



BOYS & GIRLS CLUB
OF THE PERHAM AREA

Membership Handbook

Revised March 2026

GREAT FUTURES START [HERE.](#)

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Hours of Operation and Contact Information

Mission Statement

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

Hours of Operation	Club Information
<u>School Year Program</u> September through May Monday–Friday Morning Care: 6:30 AM – 8:30 AM Afternoon Care: 3:10 PM – 5:30 PM <i>The Club follows the Perham-Dent Public Schools calendar. When school is closed due to holidays, breaks, teacher in-service days, or weather-related closures, the Club will also be closed unless otherwise communicated.</i> <u>Summer Program</u> June through August Monday–Friday 6:30 AM – 5:00 PM <i>Program dates and any scheduled closures will be communicated to families prior to the start of the summer session.</i>	 <u>Club Location</u> 221 Fox Street Perham, MN 56573  <u>Main Phone</u> (218) 346-2526  <u>Website:</u> www.bgcdl.org  <u>Facebook:</u> Boys & Girls Club of the Perham Area  <u>Federal Tax Identification Number (EIN)</u> 41-0871442

Staff Contact Information			
Unit Director	Ryan Williams	unitdirector@perhamclub.org	(218) 346-9313
Program Director	Amanda Nelson	programdirector@perhamclub.org	(218) 346-2526
Executive Director	Patrick Peterman	ceo@dlclub.org	(218) 847-5700 Ext. 1
Billing Department	Vicki	billing@dlclub.org	(218) 847-5700 Ext. 3

Boys & Girls Club of the Perham Area is a funded program of the United Way of Otter Tail and Wadena Counties. Boys & Girls Club of the Perham Area is an equal opportunity employer and service provider.

Our Mission

The mission of the Boys & Girls Club is “**to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.**” We accomplish this mission by providing outstanding before school, after school and summer programming for youth between Kindergarten and age 14. Our programming is structured, meaningful, and relevant. It is designed to build self-esteem and allow our youth to develop and succeed academically, socially, and civically.

The efforts of staff, parents, guardians, volunteers, board members, concerned citizens, schools and other local agencies come together to provide opportunities for youth to gather skills and experiences that will help them live full, satisfying, and productive lives.

There are four key principles to our strategy. We believe that when we provide these, that children thrive. We provide each child who visits our Club with:

- **A sense of competence**, because young people feel proud and confident when they acquire new skills and know they can do something and do it well.
- **A sense of usefulness**, because when young people know the satisfaction of doing something of value for others they feel valuable.
- **A sense of power and influence**, because when young people know their opinions are heard and valued, they develop their own voice and are confident about sharing it with others.
- **A sense of belonging**, because when young people know they are welcome and feel that they fit in and are accepted, they feel safe and happy.

Our programming is created using a Boys & Girls Club of America tool called **Formula for Impact**. When we combine young people who need us most with an outcome-driven Club experience the result will be priority outcomes. The outcomes we work toward each day to provide for our members include:

Health & Well-Being
Character & Leadership
Academic Success
Life & Workforce Readiness

We know that the level of impact a Club has on its young people depends on the success it has implementing the following elements. Our professional, trained staff strives to make sure these **5 Key Elements** are incorporated into each and every day.

- **Safe, Positive Environment** – The Club is a safe haven where members feel physically and emotionally secure.
- **Fun** – The Club facility, staff, and programs offered create a welcoming, positive environment that allows members to engage in play, enjoy learning and exploring, and be happy and eager to come to club and socialize with peers.
- **Supportive Relationships** – The Club ensures that every young person feels connected to one or more adults and has friendships with peers by providing Social Emotional Learning (SEL) opportunities and positive mentoring experiences. .
- **Meaningful Opportunities & Expectations** – Club staff communicate the expectation that everyone has the potential to excel, be productive and succeed at the Club and in life.
- **Recognition** – The Club takes every opportunity to recognize and validate Club members' achievements and accomplishments.

Non-Discrimination Statement:

The Club is an equal opportunity employer and service provider. The Club strives to provide a positive and supportive experience for all members; however, programming is designed as a group-based environment and staffed in accordance with Minnesota DHS supervision ratios. While we work collaboratively with families to support individual needs, the Club may not always be equipped to provide one-on-one supervision or specialized care beyond our staffing structure. When concerns arise regarding program fit or safety, the Club will partner with families to explore appropriate supports and options.

Our Positive Change Policy

The Boys & Girls Club is designed to enrich and educate youth while providing a safe and supportive environment for all members. The Club is committed to helping youth resolve conflicts, make positive choices, and develop social skills that support long-term success.

When misbehavior occurs, staff respond using respectful, de-escalation strategies that allow time for processing and promote positive resolution. Staff will work to help members regulate behavior; however, members remain responsible for their choices. If behavior impacts the safety or wellbeing of themselves or others, staff may redirect the member to alternative activities or spaces, including adjustments to field trips or Club participation.

In cases of serious misconduct, parents or guardians may be notified and asked to remove their child from the Club. The Unit Director and/or Program Director will partner with families to discuss concerns, consequences, and a plan for improvement.

Mutual Expectations for Staff, Parents/Guardians & Members

	Club Staff	Parents/Guardians	Club Members
Respect	Model positive behavior and maintain welcoming, supportive communication with families and youth.	Communicate concerns respectfully and honor Club policies, hours, and expectations.	Treat others, spaces, and equipment with respect and follow Club guidelines.
Caring	Provide a safe, inclusive environment and build supportive relationships with youth and families.	Share information that helps staff support your child and reinforce positive behavior.	Be kind, patient, and supportive of others and participate cooperatively in activities.
Responsibility	Deliver quality programming and maintain a safe, organized environment.	Ensure children arrive prepared, follow sign-in/out procedures, and maintain accounts in good standing.	Follow check-in/out procedures, care for belongings, and help keep Club spaces clean.
Citizenship	Provide opportunities for service, leadership, and community involvement.	Support Club initiatives and participate in events when possible.	Participate positively in Club and community activities.
Trustworthiness	Maintain confidentiality and respond to questions or concerns with professionalism.	Provide accurate information and update the Club when changes occur.	Be honest, follow rules, and respect the belongings and safety of others.

Operations

Membership Required

Being a member of the club develops a sense of belonging and ownership. Each child who attends Boys & Girls Club must be a member. A membership enrollment packet must be completed and signed by a parent or guardian at the start of attendance, and each parent or guardian must either attend a scheduled Club orientation session or meet with the Program Director and/or Unit Director for orientation.

Membership is open to youth Kindergarten through 8th Grade. A membership fee will be added to your first invoice for each Summer and School-Year program session. Memberships are not transferable to other Boys & Girls Clubs and are only valid at the Club where the application was submitted and the membership fee paid. Membership fees are non-refundable.

Days & Hours of Operations

Specific hours of operation are listed on page one. The Club operates in alignment with the Perham-Dent Public Schools calendar. When school is closed for scheduled breaks, holidays, e-learning days, weather-related cancellations, or other district closures, the Club will also be closed.

If Perham-Dent Public Schools are dismissed early due to weather or emergency conditions, the Club will be closed. Families should maintain alternative care plans for their children in the event of weather-related early dismissals or unexpected closures.

On scheduled early-out school days, the Club will provide afternoon programming beginning at 12:10 PM.

Professional Staff

The Boys & Girls Club is staffed by a team of full-time and part-time employees, as well as trained volunteers. All staff and volunteers must successfully complete required background studies prior to having contact with members. In addition, staff members receive training in First Aid, CPR, and AED to support the safety and well-being of all youth in our care.

Open Door & Inclusion Policy

The Boys & Girls Club maintains an open-door philosophy and is committed to providing inclusive access to programs and services for all youth. The Club strives to create a welcoming environment where every member feels safe, respected, and valued.

The Club does not discriminate in admission to programs or activities based on gender, race, ethnicity, color, national origin, ancestry, religion, sexual orientation, socioeconomic status, language, disability, or immigration status.

Attendance & Pick-Up

Attendance

Daily attendance is not mandatory; however, consistent participation is strongly encouraged to support engagement, routine, and a positive Club experience. Families must notify the Club of any changes to their child's expected attendance, including absences due to illness, extracurricular activities, vacations, or other schedule changes. Accurate attendance information is critical to maintaining safe supervision and accountability. The Club's primary responsibility is the safety of all members, which begins with knowing who is expected to attend and when.

Authorized Pick-Up

During registration, parents/guardians must list individuals authorized to pick up their child. The Club will release members only to individuals listed as authorized. If a last-minute pick-up change is needed, families must contact the Club in advance. Club staff may ask for photo identification at any time to verify.

Unauthorized Pick-Up

Parents/guardians must inform the Club of any individuals who are not permitted to pick up their child and provide applicable legal documentation (e.g., custody orders or restraining orders). Copies of legal documents must be on file for staff to enforce restrictions. If an unauthorized individual attempts to pick up a member, staff will contact the parent or guardian and will not release the child without proper authorization. If the individual refuses to comply or attempts to leave with the member, law enforcement will be notified. If staff suspect that a person arriving for pick-up may be under the influence of drugs or alcohol, staff will request that an alternative authorized individual complete the pick-up. If the individual is uncooperative or the situation presents a safety concern, the Club will contact law enforcement.

Late Pick Up

It is very important that you pick up your child before our facility closes. If you are late and fail to contact Club staff to make arrangements and/or if the Club cannot reach you after thirty minutes of closing, Club staff will notify law enforcement. If pick up occurs continually after the listed hours of operation, the Club may adjust your pickup time at their discretion.

Parent Access

Authorized parents/guardians have the right to access their child at any time while the child is at the Club. For the safety and supervision of all members, parents/guardians are asked to check in with staff upon arrival and may be limited from entering program classrooms or activity spaces without prior authorization. Club staff will assist members in preparing for departure when parents/guardians arrive for pick-up.

Billing, Payments, & Scholarships

Fees

Upon registration, parents/guardians will be provided with the fee schedule outlining tuition and applicable program costs for the selected session.

School Year Billing

School year fees and billing cadence are currently under review for the 2026-27 school year. Updated fee schedules and billing timelines will be communicated to families prior to the school year registration.

Summer Billing

Summer tuition is based on the selected registration option (see below) and is charged as a flat weekly rate. Tuition is billed every two weeks throughout the summer session and is due regardless of attendance. Participation in the Summer Program requires completion of a Summer Agreement and payment of all applicable fees. A non-refundable summer registration fee of \$50 per child is due at enrollment. Memberships are non-transferable. (see Membership Required)

Summer Schedule Options

- Monday through Thursday
- Monday through Friday

Both schedule options include breakfast, lunch, and an afternoon snack. Tuition will be prorated during weeks with scheduled Club closures and communicated in advance.

Fixed Tuition & Attendance

Families may select flexible attendance days; however, both summer and school year tuition is a fixed rate regardless of the number of days attended, absences, or other missed days.

Tuition is based on reserved enrollment rather than daily attendance. This structure allows the Club to maintain consistent staffing, space availability, and high-quality programming for all members. Regular attendance is encouraged to maximize the program experience.

Payment Methods

The Club accepts payment by ACH, credit card, check, or money order. Families are responsible for ensuring payments are received by the due date. Mailed payments should be sent to:

*Boys & Girls Club of Detroit Lakes
P.O. Box 83
Detroit Lakes, MN 56502*

Recurring Billing & ACH Authorization

The Boys & Girls Club of the Perham Area utilizes recurring billing for program tuition. Invoices are issued every two weeks during the summer session and monthly during the school year and are sent to the email address on file. Each invoice will include the payment amount and due date. Families are encouraged to enroll in ACH automatic payments to support timely billing and reduce missed payments. Authorization must be completed prior to the first billing cycle.

By enrolling in ACH payments, families authorize the Club to electronically debit the designated checking account for the balance due as reflected on the issued invoice. Summer invoices are processed with net 14-day payment terms, while school-year tuition is billed monthly. ACH transactions will appear on bank statements as “ACH Debit to Boys & Girls Club of the Perham Area.” Advance notice will not be provided prior to each payment unless the billing date or invoice amount changes. In such cases, families will receive notification at least 10 days before payment is processed. Families are responsible for maintaining accurate banking information and notifying the Club of any changes.

Delinquent Accounts

Families are responsible for maintaining accounts in good standing. An account is considered delinquent when payment is not received by the due date. If an account becomes past due, the Club will communicate with the family to resolve the balance and may request a payment plan when appropriate. Continued non-payment may result in suspension of services until the account is brought current. The Club reserves the right to withhold future enrollment, restrict participation in activities, or discontinue services for accounts that remain unresolved. Families remain responsible for all tuition and fees incurred during the enrollment period. The Club is committed to working with families experiencing financial hardship and encourages early communication to explore available support options, including CCAP, scholarships, or payment arrangements.

Scholarships & MN Child Care Assistance Program (CCAP)

The Boys & Girls Club is committed to providing access to programming regardless of financial circumstances. Families seeking financial assistance are required to apply for the Minnesota Child Care Assistance Program (CCAP) prior to requesting Club scholarship support. Once CCAP eligibility has been determined, the Club will work with families individually to explore scholarship assistance that may help cover any remaining gap between CCAP support and program tuition. Scholarship funds are limited and distributed based on demonstrated need, available funding, and completion of required documentation. Scholarships are not guaranteed and may be time limited. Parents or guardians must provide documentation of CCAP eligibility or ineligibility as part of the enrollment process. Scholarship applications are available through the Unit Director and must be completed by a parent or guardian of the participating member. Families are encouraged to communicate with the Club if financial circumstances change so available support options can be explored.

Field Trips & Transportation

Field Trips

The Boys & Girls Club provides field trip opportunities for members, particularly during the summer program. A signed permission form is required prior to participation. Supervised transportation to and from field trips is provided by the Club. Club rules remain in effect during field trips. Members are expected to represent the Club in a respectful and responsible manner while participating in off-site activities.

Summer Transportation

Transportation may be provided by the Club for field trips and special summer activities as part of scheduled programming. The Club does not provide daily transportation to or from the Club during summer programming. Parents/guardians are responsible for drop-offs and pick-up.

Walking Procedures

Weather permitting, members may walk to nearby community locations as part of programming, including but not limited to; HOTL Elementary, local parks, the Perham Area Community Center, and the Perham Public Library. Walking groups are supported by staff positioned at the front and end of the group, and members walk in pairs. Members are expected to wear weather-appropriate clothing. The Club may provide hats or gloves when available. If members are not adequately dressed for weather conditions, families may be contacted to provide transportation to school. Families needing assistance obtaining winter clothing are encouraged to contact the Unit Director.

Before School Transportation

Members participating in the Before School Program walk to HOTL Elementary or PWMS under staff supervision and follow established walking procedures. Transportation to St. Paul's and St. Henry's is provided through Z-Transportation and coordinated through the school. Weather-related adjustments may occur during heavy rain or severe cold (feels-like temperature of -16°F or colder). In these situations, van transportation may be provided by Club-insured drivers in accordance with Minnesota Child Passenger Safety laws.

After School Transportation

After school, staff meet members at HOTL Elementary School cafeteria ("old gym"), complete attendance check-in, and walk members to the Club following established walking procedures. Weather-related adjustments may occur during heavy rain or severe cold (feels-like temperature of -16°F or colder). Bus transportation may be provided by Z-Transportation when available. If bus transportation is unavailable, the Club will communicate with families and provide the option for family transportation; otherwise, members will walk with staff supervision.

Health, Wellness & Medical Care

Exclusion of Sick Children

If a child comes to the Club ill or becomes ill at the Club, the child will continue to be supervised but will be isolated from the group and the parent/guardian will be notified immediately to pick up the child. Isolation doesn't necessarily mean a separate space; it means the child is not actively participating in activities with other children while waiting to be picked up. Members may return to the Club once they have been fever-free for at least 24 hours without the use of fever-reducing medication and are able to participate fully in programming activities.

Infectious Disease Outbreak Control

Any and all suspected transferrable infestations or transmittable diseases, including but not limited to lice, chicken pox, pink eye, etc. will be addressed in the following manner: Parent/guardian will be contacted immediately to remove the child and proof of treatment from a doctor and approval from the Unit Director must occur for the child to be allowed to rejoin Club programming. Families will be contacted via phone call or email, and notice will be posted at the front desk of any exposure to contagious or reportable diseases.

Injury & Incident Response

Staff are trained in first aid, CPR, and AED use. Minor injuries will be treated on-site and documented. Parents/guardians will be notified immediately if their child requires further medical attention due to an injury at the Club. If we cannot reach the parent/guardian and immediate medical attention is necessary, Club staff will make every effort to ensure first aid is provided. Permission to seek emergency medical treatment is included in the Club member's "Permission, Release of Information, Assurances, & Release of Liability" form in the enrollment packet. Please make sure all contact information, including your phone number and the numbers of any emergency contacts is always kept up to date.

Administration of Medications

We require written consent from the parent/guardian to administer any medications to a child. All medications must be in its current, unexpired, original container with a legible label stating the child's first and last name. Prescription medication will not be given to anyone other than who is named on the label. Staff will document medication distributed on the proper form that includes: the child's first and last name, name of medication or prescription number, date, time, dosage, and the initials of the person who administered the medication. Any medication provided will be stored in a proper location, in its original container, and will be accessible only to Club staff. No over-the-counter medication will be administered to your child by Club staff without a parent/guardian's written consent.

Meals, Food Allergies & Special Diets

The Club provides meals and snacks as part of programming. During the school year, members receive a light afternoon snack. During full-day summer programming, the Club provides breakfast, lunch, and a light afternoon snack.

If a member will miss the scheduled lunch period due to personal scheduled activities, families are asked to provide a cold lunch that can be eaten before, during, or after the activity, as the Club is unable to accommodate alternate meal service times. All outside food must be reviewed and approved by Club staff to ensure allergen safety.

Families must notify the Club of any food allergies, dietary restrictions, or special dietary needs at enrollment and whenever changes occur. Allergy information is shared with appropriate staff and posted in food preparation and programming areas to support member safety. The Club will make reasonable efforts to accommodate special dietary needs; however, in some cases, families may be asked to provide alternative food items to ensure safety and nutritional needs are met.

Food preparation and service are overseen by staff certified in ServSafe Food Manager training to support safe food handling and sanitation practices.

Preventing and Responding to Allergies or Medical Conditions

At the time of enrollment, any known allergies or medical conditions must be reported to the Club along with an action plan completed by the parent/guardian. Staff are informed of all allergies/health needs and response procedures, and current documentation is kept on file. Food allergies are posted in food preparation and programming areas to support member safety. Medications must go on any field trips with the child and a list of Club members with allergies and action plans are included in the field trip emergency binder. Club staff are trained in First-aid, CPR, and AED to support the safety and well-being of all youth in our care.

Sunscreen

During the summer months, families are encouraged to apply sunscreen to their child prior to arrival at the Club. Families may also provide sunscreen for their child to keep at the Club for reapplication throughout the day. All sunscreen must be clearly labeled with the child's name. Permission for self-application of sunscreen is included in the "Permission, Release of Information, Assurances, & Release of Liability" form completed at enrollment.

In accordance with program policy, staff may supervise and provide limited assistance with spray (aerosol) sunscreen when appropriate but are not permitted to apply lotion-based sunscreen directly to a child.

Dress Code & Personal Belongings

Dress Code

Members should arrive dressed in clothing that supports safe and comfortable participation in daily programming, including outdoor play, movement-based activities, creative projects, and recreation. Appropriate attire includes:

- Comfortable clothing that allows for active movement and provides adequate coverage during participation in all program activities.
- Clothing must be non-transparent and provide full coverage of undergarments and midsection. Items such as halter tops, exposed midriff tops, short shorts, biking-style shorts, or other revealing apparel do not meet Club dress expectations.
- Closed-toe athletic shoes to support safety during physical activities and outdoor play.
- Age-appropriate and free from images, language, or symbols that promote substances illegal for minors or content that may be considered offensive or disruptive to the Club environment.
- Weather-appropriate layers to support outdoor participation throughout the year.

Members must always wear footwear while at the Club. Families are encouraged to send extra layers and clothing appropriate for seasonal weather conditions. If attire does not support safe participation in programming, staff will work with families to identify appropriate alternatives.

Personal Belongings

The Boys & Girls Club is not responsible for personal belongings that are lost, left behind, or stolen while at the Club. Families are encouraged to clearly label all items brought to the Club, including coats, snow pants, boots, backpacks, books, and other personal materials.

Members are expected to store personal belongings in designated storage areas unless otherwise approved by Club staff for special programming days or individualized plans. Members must take projects and personal belongings home each day. A lost and found area is located near the entrance, and families are encouraged to check this area for misplaced items.

Families are strongly encouraged to leave valuable items at home, including electronic devices, cash, and personal accessories. If it is necessary for a member to bring a valuable item to the Club, it should be turned into staff at the front desk for safekeeping.

To support a safe environment, the Club reserves the right to search for personal belongings when there is reasonable cause. Weapons, items that imitate weapons, or objects that may cause harm to others, are not permitted at the Club. Members and families are expected to report safety concerns or prohibited items to staff immediately.

Electronics, Internet Use & Use of Images

Internet, Video Games, Television, and Movies

As part of programming, members may access Club technology and media resources, including Chromebooks, gaming systems, tabletop arcade equipment, and television screens connected to the internet. The Club may also incorporate movies, television programs, videos, and video games into activities. All digital content and media are selected with age-appropriateness and educational value in mind.

Technology use is supervised, and safeguards are implemented to limit access to inappropriate content. Members are expected to use technology responsibly and follow staff directions. Intentional misuse of technology or attempts to access inappropriate content may result in temporary suspension of technology privileges.

Telephone & Personal Device Use

Club telephones are reserved for business purposes. Members may not receive routine phone calls while participating in programming. If a parent or guardian needs to contact a member during program hours, messages may be left with staff and will be relayed as appropriate.

Members may use Club phones to contact a parent or guardian in emergency situations with staff permission.

To support engagement and supervision during programming, personal devices such as cell phones and smartwatches should remain stored during Club activities. Members needing to use personal devices to make or receive calls or messages must notify staff and receive approval prior to use. All personal device use is subject to staff discretion.

Use of Images

The Boys & Girls Club publishes newsletters, brochures, event posters, web pages, and social media content about Club events and activities. Club staff take photos of Club members involved in programming activities and special events that may be used in internal or external communications, including print or electronic media. Before we publish any photos, images, or videos of your child(ren) we require that you sign a permission release authorizing us to use images of your child(ren). “Permission, Release of Information, Assurances, & Release of Liability” form is in the enrollment packet.

Mandated Reporting, Partnerships, Environment & Confidentiality

Mandatory Reporting of Suspected Child Abuse or Neglect

The Boys & Girls Club is mandated under Minnesota Statute 626.556 to report any suspicion of child neglect or physical or sexual abuse. If any Club staff member, volunteer, or council member has reason to suspect that a member attending the Club is being physically or sexually abused or neglected, a report will be made to the county social services department as required by law.

External Partnerships

The Boys & Girls Club believes that partnerships with other agencies, organizations, businesses, and our schools are instrumental in helping our Club members thrive. At times, external partners may work together with the Club to provide programming and activities for your child. Permission to exchange information is included in the Club member's "Permission, Release of Information, Assurances & Release of Liability" form.

Non-Smoking & Drug-Free Environment

All facilities, properties, grounds and programming events are non-smoking, vape and drug-free. Alcohol, vapes, cigarettes, marijuana, prescription and non-prescription drugs and other substances are prohibited. Everyone is expected to report any smoking or drug use to a Club staff member immediately.

Building and Physical Premises; Free of Hazards

Staff inspect programming areas daily to ensure they are clean and in good repair. Online safety assessments are completed yearly through Boys & Girls Club of America.

Confidentiality

The Boys & Girls Club is committed to protecting the privacy of members and families. Information collected through enrollment forms, permissions and releases, academic support activities, conversations with families, surveys, and other documentation is maintained as confidential. Member records are stored securely and are accessible only to authorized Club staff. Records are retained in accordance with applicable licensing, legal, and organizational requirements. Confidential information may be shared only when required by law, licensing authorities, or when necessary to protect the health and safety of a member or others.