



AFTER SCHOOL PROGRAM

CLUB PROGRAMMING GUIDE
2025-2026

2169 IOWA DRIVE
WHITE CLOUD, KS 66094

FAMILY HANDBOOK



CEO

welcome message



Dear Parents and Guardians,

Welcome to our Boys and Girls Club family. We are honored that you have chosen our organization for your child(ren) to join as members and hope that we exceed your expectations. By joining our club, youth and teens will find opportunities to experience new things, enjoy making lifelong friendships, and receive the benefit of being in a structured, safe environment with caring adult staff. We take our roles seriously, and appreciate your assistance in making sure that your child(ren) participate fully and regularly in order to receive the full impact of all we have to offer.

We welcome your feedback and value our partnership together as we empower our youth to build a stronger community.

Thank you for your support
Paula Walker
CEO



AFTERSCHOOL PROGRAMS



Boys & Girls Club of the Iowa Tribe of KS & NE are designed to ensure that all club members are meeting grade level goals. Our programs like PowerHour provide time for youth to work on homework at the club. Our Stem program help our members gain skills, knowledge, and understanding in the world of technology.



During the afterschool program, we will provide members with opportunities to serve, lead, and build their own leadership skills. These programs empower youth to build leadership abilities to support and influence their club and community, sustain meaningful relationships with others, develop positive self image and good character, participate in the democratic process, and respect their own and others' cultural identities. The club programs they participate in are appropriate for their age group.

BGCA's Health and Wellness programs and tools support the emotional and emotional health of all club members, staff and families. Programs promote healthy lifestyles, make healthy choices, and help kids and teens develop strategies to manage strong emotions .



Creativity and the arts give our members new and unique ways of thinking an expressing. For young people, arts experience provide opportunity to explore, imagine and communicate through creative expression. At Boys & Girls Clubs are forms are categorized into the following four pillars: Performing Arts, Visual Art, Digital Arts, and Applied Arts.





about the **CLUB** About US

Boys & Girls Club of the Iowa Tribe of KS & NE is an afterschool and summer program that provides a safe place for young people to learn and grow. The club offers dynamic programs that are fun, impactful, age appropriate and are focused on developing healthy lifestyles, good character and leadership, and academic success.

Mission

The mission of the Boys & Girls Club of the Iowa Tribe of KS & NE is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, and responsible citizens.

Vision

Empowering our kids to build a stronger community.



Staff & Volunteers



The Boys & Girls Club of the Iowa Tribe of KS & NE hiring and on-boarding practices, include but are not limited to a state and national background check, drug test, fingerprints, basic educational requirements, First Aid, CPR and AED certification. Ratio is 1 staff member to every 20 members (youth). We are not able to provide a designated staff member for youth requiring one on one support throughout the club program.



Mandated Reporting

All Boys & Girls Club of the Iowa Tribe of KS & NE staff and volunteers are mandated by law to report suspected abuse, neglect or exploitation of children, youth and teens. Any employee or volunteer having reasonable cause to believe that a child has suffered abuse or neglect, shall report the incident to DCF and to Law Enforcement when appropriate, as soon as possible but no later than 24 hours of the suspected violation. We will cooperate with instructions of confidentiality from DCF/CPS and law enforcement with no guarantee of notification to families. Additional support will be provided through our crisis intervention by way of making referrals.



PROGRAMS



While at the Club, members participate in a variety of programs which have been nationally proven to address today's most pressing youth issues and assist in teaching young people the skills they need to succeed in life.



The programs are.....

- Triple Play
- Healthy Habits
- Power Hour
- Keystone
- Lyricism
- Youth for Unity
- Summer Brain Grain
- Positive Action
- Smart Moves
- Culture



PROGRAM OUTCOMES



Club programs and services promote a sense of:

- Competence
- Usefulness
- Belonging
- Power of Influence
- Self Confidence
- Mental Wellness





MEMBERSHIP



Membership is open to all youth between the ages of 5-17 (must be enrolled in school).

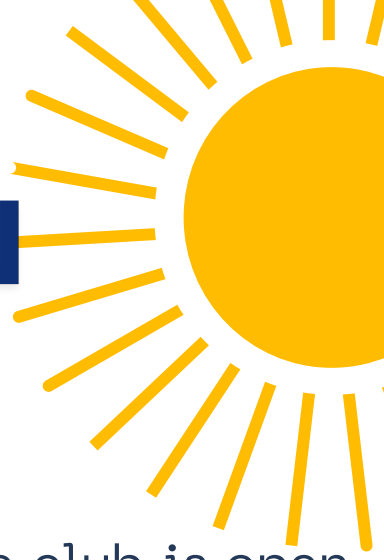
Membership at the Club is a privilege. All access and participation in the Club begins with a current up to date membership.

Club membership fees are free (afterschool & summer). Upon application for membership to the Boys & Girls Club of the ITKN parents/guardians must fill out membership forms and releases. Information provided on membership forms is critical. We ask that every effort be made to be present contact information that is both current and accurate. It is the parent/guardians responsibility to notify us of any changes to telephone numbers and or changes in the address information.

Discrimination Policy

No person shall be subject of discrimination on the basis of race, color, national origin, gender, disability status, sexual orientation, marital status, age, or and protected status,

HOURS OF OPERATION



SCHOOL YEAR HOURS

The clubs school year begins in August. The club is open after school lets out for the day. Club hours for the school year are as follows:

	NO SCHOOL DAYS	SCHOOL DAYS
MONDAY	8 AM–5PM	9:30 AM–6PM
TUESDAY	8 AM–5PM	9:30 AM–6PM
WEDNESDAY	8 AM–5PM	9:30 AM–6PM
THURSDAY	8 AM–5PM	9:30 AM–6PM
FRIDAY	8 AM–5PM	9:30 AM–6PM

HOURS ARE SUBJECT TO CHANGE

ON OUT OF SCHOOL DAYS BREAKFAST AND LUNCH WILL BE PROVIDED.
KIDS WILL NEED TO BE COUNTED FOR AT 10 AM IF WANTING LUNCH



SUMMER BREAK HOURS



The clubs spring break hours start at the end of May when the school year has finished. Hours will be from 8–5. The kids will be provided breakfast, lunch and snack. If you want your child(ren) counted for lunch please have them here by 10 a.m. For more information, please contact (785)595–3580.



Emergency & Weather RELATED CLOSINGS



In the event of inclement weather please contact the Club for information regarding closing times, pick up times, or program cancellations.

Boys and Girls Club of the Iowa Tribe of KS & NE may need to close due to unforeseeable circumstances such as loss of power affecting the light and heat/air or any other things that happen unexpectedly.

Please note that we follow the Iowa Tribe emergency closings policy. If the tribe is closed due to inclement weather, we will be closed as well.

If you're uncertain if we're open for members please contact us at the club or check on our facebook page.



Club Member Arrival & Departure

It is our goal that all our members are able to reach their full potential, to develop and receive the benefits of being a member of the Boys & Girls Club of the Iowa Tribe of KS & NE. In order to impact lives through our programs, members must be consistent with program participation and attendance.

Arrival to the Club:

When Club members enter our facility, they are required to check in with staff.

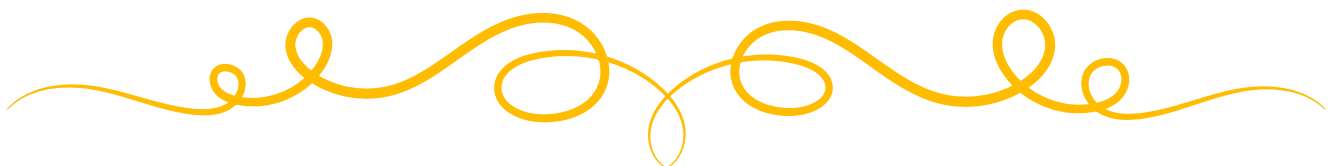
Departure:

When departing the Club, members are to check out with staff. If a staff member suspects that a parent or guardian picking up a child is under the influence of alcohol or other drugs, or it would otherwise be unsafe if the child was released into the parent/guardians care, staff have the discretion to ask the parent have another family member come pick up the child or contact the proper authorities.

Additional Policies:

Members must be signed out of club by a parent or guardian or other authorized adult unless providing written permission stating otherwise. All doors will remain locked and visitors must ring the door bell to be let inside. The safety and protection of the children and youth that we serve is the clubs number one priority.

WALKING: Any member that will be walking home from club must have parent approval letter/statement in their file and the member must sign out for the day.



MEALS & SNACKS



The club understands and appreciates the need for a healthy diet for all our club members. It is our goal to encourage healthy eating habits that promote the well being of our youth. Healthy snacks and drinks are encouraged. The club provides an after-school snack during the school year through our food program Second Harvest. Notify the club and fill out appropriate paperwork if your child or teen has any food allergies or dietary concerns. Menus are posted in our club.

Members may bring their own meals and snacks if they choose. The club has a designated area for eating. Keep food and drinks out of areas where such items are prohibited. A water dispenser is available to all our club members. Water bottles are strongly encouraged during the summer months when temperatures are high. Have any items your child(ren) bring with labeled with the youth's first and last name (for example lunch boxes, water bottles, etc.)





Personal ITEMS

The Boys & Girls Club of the Iowa Tribe of KS & NE is not responsible for any lost/stolen items and will not provide reimbursement. All members are responsible for all their personal items. Label all belongings to increase the potential of lost items being returned. Keep valuables at home: cell phones, money, ATM cards, jewelry, watches, electronic devices, toys, etc. Laptops to be used for completing schoolwork are encouraged but must be marked for identification.

We will have a lost and found at club any items that are not collected in a timely fashion (2 weeks) will be discarded.

Bikes ridden to club need to be put in the bike rack outside the front doors. Lockers for personal belongings are available at club and must be cleared out by the end of the week.

Telephone CALLS



The telephone at the club is for business and emergencies. Calls will be allowed only to and from parents/guardians and should be kept to a minimum time. Members are not to receive phone calls unless it is an incoming call from a parent or guardian. Staff will take a message for a member when the call is received. We encourage parents/guardians to contact the club and not staffs personal phones due to not always hearing it or not being at work due to trainings or other personal reasons.

code of conduct

BEHAVIOR

EXPECTATIONS FOR MEMBERS AND VISITORS

To ensure a safe and respectful environment for all, we ask that all club members and visitors adhere to the following guidelines:

- Club members are expected to participate in programming and comply with the rules outlined in the handbook. Failure to follow the rules or disrespectful behavior towards staff, volunteers, or other members may result in the suspension of membership. Club membership is a privilege, not a right. Staff may choose to suspend membership if rules are not followed.
- Adults and youth are expected to conduct themselves in a mature and respectful manner at all times. Any behavior that disrespects staff, volunteers, or members may lead to the individual being asked to leave the premises.
- It is unacceptable to argue with a staff member or use rude or inappropriate language towards any staff member, volunteer or other member.
- Physical altercations that occur outside of the building and outside of club programs involving adults and/or youth, will be handled strictly by the police and not the club staff.

BULLYING

In the spirit of respecting yourself and others, bullying will not be tolerated at the club and is subject to disciplinary action. Bullying is defined as a person willfully and repeatedly exercising power or control over another with hostile and malicious intent. Bullying can be physical, verbal (oral or written), electronically transmitted (cyber), psychological (emotional abuse), through attacks on the property of another, or the combination of any of these.

The club is a bully-free zone and strives to provide a safe, secure, and respectful environment for all members onsite and at offsite club sponsored activities and field trips. If your child is the target of bullying behavior at the club, they are strongly encouraged to reach out to the club Director to report the incident.



Incidents & Accidents



A area in isolation will be provided for the care of club members who become ill with a headache, stomach ache, cold or flu-like symptoms while at the club. The club members parent or emergency contact person will be notified and asked to pick the youth up as soon as possible. Club members must be symptom free for 24 hours before returning to club. If a member vomits, he or she must be picked up by authorized individual immediately within 2 hrs of the call.

There are no exceptions. If a club member has a urine or bowel movement accident, authorized individual will be called to pick up the youth. If this becomes a regular occurrence member will not be able to return until the problem is resolved. If on a field trip and member becomes sick, he/she must be picked up immediately from the location of the field trip.



Parents/guardians will be notified of incident by note or a call from the club staff depending on the severity. The club is not allowed to apply and salves or lotions unless a medical slip has been completed and is on file. All accidents will be recorded on a report form and kept on file. Staff members are trained and certified in CPR, first aide, and in using an AED defibrillator.



If a club member requires medication (over the counter or prescription), medications can be kept at the club in a locked place. A staff member will provide access to the medication for the member. A signed note and release must be done by the guardian in order for member to receive medication. We can not administer any medications if members request any (tylenol, motrin etc) without written request from guardian.



**Member Orientation Guide & Family Handbook
Acknowledgement Form
2025-2026**

I acknowledge that I have read the parent & member orientation guide I am fully aware of the Boys & Girls Club of the Iowa Tribe of KS & NE, policies and procedures.

MEMBER NAME

MEMBER SIGNATURE

PARENT/GUARDIAN
PRINTED NAME

PARENT/GUARDIAN
SIGNATURE

DATE