



**BOYS & GIRLS CLUB
OF ABERDEEN AREA**

2026 SUMMER PROGRAM

FIELD TRIP HANDBOOK

**GRADES 1-5
SIGN-UP:
MONDAYS
@ 12:00 PM
1 WEEK PRIOR**

**GRADES 1-5
SIGN-UP
CLOSES:
FRIDAYS
@ 12:00 PM**

**PLEASE LOGIN
TO YOUR
PARENT
PORTAL FOR
SIGN-UP!**

**SIGN-UP IS
DONE ONLINE
FOR ALL FIELD
TRIPS & CLUB
OUTINGS!**

GRADES 1-5 SIGN-UP SCHEDULE:

Opens: Mondays @ 12:00 PM

Closes: Fridays @ 12:00 PM

DONE 1 WEEK PRIOR TO ALL FIELD TRIPS

Day of Sign-Up:	Time of Sign-Up:	Week of Field Trips:
Monday, May 11, 2026	12:00 PM (noon)	WEEK OF MAY 18 - MAY 22
Monday, May 18, 2026	12:00 PM (noon)	WEEK OF MAY 25 - MAY 29
Tuesday, May 26, 2026	12:00 PM (noon)	WEEK OF JUNE 1 - JUNE 5
Monday, June 1, 2026	12:00 PM (noon)	WEEK OF JUNE 8 - JUNE 12
Monday, June 8, 2026	12:00 PM (noon)	WEEK OF JUNE 15 - JUNE 19
Monday, June 15, 2026	12:00 PM (noon)	WEEK OF JUNE 22 - JUNE 26
Monday, June 22, 2026	12:00 PM (noon)	WEEK OF JUNE 29 - JULY 3
Monday, June 29, 2026	12:00 PM (noon)	WEEK OF JULY 6 - JULY 10
Monday, July 6, 2026	12:00 PM (noon)	WEEK OF JULY 13 - JULY 17
Monday, July 13, 2026	12:00 PM (noon)	WEEK OF JULY 20 - JULY 24
Monday, July 20, 2026	12:00 PM (noon)	WEEK OF JULY 27 - JULY 31
Monday, July 27, 2026	12:00 PM (noon)	WEEK OF AUGUST 3 - AUGUST 7

- Club Closed: Monday, May 25 (Sign-Up will be Tuesday, May 26)
- Club Closed: Friday, July 3 - No field trips scheduled
- August 10-17: No Grades 1-5 Field Trips (Brown County Fair)

Grades 1-5 Field Trip Guidelines:

Registration & Payment

- Payment: If a field trip has a cost, any fees must be paid at the time of registration to guarantee your child's spot. If you do not complete your registration your child's spot will not be saved.
- Registration: Completed through the MyClubHub Caregiver Portal, opening one week prior
 - Opens on Mondays at 12:00 PM
 - Closes on Fridays at 12:00 PM

Refund Policy

- Refunds will not be issued for missed field trips after 8:00 AM on the day of the trip
- Please notify the front desk as soon as possible if your child cannot attend

Day-of Trip Expectations

- Arrival Time: Arrive at least 30 minutes prior to departure for check-in
- Check-In Requirement: All members must be checked into the Club before attending
- Meals: If required, parents/guardians must provide a sack lunch
- Water Bottles: Members must bring a refillable water bottle
- Footwear: Closed-toe shoes are strongly encouraged
- Sun Protection/Insect Repellent: Parents/guardians must provide sunscreen and bug spray.

Grades 1-5 Field Trip Guidelines

- Sign-up opens Mondays at 12:00 PM, one week prior to each trip
- Sign-up closes Fridays at 12:00 PM for staffing purposes
- Each child may register for 2 field trips per week when sign-up opens on Mondays. If spots remain, additional sign-ups open Tuesdays at 12:00 PM (maximum of 5 field trips per week)
- Some field trips may overlap – please do not double book and check your schedule carefully
- You may sign up multiple children at the same time.
- Sign-up link available on our website: www.bgcaberdeen.org - click on PARENT PORTAL
- All field trips first come, first serve sign-up process. All field trips are limited capacity.
- Spots are limited due to safety, transportation capacity, and staff-to-member ratios.

Important Reminders

- Parents/guardians must complete all registrations (or an adult at least 18 years of age).
- Children must be signed up via Parent Portal on MyClubHub in advance to attend field trips
- Field trips are for Club members only (day pass members are not eligible).
- Schedule Changes: Dates, times, locations, capacity and fees are always subject to change.
- Field trips are a privilege, and if guidelines are not followed, they will be taken away.
- Space is limited for field trips. Please register your child only for trips they plan to attend. If a member is registered and present at the Club on the day of the trip, they are expected to attend.
- Return times are approximate. Please allow for possible delays when planning pick-up.
- If a field trip is canceled due to weather or temperature concerns, families will receive a full refund. Canceled trips will not be rescheduled.

Grades 1-5 Field Trip Guidelines:

Membership Card Requirement:

- Members are expected to bring their membership card each day to scan in upon arrival.
- If a member forgets their card, a replacement card may be purchased for \$2.
- Members may request assistance from Club staff to be manually checked in for the day if their card is forgotten.
- Repeated forgetting of membership cards may result in staff follow-up with parents/guardians to ensure compliance and/or possible suspension.

Field Trip Check-In Policy

- All members must be checked into the Club before attending any field trip or scheduled activity.
- Members are required to scan in using their membership card upon arrival.
- Only members who are successfully recorded in the Club system as checked in at the time of departure will be permitted to attend.
- If a member is not checked in at the scheduled departure time, they will be marked absent and will not be allowed to attend the field trip or activity.
- The Club will not delay departure for late arrivals.
- No refunds or credits will be issued for missed field trips.
- If a member reports scanning in but is not shown as checked in, Club staff will rely on the official system record.
- Only members properly recorded in the system will be included in the group.
- It is the responsibility of both the member and parent/guardian to ensure check-in is completed correctly.
- No exceptions or make-up opportunities will be provided for missed activities or field trips due to incomplete or unverified check-in.

Pick-Up & Drop-Off for Field Trips

- For safety and accountability, members may not be dropped off or picked up at field trip locations.
- All members must depart with Club staff in Club vehicles and return to the Club for pick-up.

Expectations of Members

- Field trips are a privilege for our members and require a higher level of structure, supervision, and accountability due to limited staff-to-member ratios and the nature of off-site programming. Because of this, respectful and appropriate behavior is expected at all times.
- Disruptive or unsafe behavior will not be tolerated, as it impacts the safety, supervision, and overall experience of the entire group.
- All Club members are expected to behave respectfully and follow all Boys & Girls Club rules while attending field trips and outings, as they are representing themselves and our organization at all times.
- This includes appropriate behavior while riding in Club vehicles and participating in all Club outings and activities.
- All Club rules apply during field trips, including while traveling to and from the destination.

Grades 1-5 Field Trip Guidelines:

Field Trip Safety Briefing

- All members shall receive a mandatory safety and behavior briefing prior to departure for each field trip.
- Staff will go over all expectations & rules with Club members prior to departure.
- This briefing is a required component of participation and is intended to ensure the safety, supervision, and well-being of all participants.

Behavior Expectations & Incident Response

- If a behavior incident occurs during a field trip, the member shall be issued a Behavior Notification Form.
- Based on the severity of the incident and any associated safety concerns, the following actions may be taken at the discretion of Club staff:
 - Immediate parent/guardian notification and required pick-up of the member
 - Removal of the member from the field trip and/or Club programming for the remainder of the day
 - Suspension from current or future field trip participation
 - Additional disciplinary measures, up to and including suspension or removal from Club programs
 - Requirement for parent/guardian to arrange and assume responsibility for transportation at their own expense, when applicable.

In-Town Field Trips: Aberdeen

- For in-town field trips, parents/guardians will be contacted and required to immediately pick up their child from the field trip location.
- The member shall be removed from the field trip and from Club programming for the remainder of the day.

Out-of-Town Field Trips

- For out-of-town field trips, the member may be immediately removed from participation and suspended from current and/or future field trips.
- Parents/guardians will be notified without delay and required to comply with all staff instructions regarding dismissal or pick-up procedures.
- In cases where behavior presents a safety concern, parents/guardians may be required to arrange and assume responsibility for the immediate return of the member at their own expense.

Repeat Incidents

- Following two (2) documented field trip behavior incidents, the member shall lose field trip privileges.
- Reinstatement of field trip participation shall require a mandatory meeting between the member, parent/guardian, and Program Director/Management team. A behavior management plan must be developed and approved prior to any reinstatement of field trip privileges.

Aberdeen Aquatic Center Field Trips:

We are proud to partner with the Aberdeen Aquatic Center to provide frequent swimming opportunities for our members during the Summer Program. This partnership allows youth to stay active, build confidence in the water, and enjoy one of our most popular summer activities in a safe, supervised environment.

Because we visit the pool almost daily, it is especially important that members understand and respect the expectations set by both the Boys & Girls Club and the Aquatic Center. While on field trips, members are expected to follow all Club rules in addition to all posted Aquatic Center rules and staff directions at all times.

This ensures a safe, positive experience for all participants and helps us maintain a strong working relationship with our community partner.

Aberdeen Aquatic Center Policies: 2026 Parks & Rec Brochure

Youth Supervision

- Children 6 and under must be actively supervised by an adult at all times.

Diaper Policy

- Non-potty-trained children must wear swim diapers with protective pants or approved swim diapers
- Diapers must be clean before entering the pool and checked regularly
- Swim diapers are available at the front desk

Weather & Notifications

- Sign up for "Notify Me" alerts for pool closures and swim lesson cancellations.

Weather Closures

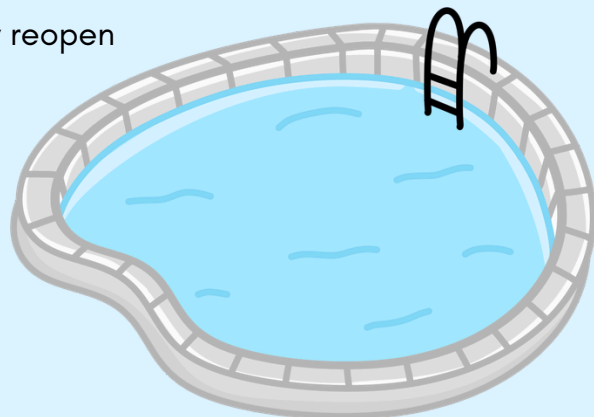
- If closed before 5:00 PM and weather clears, the pool may reopen
- If closed after 5:00 PM, the pool will remain closed

Pool Features & Rules

- Lap swim: Monday-Friday, 5:00-7:00 PM
- Waterslides: 48-inch height requirement
- Concessions available onsite
- No outside food or beverages unless renting shelter

Accessibility

- A swim lift and submersible wheelchair are available for assistance. Phone: 626-7990



Boys & Girls Club Aberdeen Aquatic Center Field Trip Reminders

Cost: Daily or Season Pass

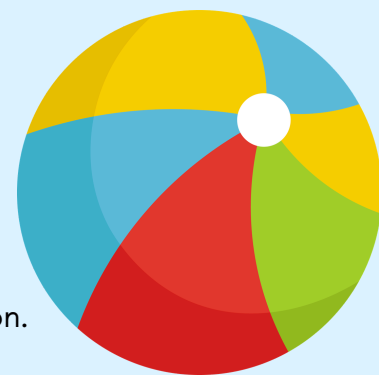
- \$7.00 per Club member or season pass holder
- All season passes must be purchased through the Aberdeen Parks, Recreation & Forestry Department
- Season pass holders must physically have their pass with them if they are registered under a season pass for Boys & Girls Club field trips to the Aquatic Center

Preparation & Personal Items

- Club members will change into swim gear at the Boys & Girls Club before departure and change back upon return.
- All personal items are the responsibility of the club member, including concession stand money.
- Please label all items clearly with first and last name.

Aquatic Center Schedule & Check-Ins

- Club members are required to check in with staff at designated times:
 - 1:50 PM (1st Break) - Check-in, restroom, water break
 - 2:50 PM (2nd Break) - Snack break (provided by Boys & Girls Club)
 - 3:50 PM (3rd Break) - Return to Boys & Girls Club
- At each break, all members must check in with staff for safety and supervision.



Swimming Safety Policy

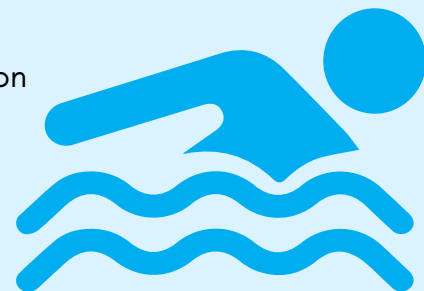
- We strongly encourage all members to have completed swimming lessons prior to attending aquatic field trips.
- Staff supervise the group as a whole and do not provide individual swimming instruction.
- If a child requires a lifeguard rescue at the aquatic center, they will no longer be eligible to attend swimming-related field trips for the remainder of the summer unless proof of swimming lessons is provided. This policy is in place for safety and liability reasons

Snack Policy

- The Boys & Girls Club will provide a snack at the 2nd Break/2:50 PM break
- All members and staff will exit the pool area to eat snack (Aquatic Center policy)
- If a child refuses snack, they will not be permitted to attend future aquatic field trips

What to Bring

- Sunscreen (spray strongly encouraged - staff can assist with spray, not lotion)
- Water bottle
- Towels and labeled belongings
- Staff are not able to apply sunscreen lotion for safety reasons.



Pick-Up at Aquatic Center

- If you plan to pick your child up directly from the Aquatic Center, please notify:
- Megan 605.225.8714 ext. 106

OUT OF TOWN FIELD TRIPS MEAL/SNACK INFORMATION:

Sack Lunches:

All out-of-town field trips require a sack lunch provided by a parent or guardian. Please be sure to send a labeled sack lunch with your child on the day of their trip. If a sack lunch is not provided, your child will be unable to attend the field trip.

Water Bottles:

Refillable water bottles are required for all out-of-town field trips. Parents or guardians are responsible for providing their child with a labeled water bottle. If a water bottle is not provided, your child will be unable to attend the field trip.

Afternoon Snack:

The Boys & Girls Club will provide an afternoon snack for all Club members participating in out-of-town field trips. Parents or guardians may choose to send an additional snack with their child for out-of-town field trips.

FIELD TRIPS NEEDING SWIM GEAR:

Please send swim gear with your child for the following field trips:

- Aberdeen Aquatic Center
- Watertown
- Brookings
- Milbank
- Jamestown, ND



Swim Gear:

Swim gear should include a bathing suit or trunks, a beach towel, and sandals. Please also ensure your child has sunscreen and bug spray for these field trips. Parents or guardians are responsible for supplying their child with sunscreen & bug spray.

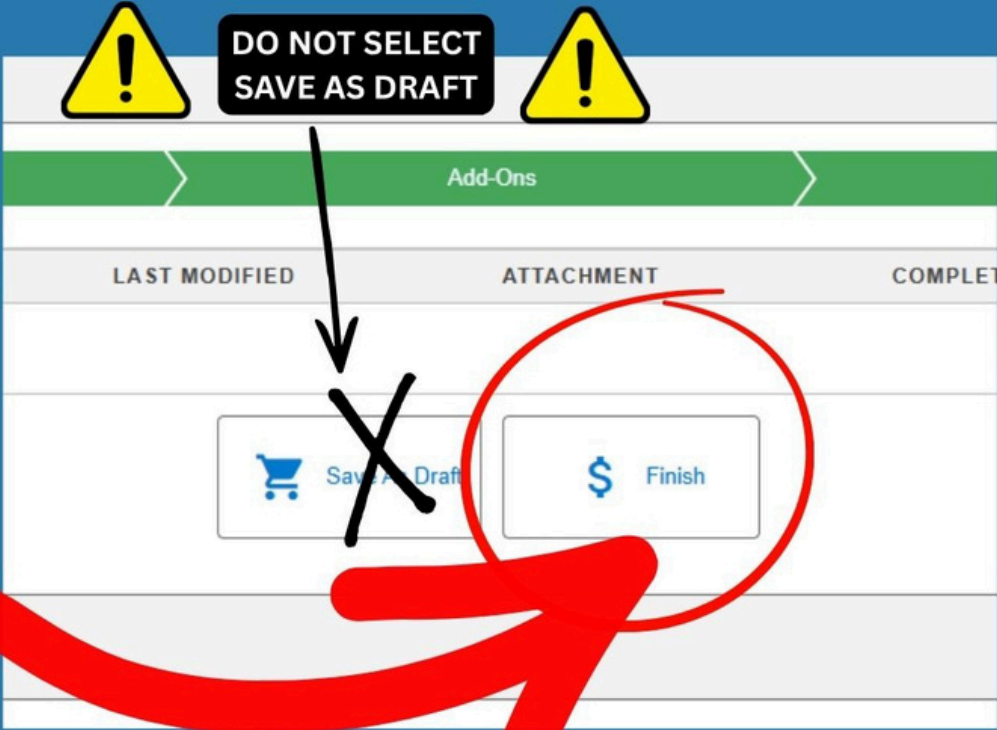


IMPORTANT REMINDER

WHEN REGISERTING FOR PROGRAMS VIA YOUR PARENT PORTAL ACCOUNT

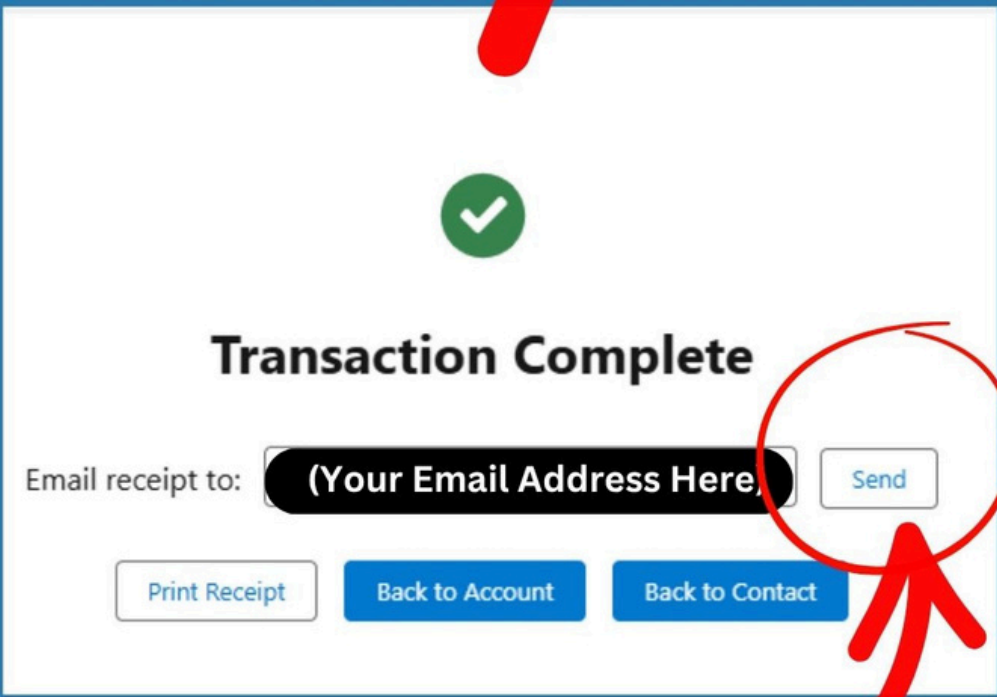


Even if the program or field trip is **FREE**, you must still select **"\$ Finish"** to complete your registration otherwise it will not finalize your sign-up!



Transaction Complete!

This is what your screen should look like once you have completed your registration!



YOU CAN EMAIL YOURSELF A COPY OF YOUR REGISTRATION (REGISTERED EMAIL ADDRESS)

