



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

J.W. SMITH BRANCH



# SCHOOL YEAR 24/25

## J.W. SMITH BRANCH SUPPLEMENTAL HANDBOOK



# CLUB DAY

## Program Dates:

September 3 - June 4, Monday through Friday.

## Program Hours:

2:40-6:00 PM

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

## Membership cost:

Fees for J.W. Smith students in grades K-3 are covered by the 21st Century 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 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 - 4:30 PM
Specialty Programs	4:30 - 5:00 PM
Drop-In Activities	5:00 - 5:30 PM
Outside Movement	5:30 - 6:00 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.





# DROP-OFF / PICK-UP

## Transportation to the Club:

- Students will meet in the cafeteria at the end of each school day.

## Pick-up Procedure

Families are required to come into the school using J.W. Smith door #10 and sign their child out. All youth must be signed out with the time and name of the person picking-up. 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.

## Late Pickups

- The Club day ends promptly at 6:00 PM for members in grades K-3.
- Any child remaining at the Club program after 6:00 PM will be escorted to the Clubhouse, authorized adults must pick up at this location instead.
- A \$10 fee will be assessed for any late pick-ups between 6:01-6:15 PM. The fee increases to \$20 for any late pickups between 6:16-6:30 PM.
- 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).





# 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 during Club programming. Backpacks and personal items will remain in a designated location within the cafeteria.

## **Food Program:**

Food served for snacks will be prepared by Bemidji Area Schools kitchen staff in a 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.

Fun & laughs during STEM!



Club youth build math snowmen!

