



BOYS & GIRLS CLUB OF THE NORTHERN PLAINS

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Traditional Club Programs
Parent/Guardian Handbook

2026 – 2027

Brookings, Elkton, Moody County, Vermillion & Yankton



WELCOME

Dear Boys & Girls Club Families,

Welcome — and thank you for choosing the Boys & Girls Club of the Northern Plains. We are so glad you are here.

We believe every young person deserves a safe place to grow, build friendships, and develop the skills they need to succeed. That is what the Club is all about. From the moment your child walks through our doors, our team is committed to making sure they feel welcomed, valued, and inspired every single day.

Boys & Girls Club of the Northern Plains proudly serves the communities of Brookings, Elkton, Moody County, Vermillion, and Yankton. Across all of our sites, we offer high-quality programming focused on academic success, healthy lifestyles, and good character and citizenship — because great futures are built one day at a time, right here at the Club.

This handbook covers the policies and procedures for our traditional, non-licensed Club facilities. As our organization grows, policies may be updated to better serve our members — you can always find the most current version at www.greatfuturesd.org.

We are honored to be a part of your family's story and look forward to building a lasting relationship with you and your child for years to come. Welcome to the Club family. Great futures start here.

Jody Hernandez

Jody Hernandez
Chief Executive Officer
jhernandez@greatfuturesd.org
605-692-3333

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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.

Facility Information

Boys & Girls Club of Brookings K– 5th Grade Unit 1126 Southland Lane Brookings, SD 57006 605-692-3333	School Year Hours Monday - Friday	6:00 AM – Before School Drop Off *Morning program requires additional registration 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
	Summer Hours Monday - Friday	7:30 AM – 6:00 PM
Boys & Girls Club of Elkton K-5th Grade 508 Buffalo St. Elkton, SD 57026	School Year Hours Monday - Friday	Afterschool – 6:00 PM
Boys & Girls Club of Moody County JK-12th Grade 803 West Community Avenue Flandreau, SD 57028 605-573-0150	School Year Hours Monday - Friday	Afterschool – 6:00 PM
	Summer Hours Monday - Friday	7:30 – 6:00 PM
Boys & Girls Club of Vermillion Traditional Club 3rd-12th Grade 300 High Street Vermillion, SD 57069	School Year Hours Monday – Friday	Afterschool – 6:00 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
Yankton Club Tutoring Beadle Elementary 1214 Mulberry Street Yankton, SD 57078	School Year Hours Monday - Friday	Afterschool – 5:30 PM

Yankton Club Tutoring Lincoln Elementary 815 Locust Street Yankton, SD 57078	School Year Hours Monday - Friday Afterschool – 5:30 PM
Yankton Club Tutoring Stewart Elementary 208 W 21 st Street Yankton, SD 57078	School Year Hours Monday - Friday Afterschool – 5:30 PM
Yankton Club Tutoring Yankton Middle School 2000 Mulberry Street Yankton, SD 57078	Summer Hours Only (10 weeks) Monday - Friday 8:00 AM – 12:00 PM

IMPORTANT DATES

Holidays the Club is Closed:

Labor Day	Christmas Eve	Memorial Day
Thanksgiving Day	Christmas Day	Independence Day
	New Year's Day	

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

- One Friday each month for staff training
- Closed 5 days prior to the start of summer programming for summer prep and training
- Closed 5 days prior to the start of the school year for school-year prep and training

CONTACT INFORMATION

BGCNP Chief Executive Officer	Jody Hernandez	jhernandez@greatfuturesd.org
BGCNP Chief Operations Officer	Amber Kollars	akollars@greatfuturesd.org
Brookings Unit Director	Kaylie Hemish	khemish@greatfuturesd.org
Elkton Unit Director	Kaylie Hemish	khemish@greatfuturesd.org
Moody County Unit Director	Keilani Klimczuk	kklimczuk@greatfuturesd.org
Vermillion Unit Director	Sarah Jessip	sjessip@greatfuturesd.org
Yankton Unit Director	Tiffany Hoover	thoover@greatfuturesd.org

MEMBERSHIP DEFINITIONS

To support safe operations, accurate attendance, and clear enrollment expectations, the following membership definitions apply to all Boys & Girls Club programming.

Active Member

An active member is any youth who has completed the full membership application, paid the required membership fee, and completed all required enrollment and orientation steps.

Inactive Member

An inactive member is any youth whose membership has expired, lapsed, or is not fully complete due to missing required enrollment steps, including required parent/youth orientation within the designated grace period.

Non-Member

A non-member is any youth who has never completed membership enrollment with the Boys & Girls Club.

OYS (Other Youth Served)

OYS refers to any non-member or inactive member who participates in a Club activity or program and is listed on an attendance record that includes required participant information. OYS status applies to youth who are permitted to attend on-site Club programming on a temporary basis. OYS status is intended to be short-term and does not replace full enrollment or membership.

Youth attending under OYS status are not eligible to participate in off-site field trips, activities, or events. Required waivers, permissions, and releases of information are completed through the enrollment and membership process. If those documents are not completed and on file, the youth may not participate in any off-site experience. This includes, but is not limited to, pool trips.

OYS attendance is subject to the following daily fees:

- \$1.00 per day during the Spring and Fall sessions
- \$2.00 per day during the Summer session
- Payment is due at the time of drop-off. If payment is not received at drop-off, the youth may be denied attendance for that day.

MEMBERSHIP & SEASONAL ENROLLMENT SPRING, SUMMER, FALL

Our membership and summer fees are set using a community-based assessment to help ensure families can access the Club while supporting safe, high-quality programming.

- 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 semester.

- 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.
- Families must enroll each season (Spring, Summer, and Fall) by the published enrollment deadline.
- Enrollment is not complete until the application and payment (or scholarship/payment plan) are approved and processed. Processing may take more than 24 hours.
- Membership dues are per child and will not be pro-rated for partial year memberships or refunded
- Membership fees are non-refundable (unless otherwise required by law or specifically approved by the organization).
- Membership at the Boys & Girls Club is a privilege, not a right, and participation is dependent on following Club policies and expectations.
- Seasonal memberships follow the Spring, Summer, and Fall enrollment periods, and expire at the end of each season.
- 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.

Club	Grades Served	Fees
Brookings / Elkton	Jr. Kindergarten - 5th Grade	Spring/Fall: Level 1 \$50 Level 2 \$100 Level 3 \$150 Summer: Level 1 \$150 Level 2 \$200 Level 3 \$250
Moody County	Jr. Kindergarten – 4 th Grade	Spring/Fall: Level 1 \$50 Level 2 \$100 Level 3 \$150 Summer: Level 1 \$150 Level 2 \$200 Level 3 \$250
Vermillion Traditional	3rd – 5 th Grade	FREE UNTIL JUNE 2027 Spring/Fall: Level 1 \$50 Level 2 \$100 Level 3 \$150 Summer:

		Level 1 \$150 Level 2 \$200 Level 3 \$250
Yankton Traditional	1st – 5th Grade	Spring/Fall: Level 1 \$50 Level 2 \$100 Level 3 \$150 Summer: Level 1 \$15 Level 2 \$200 Level 3 \$250

TEEN ENROLLMENT (ANNUAL)

- All teen enrollments are completed annually, and the annual teen membership fee is \$100.
- Teen memberships are annual and run January 1–December 31 each year.
- **Transitioning to the Teen Site – 6th Grade Membership Benefit**
 - Incoming 6th graders only pay once per year. If you enroll your youth in a Spring Membership, their Teen Site Membership for the following season will be completely FREE.
 - We want to make sure this transition is as easy and exciting as possible — because we don't want to lose you, and we want your child to keep growing with us!

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 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 for 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 prior to facility operating hours or be on Club property, 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. *Photo ID is required when picking up any child from the Club.*

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 can 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 to 6:00 PM
- If school is cancelled because of inclement weather, the Club will be open from 7:30 AM to 6:00 PM
- If school is dismissed early due to weather, the Club will open immediately after the closure and remain open until 6:00 PM
- In case 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

TRANSPORTATION

Each Unit is unique in how it transports Club members to the facility.

During the school year:

BROOKINGS Youth may have the opportunity to ride a school bus to and/or from the Club. Our Morning Program members are transported to their designated school by the school district. While on the bus, youth are expected to follow all bus rules and directions from the driver. The Club and the school district reserve the right to revoke bus privileges if a youth makes unsafe or inappropriate choices on the bus, and additional consequences may 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.
VERMILLION Youth may have the opportunity to ride a school bus to and/or from the Club. Our Morning Program members are transported to their designated school by the school district. While on the bus,	YANKTON Youth may have the opportunity to ride a school bus to and/or from the Club. Our Morning Program members are transported to their designated school by the school district. While on the bus,

youth are expected to follow all bus rules and directions from the driver. The Club and the school district reserve the right to revoke bus privileges if a youth makes unsafe or inappropriate choices on the bus, and additional consequences may occur at the Club.	youth are expected to follow all bus rules and directions from the driver. The Club and the school district reserve the right to revoke bus privileges if a youth makes unsafe or inappropriate choices on the bus, and additional consequences may occur at the Club.
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SUMMER DROP-OFF & PICK-UP

During the summer months, parents/guardians are responsible for dropping off and picking up their child(ren) each day. Teen members may drive their own vehicles to the Club, as permitted by their parent/guardian.

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.

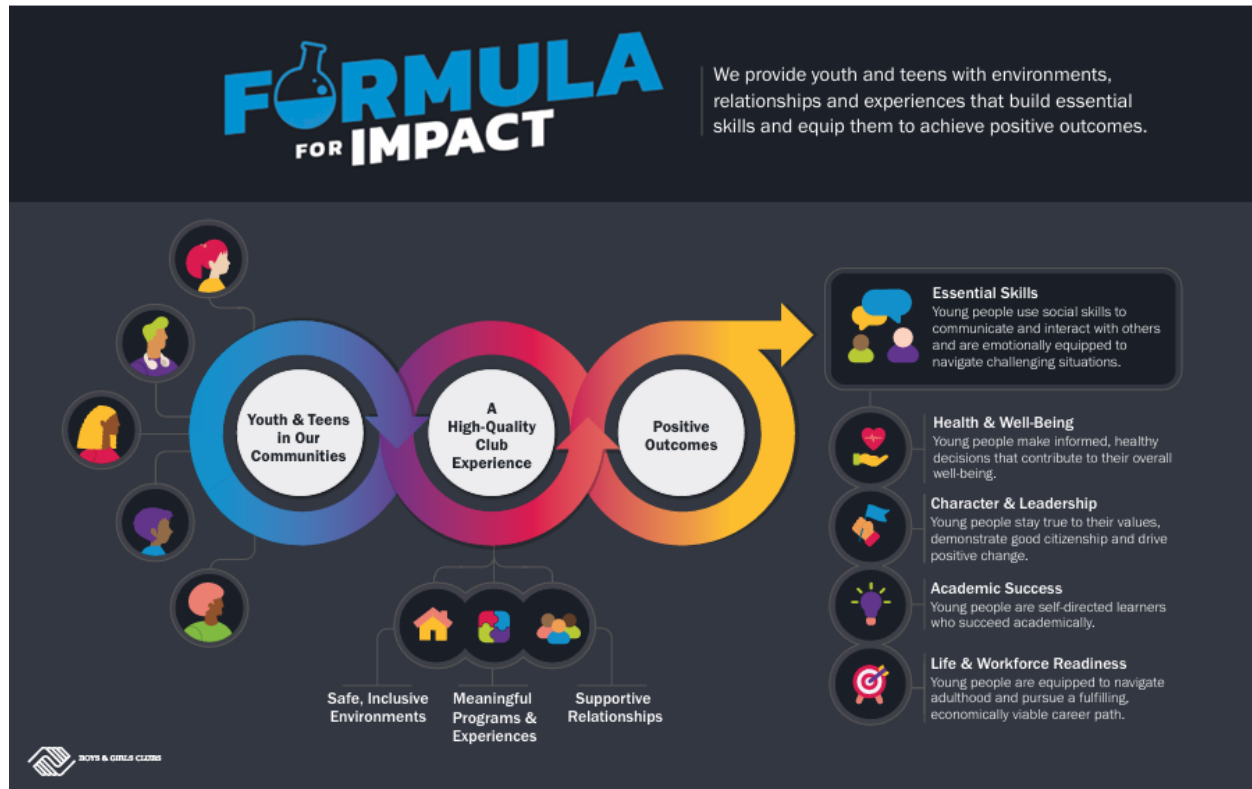
PRIORITY OUTCOMES

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

ACADEMIC SUCCESS	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.
CHARACTER & LEADERSHIP	By teaching our youth to be good leaders and have good character, our members will grow to be the productive, responsible, and caring citizens we strive for them to become.
HEALTH & WELLBEING	We want our members to know what it means to be healthy and live their lives in a way that benefits themselves and those around them.
LIFE & WORKFORCE READINESS	Our workforce readiness programming for teens focuses on building real-world skills and providing meaningful career exposure through hands-on experiences. The goal is to ensure teens leave the Club with the knowledge, confidence, and tools they need to succeed after high school - whether that is college, a career, the military, or another next step.

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 to ensure continued success.



YOUTH SUPERVISION & STAFFING

The Boys & Girls Club is staffed by trained full-time and part-time employees, along with approved volunteers who help support programming and create a fun, welcoming environment. Staff members supervise all designated program spaces and are responsible for maintaining safe ratios, monitoring member behavior, and supporting youth throughout the day.

Our Club model is built around group-based programming and positive peer engagement. We encourage youth to learn, participate, and problem-solve together—this includes asking peers for help with games, transitions, and clean-up when appropriate.

Please note: **the Club cannot provide one-on-one supervision or one-on-one support.** For child safety, our policies prohibit staff being alone one-on-one with a member (this applies to staff and volunteers). Because of this, and because high-traffic times like right after school can be especially busy, members may not always receive individual attention. However, we

do strive for smaller group ratios whenever possible, especially during Impact Programs, so youth can receive meaningful support in a safe, supervised setting.

If your child needs support beyond what we can provide in a group setting, please reach out to your Unit Director so we can talk through options and ensure the Club environment is the right fit for your child's success.

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.

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 3 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
- *Example: A teen could leave to go grab lunch during a full-day of Club but must return within the 30-minute period.*

MEDICATION ADMINISTRATION

Staff Training Requirements

All staff who may administer medication are required to complete the South Dakota Department of Social Services Medication Administration Training within the first 90 days of employment.

South Dakota Requirements (ARSD 67:42:17:27 & 67:42:17:28)

In alignment with state regulations:

- Parent/guardian permission must be documented before administration, including the child's name, medication name, dates/times, and dosage.
- Medication must be provided by the parent and kept in the original container with the original label. Prescription labels must include the child's name, dosage amount/frequency, expiration date, practitioner name, and storage instructions.
- Medication must be returned to the parent when expired or no longer needed.
- The provider must document medication administered (dose, child's name, date/time, and staff name) and retain documentation for at least six months, available to parents upon request.
- Medication must be stored inaccessible to children.

- Refrigerated medication must be stored in a labeled, nonabsorbent container.

Medication Administration Exceptions & Parent/Guardian Administration

In extreme circumstances, the Club is responsible for the safety of the child and may refuse to administer medication or treatment if leadership determines it is not in the child's best interest for that level of care to be provided by staff. In these situations, parents/guardians may come to the Club to administer the medication/treatment at the appropriate times. A site-specific plan will be put in place and must be approved by the CEO for each circumstance.

HEALTH AND EMERGENCIES

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

When to Keep Your Child Home

To protect all members and staff, families may be asked to keep youth home (or pick them up early) if they have symptoms that may be contagious or prevent safe participation in programming, including (but not limited to):

- Fever, vomiting, or diarrhea
- Uncontrolled coughing, difficulty breathing, or symptoms requiring continuous 1:1 support
- Contagious rashes, pink eye symptoms, or other suspected communicable illness
- Any condition where the child cannot participate in normal activities or needs more care than we can provide in a group setting

INFESTATIONS OR CONTAGIOUS CONDITIONS

Any suspected transferable infestation or transmittable contagious condition will be addressed fully and without exception:

- Parents/guardians will be contacted for immediate removal of the member from Club facilities.
- Proof of treatment and/or medical clearance may be required prior to the member returning, depending on the condition and guidance provided by leadership (and local public health recommendations when applicable).

Lice: If your child is found to have lice while at the Club, they will be sent home. Children exposed to lice must be treated prior to returning to the Club. When the member returns, there must be no visible live bugs or eggs (nits). If live bugs or visible eggs are present, the member will be sent home again.

- Treat infected youth two times, 7 days apart
 - The member may return after the first treatment, as long as there are no visible live bugs or eggs (nits)

- Wash all bedding, vacuum floors/furniture, and wash clothing as recommended

Additional guidance is available through the CDC (www.cdc.gov) and other public health resources.

EMERGENCIES AND MEDICAL RESPONSE (INCLUDING 911)

Your child's safety is our top priority. If a medical emergency occurs:

- Staff will respond immediately and provide basic first aid as trained.
- If the situation appears life-threatening or urgent (ex: trouble breathing, severe allergic reaction, seizure, suspected head/neck injury, loss of consciousness, uncontrolled bleeding, etc.), we will call 911 right away.
- We will then contact the parent/guardian and emergency contacts as quickly as possible.

Please make sure your child's emergency contacts and phone numbers are always up to date.

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 potentially 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 lockdown.

Evacuation Plans

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

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 knowing that our trained staff members are attentive to providing the safest environment 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 in MyClubHub that explains how the accident occurred and what steps the staff member took to handle the situation. A parent/guardian receives an email with details of the accident.

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.

YOUTH RECOGNITION

Youth Recognition at the Boys & Girls Club celebrates members who demonstrate positive choices, strong character, leadership, and active participation in Club programs. The Club uses a Positive Behavioral Interventions and Supports (PBIS) approach, focusing on encouraging and reinforcing positive youth behavior. Recognition may include monthly celebrations, Youth of the Month honors, and “Be Great” or “Be Great Champ” cards that help build confidence, promote positive choices, and celebrate youth success.

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.
- 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!

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 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 Mission Delivery Officer if you have any questions concerning disciplinary measures or any other Club activity.

Parent/Guardian support and involvement are 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. Teachable Moments are like 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 teaches 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

This policy applies to the following types of behaviors:

- All intentional physical violence, emotional, or psychological abuse, including racist or sexist comments
- All extreme violent actions, words, or threats (child to child or child to staff)
- All theft
- Possession of any illegal substance such as tobacco, alcohol, drugs, and paraphernalia
- Viewing or sharing of explicit content

POINT SYSTEM IN BEHAVIOR POLICY

A point system will be implemented to track and address behavior issues on a daily and weekly basis. Points will be assigned for disruptive and/or inappropriate behavior as determined by the staff.

Note: The point system is intended to provide a structured approach to address behavior issues, allowing for a fair assessment of a child's behavior over time. It promotes accountability and offers opportunities for improvement. All incidents will be reviewed by the Unit Director and further suspensions/consequences may be implemented regardless of points.

Consequence Form: A consequence form (also known as a teachable moment, behavior error form, think sheet, etc.) is written when a behavior does not align with the Club's behavior standards but does not warrant immediate parent/guardian communication or removal from the program. Each consequence form is equivalent to 1 point.

Incident Reports: An incident report is written when a member breaks the behavior policy by intentionally hurting another member or staff, steals, threatens, or possesses illegal substances on the Club's property and warrants immediate parent/guardian communication and/or removal from the program. Each incident report is equivalent to 2 points.

Daily Point System:

3 Points in a Day: If a child accumulates 3 consequence forms (3 points) or an incident report (2 points) and a consequence form (1 point) totaling 3 points in a single day, the child must be picked up for the remainder of the day or take the next day off of Club programming. Parent/guardian must pick up the child within 20 minutes of being called.

Weekly Point System:

5 Points in a Week: If a child accumulates 5 points within a week based on any variation of reports written, the child must be picked up for the remainder of the day and must take at least one day off from the Club program. Parent/guardian must pick up the child within 20 minutes of being called.

Consequence Stipulations:

- Staff will record and document each consequence form or incident report, assigning points as necessary.
- Points will reset at the beginning of each week. The Club Director will review the point system data and assess the child's behavior.
- Re-entry into the Club's program will be determined based on consistency & severity of behaviors and may include additional meetings and/or requirements.
- If at any time a member becomes physical with a staff member, a suspension of 3 days is automatic and a meeting with the Club Director is required for reentry.
- Any destruction of property automatically requires a 2-day suspension. Parent/guardians are responsible for the replacement or payment of any broken or damaged property.
- If a member receives three suspensions within a 30-day timeframe, the member will be removed from the program for an extended suspension of 30 calendar days. Additional suspension will prolong reentry into Club up to permanent suspension.
- Youth must be picked up within 20 minutes of initial contact with parent/guardian. If parent/guardian is not there after 20 minutes, the late fee policy will go into effect. The suspension or consequences may increase based on tardiness of the parent/guardian.
- If the behavior continues to be escalated and the Club is unable to make contact with a parent/guardian/emergency contacts after 30 minutes, law enforcement may be called.

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.

A parent/guardian receives a call and an email with details of the incident report.

OTHER CONSEQUENCE STRATEGIES

The Club utilizes consequences such as suspension from program areas, loss of Club privileges, suspension, writing letters of apology, 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 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 for 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 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 out restrooms so that youth know an adult is present.
- All staff will utilize a staff designated restroom, separated from the youth, always.
 - 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 from the option they choose to follow. In addition, if they choose to change the bathroom options choice, it must be approved by the Chief Mission Delivery 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 to 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 always remain confidential.

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 is absent from school or leaves school early for any reason, they may not attend the Club that same day. This includes being sent home due to illness, suspension, or dismissal related to school-related behaviors.

GENERAL INFORMATION

STAYING INFORMED

Information on our weekly programs, fee-based programs, and field trips is shared in multiple ways, including posted at the front desk, on our website, on each Club's Facebook page, and through e-blasts, monthly memos and newsletters.

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

Cell phone use is determined by each Club. In general, only teen members are permitted to use cell phones for safety purposes. This is a privilege and may be lost. Members are not allowed to use the camera function on their phones while at the Club. This includes taking “selfies,” photos of other members, or using apps like Snapchat. The Club does not tolerate any form of cyberbullying. Members who misuse their cell phones while at the Club may be required to check them in at the front desk or may lose the privilege of having a cell phone while at the Club. If cellphone privileges are revoked, the phone will be returned to the parent/guardian at the end of the day.

GIZMO WATCHES / SMART WATCHES

Members may bring Gizmo watches, smart watches, and other wearable devices to the Club, but they must be silenced while at the Club. If there is an emergency, parents/guardians should call the Club and staff will assist in getting the message to the member.

Wearable devices may not be used to play games, record voice messages, take photos/videos, or contact others during Club programming. If a member violates Club rules related to a wearable device, staff may confiscate it and hold it at the front desk until the 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.

FOOD & NUTRITION

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 snacks and dinner are 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.*
- Clothing with questionable advertising will be asked to change or have the option to leave. Ex: derogatory terms, swear words or phrases etc.

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

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 with 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