

Parent Orientation
Summer 2026



BOYS & GIRLS CLUBS
OF SOUTHEAST IDAHO

Introduction

- CEO - Mona Mannan
- Unit Directors- Kamiah Garner and Dane Rasmussen
- Youth Development Professionals (YDPs)
- Enrolling 100 students max for the summer program (Some spots previously filled)
- Enrolling grades K-5 (Must have completed Kindergarten, will accept kids going into the 6th grade)
- Requiring registration for all 6 weeks of the program
- Going to go over programming, program expectations, and then parents will have the option to register

Our Mission Statement

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

Our Summer Program

Program runs June 15th through July 24th

Hours of Operations

Monday-Friday: 7:00 am-5:30 pm

Morning snack, lunch and afternoon snack
will be provided.

*Club will be closed July 3rd and 4th

Our Weekly Schedule

- Week 1: June 15-19
- Week 2: June 22-26
- Week 3: June 29-2 * No club July 3rd and 5th
- Week 4: July 6-10
- Week 5: July 13-17
- Week 6: July 20-24

Our Daily Schedule

7:00-8:50	Drop off, morning snack, and open club
9:00-11:20	Activity
11:30-12:50	Lunch
1:00-2:50	Activity
3:00-3:50	Snack
4:00-5:00	Activity
5:00-5:30	Pick up and clean up

*You can pick up/drop off your child any time during our hours

Fees

- \$20 Annual Membership Fee
- \$55 due today (\$75 if you include annual membership fee)
- \$55 due per week per child (\$330 for all six weeks for 1 child)
- Fees are due the previous week

Example: The fees for the week of June 17th will be due June 10th

- Fees can be paid in advance
- Weekly activity fees are full price whether your child attends 1 day a week or the full week.

Scholarships

- We have scholarship applications available if you would like to apply for financial assistance.
- If you have previously received a scholarship, you will need to re-apply
- Partial scholarships may be awarded
- Scholarship funds do not cover annual membership fees
- Scholarship applications are due back no later than May 8th to be considered.

Activities

Activities will vary daily and focus on teaching our members:

- Health and life skills
- The arts
- Education, technology, and career development
- Character and leadership
- Sports, fitness, and recreation

Field Trips

- We are planning on taking a few field trips this summer
- Will take place in afternoons, after lunch.
- Field trip information will be communicated through email and there will be flyers at the school
- Please make sure to communicate with the unit directors if you need to pick up your child during one of their field trips.
- If picking up your child from a field trip, they must be signed out at the school before being picked up.
- Field trips are a privilege. If your child cannot uphold field trip rules and expectations, they will not be allowed to participate in field trips.

Summer Attire

- Please make sure your child is dressed appropriately for summer activities.
- Many of our activities involve physical activity. Please send your child in sturdy shoes such as tennis shoes or sandals with straps, we do not recommend flip flops.
- We encourage members to bring a water bottle every day to ensure that are staying hydrated.
- Please send your child with sunscreen

Summer Food Program

- All snacks/meals must be consumed on site
- Snacks/meals will not be served outside of scheduled times
- Your child is welcome to bring their own lunch/breakfast, but it has to be consumed during scheduled meal times.

Please note...

- The Club is not a daycare setting
- We have a 1:18 ratio for our staff and kids
- The Club is not equipped with staff to provide constant one-on-one services for children

Attendance Policy

- We prefer students to attend Club at least three days a week.
- The more your student can attend the more they will benefit from our program.

Club Rules and Discipline Policy

- The Club only has 5 rules:
 1. Respect yourself
 2. Respect others
 3. Respect Club staff
 4. Respect Club property
 5. HAVE FUN!

In the event that Club members go against the rules, the following discipline procedure will be used in this order:

1. Informal direction and correction
2. One-on-one guidance and direction
3. Time-out
4. Parent contact - 1 day suspension
5. Parent contact - 2 day suspension
6. Parent contact - 3 day suspension
7. Parent/member/Program Director meeting to create a safety plan with action steps for all parties
8. Permanent suspension

Grounds for Immediate Suspension

- Violence towards staff and other members
- Throwing rocks
- Running away from the Club/Field trip location
- Destruction of property
- Acts that are sexual in nature (kissing, de-pantsing, inappropriate touching)

These actions will result in the member being immediately sent home, then following discipline policy.

Bullying

- The Club has a zero tolerance policy for bullying, and any Club member that is taking part in this behavior could potentially be permanently suspended, as safety is our number one priority here at the Club.
- The definition of bullying is as follows:
Unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Communication

- Email is the primary mode of communicating important information about the Club. Please make sure that the email you provided is an accurate one and read our emails regularly.
- Please like and follow The Boys and Girls Clubs of Southeast Idaho Facebook page.

Medical Conditions/Food Allergies

- If your child has any medical conditions/food allergies we should be aware of, please let us know and fill out our medical statement form ASAP. This form **MUST** be completed by a doctor, physician, physician assistant, nurse practitioner, or dentist.
- If your child needs to take medication for any reason, please provide a doctor's note stating why, when, and how much of the medicine they need. Medication must be provided in original packaging.
- We do not administer insulin to members unless it is a medical emergency
- Please do not allow your child to keep any medicine in their backpacks. It **MUST** be stored/locked up with staff.

Personal Items

- We ask that all Club members keep their most prized possessions at home. Toys, cell phones, smart watches, trading cards, makeup, etc. often get lost, broken, stolen, etc.
- If they do bring personal electronics to Club, they are expected to keep them put away during Club time.
- If your child needs to call home, they can use the Club's phone.

Drop off/Pick Up procedures

- When dropping off/picking up your child, you will need to go to the door to the left of the main entrance and use the walkie talkie to let staff know you have arrived.
- A staff member will meet you at the door to sign your child in/out.
- When dropping off you child in the morning, please make sure to sign them in on the sign in sheet.
- When you come to pick your child up, please bring your ID with you and sign your member out.
- Please DO NOT try to take your child from outside or any other area without first going to sign them out.
- The kids may be a little slow coming up to the front since we are in the middle of activities. We appreciate your patience.

Authorized Pick up lists

- When completing your online registration, please be sure to include any individuals that are authorized to pick up your child.
- Anytime someone comes to pick up a child, they will be asked for their photo ID. Safety is our number one priority at the Club, so please make sure that you or whoever is picking up your child has their ID and that they are on the authorized pick up list.
- Anyone picking up your child needs to have a valid, state issued ID.

Parent Expectations

- Sign in/out members
- Arrive on time to pick up member (Late fees)
- Communicating with staff if picking up member from field trip location
- Communicate with staff if there are any issues (We cannot fix what we are not aware of.)
- Help teach children problem solving/self regulation

*We encourage parents to reinforce the skills we are teaching here.

Next Step is Registration...

- Any Questions?
- If you feel like our program is going to be a good fit for your child(ren), we are going to move onto registration.
- Please remember that there are only so many spots in the program and that there is the possibility of being put on a waiting list.
- If you would like to apply for a scholarship, please turn in your applications to me and I will be in touch ASAP.

Steps to online registration

- Visit bgcsei.com and click on “Parent Info” scroll down and click on “Register For Boys & Girls Club”
- Click on the “Create a New Account” link.
- Fill out the new member registration form with parent information, making sure to complete all the fields with an asterisk (*).
- Click “Next”
- You will be put into a membership queue. Once your registration is approved, you will receive an email with a link to finish your online registration.

Entering Your Household

- Fill out Parent/Guardian information.
- Make sure to have at least one additional contact that we can reach in case of emergency.
- Under “Other Household Members”, add any additional information for people who are your child’s guardian, emergency contact, or who you want to authorize to pick up your child.
- Any of your children that will not be attending the after school program, do not need to be entered.

Enrolling your child in programs

- Click “Activities.”
- Find “Summer Program 2024” and make sure all 7 boxes are check-marked and then click “Enroll.”

Summer Program 2024 (7 activities)

<input type="checkbox"/>	<u>Name</u>	<u>Dates</u>	<u>Times</u>
<input type="checkbox"/>	<u>Summer Program 2024</u>	Jun 10, 2024 - Jul 23, 2024	Not Specif
<input type="checkbox"/>	<u>Week 1 (6/10-6/14)</u>	Jun 10, 2024 - Jun 18, 2024	Not Specif
<input type="checkbox"/>	<u>Week 2 (6/17-6/21)</u>	Jun 17, 2024 - Jun 25, 2024	Not Specif
<input type="checkbox"/>	<u>Week 3 (6/24-6/28)</u>	Jun 24, 2024 - Jul 2, 2024	Not Specif
<input type="checkbox"/>	<u>Week 4 (7/1-7/5)</u>	Jul 1, 2024 - Jul 9, 2024	Not Specif
<input type="checkbox"/>	<u>Week 5 (7/8-7/12)</u>	Jul 8, 2024 - Jul 16, 2024	Not Specif
<input type="checkbox"/>	<u>Week 6 (7/15-7/19)</u>	Jul 15, 2024 - Jul 23, 2024	Not Specif

Enrolling your child in programs

- Find New Account Member and click “Add New Person”
- You’ll input the child’s information that you wish to enroll in the program and click “Save”
- You’ll click on “Membership” and choose the “Boys and Girls Club Annual Membership and click “Next”
- From there you will see your cart summary and click “Next”
- The system will ask you for more information regarding your child and then you will be taken to check out
- You can either pay the summer fees in full or change the weekly payment to \$0 and make weekly payments
- Until you have gone through the check out process the system will not recognize your child as being enrolled in any activities.

Checklist

- In order for your child to start attending the club, the following checklist must be complete:
 - ✓ Online registration complete
 - ✓ \$20 annual membership fee and \$55 fee paid
 - ✓ Medical Statement form turned in (if applicable)
 - ✓ Parent orientation attended *Please make sure you have signed in!