind
2. Leave your belongings behind
3. Keep your hands visible
4. Call 911 when it is safe to do so

If running is not a safe option, hide in as safe a place as possible.

### Hide

1. Hide in an area out of the threat's view
2. Block entry to your hiding place and lock the doors, close blinds, or cover windows
3. Turn off the lights and remain silent
4. Silence your cell phone and electronic devices
5. Remain in place until given an all clear by identifiable law enforcement.

If neither running nor hiding is a safe option, as a last resort when confronted by the active threat, those in immediate danger should fight.

## Fight

1. Attempt to incapacitate the threat
2. Act with physical aggression and throw items at the threat

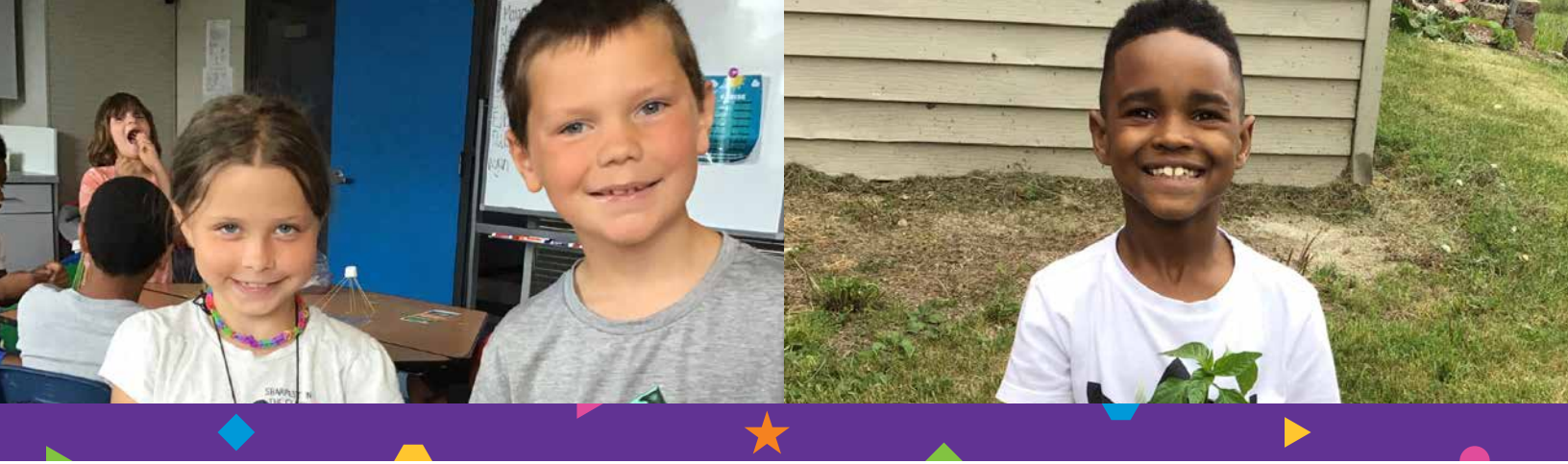
It is important to note that these steps shouldn't always be done in succession. If you can, run, run. If you cannot run, try to hide. And if neither run nor hide are an option, fight. It is important to make sure youth understand Run, Hide, Fight prior to an incident to ensure they are fully prepared and understand what they need to do during an active threat situation. In the event there is an active threat in the facility, parents/guardians will be contacted through the Remind system.

## Train Safety

The Club is parallel to railroad tracks. The Club conducts a train safety program presented by a railroad officer on a yearly basis to ensure that all members have the knowledge of being safe by railroad tracks. Club members should only cross the railroad tracks at designated intersections and stay alert as it is easy to get distracted, especially by phones, music, and conversation. If a member is seen not obeying train safety rules, a parent will be contacted. In cases of repeat offenders, staff will also inform the Oshkosh Police Department.

Club members should obey the following train safety rules.

- Stop, look both ways and listen
- Cross tracks only at designated pedestrian or roadway crossings
- Cross quickly, never stop on the tracks
- Use sidewalks when coming to the Club, never walk on or next to the tracks
- When lights are flashing, wait at least 6 ft from crossing gates until the train has cleared and lights are off before crossing



# Communicable Disease Control

Parents/guardians need to notify Club staff if a Club member is diagnosed with a communicable disease and they have been in a Club facility, on a Club sponsored vehicle, or attended a field trip. A communicable disease is a serious illness that is capable of being transmitted to other persons. Staff will closely watch exposed Club members for symptoms and all parents/guardians will be notified of the dates of exposure, incubation periods, symptoms, and treatment recommendations for any disease Club members have been exposed to.

In order for a Club member with a communicable disease to be readmitted into the program, parents/guardians must provide a statement from their physician indicating the health of the Club member and that they are no longer contagious. The identity of Club members with a communicable disease will remain private.

If we are informed that a Club member is HIV positive or has Hepatitis, we will advise staff on safety precautions that need to be taken.

## Covid-19

Boys & Girls Club of Oshkosh will follow the COVID-19 guidelines of the CDC. If a child has been exposed to or tested positive for COVID-19, CDC guidelines should be followed.

### Notification

The Club should be notified of any positive COVID-19 test as soon as reasonably possible following the positive result. The Club will notify appropriate staff and families. A child will be allowed to return to the Club when they are allowed to return to school.

## Lice

If a Club member is suspected of having head lice, they will be checked by Club staff. If an active infestation of head lice is confirmed, the member's parent/guardian will be contacted and informed. Club Members must be picked up and treatment information will be provided. If there are nits present (i.e., no active lice), Club members may remain at the Club sites. Families experiencing repeated outbreaks of head lice will be offered additional assistance through referrals.

▶ 600 

youth each day had a safe place each to go after school in 2022.





## When a Club Member Becomes Ill

A comfortable area in isolation 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 Club member's parent or emergency contact person will be notified and asked to pick up the youth as soon as possible. Club members must be symptom-free for 24 hours before returning to the Club.

If a Club member vomits, he or she must be picked up by a parent/guardian or other authorized individual immediately. There are no exceptions. If a Club member has a urine or

bowel movement in his/her pants, the parent/guardian or authorized individual will be called to pick up the youth. If it becomes a regular occurrence that the youth urinates or defecates in his/her pants, membership will be terminated until the problem is resolved.

If a member is on a Club-sponsored field trip when they vomit or become ill with a headache, stomachache, cold or flu-like symptoms, he/she must be picked up immediately from the location of the field trip.

## When a Club Member Experiences an Accident or Injury

Parents/guardians should provide written permission for Club staff to call their family physician and indicate where to refer their youth for medical care in case of an emergency.

If a Club member is injured on or off-site while in the care of the Boys & Girls Club, staff will take the steps necessary to obtain emergency medical care. We will protect the identity of the injured Club member whenever possible. These steps may include, but are not limited to, the following:

- Attempt to contact a parent/guardian by phone
- Attempt to contact the designated responsible persons (emergency contacts) by phone as noted in the youth's membership information when a parent cannot be reached

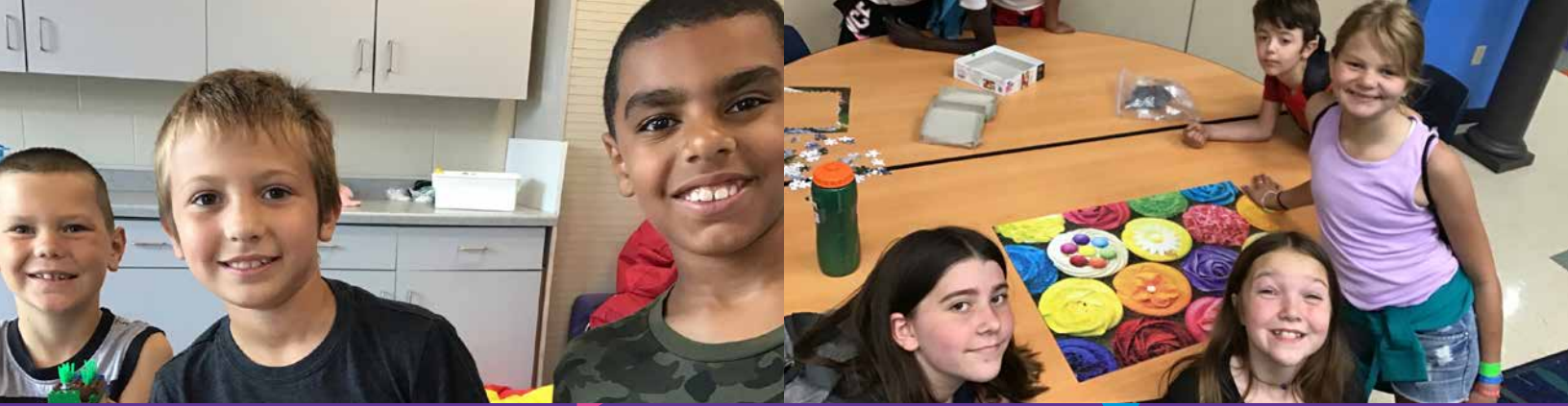
If we cannot get in touch with the parents/guardians or the emergency contacts, we will do any or all of the following:

- Contact your physician or medical center for assistance

- Call an ambulance or paramedic
- Have the youth taken to the designated emergency hospital in the company of a staff member. The Club will use Ascension Mercy Medical Center unless told otherwise.

In the event of injury, bleeding to the head or injury to the head, the youth must be picked up by a parent or approved individual. If a parent is unable to pick-up the child, the Club will transport the youth to the nearest medical facility. Under no circumstance will the Club release an injured child under the age of 16 into the care of another minor.

All staff members are trained and certified in CPR, first aid, and in using an AED defibrillator. Minor wounds will be cleaned with antibacterial soap and water only and protected.



Parents/guardians will be notified of an incident by note or a call from Club staff depending on severity. The Club is not allowed to apply any salves or lotions unless a medical slip has been completed and is on file at the Radford Front Desk. All accidents will be recorded on an Injury Report Form and kept on file in our administration office. All records of accidents will be reviewed by the Club's CEO to determine that all possible preventative measures have been taken to preclude further incidents.

If an accident or injury occurs while youth are on a Club-sponsored field trip, we will follow the same steps as listed above. When youth leave the Club, staff will take along the emergency information regarding each of the youth on the trip including parent phone numbers and emergency contact information. A first aid kit will also be taken along on field trips.

## Universal Precautions and Sanitary Provisions

Wet or soiled clothing shall be changed promptly and placed in a plastic bag to be taken home for laundering. The Club member will do this on his or her own.

Staff and Club members are required to use proper hand washing techniques. This includes the use of soap and warm water, scrubbing between fingers before and after handling food and after using the restroom.

When staff deal with any type of body secretion, they will wear disposable gloves. When they are done cleaning the area with a sanitizing solution, they will place all paper toweling and gloves in a plastic bag and tie it shut before disposing of it in the garbage can. Youth will be kept out of the area of bodily secretions until it is cleaned up and sanitized.

Program supplies that come into contact with an ill Club member or an unsanitary source will be disinfected using a sanitizing solution and air-dried as needed.

Tables will be washed with soap and water and then cleaned with a sanitizing solution before and after meals and snacks are served.

## Medical Treatment

The completed Membership Form authorizes Club staff to seek medical treatment for a Club member, if necessary. Any associated medical costs will be the responsibility of the parents/guardians. The Club does not provide medical insurance for Club members.

Club staff are trained on the use of an Artificial Electronic Defibrillator (AED). In the event that we would need to use it on a Club member, every effort to notify the parents/guardians would be made as soon as the EMS is called.

## Medication

If a Club member requires medication (over the counter or prescription), medications can be kept at the Club and will be placed in a locked cabinet. A designated staff member will administer the medication and keep a log. The staff responsible for dispensing medication will also make sure on a weekly basis to check for expired prescriptions and take the proper precaution when disposing them. Parents/guardians will be notified when disposal takes place. Daily doses must be labeled with the youth's name, medication name, parent/guardian name, and telephone number.



Medication (over-the-counter or prescription) will not be administered to a Club member unless the following guidelines are followed:

- An Authorization to Administer Medication Form is completed and submitted to the Radford Center front desk.
- The prescription bottle labeled with directions for dosage is provided to the Radford Center front desk.
- The name of the youth taking the medication is on the prescription. No prescription medication will be given with another person's name on the label.

## Child Abuse and Neglect

The primary concern of Club staff is always the safety and well-being of each child. By law, the Boys & Girls Club of Oshkosh Board of Directors and all personnel are required to report any youth who appear to be emotionally, physically or sexually abused, or neglected to Child Protective Services, the Winnebago County Sheriff, or the Oshkosh Police Department. Suspicion of abuse or neglect shall be documented and maintained in a confidential record. Staff receive annual in-service training about indicators of abuse or neglect and reporting.

Also, if the Department of Family and Children Services or Oshkosh Police Department requests a conversation with one of our Club members, we will comply with that request with no guarantee of notification to the parents/guardians.

## Adult & Youth Expectations

Club members are expected to participate fully in programming and behave according to the rules in this handbook. The Club reserves the right to refuse, suspend, or terminate membership of any youth if their behavior or attitude is disrespectful to staff, volunteers, or other members, or if their behavior does not allow them to function with others appropriately in our programs. Club membership is a privilege, not a right. If a major issue arises, staff will attempt to discuss the issue with a family member; however, staff may choose to terminate membership prior to that discussion. Youth who choose not to follow rules and expectations will not be able to participate in our program.

Adults and youth are expected to present themselves in a mature and respectful manner. An adult or youth may be asked to leave the premises if their behavior disrespects staff, volunteers, or members.

It is not acceptable for adults or youth to argue with a staff member's decision in a public setting. It is also not acceptable to use rude or inappropriate language with any of our staff, volunteers, or other Club members. Failure to comply may include terminating the membership of the youth. If a parent has an issue they need to discuss, they should make an appointment with the Senior Director of Club Operations or Director of Teen Services to have a discussion in an appropriate and respectful manner. Until this meeting occurs, the parent/guardian may have another family member/adult pick up their child.

Physical altercations that take place outside of the building, and include adults and/or youth, will result in immediate contact of the Oshkosh Police Department and be handled strictly by police, not Club staff.



### Examples of Unacceptable Behavior

- Harassing/threatening 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 other Club members, staff or volunteers
- Bringing weapons or dangerous articles to the Club
- Bringing alcohol, drugs, vaporizers or tobacco, or drug paraphernalia to the Club
- Vandalism of Club property
- Going into off-limit areas of the Club
- Disobeying rules established for field trips and vehicle-rider safety
- Leaving the group setting without permission.
- Stealing
- Repeatedly ignoring or disobeying staff or volunteers' direction
- Refusal to be a willing and active participant in Club programs

## Bully-Free Zone

The Club is a bully-free zone and strives to provide a safe, secure, and respectful environment for all members onsite and at offsite Club-sponsored activities and field trips. The Club consistently and vigorously addresses bullying. If your child is the target of bullying behavior or was witness to an incident of bullying at the Club, they are strongly encouraged to reach out to any Club staff to report the incident.

## Behavior Protocol

The Club strives to keep the consequences of any unacceptable behavior appropriate and timely. The safety of all Club members is of the utmost importance. Our standards, along with the expectation that all Club members use good common sense, exist to ensure that all Club members can safely enjoy Club activities. When infractions occur, they will be dealt with through time-outs, exclusion from activities, removal from the Club, suspension, or expulsion.

If a Club member is asked to leave the Club due to behavioral concerns, every effort will be made to contact the Club member's parent/guardian. Your support and involvement as the parent/guardian is vital to our success as a safe center for youth. It is understood by parents/guardians upon having their youth join the Club, if staff ask parents/guardians to come pick up their youth because of behavior or attitude issues, the parents/guardians will support that decision and comply with the request.

▶ **18,750**  
hours working on their  
reading skills in 2021.



## Minor Behaviors examples:

**\*Severity of incident may incur further separate consequences at the Senior Director of Club Operations or CEO level.**

In dealing with most behavioral situations, staff provide a 1-2-3 progressive approach in managing the behavior. It may be possible that step 1 and step 2 occur rapidly and synonymously depending on the scale of the action. Not all scenarios and incidents offer the opportunity for all three steps, however, whenever possible, all three steps will be utilized.

### Minor Behaviors

- Talking out of turn/being disruptive
- Running
- Being present in non-supervised areas or areas not supposed to be
- Arguing with peers
- Eating/drinking not in cafeteria
- Gossip
- Lying
- Name calling
- Inappropriate language
- Non-compliance with adults
- Not playing fairly
- Disruption in Club
- Throwing food
- Technology/cell phone violation
- Inappropriate use of equipment

### Consequence

STEP 1: Staff identify and verbally indicate to the member(s) the inappropriate or unwanted behavior/action. The staff will then reteach the member the expected behavior.

STEP 2: Staff verbally indicate to the member(s) the inappropriate or unwanted behavior/action. The staff will then reteach the member the expected behavior and verbally indicate the choices the child has and consequences if the unwanted behavior continues (the child fills out a Think Sheet and an incident report is completed and signed by the parent/guardian).

STEP 3: Staff identify repeated behavior from above and state that they will enforce the previously stated consequence. This consists of the child filling out a Think Sheet and an incident report is completed by the staff and signed by the parent/guardian.

► Club youth clocked

**15,500** 

hours working on their reading skills in 2021.



## Major Behaviors examples:

**\*Severity of incident may affect consequence at Senior Director of Club Operations and CEO's discretion.**

### Action

- Hitting/fighting/assault
- Stealing/theft
- Harassment (sexually or racially derogatory remarks)
- Bullying
- Threats
- Vandalism
- Spitting on/at another person
- Involvement in hurting someone
- Defiance/disrespect
- Major disruptions
- Leaving premises without authorization

### Continual Minors (3)

- Inappropriate touching
- Weapons/Drugs (illegal or prescription)  
(situation may vary with severity)

**\*If your child is suspended and not picked up within an hour after the parent is notified, they will have to take the following day off as well.**

## Dress Code

Club members should dress comfortably and wear clothes that allow them to participate in typical Club activities and programs.

Inappropriate clothing of any kind will not be allowed in the Club. Members wearing clothes that are too short, too tight, too revealing, or with questionable or distasteful advertising, will be asked to change or leave immediately. This judgment will be left solely to the discretion of Club staff or volunteers.

Hats, hoods, jackets, and sunglasses are to be removed once in the building. There are cubbies designated in both

### Consequence

1. One-day suspension
2. Three-day suspension
3. One-week suspension
4. Expulsion from the Club

### CEO or Director's Discretion

1. Immediate expulsion from the Club.

the Radford and Teen Centers where Club members can store personal belongings.

Shoes must be worn at all times. Flip flops, sandals, and cleats are discouraged, as are any other open-toed shoes, for safety reasons. Club members may not be allowed to participate in certain activities, such as playing in the gym, if open-toed shoes are worn. The best advice is to wear tennis/walking shoes every day. During the summer months, the Club may take trips to the pool where sandals are more appropriate.



## Personal Belongings

All personal belongings brought to the Club or on field trips by youth are the responsibility of that youth. There are cubbies designated in both the Radford and Teen Centers where Club members can store personal belongings. The Club is not responsible for lost, damaged, or stolen items. Please discourage youth from bringing anything to the Club or on field trips that is not completely necessary, especially money. Necessary items, such as backpacks and jackets, should be clearly marked with the Club member's name. Items that are not collected from our lost and found in a timely fashion (2 weeks) will be donated to a local charity. Bikes ridden to the Club need to have a sturdy lock and chain. Youth may check out bike locks at the Radford Center and Teen Center front desks. Club staff reserve the right to search any personal property if there is a safety concern.

## Cell Phones and Personal Electronics

All cell phones, tablets, laptops, or other personal electronics brought into the Club are the responsibility of the Club member. The Club does not have a secure location to store these items and cannot be held responsible for any damage/theft. Laptop usage is limited to the Learning Center for homework purposes only during certain times. Laptops, cell phones and other electronic devices are not permitted in the Radford Center (except for homework purposes in the Learning Center).

Parents/guardians should note that Club members ages 13 and over can access social networks such as Facebook, Twitter, and Instagram in our teen computer lab, which is supervised by staff and volunteers. Youth ages 12 and under are not allowed to access social networks in the

Radford Center computer lab. If it is the parent's/guardian's desire that their teen not be allowed to access these sites, the parent/guardian must notify staff.

All video games in the Teen Center must be rated E for everyone or T for teen and must be cleared with staff prior to playing. All M for mature or violent video games are prohibited. All websites or games are limited to the discretion of staff. Wifi is available in both the Radford and Teen centers on a limited basis.

The Club reserves the right to look at phones, tablets, laptops, and other personal electronic devices and alert parents/guardians or the Oshkosh Police Department about inappropriate photos/content found or being shared.

There may be times during programming where phones, tablets, laptops, and other electronic devices are not permitted.

Taking photos or videos on any electronic device while in bathrooms or shower facilities at the Club or on Club field trips is strictly prohibited. Video recording on personal devices while on Club grounds is strictly prohibited, unless given prior approval.

The Club prohibits any social media contact, texting, phone calls, or contact on personal devices between Club members and staff or volunteers outside of the Remind system. Staff and Club members are only to use the Remind system during Club hours. Remind keeps a full record of all conversations that take place between youth and staff.

## Telephone Calls

The telephone at the Club is for business and emergencies. Calls will be allowed only to and from parents/guardians and should be kept to a minimum time. Unless an incoming call to a Club member is from a parent/guardian, a message

# Contact Us

If you have any questions or concerns about any of the information found in this handbook, you may contact Lindsay Clark, Senior Director of Club Operations at (920) 233-1414, ext. 114. However, if you still feel that an issue or complaint has not been satisfactorily resolved, you may contact the Club's CEO, Tracy Ogden at (920) 233-1414, ext 116. The telephone number for the Administration Office is (920) 233-1414.



**BOYS & GIRLS CLUB**  
OF OSHKOSH

Radford Center  
501 E Parkway Ave, PO Box 411  
Oshkosh, WI 54903-0411  
920-233-1414, ext. 110



the  
**CLUB**  
TEEN CENTER

"The CLUB" Teen Center  
532 Broad Street, PO Box 411  
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920-233-1414, ext. 117

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