



BOYS & GIRLS CLUB
OF THE BEMIDJI AREA



SCHOOL YEAR 23/24

SUPPLEMENTAL HANDBOOK

CLUB DAY

Program Dates:

September 5 - May 30, Monday through Friday.

Program Hours:

Mights: grades 1-3

- 2:40-6 pm

Juniors, Tweens, & Teens: grades 4-12

- 2:40-7 pm

Closures:

The Club follows ISD#31 calendar for closures, please reference the calendar on our website. Club leadership are in close communication with ISD#31. In the event ISD#31 changes their schedule Club staff will review and revise our schedule as needed.

The Club reserves the right to change its hours and days of operation. If changes occur, families will be notified in advance.

Weather-Related Closings:

The Club follows ISD #31 for weather-related closings:

- If school is canceled or dismissed early due to inclement weather, the Club will be closed.
- If after-school activities are canceled, the Club will remain open until 4 p.m. to give families time to create a plan for pick-up.

Example General Daily Schedule:

Healthy Snack	2:40 - 3:00 PM
Structured Activities	3:00 - 3:30 PM
Educational Program	3:30 - 4:00 PM
Movement Activities	4:00 - 5:00 PM
Specialty Programs	5:00 - 5:30 PM
Outside Movement	5:30 - 6:00 PM
Structured Activities	6:00 - 7:00 PM

Please see Family Handbook for more details on Club programs offered. The above is an example schedule, each age group schedules may vary based on staffing patterns, field trips, partner programs, etc.





New friendships, caring adult staff, and creative art time - what's better than that?

FINANCIALS

Membership cost:

All membership payments are non-refundable and non-transferable. These fees are made possible only through donor support as the true costs are substantially higher.

School year membership fee covers programming from September 6 – May 31.

Program Fees:

- Grades 1-7: \$125
- Grades 8-12: \$25

Maximum fee of \$375 per household family who have three or more siblings attending the Club from the same household.

Financial-Aid:

Limited financial aid for families that qualify. Please inquire with a Club staff to determine if your family qualifies and what level you could receive.

Child Care Assistance Program:

The school year program is CCAP eligible site for families who qualify. Please inform Club staff if you qualify or are applying for CCAP. Families are responsible for the total cost until Club receives an eligibility letter from the county.



The Club offers fields trip almost daily, including to Bemidji Public Library!

DROP-OFF / PICK-UP

Transportation to the Club:

- J.W. Smith: Club staff will be outside to help supervise the walk from the school to the Club.
- Gene Dillion: Club will arrange with ISD#31 to have your child take the bus directly to the Club.
- Bemidji Middle and High School: You may arrange with ISD#31 to have your child take the bus from the Middle School to JW Smith and then walk to the Club.
- Schoolcraft, Aurora, Voyageurs, TrekNorth, and other schools: please contact ISD#31 transportation office for availability at 218-333-3225. Families will need to provide transportation for those unable to access ISD#31 routes.

Pick-up Procedure

Families of youth under the age of 12 are required to come into the Club and sign their child out. Members who are 12 or older may sign themselves out with parent/guardian permission.

All youth must be signed out with the time and name of the person picking up.

Late Pickups

- The Club day ends promptly at 6PM for members in grades 1-3 and 7PM for members in grades 4-12. You must pick up your child(ren) on time.
- A \$10 fee will be assessed for any late pick-ups for the first 15 minutes after their designated closing time. The fee increases to \$20 for any late pickups within the next 15 minutes.
- All late fees must be paid within seven days to maintain active membership status.
- If your child has not been picked up within 15 minutes after we close, we will call the numbers of authorized individuals who you have listed on your account.
- If we are unable to reach an authorized individual by 30 minutes after their designated closing time then Club staff will call law enforcement to provide a safe ride home for your child(ren).

Gardening in winter in Minnesota is possible with our hydroponic units!



GOOD TO KNOW

Registration Process:

Interested families may complete a school year application via Club website. Club staff will reach out to families as spots open up in our school year program. To complete registration, all families must attend a registration night prior to attending the Club. If accepted, all families should come to registration night prepared:

- submit an updated immunization record
- payment: pay-in-full or request to initiate a payment plan
- complete and sign permission & waivers

Extra Items:

In the school year, we encourage families to please refrain from sending any toys or personal items as they will not be allowed inside the Club. Backpacks and personal items will remain in a designated location, all Club youth are offered a secure spot for their belongings.

Food Program:

Food served for snacks will be prepared by kitchen staff in our commercial kitchen. If your child has any allergies or dietary restrictions, please let the staff know and we will work to accommodate your child's needs.

Field Trip Guidelines:

All field trips will be supervised by Club staff. Field trips are a privilege, and participation is at the discretion of Club staff even when permission has been given by a caregiver. A member who may have difficulty following Club rules may not be allowed to attend an off-site field trip. To help ensure that every youth has the opportunity to attend field trips, we will rotate based on age groups, attendance on past trips, and interest level of youth for each specific trip. Club staff will use the REMIND app to inform families of field trips and offer opt-out options for families.

Field trips in school years may include: Headwaters Science Center, Bemidji Area Public Library, visiting local businesses for tours/pictures, and much more. Some field trips may require additional permission forms completed.

Policies & Procedures:

For all other policies and procedures please refer to the Family Handbook.

Opportunities to give back to our community!



STEM Challenges to engage critical thinking skills.

