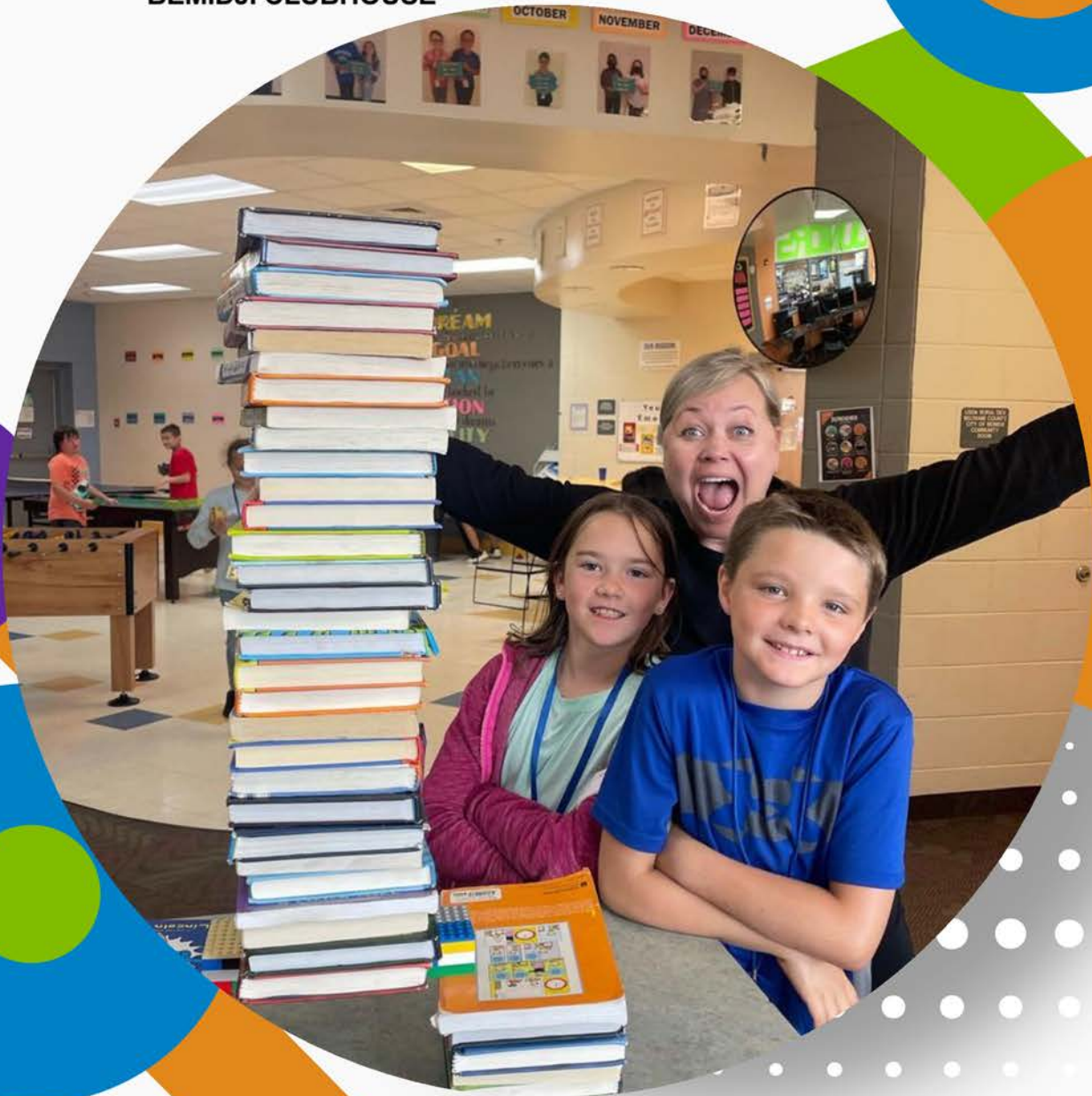




**BOYS & GIRLS CLUB**  
OF THE BEMIDJI AREA

**BEMIDJI CLUBHOUSE**



# SCHOOL YEAR 24/25

## BEMIDJI CLUBHOUSE SUPPLEMENTAL HANDBOOK

# CLUB DAY

## Program Dates:

September 3 - June 4, Monday through Friday.

## Program Hours:

Mights: grades 1-3	2:40-6:00 PM
Juniors: grades 4-5	2:40-7:00 PM
Tweens: grades 6-7	2:40-7:00 PM
Teens: grades 8-12	2:40-7:00 PM

On early-release days the Club will align to open early for students.

## Membership cost:

Fees for Clubhouse students in grades 1-12 are covered by the Afterschool Community of Learners Grant for the 2024/2025 school year.

School year membership covers programming from September 3 - June 4.

## Closures:

The Club follows Bemidji Area Schools calendar for closures. Club leadership are in close communication with Bemidji Area Schools. In the event Bemidji Area Schools 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 Bemidji Area Schools 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 open until 4 p.m. to give families time 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.



*Our youth love getting outside, one of their favorites is swinging*

# DROP-OFF / PICK-UP

## Transportation 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. Members will only be released to authorized adults listed on their application forms, caregivers must inform Club staff ahead of time if another adult will be picking-up that isn't on the list.

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
- 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 Club 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 are a favorite!*

