



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

BLACKDUCK BRANCH



SCHOOL YEAR 26/27

BLACKDUCK BRANCH SUPPLEMENTAL HANDBOOK

CLUB INFO

Program Dates

September 1 - May 27

Program Hours

Monday 7:00 AM - 5:00 PM

Tuesday-Friday 4:00 PM - 6:30 PM

Please refer to the Blackduck Branch calendar for specific dates. The Club aligns our schedule to the schools, please note that select Mondays will shift to either afterschool only if school is in session or Club closed due to school hosted conferences/workshops.

Membership Cost

All membership payments are non-refundable and non-transferable. These fees are made possible only through donor support as the true costs are substantially higher.

Grades K-8: \$125 for the school year (afterschool & full-day Mondays included)

Maximum fee of \$375 per household family who have three or more siblings attending the Club from the same household.

Financial-Aid

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

Payment Plans

The Club works with families to ensure that cost isn't a barrier to a child's participation in the Club. Families can request to set-up a payment plan to pay down balance over the school year at a rate determine by Club staff & families on individual basis.

Closures

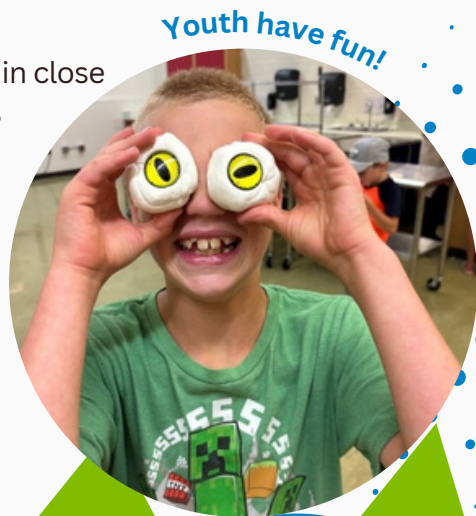
The Club follows Blackduck School (ISD32) for closures. Club leadership are in close communication with school staff. In the event Blackduck School changes their schedule Club staff will review and revise our schedule as needed.

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 Blackduck Schools for weather-related closings:

- If school is canceled or dismissed early due to inclement weather, the Club will be closed.
- If afterschool activities are canceled, the Club will remain open until 4:30 PM to give families time to create a plan for pick-up.



CLUB DAY

Example General Daily Schedule

Healthy Snack	4:00 - 4:10 PM
Outside Movement	4:10 - 4:30 PM
Educational Program	4:30 - 5:00 PM
Specialty Programs	5:00 - 5:30 PM
Group Activities / Choice	5:30 - 6:00 PM
Drop-In Activities	6:00 - 6:30 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, etc.

Transportation to the Club

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

Pick-up Procedure

Families are required to come into the school using door #14 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.

Members who are 12 or older may sign themselves out with parent/guardian permission.

Late Pickups

- The Club day ends promptly at 6:30 PM for all members on school days, and 5:00 on Mondays. 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 late (6:31-6:45 | 5:01-5:15). The fee increases to \$20 for any late pickups next 15 minutes late (6:46-7:00 | 5:16-5:30).
- 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).

Club youth love getting their thinking caps on!



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 payment and/or set-up payment plan with Club staff
- 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, all Club youth are offered a secure spot for their belongings.

Food Program

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

Policies & Procedures

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

Opportunities to create unique art pieces!



STEM Challenges are a favorite!





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BLACKDUCK BRANCH

TOP 5 THINGS TO KNOW!

1. SCHOOL COMMUNICATION: Families MUST notify the school of their child's afterschool plan. If that plans changes families MUST notify the school so teachers know where to send your child. Please confirm with school your child's plan by the end of the first day of the school year!

a. Please inform them of what days afterschool your child will attend the Club.

2. PICK-UP: Families are required to come into the school using door #14 and sign their child out.

a. 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.

b. If picked-up after 6:30PM on school days or 5:00PM on Mondays a late fee will be issued.

3. MONDAY DROP-OFF: Families must drop their child off at door #14. Youth are not required to be here by a specific time, however if it is after 9AM then you will need to call the Blackduck Club to ask to be let in (exterior doors automatically lock at 9AM).

4. FOOD: The Club will provide a snack everyday afterschool. On Mondays we will provide a bagged lunch as well as a snack. Families are welcome to send a cold lunch if they'd like. We have a commercial fridge to store it in, however will not be able to heat things up.

5. EXPECTATIONS: The Club has rules and expectations for while youth at at the Club. Our staff will work with youth to correct behaviors, however if behaviors are severe or happening often that it disrupting other youth's time at the Club then we may ask them to take a break. Club staff will continually discuss with families on youth's time at the Club. We believe in open communication with families and Club staff!

**Please contact the
Branch Director
with any questions or concerns!**

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