



BOYS & GIRLS CLUB
OF THE BEMIDJI AREA

BLACKDUCK BRANCH



SUMMER 2025

**BLACKDUCK BRANCH
SUPPLEMENTAL HANDBOOK**

CLUB DAY

Program Dates:

June 17th - August 14th, Tuesday through Thursday.

Program Hours:

7:00AM - 5:00PM

Age Groups:

Kindergarten - 8th Grade

This will be the grade they are entering in fall of 2025.

Kindergartners must be 5 by September 1st, 2025.

The Club reserves the right to change hours/days as needed based on community situation as well as changes in space, capacity, and professionals.

Summer Membership:

Youth will be admitted for the full summer program, 3 days/week for 9 weeks. Families will be responsible for the fees to cover the full program regardless of attendance.

Example General Daily Schedule:

Structured Activities	7:00-8:00 AM
Morning Meeting	8:00 - 9:00 AM
Movement Activity	9:00 - 9:30 AM
Morning Snack	9:30 - 10:00 AM
Reading Program	10:00 - 10:15 AM
Sports & Fitness	10:15 - 10:30 AM
Math Program	10:30 - 11:00 AM
Outside Movement	11:00 - 11:30 AM
Healthy Lunch	11:30 - 12:00 PM
Quiet Time	12:00 - 12:30 PM
Arts & Crafts Activity	12:30 - 1:00 PM
Specialty Programs	1:00 - 1:30 PM
Gross Motor Activities	1:30 - 2:00 PM
Literacy Program	2:00 - 2:30 PM
Healthy Snack	2:30 - 3:00 PM
STEM Program	3:00 - 3:30 PM
Outside Movement	3:30 - 4:00 PM
Structured Activities	4:00 - 5:00 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.

Enjoying the AWESOME playground!



DROP-OFF / PICK-UP

Drop-off Procedure

Members can be dropped off and enter door #14 at 7AM. Families can send their child in or walk them in. Members cannot enter the building before 7 AM, and may not linger in the parking lot, sidewalk, or outside door #14 unsupervised.

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 time and name of person picking up.

Late Pickups

- The Club day ends promptly at 5 PM for members. You must pick up your child(ren) on time.
- A \$10 fee will be assessed for any late pick-ups from 5:01-5:15 PM. The fee increases to \$20 for any late pickups from 5:16-5:30 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 5:30 PM, we will call law enforcement to provide a safe ride home for your child(ren).

Using STEM challenges to make bubble snakes!



GOOD TO KNOW

Registration Process

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

- submit an updated immunization record
- complete and sign permission and waivers
- pay program fee

Extra Items

In the summer months, we encourage families to provide a bag of extra clothes for youth to be kept in lockers. Families can send items such as a change of clothes, swimsuit/towel, water bottle, etc. Please refrain from sending any toys or personal items as they will not be allowed inside the Club.

Food Program

Food served for snacks/meals will all be ordered pre-packaged as the Blackduck site will not have access to 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.

The Club will provide a small breakfast, lunch, and snack daily.

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 parent or guardian. 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.

Policies & Procedures

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

Building towers with a healthy snack!



Jenga champions!



FINANCIALS

Elementary: grades K-5 (based on school year 2025/2026).

- First child registered : \$15/day (\$45/week, \$405/summer)
- Second child registered: \$10/day (\$30/week, \$270/summer)
- Third child registered: \$10/day (\$30/week, \$270/summer)

Tweens: grades 6-8 (based on school year 2025/2026).

- \$5/day (\$15/week, \$135/summer)

Household Cap:

For families that are enrolling more than three children who live in the same household we will eliminate fees after the third child.

i.e. Family Cap: \$945/summer (without financial aid, discounts, or tween children)

Payment Options:

1. Pay-in-full

- Available at registration event. Families will receive a discount.
- Cash, check, or card options available.

2. Deposit & Payment Plan

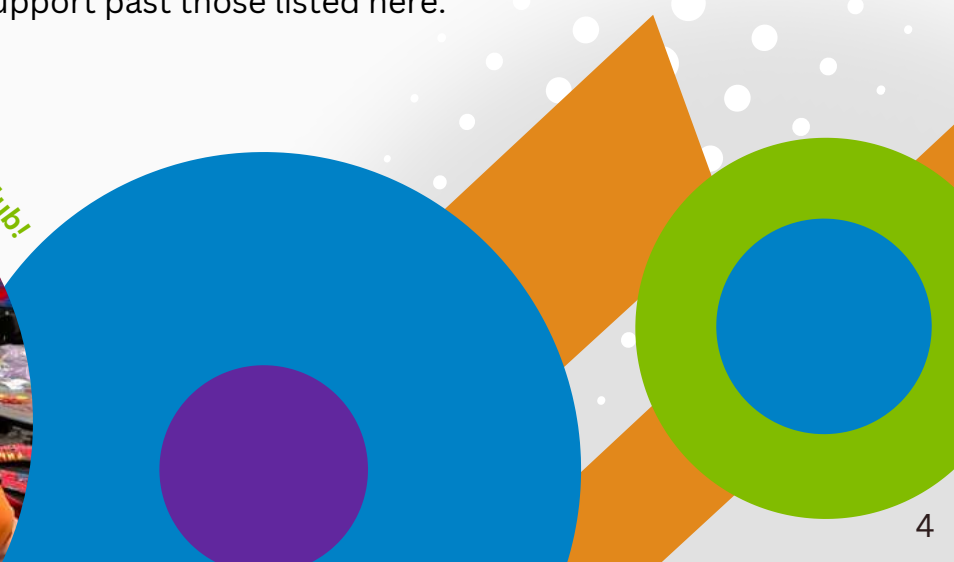
- Deposit to hold the child's spot is due at the registration event. Deposit is equal to one week of fees. The deposit will be applied to the total cost. All deposits are non-refundable and non-transferable.
- Automatic weekly payments will be scheduled on Fridays. All payment plans must be completed by August 8. A payment plan will be set up at the registration event with Club staff after the deposit is made.
- No cash/check payment plans are allowed.

Financial Aid

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

If finances are a barrier for your child(ren) participating please speak with Branch Director about potential other options and support past those listed here.

Our youth enjoying their time in our ClubHub!





Learning all about germs and why we wash our hands!

REFUNDS

Refunds

All membership payments are non-refundable and non-transferrable.

All weekly payments are expected to be made on time and in full as agreed in the initial payment plan. If payments aren't made, the Club will contact you to bring your account back to good standing. If we are unable to reach you and/or do not receive payment on time then your child may be denied access to Club programming. Our Club summer bookkeeper will issue invoices to families on a monthly basis.

After the conclusion of the summer program, the Club will reconcile all accounts to determine if a refund is applicable based on the below guideline. Refunds, if applicable, will be issued by October 31st, 2025.

Cancellation

If a family would like to end summer membership early they will need to complete the proper documentation. The Club requires a two week notice. Request more information from Branch Director.

Creating arts and crafts!

