

# **SUMMER 2025**

**BEMIDJI CLUBHOUSE**SUPPLEMENTAL HANDBOOK

# **CLUB DAY**

#### **Program Dates:**

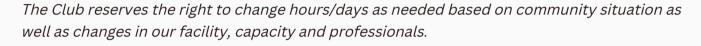
June 9 - August 29, Monday through Friday.

#### **Program Hours:**

7:45AM - 5:00PM

#### **Age Groups:**

Mights: grades 1-3 Juniors: grades 4-5 Tweens: grades 6-7 Teens: grades 8-12



#### **Example General Daily Schedule:**

Structured Activities	7:45- 9:00 AM
Morning Meeting	9:00 - 9:30 AM
Movement Activity	9:30 - 10:00 AM
Morning Snack	10:00 - 10:15 AM
Reading Program	10:15 - 10:30 AM
Sports & Fitness	10:30 - 11:00 AM
Math Program	11:00 - 11:30 AM
Outside Movement	11:30 - 12:00 PM
Healthy Lunch	12:00 - 12:30 PM
Quiet Time	12:30 - 1:00 PM
Arts & Crafts Activity	1:00 - 1:30 PM
Specialty Programs	1:30 - 2:00 PM
Gross Motor Activities	2:00 - 2:30 PM
Literacy Program	2:30 - 3:00 PM
Healthy Snack	3:00 - 3:30 PM
STEM Program	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.



### DROP-OFF / PICK-UP

#### **Drop-off Procedure**

Members can be dropped off and enter the building at 7:45 AM, Parents/guardians can send their child in or walk them in. Members cannot enter the building before 7:45 AM, and may not linger in the parking lot, sidewalk, or Club property 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).

### **FINANCIALS**

#### **Grant Funds**

Fees for this program for youth in grades 1-12 are covered by a grant through Minnesota Department of Education for summer 2025.

This summer program is partially funded with a grant from the Minnesota Department of Education (MDE) using state funding, After-School Community Learning Programs. The contents of this summer program do not necessarily represent the policy of the U.S. Department of Education or the Minnesota Department of Education, and you should not assume endorsement by the federal or state government.



## **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

#### **Extra Items**

In the summer months, we encourage families to provide a bag of extra clothes for youth to be kept behind the front desk. Families can send items such as 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 Clubhouse.

#### **Food Program**

Food served for lunch and snacks will be prepared by kitchen staff in our commercial kitchen. If your child has any allergies or dietary restrictions, please let staff know and we will work to accommodate your child's needs. Members are allowed to pack a healthy lunch and it can be refrigerated. Food from home will only be able to be eaten during designated lunch times.

#### 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.

Field trips in summer may include: Lake Bemidji State Park, Headwaters Science Center, Bemidji Area Public Library, Eagle Vista Ranch & Wellness Center, Swimming at ISD Pools, area parks and playgrounds, and much more. Some field trips may require additional permission forms to be completed.

#### **Policies & Procedures**

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

