



BOYS & GIRLS CLUB
OF THE BEMIDJI AREA



FAMILY HANDBOOK

WELCOME!

On behalf of our whole organization, it is my privilege to welcome you and your child to the Boys & Girls Club of the Bemidji Area.

The Boys & Girls Club of the Bemidji Area has delivered out-of-school programming for youth in the Bemidji Area since November 2003. As one of the leading youth development organizations, we've served thousands of youth and teens ages 5-18, many of whom are underserved or at-risk. We expanded our services to include additional sites at J.W. Smith Elementary (Fall 2023), Club On-The-Go (Summer 2024), and Blackduck School (Fall 2024).

Our youth development program is designed to fulfill our organization's mission: **to inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible, and caring citizens.** The Club provides more than just a safe haven for kids to come after school; we provide a positive place where the community's young people have opportunities to improve their academic performance, develop college and job readiness, build leadership potential and resistance to risky behaviors, become involved in community service, positively connect with peers, and receive support, mentorship and guidance from caring adults. In this handbook, you will find important information about your child's membership into the Boys & Girls Club.

Please read this booklet and keep it as a reference. We hope you have a wonderful time and thank you for being a part of the Boys & Girls Club of the Bemidji Area.

Shelby Weckwerth

she/her/hers

Area Program Director





Youth enjoy time at Eagle Vista Ranch!

LOCATIONS



BOYS & GIRLS CLUB
OF THE BEMIDJI AREA

BEMIDJI CLUBHOUSE

Bemidji Clubhouse
Address: 1600 Minnesota Avenue NW | Bemidji, MN 56601
Phone: 218-444-4171

Standalone facility
Year-round services for grades 1-12 provided

This site is partially funded with a grant from the Minnesota Department of Education (MDE) using federal funding, Afterschool Community Learning Grant. The contents of this publication do not necessarily represent the policy of the federal Department of Education or the state Department of Education and you should not assume endorsement by the federal or state government.



BOYS & GIRLS CLUB
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J.W. SMITH BRANCH

J.W. Smith Elementary
Address: 1712 America Avenue N | Bemidji, MN 56601
Phone: 218-407-0071 EXT #1

School-based site
School-year services for grades K-3 provided

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BOYS & GIRLS CLUB
OF THE BEMIDJI AREA

BLACKDUCK BRANCH

Blackduck School
Address: 156 1st Street NE | Blackduck, MN 56630
Phone: 218-407-0071 EXT #4

School-based site
Year-round services provided for grades K-8



BOYS & GIRLS CLUB
OF THE BEMIDJI AREA

CLUB ON-THE-GO

Club On-The-Go
Neighborhoods: Ridgeway & Conifer Estates
Phone: Call 218-407-0071 EXT #3

Outreach program
Summer-only services provided for grades K-12





Engaging minds both inside and out!

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Fun through friendships and food!

This handbook is intended to provide information about the Boys & Girls Club of the Bemidji Area's policies and procedures to the families of our members. It is not a contract and is subject to revision at any time, without prior notice, by the Boys & Girls Club of the Bemidji Area.

It is the goal of the Boys & Girls Club of the Bemidji Area to continue to provide affordable, quality youth programs in a safe & inclusive environment. To accomplish this goal, we ask for your commitment to the policies and procedures in this handbook. Additionally, please review the supplemental handbook that aligns with the Club site and offering your child is registered in.

This handbook was created by Club staff, leadership, board of directors, committees, and families.
Last updated by staff: **March 2026**

Equal opportunity employer and program provider.



MEMBERS RIGHTS

Member Rights & Responsibilities

- Members have the right to fair and equal treatment.
- Members are responsible for treating others fairly and equally.
- Members have the right to be respected.
- Members are responsible for respecting others.
- Members have the right to have leaders with appropriate training.
- Members have the right to learn and play in a safe and healthy environment.
- Members are responsible for keeping the Club clean and safe.
- Members have the right to safe equipment.
- Members are responsible for taking care of equipment.
- Members have the right to explore opportunities for growth and development.
- Members are responsible for being on time, preparing for sessions, listening, following directions and goal setting.
- Members have the right to have fun.
- Members are responsible for respecting the fun time of others.
- Members have the right to participate in decision making and leadership activity.
- Members are responsible for participation in the decision making process.

Club members use their creative side with arts and crafts!



Learn and grow with STEAM activities!



MEMBERSHIP

Member Eligibility

Applications are open to all children, regardless of race, socio-economic status, sexual orientation, religion, or creed.

Each branch serves different ages, please refer to their sites supplemental handbook for guidance and expectations.

Application Process

All families must complete an application on our Club website for aspiring members. Completing an application does not guarantee membership in the program.

Admission Criteria

In the event demand is greater than the current capacity, the Club will review for priority based on: current/previous Club members, siblings of current Club members, amount of days per week requested, and potential adaptations/behavioral concerns.

Membership Registration Requirements

Upon admission into the program, parents/guardians must complete the following before the youth's first day of attendance:

1. Up-to-date immunization records on file
2. One caregiver must attend an annual registration event
3. Review and sign all caregiver permissions and waivers
4. Submit payment for the program (if required)
5. Join appropriate communication platform

Membership is a Privilege

The Club may require meetings or additional information prior to membership acceptance to ensure the Club has the capacity, facilities, and professionals to meet the needs of the youth requesting membership. Once membership is accepted, families and youth must follow Club rules and guidelines. If a youth's needs change or new information is disclosed, the Club will review its capacity, facilities, and professionals to reassess whether the Club can continue to meet the youth's needs.

Youth build social-emotional learning skills!

Year-round physical activity in our gym!





Explore their creative sides through arts and crafts!

FUNDING

Club Funding

To keep rates affordable to families, the Club implements a blended funding strategy made up of donors, grants, and fees from families. So, if you are able, please consider a tax-deductible donation to support the Club. Give online at bgcbemidji.org.

Grant Funds

Select branches operate under dedicated grant funds that cover the cost of membership at those specific sites. Please refer to each sites handbook for more information.

Financial-Aid

Financial aid will be available on a limited basis. Club staff will use a financial aid guide to determine if and how much aid a family is eligible for based on their monthly income and household size.



STEM Challenges are a favorite of Club youth!



What our staff love most? The kids' genuine smiles!

YOUTH DEVELOPMENT

What the Club does every day helps improve the lives of children. All Club activities support youth development in at least one of four program areas:

1. **ACADEMIC SUCCESS** to help youth achieve academic goals, stay in school, explore career interests, learn new skills, and consider post-secondary education options.
2. **LIFE & WORKFORCE READINESS** to equip youth to navigate adulthood and pursue a fulfilling, economically valuable career path.
3. **HEALTH & WELL-BEING** to help youth engage in positive behaviors that nurture well-being, set personal goals, and grow into self-sufficient adults - including daily physical activity, healthy food choices, and an appreciation for the outdoors.
4. **CHARACTER & LEADERSHIP** to empower youth to become engaged in the Club and the community, sustain meaningful relationships, and respect one another.

ACADEMIC SUCCESS

- Project Learn, ages 5-18, engages Club members in tutoring, homework help, service projects, and fun learning activities.
- National Fine Arts, ages 5-18, encourages artistic expression through drawing, painting, printmaking, photography, collage, mixed media, digital art, acting, beading, and sculpture.
- Digital Literacy Essentials, ages 5-18, engages and excites youth through project-based experiences to gain technological skills that explore digital safety, privacy, digital presence, online communication, and e-sports.

LIFE & WORKFORCE READINESS

- Career Launch, ages 13-18, is a job-readiness and career preparation program with activities like mock job interviews, resume building, and job application completion - all experiences that help guide members as they work toward high-school graduation and prepare for post-secondary education and the workforce.
- DIY STEM (Science, Technology, Engineering, and Math), ages 5-18, provides members with fun, hands on activities to explore the science of every day.
- Money Matters, ages 5-18, builds basic personal money management skills, including budgeting, saving, and investing.
- Computer Science, ages 5-18, members learn computer science skills based on their needs and unique interests. Youth will develop critical thinking, problem-solving, and coding skills.

At the Club, every kid gets to be themselves!



HEALTH & WELL-BEING

- Triple Play, ages 5-18, features activities that promote a healthy mind, body and soul. This program incorporates healthy living and active learning in every part of the Club experience with an emphasis on good nutrition, regular physical activity and improving overall well-being.
- Garden Program, ages 5-18, engages youth in gardening, including - cultivation and harvesting, planning healthy meals and snacks, and selling fresh produce to area businesses and the Bemidji School District. The Clubhouse garden includes over 20 outdoor raised beds and a high tunnel. A continuation of the gardening program that includes multiple hydroponic systems to enable gardening year-round.
- SMART Moves, ages 5-18, focuses on emotional well-being, including self-regulation, impulse control, and stress management. Additional lessons help youth resist the use of alcohol, tobacco and other drugs.
- Positive Club Climate, ages 5-18, is a collaboration between staff, members, and volunteers to create a mindset and climate where everyone feels emotionally safe and supported. A focus on preventing bullying is also a key part to this program.

CHARACTER & LEADERSHIP

- Youth of the Year and Junior Youth of the Year, ages 13-18, allows young people to showcase their talents and achievements, share their hopes and dreams, and work toward a bright and positive future. For those in Youth of the Year, members compete at the local, state, regional and national levels for Youth of the Year titles and along with the advancement comes educational scholarships for participating teens.
- Keystone Club, ages 12-18, allows tweens and teens an opportunity to gain valuable leadership and service experience. Tweens and teens conduct activities in four areas: academic success, career exploration, community service, and teen outreach.
- Leadership Club, ages 12-18, provides teens a structured opportunity to develop interpersonal skills, a strong work ethic, and a sense of community engagement while experiencing on-the-job Club work.
- Million Members, Million Hours, ages 5-18, introduces members to making a positive difference in their lives and communities by providing opportunities to serve in year-round volunteer activities.
- Youth for Unity, ages 5-12, focuses on promoting diversity, equity, and inclusion in the Club and in the community.

Seeing local art at the Watermark Art Center!



From boat rides to snow forts, nothing stops us from getting outdoors!



PROGRAM MODEL

General Operations

- The staff-to-youth ratio is 1:15, with some activities, such as gym or outdoor activities within a 1:30 ratio.
- Age groups will remain separate for the majority of the program, at times they may combine.
- Club staff will limit youth bringing in personal items.
- Each branch has a schedule with rotations and transitions throughout each day.
- Members should bring their own water bottle every day, water fountains are available.

Commitment to High-Quality Programming

Club members will be surveyed about their behaviors, skills, attitudes, and their Club experiences. We use a variety of survey instruments, including the Boys & Girls Club of America's Youth Development Outcome Measurement Tool Kit. In addition, Club members take pre- and post-tests after participating in some Club programs to help assess the program's effectiveness.

Partner Agencies/Volunteers

Partner agencies and volunteers will be allowed to work with Club members and staff, provided they adhere to all procedures outlined within this document and other organizational directives. Each Branch may differ in partner offerings throughout the year.

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. Some trips may be invite only and/or require a commitment of the youth to attend all sessions. Club staff will use the REMIND app to inform families of field trips and offer opt-out options for families.

Youth learn to support one another with team-building exercises!



TECHNOLOGY

Technology Acceptable Usage

Including but not limited to Club computers, tablets, gaming systems, televisions, and other electronic devices.

- The Club reserves and will exercise the right to review, audit, intercept, access, and disclose all matters on the Club's electronic devices, e-mail, and internet systems at any time, with or without notice and that such access may occur during, before, or after Club hours.
- The Club may purge electronic files on Club-sponsored electronics at any time, without notice.
- Club members will not make a purposeful effort to subvert the intent of the Club or other institution's security measures, such as bypassing, hacking, or changing content filters, firewalls, security programs or passwords.
- Club members understand and will abide by laws regarding lawful and ethical obtaining, use and dissemination of electronic data and media, and will comply with those laws while using all electronic devices at the Club.
- The use of any electronic devices for the procurement, creation, or distribution of materials and information that are bullying, harassing, threatening, obscene, defamatory, proprietary, pornographic, illegal or unethical, including through social media, will result in immediate disciplinary action.

Digital Safety Training

Prior to using Club technology devices, members must complete a digital citizenship and technology safety training and annually thereafter.

Personal Devices

Each site has its own expectations with personal devices. Please refer to the supplemental handbook for the Club site your child(ren) attend for more details.

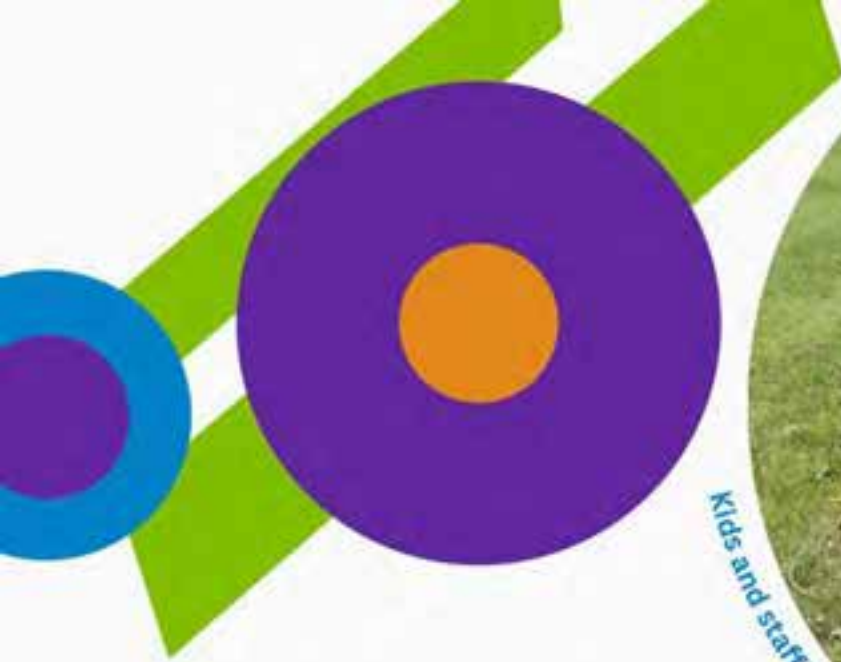
Games and Movies

Games and movies selection will follow age-appropriate ratings for each age group. Staff will designate what ratings are allowed within each age group based on the age of the youngest grade.

Equestrian time to help with all the happy feelings!

Learn to enjoy the natural beauty around us!





Kids and staff keeping our play areas clean and beautiful!

TRANSPORT

Club Transportation

Club policy prohibits staff from transporting Club members in personal vehicles. Club members may be transported by the Club van(s), Paul Bunyan Transit, Bemidji Bus Lines, a vehicle rented for Club purposes, or other means. All occupants must wear a seatbelt, including a shoulder belt. Members who are in grades K-3 must use a booster seat. The Club's discipline policy applies during transportation services. Violations may result in suspension or loss of riding privileges.

Member Pick-Up

Caregivers of youth under the age of 12 are required to come in to the Club location and sign their child out. Members who are 12 or older may sign themselves out with caregiver written permission. Please inform Club staff ahead of time if any one else will be picking your child up. At any point in time, our Club staff can reference and check the ID of anyone coming to pick up your child to assure that the person picking up is listed on your child's account for authorized adults.

Safe Passage Policy

The Club is not responsible for members who are not properly checked in at the front desk. Members should not be dropped off when the Club is not open.

Late Pick-Ups

When the Club ends for your child's designated age group you must pick up your child on time.

- A \$10 fee for any pick-ups that are 1-15 minutes late, the fee increases to \$20 for pick-ups that are 16-30 minutes late.
- All late fees must be paid within seven days to maintain active membership status.
- If your child has not been picked up by the time we close, we will call the numbers of authorized individuals who you have listed on your membership application form.
- If we are unable to reach an authorized individual within 30 minutes after we close, the Club will call law enforcement to provide a safe ride home for your child(ren).

HEALTH & WELLNESS

Infestations or Contagious Conditions

Any suspected transferable infestations or contagious conditions will be addressed as follows:

- The family will be contacted immediately to remove the child from the Club site.
- Proof of treatment from a healthcare facility or receipt of medication purchased will be required prior to the child being allowed back into the Club facility.
- Other Club families will be notified upon confirmation of the condition, no identifying information will be provided.

Medications

- Club staff will only administer emergency life-saving medications by policy.
- Non-emergent medications will not be allowed to be administered by Club staff except for topical over-the-counter such as sunscreen lotion, insect repellent, hand sanitizer, etc.
- Families must complete a medication form and have an medical action plan for a member to have prescription emergency medications at the Club branch, e.g. Epi-Pens or inhalers.
- All approved medications must be kept in a secured storage location; youth are not allowed to carry them during Club programming.
- Club staff will ensure all medicine is:
 - kept in the medicine's original container with child's first and last name;
 - given only to the child whose name is on the label;
 - not given after expiration date on the label; and
 - returned to the child's parent or legal guardian or destroyed, if unused.

Medical Emergencies

In a life-threatening situation, Club staff will call an ambulance first and then the child's parent/guardian. The Club is not responsible for the costs of any medical attention or treatment.

Family Expectations

Families are asked to **support the Club in providing a safe space for our members and staff** by informing the Club of any changes to their child's health or potential community exposure.





EMERGENCY PREPAREDNESS

Critical Incident Response

The Club utilizes the "I Love U Guys" Foundation's Standard Response Protocol (SRP) for critical incident response. SRP is based on the response to any given situation not on individual scenarios. The premise is simple, with five specific actions to be performed during an incident: **Hold, Secure, Lockdown, Evacuate, and Shelter**. Staff and members will be training, practicing and drilling the protocol.

For more information on the SRP please ask Club staff or visit www.iloveuguy.org.

Fire Procedure

All staff and volunteers are trained in our fire evacuation plan in case of an emergency. We will implement fire drills quarterly with our members. Practicing often helps them know what to do in a fire emergency. Please refer to each site's onsite maps for their designated fire evacuation meeting spot. Family members are welcome to join us in the case of a drill or an emergency. Please do not take your child(ren) offsite before signing out your child(ren) so Club staff can correctly account for every youth at the Club that day.

Severe Weather

When the National Weather Service issues a severe weather warning, the Club will execute its severe weather plan. When the Club is on lockdown for a tornado warning, the Club is not allowed to let a child leave, but a parent/guardian may enter the Club to seek shelter.



SAFETY POLICIES

Staff & Volunteer Training

All staff and volunteers must complete a background check and reference checks prior to being allowed access to the Club program and youth. Additionally, all staff and volunteers undergo required training upon onboarding and annually thereafter. This includes but not limited to:

- Safety policies and procedures
- Child abuse prevention training
- Emergency preparedness
- Risk reduction plan

Our top priority is safety. Required annual trainings help ensure the safety of our members and their families, ensure the safety of staff and volunteers, and provides staff with the tools and resources to offer high quality programming in a safe way. Our staff go through extensive training protocol in addition to the trainings listed above.

Mandated Reporting

Club staff and volunteers are mandated reporters. Any staff or volunteer who suspects that a child may be abused or neglected is required to immediately report to the appropriate agencies, including but not limited to Department of Human Services, Law Enforcement, and/or Beltrami Social Services. All staff and volunteers must complete child abuse prevention trainings prior to working with youth and annual thereafter.

Child Abuse Prevention

Staff and volunteers are trained and required by policy to follow appropriate physical and positive verbal interactions with youth. Examples of appropriate physical interactions: side hugs, handshakes, and high-fives. Examples of inappropriate physical interactions include: frontal hugs, kisses, lap sitting, piggy-backs, and tickling.



SAFETY POLICIES

Fraternization

All Club employees are strictly prohibited from socializing with members while off duty as well as dating or pursuing romantic or sexual relationships with any Club members. Staff may not fraternize with Club members online, at the home of the Club member, or the home of the staff. Staff are not allowed to willfully schedule activities with Club members outside of Club work hours unless it is for a Club sponsored activity. Staff are not allowed to provide outside of work care including but not limited to babysitting (volunteer or paid) for Club families in any form.

If you or your child has a previous connection with one of our Club staff please inform the Club site director regarding this relationship prior to the youth joining the program.

Favoritism

Staff and volunteers shall not show extreme favoritism toward a member.

Prohibition of One-on-One Interactions

The Boys & Girls Club of the Bemidji Area is **committed to providing a safe environment for members, staff, and volunteers**. To further ensure their safety, the organization limits one-on-one interactions between youth and staff as well as volunteers, including board members. Staff shall ensure in-person meetings take place in areas where other staff and/or members are present, have a direct line of sight available, or occur in a public space. Exceptions, as deemed necessary by Club leadership, are on a case-by-case basis.

Difficult Areas to Supervise

Members are not allowed to enter unsupervised spaces without staff present. Unsupervised areas will be checked regularly by staff members, locked when not in use, and have signage to inform youth this area is off limits.

Locker Room Use

Club staff are trained in protocols for situations that Club members are using locker rooms off-site. Examples of protocols include but are not limited to: sweep of locker room prior to use, prohibit mixing of age groups, lower staff-to-youth ratios, and propping an exterior door open for audio supervision without infringing on privacy. Youth will change in the locker room of their identified gender or in a unisex bathroom if available. No audio or video recording devices are allowed in the locker room, including cell phones.



SAFETY POLICIES



Explore and engage with fields trips in the Bemidji Area!

Drug and Alcohol-Free Workplace

The Club is committed to a drug and alcohol-free workplace for the safety of its members, staff, and volunteers. The use of drugs, alcohol, tobacco and e-cigarettes/vaporizers is prohibited by Club members, staff, volunteers, and parents/guardians and presents a danger to everyone. The Club reserves the right to take any and all appropriate and lawful actions to enforce its drug and alcohol-free policy including inspection and/or search of personal property on Club grounds.

Restroom Usage

Members should use the bathroom designated for their age group. Staff members and volunteers will use the adult restrooms that are separate from Club member restrooms. The Club does not have any restrooms for families or the public. Restrooms shall be regularly monitored & cleaned by Club staff. Monitoring includes walk-throughs, inspections, limiting number of users, auditory monitoring, and open sight lines while maintaining privacy. Members are asked to only have one person in a bathroom at once (in multi-stall bathrooms) if possible, wash their hands for 20 seconds, and respect the privacy of others at all times.

Step outside their comfort zone to try new things!



SAFETY POLICIES

Supervision and Facility

The primary entry to each Club branch is controlled and monitored by a paid adult staff during all hours of operation, along with a system to monitor and track everyone who is in the facility.

Bemidji Clubhouse exit doors are shut and locked during Club operations to prevent any unauthorized individuals from entering the Club program. Additionally, the Clubhouse has audible alarms to exterior doors to discourage unauthorized use to exit or enter the facility. All program spaces shall be monitored by paid adult staff at all times.

Video Surveillance

Video surveillance, with or without audio recording capabilities, may be utilized in and around the Club facility, on Club property, and on Club transportation vehicles. Video surveillance shall be in accordance with all applicable laws pertaining to such use. Video surveillance equipment will not be used or installed in areas where Club members, staff, and parents/guardians have a reasonable expectation of privacy, such as locker rooms and restrooms.

Only authorized personnel shall view and/or export video data of Club members, staff, or volunteers. To maintain confidentiality and privacy, the public, including parents/guardians and relatives of Club members, shall not have access to video recording footage or data involving Club members, staff, and volunteers. Authorized Club personnel may use a still shot or selected portions of recorded data to request law enforcement review for assessing the security risk of a specific individual or for investigating a potential crime on Club property.

School based sites will follow the school's procedures for video and surveillance.

Incident Management

The Club has clear policies and procedures in place for incidents that might occur during Club programming. Staff and volunteers must report incidents and document all safety-related incidents. These incidents range from accidents such as slips/falls, bullying, medical emergencies, allegations of abuse, threats, physical assaults, missing children, theft/robbery, or other situations identified by Club leadership. Internal investigations will take place as needed and Club leadership will determine if an external incident reporting or investigation process needs to be initiated on a case-by-case situation.

Grow their creative thinking skills year-round!



A place they can be silly and have fun!





SAFETY POLICIES

Special Needs

The Club welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities. Club staff members will work with families to understand the special needs of children seeking accommodation and to identify modifications necessary to support the disability. Staff will work to integrate individual reasonable accommodations provided these accommodations do not pose an undue hardship on the organization or jeopardize the safety of others. Professional development and support will be provided to ensure that staff members are aware of and capable of meeting the needs of Club members for which accommodation is being provided.

Examples of accommodations the Club is not able to make at this time:

- One-on-one supervision in group and classroom-like settings
- Assistance using the restroom facilities
- Assistance eating meals and snacks

The leadership staff and Program & Safety Committee reserve the right to make all program-related decisions on reasonable accommodations. Appeals may be made to the Program & Safety Committee, please reach out to Area Program Director for this information.

Success Plan

If you as a parent/guardian have concerns about your child in terms of special needs, medical needs, behavioral challenges or other needs, (for example, your child has an IEP or 504 Plan in place at school) please contact the Club's site director. Staff will work with you to create a plan to help ensure that your child and Club staff have **a positive and successful experience** prior to beginning at the Club. Should it be determined that Club Staff is unable to meet your child's unique needs, other options may be given. Club staff may also request that you meet to create a success plan if your child is struggling to follow Club rules and guidelines as safety is our number one priority.

GOOD TO KNOW

Personal Items

The Club is not responsible for damaged, lost, or stolen items.

Photographs/Videos

Our Club takes photographs and videos of members to use for promotional, marketing, and general Club use. Images taken of members will be utilized primary for Club use only and may be used by partner agencies.

Membership Information

Information provided on the membership application form is critical to ensure the safety of your child. It is the responsibility of the parent/guardians to notify the Club of any changes to the contact information, the list of individuals authorized to pick-up your child, etc., as soon as the change occurs.

Member Dress Code

Members should dress in appropriate attire that allows them to participate fully in various areas of Club programming. Clothing shouldn't be too revealing, limit or endanger members in Club activities, includes profanity, and/or advertise illegal or other inappropriate things. Club leadership will use their discretion to determine if clothing is inappropriate for the Club. Staff will attempt to find an alternative clothing option from lost & found, however Club members may be sent home or asked to have a change of clothes dropped off.

Phone calls at the Club

- Club members will not have access to Club phones unless it is an emergency.
- Make any necessary arrangements before your child arrives at the Club.
- Club staff will take a message and relay it to the child on their behalf.
- If you need to speak with your child because of an emergency, please notify staff.

Confidentiality

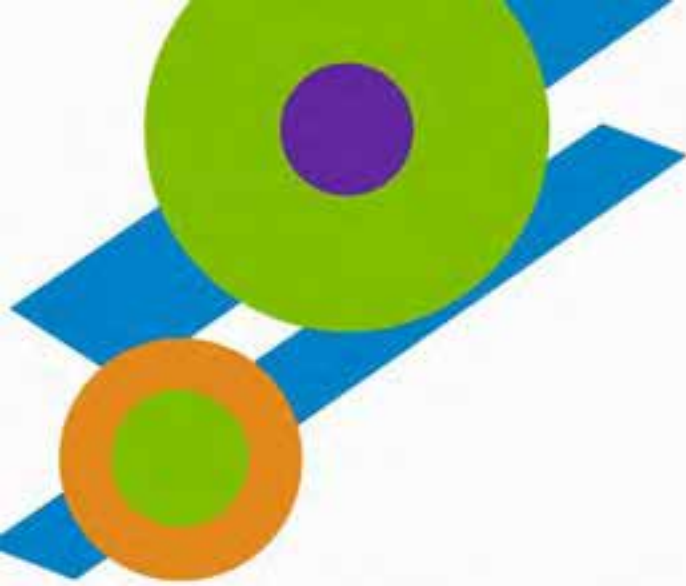
Information provided in the membership application will be confidential. Information may be used as compiled data without personal identification to help the organization seek public or private funding. Please read and sign the Tennessee Warning Notice to ensure that you understand your rights.

Be an advocate for all youth as Youth of the Year!



Did we mention the awesome staff?





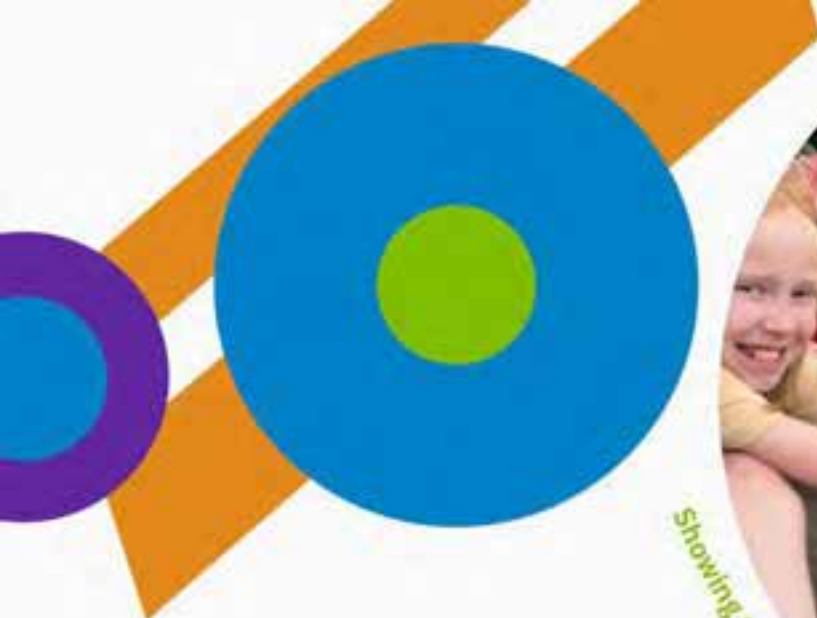
Cold Weather Guidelines

Below 32 Degrees <i>Windchill</i>	32 - 40 Degrees <i>Windchill</i>	40 - 50 Degrees <i>Windchill</i>	Above 50 Degrees <i>Windchill</i>
Coats must be on and zipped.	Coats must be worn, but may be unzipped. Hat & mittens not required but recommended.	Long sleeves must be worn. Hats & mittens not required.	Long sleeves are recommended but not required.
Hats and mittens/gloves. <i>Hoods are fine.</i>			

Snow Pants & Boots

- Both boots and snow pants are required for playing in the snow for all students in grades K - 5.
- Snow pants and boots are recommended for grades 6 through 12.





Showing youth how to work as a team!

RESPECT

Bullying Prevention

Bullying by a member or group of members will result in an automatic suspension as outlined in the Club's Discipline Policy. Prior to readmission, parents/guardians and their Club member(s) may be required to meet with Club staff to prevent the behavior from reoccurring. If you suspect that your child has been bullied, please report it to Club staff immediately and encourage your child to do the same. If our staff are unaware that bullying behaviors are happening, we are unable to stop it.

Prevention Strategies

Bullying prevention education, activities, and discussion may include:

- What do you do if it's happening to you?
- What do you do if it's happening to a friend?
- What do you do if it's happening to someone they don't know?
- What do you do if your friend is being the bully?
- Role playing scenarios
- Respect lessons and activities
- Reviewing the "Is It Bullying?" poster

Committed to Diversity, Equity & Inclusion

The Club aims to help our members learn to live cooperatively in a society of diverse cultures and backgrounds. Club members will be involved in numerous activities and projects that promote **positive self-esteem and anti-bias attitudes**. They will be learning vocabulary words like stereotype and bias, discussing the meaning of fairness and unfairness, and learning techniques for dealing with biased behavior from others.

Our organization intends to build the capacity of young people, staff, and volunteers to create a Club environment of inclusion and unity. Such an environment embraces diversity and makes prejudice, bigotry, and discrimination unwelcome and unacceptable.

ACCOUNTABILITY

Member Code of Conduct

The Club provides a safe and engaging environment for members to build academic success, healthy lifestyles, good character and leadership, and life & workforce readiness. This includes holding Club members to a **high standard of behavior** that demonstrates respect for peers, staff, and volunteers. Please review this Code of Conduct with your Club member so that they understand the behavior standards expected of them.

Teachable Moments

Club staff will use teachable moments to remind Club members of appropriate behavior and choices. Staff will take corrective action once a member reaches three teachable moments in one day or five teachable moments within a five-day week. Teachable moments may include, but are not limited to behaviors such as:

- Using inappropriate language
- Showing disrespect toward others
- Repeatedly doing something when asked to stop
- Entering an area without permission
- Misusing or destroying Club equipment

Consequences

- Three teachable moments in one day: the member will be sent home from the Club for the remainder of the day and/or possible additional days.
- Five teachable moments within a week: the member will be sent home from the Club for the remainder of the day and/or possible additional days.
- Consequences will continue to become more significant if the Club member continues behaviors. Staff may also call a parent/guardian meeting to develop a success plan to help the youth succeed while at the Club.

When a member engages in more serious behaviors such as bullying, physically harming an individual, substance abuse, etc., the result is an automatic suspension as outlined in the Club's Discipline Policy. Staff may complete a behavior report and schedule a meeting with the parent/guardian.

Youth experience new games and activities!



From seed-to-plate, youth eat what they help grow!





BREAKS

Discipline Policy

The Club is committed to providing a safe environment for Club members, the following table outlines disciplinary actions that may be taken when a Club member engages in more serious behaviors. These consequences are weighted by the severity of the behavior and the age of the Club member. These consequences apply to Club branches, in Club vehicles, and at all Club-related events on or off-site.

This policy provides a **fair and consistent approach** to most situations, but it is not intended to address every possible scenario. The Club reserves the right to impose additional consequences it deems most appropriate in any given situation, including revoking membership.

Behavior	Offense #1	Offense #2	Offense #3	Offense #4
Insubordination/disrespect	2 days	3 days	4 days	5 days
Physical violence/aggression	3 days	6 days	9 days	12 days
Bullying	3 days	6 days	9 days	12 days
Damage/destruction of property	2 days	3 days	4 days	5 days
Substance/tobacco use	3 days	6 days	9 days	12 days
Technology misuse	2 days	3 days	4 days	5 days
Weapons/threat of violence/sexual violence	Consequences decided by the site director, area program director, executive director, and/or Program & Safety Committee.			



FAMILY COMMITMENT

Communication on Child's Progress

Parents/guardians agree to ensure that their children abide by policies, procedures and expectations. Violations may be documented and placed in the child's file. Depending on the severity of the infraction, parents/guardians will be contacted. In the case of children who are picked up by an authorized adult, staff will verbally inform the adult the same day that the violation occurs. More serious or repeat violations will also be conveyed via a written notice on a behavior report. They can also meet with staff and Club leadership regarding their child's behavioral or safety issues in order to develop a strategy for improvement.

Family Code of Conduct

The Club is committed to providing a **safe and nurturing environment** for your child. In an effort to ensure your child's development in a positive way, we ask that you as the parent/guardian(s) agree to the following:

- To make every effort to follow all Club policies & procedures. You understand that it is your responsibility to read and comprehend the policies set forth and to follow them to the best of your ability, and ask questions regarding any policy and/or procedure that is not clear to you.
- To strive to support the program in the way you communicate with the members, the staff, other parents/guardians, and general community.
- To be courteous, use appropriate language and refrain from making threats and taking actions towards any member (yours or others), staff, volunteer, or other parents/guardians either at or near the Club, or at any Club functions/events.
- To not approach any member other than your own to obtain confirmation, clarification, or "their view" on Club related issues, disputes, or disagreements between members. Such matters must be brought to the attention of the site director.
- Do not approach any staff member requesting confidential information in regard to any member but your own.
- To understand and abide by the conditions of the program fee guidelines, including but not limited to refunds, exchanges, and cancellations.
- Understand that if a parent/guardian disagrees with the Club's Family Code of Conduct, the Club reserves the right to dismiss all access to the Club program.

Family Involvement

The Club strongly encourages family involvement in their child's academic and personal growth. Club social media, website, Remind app, and occasional phone calls to homes are other ways to keep caregivers updated on the programs and activities offered through the Club. The Club hosts Family Events and other events throughout the year to build positive relationships between members, families, and our staff. We strongly encourage families to participate when they can.

CONTACT

National Hotline for Safety

If you have safety concerns with the Club that you wish to share anonymously, please call the **See it Say it Hotline** provided by the Boys & Girls Club of America at 866-607-SAFE.

Mobile Crisis Hotline

Please share the Mobile Crisis number with individuals for any Mental Health crisis. The mobile crisis number is 1-800-422-0045. Text MN to 741741.

Exceptions

Exceptions to rules and policies may be made at the discretion of Club leadership. For more details on policies contact Area Program Director; Shelby Weckwerth at shelby.weckwerth@bgcbemidji.org or by calling the Clubhouse at 218-444-4171.

Name	Position	Contact
Morgan Morgenstern	Bemidji Clubhouse Director	morgan.morgenstern@bgcbemidji.org
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Chelsey Rantala	Blackduck Branch Director	chelsey.rantala@bgcbemidji.org
Shelby Weckwerth	Area Program Director	shelby.weckwerth@bgcbemidji.org
Andrea Kent	Executive Director	andrea.kent@bgcbemidji.org

BOYS & GIRLS CLUB OF THE BEMIDJI AREA

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