



**BOYS & GIRLS CLUB
OF THE NORTHERN PLAINS**

Parent Handbook



TRADITIONAL/NON-LICENSED CLUBS

Revised: 2023

Welcome

Thank you for taking time to learn what the Boys & Girls Club, a.k.a. the “Club,” is all about!

As an organization, the Boys & Girls Club of the Northern Plains, Inc. serves the communities of Brookings, Moody County, Yankton, and Vermillion. This handbook covers information pertinent to each of our traditional/non-licensed facilities.

We believe that all members and their parents/guardians can benefit from the information in this handbook. As the Club continues to grow, old policies may be adjusted and new policies may be developed to fit the needs of our members. You can always find the most recent and updated policies on our website: www.greatfuturesd.org

This handbook covers our most recent policies and procedures, but if there is anything else we can help you with, please let us know.

We would like to thank you again for choosing to make the Club part of your family, and we look forward to working with you in the years to come!

Jody Hernandez

Chief Executive Officer

ceo@greatfuturesd.org

605-692-3333

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.

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Facility Information

Boys & Girls Club of Brookings 1st – 5th Grade Unit 1126 Southland Lane Brookings, SD 57006 605-692-3333	School Year Hours Monday - Friday Afterschool – 7:00 PM
	Summer Hours Monday – Friday 7:30 AM – 6:00 PM
Boys & Girls Club Teen Center 6th – 12th Grade Unit 1910 12th Street Brookings, SD 57006 605-692-6666	School Year Hours Monday - Friday Afterschool – 7:00 PM Friday Fun Nights Sign-up Available
	Summer Hours Monday - Friday 7:30 AM – 6:00 PM
Boys & Girls Club of Moody County K-12th Grade 803 West Community Avenue Flandreau, SD 57028 605-573-0150	School Year Hours Monday - Friday Afterschool – 7:00 PM
	Summer Hours Monday – Friday 7:30 AM – 6:00 PM
Boys & Girls Club of Yankton 1st-12th Grade 2008 Mulberry Street Yankton, SD 57078 605-668-9710	School Year Hours Monday - Friday Afterschool – 7:00 PM
	Summer Hours Monday – Friday 7:30 AM – 6:00 PM

Stay Connected!

www.greatfuturesd.org

Important Dates

Holidays the Club is Closed:

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Day

Memorial Day

Independence Day

Other days the Club is Closed: *See Club front desk for details and dates*

- One Friday each month for staff training
- The last two days of the school year for summer preparations and training
- The last two days of summer for school year preparations and training

Contact Information

Administration

Chief Executive Officer	Jody Hernandez	jhernandez@greatfuturesd.org
Chief Operating Officer	Becky Jennings	bjennings@greatfuturesd.org

Brookings 1st – 5th Grade Unit

Executive Director	Amber Kollars	akollars@greatfuturesd.org
Elementary Director		
1st – 3rd Director	Cassie Stoltenburg	cstoltenburg@greatfuturesd.org
4th – 5th Director	Macyn Christianson	mchristianson@greatfuturesd.org
Membership Coordinator	Meagan Kronke	mkronke@greatfuturesd.org

Brookings Teen Center

Executive Director	Amber Kollars	akollars@greatfuturesd.org
Teen Director	Jordan Peirce	jpeirce@greatfuturesd.org
Youth Diversion Director		

Moody County

Executive Director	Hailey Adams	hadams@greatfuturesd.org
Elementary Director		
Teen Director	Grace Gunderson	ggunderson@greatfuturesd.org

Yankton

Executive Director	Koty Frick	kfrick@greatfuturesd.org
1 st -3 rd Director	Halen Groenke	hgroenke@greatfuturesd.org
4 th /5 th Director	Taylor Slaght	tslaght@greatfuturesd.org
Teen Director	Eden Schanzenbach	eschanzenbach@greatfuturesd.org

Vermillion

Executive Director	Savannah Wise	swise@greatfuturesd.org
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Membership

Our annual membership dues and summer fees are based on an assessment of each community served. The assessment determines an annual membership due that each Club family in the community may afford.

- Membership is open to youth, regardless of race, socio-economic status, sexual orientation, religion, or creed
- Membership forms must be completed online in their entirety and renewed each year.
- Members may attend the Club once their application and dues are approved and processed. This process may take more than 24 hours.
- Membership dues are per child and will not be pro-rated for partial year memberships or refunded
- Club membership follow the calendar year and **all memberships expire annually on December 31st**
- Membership to the Boys & Girls Club is a privilege, not a right

The information provided to us on the membership application is critical. It is the responsibility of the parent/guardian to notify the Club of any changes to contact information, authorized pick-up persons, etc.

Membership Dues

<i>*An additional summer registration and fee may be required for attendance during summer programming.</i>	Club	Grades Served	Annual Due
	Brookings	1st - 5th Grade	\$25
	Brookings Teen Center	6th - 12th Grade	\$25
	Moody County	Jr. Kindergarten - 12th Grade	\$25
	Yankton Traditional	1st - 12th Grade	\$25

Club Cards

One membership card will be provided to each new/renewing member when all application requirements have been met. Members must bring their Club card with them every day in order to sign in and out of the Club.

If a member doesn't have their card, certain privileges to program offerings may be denied. If a Club card is lost, a replacement fee of \$3.00 will be charged.

If a member forgets their Club card 3 days in a row, they will not be permitted into the main programming space until it is found or a new Card is purchased.

It is important to remember that the Boys & Girls Club is a recreational facility and not a daycare. The Club is not governed by state licensure.

It is the responsibility of the parent/guardian and youth to determine, understand, and enforce the arrival and departure methods they see fit.

Youth are not permitted on the Club's premises during operating hours unless they are signed-in and are participating in Club activities. Members should not be dropped off or on Club property outside of facility operating hours, as the Club cannot be held responsible for the supervision of such youth.

According to state regulations, the Club cannot legally withhold a child from leaving the facility. However, our membership application includes an "Authorized Pick-Up" list (emergency contacts) in which parents/guardians must indicate who is allowed to pick up their member(s) from the Club. The Club can enforce this agreement between parent and child, meaning youth will stay at the Club until an authorized individual picks the youth up at the facility.

For teen members, parents/guardians have the option to give their teen the privilege to leave the Club without an authorized adult coming to pick them up. If that option is chosen, teen members have the ability to leave the facility when and with whom they choose. Once a teen member checks out of the Club, they are not permitted to reenter. This is to prevent members from coming and going without parent/guardian knowledge.

No School Days

- The Club follows the school district calendar for the community in which the Club is located
- If school is scheduled to be closed due to holidays or other planned school closings, the Club will be open **MOST** of those days from 7:30 AM – 6:00 PM
- If school is cancelled because of inclement weather, the Club will operate from 7:30 AM – 6:00 PM
- If school dismisses early due to inclement weather, the Club will open immediately after the closure and remain open until 6:00 PM
- In cases of severe weather, the Club may close prior to 6:00 PM
- The Boys & Girls Club reserves the right to change its hours and days of operation. If changes occur, parents/guardians will be notified in advance

Priority Outcomes

The Club is dedicated to creating impact by offering impact programs to all Club members that focus on three main areas:



We strive to enable our youth to be successful in school, as well as instill a passion for lifelong learning through our academic impact programs and our daily hands-on learning and exploration activities.

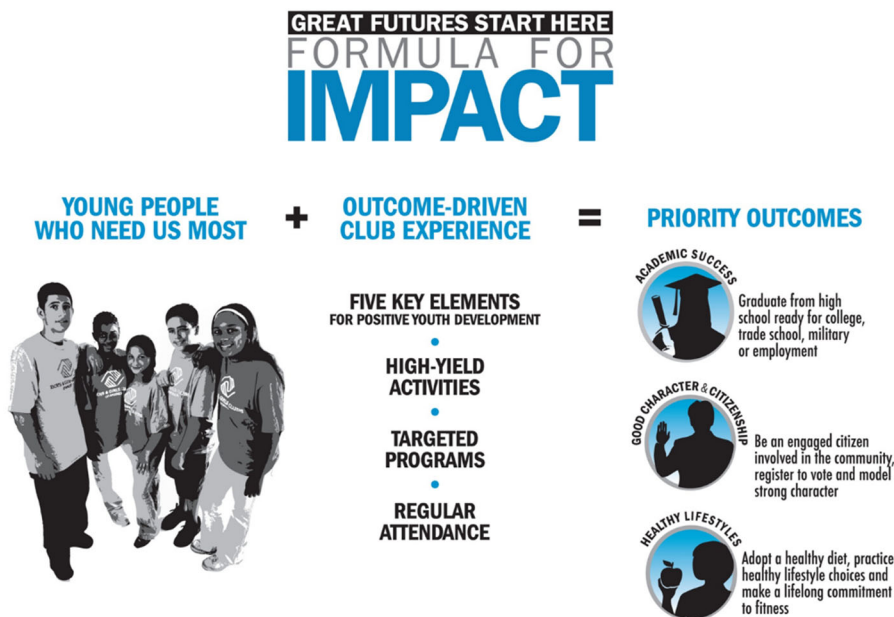
By teaching our youth to be good leaders and having good character, our members will grow to be the productive, responsible, and caring citizens we strive them to be.



We want our members to know what it is to be healthy and live out their lives in a way that benefits themselves and those around them.

Impact Programs

The Club offers a variety of impact programs for our youth that are designed to educate, inform, and influence youth on issues like alcohol abuse, diversity, self-esteem, bullying, money management, career choices, and healthy living. Impact programs focus on accountability, performance, and results in order to ensure continued success.



Information on our weekly programs, fee-based programs, and field trips are posted at the front desk, shared on the Club Facebook page, and sent through e-blasts and newsletters!

Youth Supervision

The Boys & Girls Club employs professional staff, as well as trained full-time and part-time employees, and volunteers. These staff members supervise each of our designated program spaces. We also have volunteers that add extra help and fun to our programs!

The goal of the Club is to encourage socialization among youth. Therefore, youth will be encouraged to look to each other for assistance with things like games, clean-up, etc. Youth may not receive a lot of one-on-one time from staff during the busy times of the day (like right after school), but small ratios are encouraged for impact programs.

Teen Passes

Parents/Guardians have the option to allow their teen members to go on passes. Teens may only go on passes during Club summer programming, not during the school year.

In order for teens to have the privilege of passes, the following guidelines must be followed:

- Authorization from parent/guardian
- Teens must be in a group of 2 or more (all must have authorization from parent/guardian)
- Teens may only walk or bike
- Must have one charged cell phone to use for emergencies
- Must return to the Club within 30 minutes of leaving on the pass
 - If members return to the Club 1-5 minutes late on their pass, they lose the privilege for passes for 1 week
 - If members return to the Club more than 5 minutes late on their pass, they lose the privilege for passes for the rest of the summer

Health and Emergencies

If a Club member was absent or left early from school, they are not permitted to attend the Club that day. This includes absences from school related to illness, suspension, etc.

MEDICATIONS

- The Club is not permitted, by policy, to dispense, store and/or oversee medication of any kind
- Parents/guardians must come to the Club to give youth their medication
- If youth are responsible for giving themselves medication, parents/guardians must sign a medical form
- **If a youth's medication is changed, it is important to notify the Club as this information helps the Club staff know how to appropriately help the child if they become distressed**

ILLNESSES

- If a member becomes ill while at the Club, parents/guardians will be notified and immediate pick-up is required
- Youth should not attend the Club if they were ill prior to attending
- Members who come to the Club ill will be sent home

INFESTATIONS OR CONTAGIOUS CONDITIONS

Any and all suspected transferable infestation or transmittable contagious conditions will be addressed fully in the following manner and without exception:

- Parents/guardians will be contacted for immediate removal of the Club member from Club facilities
- Proof of treatment from a healthcare facility is required prior to the youth being allowed back into the Club

If your child is found to have lice while at the Club, they will be sent home. Children exposed to lice need to be treated prior to returning to the Club.

- Treat infected youth 2 times, 7 days apart
 - Member can return to the Club after the first treatment occurs
- Wash all bedding in the house, vacuum floors and wash all clothing in the home
- Additional guidance can be found at www.cdc.gov

Accidents

The Boys & Girls Club strives to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports. Please feel safe in knowing that our trained staff members are attentive to providing the safest environments possible.

The Boys & Girls Club does not provide medical insurance for members. In the event of serious injury, the staff will immediately call 911 **then** call the parents/guardians or alternative emergency contacts.

The completed membership application authorizes Club staff to seek medical treatment for a member if necessary and that any associated costs for such care are the responsibility of the parent/guardian.

ACCIDENT REPORTS

When a child is unintentionally injured, accident reports are filled out by the staff to explain how the accident occurred and what steps the staff member took to handle the situation.

The supervisor on duty will contact the parents/guardians if an accident is severe. A parent/guardian may be asked to come to the Club if necessary to determine if they would like their child to receive professional medical care.

BOYS & GIRLS CLUB
Report of Accident
SHR/Plains,SHR/Plains
Brockings Park Center
Alameda County
Trenton Academy
Newark Traditional

This report must be turned in to the Unit Director on the day the situation occurs

Date	Time of Accident	Location of Accident
Member Information		
Member Club Card #	Member Name	
School / Grade	Parent / Guardian	
Age	Reason for Accident and Details of Accident:	
Phone # & Email:		
Staff Action:		
Time(s) and Date of Notification of Parent / Guardian:		
Discussion with Parent / Guardian and Concerns:		
Staff Member Initials:		
Unit Director Signature:		
OPD/IRC Signature:		
OPD/IRC or Executive Director Follow Up:		

Severe Weather

Procedures for severe weather are different for each of our facilities, but the procedures are documented at each site. Staff at each location will monitor the weather conditions during times of potential severe weather.

- When the National Weather Service issues a severe weather warning for a Club location, the severe weather plan for that site will be executed.
- When a Club is on lock down for a tornado warning, Club members are not permitted to leave the facility, but a parent/guardian may seek shelter in the Club with their child(ren).
 - If the National Weather Service issues a tornado watch, the Club will operate as usual. Only in the event of a tornado warning does the Club go into lock down.

Evacuation Plans

Detailed plans for evacuation are documented for each of our facilities.

Youth Recognition

The Boys & Girls Club Units recognize youth who demonstrate positive choices, act as role models, explore all Club programs, etc.

Youth who display good character and go above and beyond in Club programming may be given a “Be Great” or “Be Great Champ” card!

BE GREAT CEREMONY

- The Be Great Ceremony is a celebration that takes place in the Club once per month.
- One youth from each program area is selected to be recognized as Youth of the Month during the Celebration.
- Parents/guardians of a Youth of the Month member are encouraged to attend the Be Great Ceremony and celebrate with their child.

Discipline and Conduct

Any Club member who disrupts programs or creates a dangerous situation for themselves, other youth, or staff members will be disciplined appropriately.

Members who do not follow rules can expect to lose privileges and face consequences.

First-time offenses are never excused as such and will be handled based on severity. Parents/Guardians will be called to remove any member who has failed to curb their disruptive behavior and/or is behaving in an aggressive or violent manner that creates a dangerous situation for themselves, fellow members, staff, or visitors.

Members are expected to respond to discipline without incident. Failure to do so will almost always increase any action taken in time or severity. Staff members are trained and fully expected, by policy, to maintain full control of any situation that occurs in their program area and will not tolerate anything that threatens that control in appearance and/or manner. It is

important to remember that children may explain an incident in a manner that will not implicate them or cast blame their way, so an explanation of an incident by the member once they arrive home may not be complete or accurate. Staff members, though well trained and experienced are human, so please call the Club and speak with the Director or Chief Operating Officer if you have any questions concerning disciplinary measures or any other Club activity.

Parent/Guardian support and involvement is vital to our success as youth development professionals.

Teachable Moments

Teachable Moments are reminders to youth that we do not want to see specific behavior displayed again at the Boys & Girls Club. Teachable Moments are similar to a yellow or pink slip that a child may receive while at school.

- If a member receives 3 Teachable Moments in 1 day, they will be immediately dismissed from the Club for the remainder of the day and a parent/guardian meeting will be held.
- If a youth receives 5 Teachable Moments within 3 days, they will be immediately dismissed from the Club for 2 days and a parent/guardian meeting will be held.
- Consequences will continue to become more severe if the member continues to make poor choices. A parent/guardian meeting will be scheduled to help ensure the youth can succeed while attending the Club.
- **Teen members do not receive teachable moments as they utilize a consequence log instead of Teachable Moments.**

Teen Specific Discipline

Staff working with teen members utilize a consequence log. This gives the staff an opportunity to talk through a situation or choice with the teens and teach them that their actions have natural reactions and consequences. Teens and staff work together to come up with a consequence that is fitting and appropriate to the situation and the log allows the staff to communicate those choices with each other for continued discipline.

Behavior Policy and Procedure

Behavior Policy:

- All intentional physical violence, emotional, or psychological abuse
- All extreme violent actions, words, or threats (child to child or child to staff)
- All theft

General Policy:

Youth who have had the behavior listed under the Behavior Policy will be removed from the Club for a determined amount of time. The time away from the Club will increase as the number of incidents increase.

BEHAVIOR PROCEDURE

The following steps will be taken:

- If the incident occurs and is observed by a staff member, begin step 1
- If the Club receives the information at a later date, begin step 3

Step 1

Ensure injured/harmed youth is OK and treated/talked to

Step 2

Remove the youth immediately who had the above identified behavior to a predetermined designated area, away from programming and other youth, with an adult present at all times

Step 3

All staff will bring the incident to the Director, the Director will determine the next steps. If the Director is unavailable, staff will bring incident to the Chief Operating Officer or Chief Executive Officer by person or phone call.

Step 4: Re-entry

If the Director decides the Club member is allowed to stay and will not be removed for their actions based on the list above, the requirement is:

- The youth will be given the minimum of one consequence and said consequence will be clearly stated on the incident report, explained to the youth, and explained to the parent/guardian

If the youth is removed for a certain period of time, the requirement for re-entry will be explained to the parent/guardian at the time of removal and written on the incident report form.

- Youth must meet 1-1 with either the Director or Executive Director
- Youth will be given the minimum of one consequence and that will be clearly stated on the incident report, explained to youth and the parent/guardian.

Step 5

The Director will follow the same procedures for all other incident/accident reports and the Chief Executive Officer has the ability to determine if permanent dismissal from the Club is necessary due to the youth not succeeding in the Club environment or is a danger to themselves or others at the Club. If the Chief Executive Officer is unable or has a conflict, the Boys & Girls Club of the Northern Plains Inc. Board of Directors Executive Committee will determine dismissal.

Incident Reports

Staff will complete an incident report if a member displays behavior that is severe, such as bullying, physically harming another member, theft, etc.

- If another Club member(s) is involved or injured in an incident, all members will receive incident reports.
- Consequences for a youth receiving an incident report will be handled on a case-by-case basis.

OTHER CONSEQUENCE STRATEGIES

The Club utilizes consequences such as suspension from program areas, loss of Club privileges, suspension, writing apology letters, cleaning, indefinite suspension (until the situation can be resolved or the parent/guardian is consulted), expulsion (permanent suspension), and contacting proper authorities if necessary.

Bathroom Policies and Procedures

EACH BOYS & GIRLS CLUB UNTIL WILL FOLLOW ONE OF THE BATHROOM POLICIES AND PROCEDURES LISTED BELOW IN ORDER TO ENSURE YOUTH SAFETY. PLEASE ASK THE DIRECTOR WHICH BATHROOM POLICY OPTION HAS BEEN CHOSEN FOR THEIR FACILITY.

Option 1: Group Bathroom Breaks

Club staff should take groups of three or more youth to the bathrooms for “group bathroom breaks.” One adult should not escort one youth; always use the “rule of three” or more. Junior staff or staff in the orientation period should not escort youth to the bathroom.

If the bathroom only has one stall, only one youth should enter the restroom at a time while the other youth wait outside the bathroom with staff. If there are multiple stalls, staff should only send in as many youth as there are stalls.

Staff should then stand outside of the bathroom in order to hear what is going on inside the bathroom.

Option 2: Monitoring Club Bathrooms

In some Club settings, group bathroom breaks are not always feasible. In these circumstances, youth should ask permission before using the bathrooms or a staff member should be assigned to monitor bathrooms, so that staff and volunteers know who is going to the restroom and when.

CHOICES:

- One Club staff will be designated each day as the bathroom monitor in each separate age programming space. All Clubs in the organization will create a visible sign/documentation of the staff responsible that day – hung up with their name and photo for youth to see each day. Bathroom passes will be created for each Unit that are unique, large to see from a distance, and given out one at a time. **This choice can only be used if the Unit can ensure it is able to constantly maintain one child at a time in the bathrooms.**
- A staff member is designated solely as a bathroom monitor with the sole responsibility of bathroom monitoring. These staff will be constantly located outside of the bathrooms.

Additional Information

- Club staff should randomly and periodically monitor bathrooms to ensure youth are not lingering there. It is important that staff and volunteers periodically check restrooms so that youth know an adult is present.
- All staff will utilize a staff designated restroom, separated from the youth, at all times.
 - If a Unit doesn't have a separate staff bathroom, the expectation will be that staff will not use the restroom while youth are using the restroom.

- Offsite programs/field trips: The same policy will be used offsite as onsite. Either group bathroom breaks or one youth at a time, with a designated person in charge of monitoring.
- Each Unit must select a document the option they choose to follow. In addition, if they choose to change the bathroom options choice, it must be approved by the Chief Operations Officer.
- All youth must be potty-trained to attend our Boys & Girls Club programs. If a youth has a bathroom accident, staff will:
 - Call parents/guardians to come in and assist, and change child or;
 - If parent/guardian can't be reached, the staff will verbally talk the child through changing and cleaning themselves, but will not directly change the child.
- The Club bathroom policy and procedures will be included in all staff, parent, and youth orientations.

Confidentiality

RECORDS AND INFORMATION

All records and information about families, children, and staff members will remain confidential at all times.

Information that you, as parents/guardians, feel is necessary for staff to be aware of can be directed to the facility's Director in a confidential manner.

CHILD ABUSE AND REPORTING POLICY

Boys & Girls Club employees are mandatory reporters.

Any staff member who feels that a child may be abused or neglected is to immediately report to the Department of Social Services (DSS) or law enforcement.

PHOTOS AND VIDEOS

Photos and videos of youth may be taken to be used by the Boys & Girls Club of the Northern Plains, Inc.

All membership forms require consent for your child's images to be used by the Boys & Girls Club of the Northern Plains, Inc.

Only "photo approved" images, moving pictures, or other graphic depiction or likenesses, will be used by the Boys & Girls Club of the Northern Plains, Inc.

Frequently Asked Questions

DO PARENTS/GUARDIANS NEED TO CALL THE CLUB TO LET THEM KNOW MY CHILDREN WILL NOT BE ATTENDING THE CLUB EACH DAY?

No. The Boys & Girls Club is a drop-in program. Parents/guardians do not need to let the Club know whether youth will be attending or not attending each day.

IF I AM RUNNING LATE CAN I CALL AND HAVE MY CHILD SCAN OUT AND WAIT FOR ME AT THE FRONT?

No. The Club requires all parents/guardians to enter the facility. Once the parent/guardian is in the facility, front desk staff will call or page for the member to come to the front for pick-up. Please help the Club in our pursuit for safety and consistency by not calling the Club prior to your arrival asking for youth to be called up to the front.

WHERE CAN I PARK WHEN PICKING UP MY CHILD?

While parking varies at each site, if picking up your child(ren) prior to 4:00 PM on school days, parking is not permitted in the bus zone.

MAY I GO INTO THE CLUB TO FIND MY CHILD?

Yes. Parents/guardians are allowed to enter the Club. However, all visitors are required to sign-in at the front desk and wear a visitor badge. This is so Club staff can track all visitors who enter the youth spaces.

WHAT HAPPENS IF I AM LATE TO PICK UP MY CHILD?

In the event a parent/guardian is late to pick up their child(ren), late fees will be charged. Late fees of \$10, per member, for every 15 minutes a Club member remains in the facility after closing time will be charged. Time is rounded up to the next 15 minute period (see below).

1-14 Minutes Late = \$10 per member

15-29 Minutes Late = \$20 per member

THE BOYS & GIRLS CLUB RESERVES THE RIGHT TO CONTACT THE APPROPRIATE AUTHORITIES FOR ASSISTANCE WHEN MEMBERS ARE NOT PICKED UP BY CLOSING TIME AND AFTER ALL EMERGENCY CONTACT ALTERNATIVES HAVE BEEN EXHAUSTED.

- Late fees must be paid prior to Club members returning to the Boys & Girls Club.

WHAT IF MY CHILD DIDN'T ATTEND SCHOOL?

If a member did not attend school (due to illness, suspension, etc.) the youth is not permitted to attend the Boys & Girls Club.

General Information

PHONE SYSTEMS

Our phones are for Club business only. Members will not use Club phones to make or receive phone calls, unless it is an emergency. Our limited phone lines need to remain open in the event of an emergency. Please make any necessary arrangements with your child(ren) before they arrive at the Club. If parents/guardians call to speak with their children, the front desk receptionist will take a message and relay it to the child. If parents/guardians need to speak with their child(ren) because of an emergency, please notify the front desk receptionist.

CELL PHONES

Only teen members are permitted to use cell phones. This is for safety purposes. However, this is a privilege that may be lost. Teens are not allowed to use the camera function on their phones while at the Club. This includes taking “selfies” and/or photos of other members, or using apps like Snapchat. The Club does not tolerate any form of cyber bullying. Teens who misuse their cell phones while at the Club may need to check them in at the front desk or lose the privilege of having the cell phone while at the Club. If they lose their cellphone privileges, their phone will be returned to the parent/guardian at the end of the day.

GIZMO WATCHES

Members can bring Gizmo Watches to the Club, but they must be silenced while at the Club. If there is an emergency, parents can call the Club to inform their child. Members cannot play games or record messages while at the Club. If members violate the Club rules with a Gizmo Watch, Club staff may confiscate it and hold it at the front desk until that member is picked up for the day.

PERSONAL BELONGINGS

Youth may not bring personal belongings to the Club. All personal belongings brought into the facility by youth will be held at the front desk. Necessary items, such as backpacks and jackets, should be clearly marked with the member’s name and placed in the designated area (ex. locker). Items that are not collected by the end of each day will be placed in the lost and found. Lost and found items not claimed will be donated to a local charity (see front desk for details on which day of the month the items will be donated).

The Club offers a wide variety of activities and toys. It is advised that youth do not bring items from home.

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

TRANSPORTATION

Each Unit is unique in how it transports Club members to the facility.
During the school year:

BROOKINGS

All youth have the opportunity to ride a school bus to the Club. While on the bus, youth are expected to follow the rules made by the bus drivers. The school district has the right to revoke bus privileges if youth make poor choices on the bus and consequences will occur at the Club.

MOODY COUNTY

Youth walk to the Club from the school. Youth are expected to watch for traffic in the parking lot as they cross it. Staff wait at the Club’s door to welcome them and assist with checking into the Club.

YANKTON

All youth have the opportunity to ride a school bus to the Club. While on the bus, youth are expected to follow the rules made by the bus drivers. The school district has the right to revoke bus privileges if youth make poor choices on the bus and consequences will occur at the Club.

During the summer months, parents/guardians are responsible for drop-off and pick up of their children. Teens may drive their own vehicles to the Club.

FIELD TRIPS

The Boys & Girls Club provides a variety of opportunities for our members to participate in activities off Club property that support our core beliefs and programs. The Club will utilize Boys & Girls Club owned buses/vans or community transit to transport youth on field trips.

Parents/guardians must register their child for field trips. Any payment necessary for the trip must be paid at the time of registration. Most field trips are on a first come, first serve basis. A waiting list may be available, but that does not guarantee a spot on the field trip.

Members may not be dropped off or picked up while on a field trip. Pick-up may only be done at the Club after members have returned from the field trip.

Members and parents are reminded that all Club rules extend to field trips. Members who fail to follow Club rules and expectations will prompt an immediate phone call to parents/guardians to remove the member from the field trip at their own expense.

FOOD

The Boys & Girls Club understands and appreciates the need for a healthy diet among all our members. It is our goal to encourage healthy eating habits that promote the well-being of our youth. Members are encouraged to bring their own healthy snacks and drinks, although snack is served at each of our Boys & Girls Club sites free of charge and water fountains are available at all Clubs.

Things to keep in mind:

- All Boys & Girls Club Units strive to be nut free facilities. We have numerous youth that are allergic to different varieties of nuts.
- The Club does not have a microwave available for members to use. Please ensure that all snacks and lunches your child brings to the Club do not require a microwave.
- Refrigerator space is extremely limited. It is strongly recommended that youth bring ice packs in their lunch bags to keep their lunches cold.
- Lunch programs vary at each facility. Please contact the Director for information regarding food programs.

DRESS CODE

Youth should dress comfortably and wear clothes and shoes that allow them to participate in typical Boys & Girls Club activities and programs. We expect the following:

- Shoes must be worn at all times. Flip-flops, sandals, and cleats are discouraged, as are any other open-toed shoes, for safety reasons. Club members may not be allowed to participate in certain activities if they are wearing open-toed footwear. The best advice is to wear sneakers every day. *Additionally, Club members are not allowed to wear "heelys" to the Club for safety reasons.*
- Inappropriate clothing of any kind is not allowed at the Club. Members wearing clothes that are too short, tight, or revealing, or clothes with questionable or distasteful advertising will be asked to changed clothes or leave immediately. This judgement will be left to the discretion of Club staff.



Parent/Guardian Receipt and Acceptance

Receipt and acceptance of the Parent Handbook

I acknowledge that I have received a copy of the Boys & Girls Club Parent Handbook and I understand that I am responsible for reading the policies and practices described within it.

If I have any questions regarding the content or interpretation of this handbook, I will bring them to the attention of the Club Director.

I hereby certify that I expressly agree to the terms of the parent handbook. By signing below, I acknowledge that I have carefully read the information and agree to the terms stated above.

Club Member(s) Name (printed)

Parent/Guardian Name (printed)

Parent/Guardian Signature Date