



**2023-2024
PARENT/GUARDIAN HANDBOOK**

**The Boys & Girls Club of the Northern Plains, Inc.
Yankton Academy
2008 Mulberry Street
Yankton, SD 57078
(605) 668-9710**

www.greatfuturesd.org

GREAT FUTURES START **HERE.**



BOYS & GIRLS CLUB

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WELCOME:

Welcome and thank you for taking the time to learn about the Boys & Girls Club of Yankton Academy. This handbook covers our most recent policies and procedures. As The Academy 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.

We would like to thank you again for choosing to make The Boys & Girls Club of Yankton a part of your family and we look forward to working with you in the years to come!

MISSION STATEMENT:

“To inspire and enable all young people, especially those who need us most, to realize their full potential as productive, responsible and caring citizens.”

NON-DISCRIMINATION POLICY:

The Boys & Girls Club of Yankton Academy does not discriminate on the basis of gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, programs, and activities generally made available to members at The Academy Program. In compliance with the Americans with Disabilities Act (ADA), we do not discriminate against any community member based on their abilities or medical conditions.

MEMBERSHIP:

Membership is open to youth regardless of race, socio-economic status, sexual orientation, religion or creed. Membership forms must be completed through our online registration system by the parent/guardian for each registration period (school year and summer). Members may attend once the application and other required documents are submitted and approved, the family has attended orientation, and the start date set. The Boys & Girls Club of the Northern Plains is compliant with the Americans with Disabilities Act (ADA) and has policies and procedures in place to assess and determine that the Boys & Girls Club of the Northern Plains is able to meet accommodations and needs.

OPEN DOOR POLICY:

We strongly believe in an open-door policy. Open communication is an important benefit to us. If a guardian has a question or concern about something with The Academy Program or their child, we believe this policy will allow guardian(s) to come forward and discuss those concerns. The guardian(s) is encouraged to talk with The Academy Director, Executive Director, Chief Operating Officer, and/or the Chief Executive Officer.

PROGRAMS:**Summer Academy Program**

The Summer Academy Program will be held at Beadle or Stewart Elementary School. When the primary location is being cleaned, Summer Academy will be held at Yankton Middle School.

- Monday – Friday from 6:30 am – 6:00 pm
- Must be age 5 prior to program attendance

- **Billing** for the summer program will take place on May 15th. The summer program must be paid in full at that time or divided into 3 equal payments on May 15th, June 15th and July 15th if desired.
- **Lunch:** The Academy will utilize the Summer Food Service Program offered through the Yankton School District, when available. On dates before and after the start of the YSD Summer Food Service Program, your child will need to bring a healthy, balanced sack lunch.
- **Field Trips:** Field trips will be offered once per week at the Summer Academy Program. Field trip registration is done through our online registration and sign-ups are taken on a first come, first serve basis. Members and parents are reminded that all Academy rules and behavioral expectations extend to field trips.
- **Transportation:** For field trips, the Club will utilize the Club bus. When there are two forms of transportation needed, the Club will use Yankton Transit. Youth can get a Transit pass or bring money to ride the bus for field trips. For out-of-town field trips the daily price increases. Transit passes can be bought at the Yankton Transit offices, not through The Academy.
- **Park & Rec Collaboration:** The Academy may collaborate with the Yankton Park & Rec Department to offer additional summer program opportunities. Any available program opportunities will be included in The Academy Summer Newsletter with information on sign up procedures and associated fees.
- **Swimming Pool:** The Academy uses The Huether Family Aquatics Center for swimming throughout the summer Monday through Thursday between the hours of 12:30 pm to 3:30 pm. Youth will need to purchase pool pass from Park & Rec or bring the daily entry amount.

Morning Program

Our morning program will be held at Stewart School in the gym. Youth will enter at the North entrance and have the opportunity to participate in the school breakfast program at 7:15 am. Youth that would like breakfast need to be checked in no later than 7:10 am. Following breakfast, youth will be transported to their school at 8:00 am. *Boys & Girls Club supervision ends once youth are on the school bus.* **Please note that youth will be transferred to public elementary schools only.**

- Monday – Friday program
- 5:30 am until bus pick up at 8:00 am
 - Stewart Elementary members will be supervised until 8:20 am when school staff are on the playground
- Must be age 5 prior to program attendance
- Payments will be due on the 15th of each month
 - \$150 per month, billed in advance
 - 1st school year payment will be withdrawn on August 15th; last school year payment is on April 15th
- The morning program will be open when the school district has a late start unless the late start is determined the evening before and Club staff are not able to get into the Academy location.

Afternoon Program

Our afternoon program will be held at Stewart Elementary for all Yankton Public Elementary youth and at Sacred Heart Elementary for youth who attend that school. Youth who are attending the Stewart Elementary site will be bussed from their school and will enter Stewart Elementary from the North entrance. Youth who attend the St. Ben's site will walk to the school gym after being dismissed from their classroom. *Boys & Girls Club supervision does not begin until youth arrive at the Academy site.*

- Monday – Friday program
- After school until 6 pm
- Must be age 5 prior to program attendance
- Open on days that the school district is closed
 - 6:30 am – 6:00 pm
 - Additional \$25 for these full days
 - For the scheduled no school days, parents must sign up their child one week in advance to ensure we have the appropriate amount of staff for the day.
- Snack is served at 3:45 pm each day.
- Payments will be due on the 15th of each month
 - \$150 per month, billed in advance
 - 1st school year payment will be withdrawn on August 15th; last school year payment is on April 15th

FEES, PAYMENT and BILLING:

Tuition for the school year is \$1,350 for morning program attendance and \$1,350 for afternoon program attendance. Tuition for the summer is \$1,800.

Billing Cycle: Our fee is a “per term” fee and is divided into equal monthly payments for your convenience, billed on the 15th for the upcoming month. The month begins on the 15th and ends on the 14th. In other words, *if you start or end your enrollment between billing dates, you will pay for a full month.* **Billing happens on the 15th of each month:** **School year: Aug - April. Summer: May, June & July.** Or you may pay in full or by semester.

Bank draft or credit card payments are the preferred methods of payment. Funds will be withdrawn from all accounts that are signed up for automatic payment on the 15th each month or the next business day if the 15th is a weekend or holiday. If a bank draft or credit card charge does not go through, you will be responsible for paying any applicable bank fee to the Boys & Girls Club as well as a \$25 late payment fee.

Payments by check or cash, which incur an extra \$25 monthly fee, are due on the 15th to the Business Department (1126 Southland Lane, Brookings SD 57006). A late payment charge of \$25 will be added to your account if payment is not received by the 15th.

Child Care Assistance: The Academy does accept Childcare Assistance as a form of payment. You must apply through the Department of Social Services, but a backup form of payment must still be on file. *If CCA does not cover the full amount of our monthly bill, you will be billed for the balance.*

Refunds: The Boys & Girls Club does not pro-rate or give refunds. There is no credit given for absences due to vacations, illnesses or holidays.

Late Pickups: If your member is picked up late, a late pick-up fee of \$10 per 15-minute increment will be charged on your upcoming bill.

Changes or Withdrawals: Written notice by the 10th of the month prior to the 15th billing date must be given if changing programs or withdrawing a child from The Academy. When a child is withdrawn after the 10th of the month, you will be charged the monthly rate for the next month.

No School Days: On days the Yankton School District is closed for holidays, The Academy will be open for a \$25/day fee. For the scheduled no school days, parents must sign their child up one week in advance via our online registration system to ensure we have the appropriate amount of staff for the day. Once signed up there are no refunds unless the Academy cannot be open due to low registration or weather.

Snow Days: The Academy programs are closed on snow days given the location they are being held would be closed. If your student is 1st grade or higher, he/she may attend the Traditional Club for \$1/day.

HOURS:

School Year Morning Program:

Monday-Friday from 5:30 am to 8:30 am

School Year Afternoon Program:

Monday-Friday from afterschool to 6:00 pm

Summer and Planned Non-School Days:

Monday-Friday from 6:30 am to 6:00 pm

HOLIDAYS/ SCHOOL CALENDAR:

The Boys & Girls Club of Yankton Academy programs will be closed on the following holidays:

Labor Day

Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Day

Memorial Day

July 4th

The Academy non-school days will be advertised for parents, but it can be expected that The Academy be open during Teacher Workshops & In-service Days. Each non-school day will be held at one of The Academy locations – all parents will be notified of the scheduled location. The Academy may be open over the winter break at the non-school day rates. Please check with The Academy Director or Executive Director to confirm dates and times.

EMERGENCY SCHOOL CLOSURES:

In the event of early dismissal due to inclement weather, The Academy program will not be held. If school is starting late, The Academy will stay open until school starts unless the late start is determined the night before and Club staff are unable to get into the Academy location site.

Due to The Academy opening at 5:30 am during the school year, it is possible that school could be cancelled after your child has arrived at the program. We ask that you come to the site as soon as possible to pick up your child. The Academy will close once all children have been picked up.

In case of serious emergencies such as earthquakes, fire, storms, or loss of power/water, guardians will be notified, if possible, and children will be cared for until guardians or emergency contacts arrive.

SCHEDULING:

If your child is not planning to attend, please let The Academy Director, Tayler Wilson, know at twilson@greatfuturesd.org or call 605-668-9710 for safety and ratio reasons. Please note you will still be billed for that day as billing is not pro-rated by day. When a child is withdrawn with less than 15 days notice, your account will still be charged. A schedule change form can be completed by contacting The Academy Director. The Boys & Girls Club does not pro-rate or issue refunds.

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 Executive Director in a confidential manner.

ACCIDENTS:

The Boys & Girls Club of Yankton Academy strives to maintain a safe and secure environment. Please know that our trained staff are attentive to providing the safest environment possible. The completed membership application authorizes the Club staff to seek medical treatment for a child, if necessary, and any associated costs for such care are the responsibility of the parent/guardian. The Academy does not provide medical insurance for children. In the event of a serious injury, the staff will call 911 immediately, then call the parent/guardian or alternative emergency contacts.

Medical release is part of the permissions agreed to in the online membership. This is kept in the child's KidTrax profile and a list is kept at the site in case of such an emergency.

ABSENCES AND ILLNESSES:

If a child will not be attending on a particular day (doctor appointment, visiting friend, vacations, etc.) notification to The Academy Director must occur.

If a child is scheduled to attend and does not arrive, The Academy staff will call the parent/guardian to verify the whereabouts of the child. If parents/guardians expected the child to attend and they did not arrive, school staff will be contacted. If further steps need to be taken, the parent/guardian will be asked to come to the school in order to work with The Academy and school staff to ensure the safety of the child.

Guardians must make other arrangements for the care of their children when they show symptoms of any deviation from normal health. Please do not send children to the program if they are ill or contagious in any way (including head lice). If a child becomes ill at The Academy, The Academy Director or Executive Director will immediately notify the guardians. The child will be separated from the group until picked up.

If a child does not attend school due to illness, they are not allowed to attend The Academy programs.

If guardians prefer that their child not participate in outside activities due to illness, the child is not ready to return to Academy programming.

INFESTATION OR CONTAGIOUS CONDITIONS:

Any and all suspected transferable infestations or transmittable contagious conditions will be addressed fully in the following manner and without exception. Guardians will be contacted for immediate removal of the child from the Club facility. Proof of treatment from a health care facility is required before the child will be allowed back into The Academy Program. If condition is a reportable disease, the Boys & Girls Club is required to report the condition to the South Dakota Department of Health.

MEDICAL INFORMATION:

In order to become a member of The Academy at the Boys & Girls Club, current immunizations must meet the Department of Health’s requirements for immunizations (below). Children enrolled in a school within the Yankton School District are required to submit immunization records for proof of accuracy, therefore all children that attend a public school are in compliance. Children that do not attend school within the school district are required to submit immunization records upon enrollment.

IMMUNIZATION REQUIREMENTS

Immunizations shown in more than one age category are required within that shown time range.

Vaccine	Birth	1 Mo	2 Mo	4 Mo	6 Mo	12 Mo	15 Mo	18 Mo	24 Mo	4-6 Yr
Hepatitis B (Hep B)	#1	#2			#3					
Diphtheria, Tetanus, Pertussis (DTP)			#1	#2	#3		#4			#5
Haemophilus influenzae Type b (Hib)			#1	#2	#3		#4			
Inactivated Poliovirus			#1	#2	#3					#4
Measles, Mumps, Rubella (MMR)							#1			#2
Varicella (Chicken Pox)							#1			
Pneumococcal (PCV)			#1	#2	#3		#4			
Hepatitis A (Hep A)							2 doses, 6 mo. apart			

Combination Vaccines:

- Pediarix = DTaP, Hep B, Polio
- Pentacel = DTaP, Hib, Polio
- Kinrix = DTaP, Polio
- MMRV = Varicella, MMR

*The Pedvax Hib and COMVAX series are three dose Hib series and all other Hib series are 4 doses.

ALLERGIES:

The Boys & Girls Club requires all parents to complete an enrollment application and if there are allergies, to list those allergies. When a parent lists any allergy, they are required to list on the application: allergy, what the allergy is related to (food, pets, etc.); what the signs and symptoms of distress are should the child have an allergic reaction; and what the process is for assisting the child should they be in distress due to a reaction. Each staff person who is associated with this child (teacher, cook, etc.) is provided an overview of the situation, an overview of the allergy document, the instructions for preventing a reaction, and instructions for handling a reaction.

MEDICATION:

Guardians must fill out a medication form that advises the Boys & Girls Club of Yankton Academy on times, dosage and time of use prior to The Academy staff being allowed to administer. If there is a change in medication, parents/guardians must let the Executive Director know of this change immediately. All medication is kept in a locked box to ensure safety for all members.

EMERGENCIES:

The Academy staff will follow the designated Emergency Evacuation Plan on site in the event of a bomb threat, gas leak, fire, or whenever a situation calls for the building to be evacuated. Please contact The Academy Director or Executive Director for more information if desired.

The Boys & Girls Club of Yankton Academy conducts fire, lockdown and tornado drills throughout the year. The Boys & Girls Club will make efforts to notify parents/guardians of the drills to ensure proper communication occurs.

HAZARDOUS MATERIALS:

Universal/Standard Precautions are guidelines issued to prevent disease transmission for people in all walks of life, including child care providers. The Universal/Standard Precautions require persons to have a barrier between any infectious substance and the workers skin, eyes, nose, and mouth. The Boys & Girls Club requires any care provider, employee, or substitute who provides care and supervision to children to follow the Universal/Standard Precautions recommended by the Centers for Disease Control and Prevention (CDC) in handling any fluid that might contain blood or other body fluids. Universal/Standard Precautions require treating all blood and fluids that may contain blood or blood products as potentially infectious.

FIELD TRIPS:

The Boys & Girls Club of Yankton Academy Program will have field trips occasionally during the school year. Each trip requires a parent permission form. Transportation for field trips may be by walking, public transportation or Club owned vehicles. Guardians will be notified of any field trips requiring transportation by van or car. Guardians may be asked if they would volunteer their time to help with supervision on fieldtrips.

BEHAVIOR MANAGEMENT:

Guidance/discipline will be used at the Boys & Girls Club of Yankton Academy Program. Children need opportunities to learn how to respect themselves and others and how to set their own inner self-controls. They also benefit from opportunities to interact with their peers and to be taught the skills they need to interact appropriately.

If a child is unable to demonstrate self-controlling behavior, a brief time-away from the situation results for the child to regain control. Time-away occurs only when other measures fail, and is used as an opportunity for the child to re-group, not as punishment. Punishment is an inappropriate form of discipline and has no place at the Boys & Girls Club of Yankton Academy Program.

The following forms of discipline are forbidden and will not be used at The Academy: hitting, spanking, shaking, scolding, shaming, isolating, labeling (words such as bad, naughty, etc.), or any other negative reaction to the child's behavior. All forms of corporal (physical) punishment are strictly forbidden.

Some negative behavior is best ignored since its goal is often to get attention. This technique is effective for some of the disruptive things children do and it minimizes mimicking activity by other children.

If a child is unable to gain control and requires more individual attention than can be given within child-to-staff ratios, we may need to contact a guardian. A child that consistently requires one-to-one attention may have to leave the center temporarily for safety's sake. The Boys & Girls Club of Yankton Academy will call a parent/guardian meeting immediately if the above occurs as it is the long term goal of The Academy to create a successful environment for your child/children and to do this in collaboration with families/guardians/counselors and Club staff.

Discipline Policy

Any 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 their severity.

Parents/guardians will be called to remove any member who has failed to curb his/her 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 Boys & Girls Club and speak with the Executive Director if you have any questions concerning disciplinary measures or any other Academy activity.

Your support and involvement as the parent/guardian is vital to our success as youth development professionals.

Teachable Moments

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

- If a youth receives three Teachable Moments in one day, they will be immediately dismissed from The Academy for the remainder of the day and a parent/guardian meeting will be held.
- If a youth receives five teachable moments within three days, the youth will be immediately dismissed from The Academy for two days and a parent/guardian meeting will be held.
- Consequences will continue to become more severe if the youth continues to make poor choices. A parent meeting will be scheduled to help ensure the youth can succeed while attending The Academy Program.

Incident Reports

Staff will complete an incident report if a member displayed behavior that was severe, such as bullying, physically harming another member or staff member, theft, etc.

- If another Academy member is involved or injured in an incident, both the victim and the perpetrator receive incident reports.
- Consequences for a youth receiving an incident report will be handled on a case-by-case basis.

Other Consequence Strategies

The Boys & Girls Club of Yankton Academy utilizes consequences such as suspension from program areas, loss of Academy 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.

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

Youth who have had the above behavior will be removed from The Academy for a determined amount of time, time amounts increasing as the number of incidents increase, including termination of services.

TERMINATION OF SERVICES:

The Boys & Girls Club will terminate services if a situation and/or service does not comply with our policies at the Boys & Girls Club. Examples could include, but are not limited to, non-payment of services, youth behavior issues, change in needs and/or accommodations that are determined the Club cannot provide. You will be contacted by the Executive Director or Academy Director prior to action being taken. Please feel free

to make an appointment to discuss any personal or financial problems you may be experiencing which affects your participation.

DSS REPORTING REQUIREMENTS:

BGCNP will report changes or circumstances to the Department of Social Services, within 24 hours, which may affect ability to comply with licensing rules. Such changes or circumstances may include, but are not limited to, the following: new program location, building renovations or remodeling, suspected in-house child abuse or neglect, ownership change, employee felony convictions or a new director.

CHILD ABUSE REPORTING LAW REQUIREMENTS:

South Dakota law mandates that all licensed or registered child care providers (which includes the Boys & Girls Club of Yankton Academy staff), having reasonable cause to suspect that any child under the age of 18 years has been abused or neglected, must report that information immediately to the Department of Social Services, law enforcement, or the state's attorney of the county in which the child resides or is present. Any person who intentionally fails to make the required report is guilty of a Class 1 misdemeanor.

Any person or party participating in good faith in making of a report is immune from any liability and has the same immunity for participation in any judicial proceeding resulting from the report.

In addition to reporting as required by South Dakota law, all Boys & Girls Club of Yankton Academy staff must immediately report that information to the Executive Director of the Boys & Girls Club.

POLICY FOR SUSPECTED IN HOUSE CHILD ABUSE AND NEGLECT:

In the event that a staff member at the Boys & Girls Club of the Northern Plains is suspected of child abuse or neglect, the staff member will be put on administrative leave, with or without pay until the investigation is completed.

Upon suspicion of abuse or neglect by a staff member, the following will occur:

1. The Executive Committee of the Board of Directors will be informed immediately
2. The employee suspected of abuse or neglect will be notified of the alleged incident and immediately placed on administrative leave.
3. Law enforcement and child protection services (if not already notified) will be informed of the circumstances
4. An internal investigation may be commenced at the discretion of the Executive Director in consultation with the appropriate law enforcement or child protection services personnel
5. Additional administrative action will be taken as appropriate.

BATHROOM POLICY:

Most incidents of youth-to-youth abuse occur in the bathrooms, not just in the Boys & Girls Club, but in all youth facilities. Therefore, the following supervision guidelines are required policies of the Boys & Girls Club of the Northern Plains:

The Boys & Girls Club bathroom policy and procedures will be included in all staff, guardian and youth orientations.

Option 1: Group Bathroom Breaks

- Boys & Girls 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 orientation should not escort youth to the bathrooms.
- If the bathroom has only one stall, only one youth should enter the restroom at a time while the other youth wait outside 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.

Option 2: Monitoring Club Bathrooms

- In some Boys & Girls 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 sites 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 site that are unique, large to see from a distance and given out one at a time. This choice can only be used if the site can ensure it is able to constantly maintain one child at a time ratio in the bathrooms.
- A staff member is designated solely as a bathroom monitor with the sole responsibility of bathroom monitoring and they are located constantly outside the restrooms.

Boys & Girls Club staff should randomly and periodically monitor bathrooms to ensure that youth are not lingering there. It is important that staff and volunteers periodically check restrooms so that youth know they are consistently being monitored.

All staff will utilize a staff designated restroom, separate from the youth at all times.

- If a Unit doesn't have separate staff bathrooms, the expectation will be that staff will not use the restroom while youth are using the restroom.

Offsite programs/field trips restrooms: The same policy will be used off site as on site. Either group bathroom breaks or one youth at a time, with a designated person in charge of monitoring.

Each Unit must select and 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 Operating Officer.

All youth must be potty-trained to attend our Academy programs. If a youth has a bathroom accident staff will:

- Call parents to come in to assist and change child or
- If parents cannot be reached, the staff will verbally walk the child through changing and cleaning themselves but will not directly change the child themselves.

FOOD:

The Boys & Girls Club of Yankton Academy understands and appreciates the need for a healthy diet. It is our goal to encourage healthy eating habits that promote the well-being of our youth. A nutritious snack will be provided to children daily.

For the summer program, The Academy will utilize the Summer Food Service Program offered through the Yankton School District, when located at either Stewart Elementary or Yankton Middle School. On dates before and after the start of the YSD Summer Food Service Program, your child will be need to bring a healthy, balanced sack lunch.

Throughout the summer, youth will also have the option to bring in a healthy sack lunch if they do not choose to participate in the school lunch program. Because microwaves and fridge space will not be available, youth will need to bring food that does not need to be warmed up and we encourage ice packs to keep it cool. Please be sure to clearly label your child's lunchbox/lunch bag each day. The Academy will not be responsible for lost lunch boxes.

SNACK:

The Academy will provide two snacks each day during the summer (in the morning and afternoon hours) at no additional cost. We will provide one snack during the school year after school at no additional cost.

NOTE: In the event that your child is on a special diet or allergic to any food, The Academy will work to accommodate your child. If The Academy cannot accommodate your child's need, you will need to provide the child's snack. It is the parent's responsibility to notify The Academy in writing of such allergies or special diets on the registration form.

The Boys & Girls Club strives to be a nut free facility due to having numerous youth that attend The Academy program and that are allergic to different kinds of nuts. The Boys & Girls Club of Yankton Academy will follow guidelines to strive to be nut free. Please remember to provide a snack/treat that is nut free (no peanut butter sandwiches, granola bars with peanuts, etc.).

STAFF QUALIFICATIONS:

All staff at the Boys & Girls Club must be at least 18 years of age and are supervised by the Chief Executive Officer, Chief Operating Officer, Executive Director, Program Director or a Coordinator. Secondary staff at the Boys & Girls Club of the Northern

Plains must be at least 14 years of age and work under the direct and constant supervision of a staff member that is at least 18 years old.

The individual responsible for planning and implementing the program of the before and after school program and for supervising staff must be at least 18 years of age, may not have on record a substantiated report of child abuse or neglect, be CPR certified, and must meet one of the following requirements:

- (1) Have a bachelor's degree in the field of education or human development and at least two years of experience in a child care setting;
- (2) Have a bachelor's degree in elementary education and at least two years of experience in a child care setting if the center cares for preschool-aged children;
- (3) Have a bachelor's degree in elementary education if the center cares for school-aged children only;
- (4) Have a bachelor's degree in the field of early childhood education;
- (5) Have an associate of arts degree in the field of early childhood development;
- (6) Be certified as a child development associate;
- (7) Have a prekindergarten teacher endorsement;
- (8) Hold certification in a Montessori teacher training program and have at least one year of experience in Montessori school or child care setting; or
- (9) Have a child development technician diploma.

The department may waive the requirements of this section if an individual met the requirements of this section before September 29, 2004.

PARENT NOTIFICATION & INVOLVEMENT:

Our policies are reviewed annually, and changes are reflected in this Handbook. Parents will receive a Parent Handbook at Parent Orientation, and the Handbook is also available at The Academy sites and on the Club website, www.greatfuturesd.org. If significant policy changes are made outside of the annual review, parents will be notified via email or by posting at The Academy front desks.

The exchange of information about a child from the parent's perspective and the staff members can be very helpful to the family and to our program. The staff will be able to better meet the needs of your child if they are aware of things like an illness in the family, a change in living location, special fears, etc.

GUARDIAN RESPONSIBILITIES:

Parents are required to update information in the online portal and alert the Academy Director when there is a change in an address or phone number.

Picking up your child: Individuals who are listed on the emergency contact sheet are the only adults who are permitted to pick up your child(ren). If someone different is going to pick up your child, you must either call or stop in to let the appropriate Academy staff know this in advance. This individual will need to bring a photo ID to verify identification.

In the event a parent/guardian is late to pick up their child/children, late fees will be charged. Late fees of \$10, per member, for every 15 minutes a member remains in the

facility after closing time (time is rounded up to the next 15 minute period) will be charged.

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.

Guardian involvement is an important part of our program. We encourage guardian involvement, especially on field trips, donating recycled items or just volunteering!

STAFF DIRECTORY

Please feel free to email your questions or concerns to any of the following Club personnel:

Academy Director	Tayler Wilson		twilson@greatfuturesd.org
Executive Director	Koty Frick	605-668-9710	kfrick@greatfuturesd.org
Chief Operating Officer		605-692-3333	
CEO	Jody Hernandez	812-604-8600	jhernandez@greatfuturesd.org