

Family Handbook

LEAP Program

@ Boys & Girls Club of Detroit Lakes



Learn, Explore, And Play

Updated July 2026

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LEAP Program

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HOURS OF OPERATION

School Year Care follows the Detroit Lakes Public School calendar and weather-related closures.

Summer Care calendar will be posted to our website each year.

Regular Hours

7:30AM-4:00PM

Extended Care

4:00PM-5:30PM
(No Extended Care on Fridays
during the Summer Term)

CONTACT INFORMATION

Unit Director

Jenna Atkinson
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Front Desk

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Accounting

Vicki Stelter
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(218) 847-5700 ext. 5

Executive Director

Patrick Petermann
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(218) 847-5700 ext. 8

CLUB INFORMATION

Address

150 Richwood Road
PO Box 83
Detroit Lakes, MN 56502-0083

Important Numbers

(218) 847-5700 - Main Line
(218) 847-1897 - Fax Line
41-0871442 - Federal Tax ID#

Stay Connected:

Website: www.bgcdl.org
Facebook: [boysgirlsd1](https://www.facebook.com/boysgirlsd1)
Instagram: [@bgcdl](https://www.instagram.com/bgcdl)

Our Mission

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

Welcome to LEAP Program!

Dear Families,

Welcome to LEAP Program at Boys & Girls Club of Detroit Lakes, where preschoolers Learn, Explore, and Play! We are so excited to welcome your family and look forward to partnering with you during this important stage of your child's growth and development.

At LEAP, we believe the preschool years are a time of curiosity, discovery, and joy. Our program is designed to provide a safe, nurturing, and engaging environment where children are encouraged to learn through play, build meaningful relationships, and develop confidence in themselves. Through hands-on experiences, creative exploration, and intentional guidance from caring staff, our little "Leapers" are supported socially, emotionally, physically, and academically.

Our dedicated team is committed to treating every child with dignity and respect. As a Certified License-Exempt Child Care Center, LEAP follows all applicable Minnesota statutes and Boys & Girls Club of America policies to ensure high-quality care for every child we serve.

We value open communication and family involvement and encourage you to share your questions, insights, and goals for your child with us. Together, we can create a positive and enriching experience that helps your child thrive!

Thank you for choosing LEAP Program and Boys & Girls Club of Detroit Lakes. We are honored to be part of your child's early learning journey.



Warmly,

Jenna Atkinson

Jenna Atkinson

Unit Director, Boys & Girls Club of Detroit Lakes

Program Enrollment

LEAP serves children ages 33 months up until the start of kindergarten.

Boys & Girls Club is an equal opportunity employer and service provider. Although we work diligently to provide an exceptional experience for all children in our care, the Club environment is not suitable for every child. The Club accepts children with special needs when, in the opinion of staff, parents, and appropriate professionals, those needs can be met by our program. **The Club is not staffed to provide continuous one-on-one attention or special/advanced care for a child.** If this level of individualized care is needed, the Club may not meet the needs of your child.

Our staff may have questions regarding assessment, placement, or additional services for children already enrolled in our program. When these questions arise, parents will be notified of the staff concerns and invited to participate in the development of an individual plan to address parent and program concerns. Continued participation in our program is contingent upon a cooperative relationship between the Club, staff, parents and appropriate professionals as needed.

Behavior Guidance

It is the responsibility of LEAP staff to protect and promote each child's welfare, while preserving self-esteem and assisting their efforts to discover appropriate behaviors. This is done in positive ways including:

- Encouraging and acknowledging effort and positive behavior.
- Modeling appropriate behavior
- Providing clear, consistent and developmentally appropriate rules and expectations.
- Involving children in rule making and problem solving.
- Anticipating problems and providing redirection, prompts, and reminders.
- Intervening when necessary to help children work through difficulties and to find acceptable solutions.
- Providing a physical and emotionally safe environment that is appropriately challenging and fosters independence.

Child Abuse and Neglect Statement

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

Reports must be made immediately (within 24 hours) to Becker County Child Protection Intake at (218) 847-5628 ext. 5410. Reports concerning suspected abuse or neglect of children occurring at a certified child care program should be reported to Minnesota Department of Children, Youth, and Families at (651) 539-8222.

Drop off & Pick up

Child Drop-Off

Persons dropping off children at The Club must come inside the building and up to the front desk with the child to give their member number. They must then escort them to their class to sign for final check in. Curbside drop-offs are not authorized.

Child Pick-Up Authorization

The Club will only release your child(ren) to a person authorized to pick them up. Children must be escorted to and from their class and parents/guardian must also sign the child in and out with a staff member. The person picking up must then go to the front desk to check their member out with their member number. Authorized pick-ups must walk the member out of the building once checked out. Curbside pick-ups are not authorized.

Staff may ask for photo identification at any time. Please provide the Club with the names of individuals authorized to pick up your child(ren) on your behalf. Club staff maintains a list of individuals you have authorized, but in the event of a short-notice proxy pick up, please call the Club and notify staff who will be picking up your child(ren).

If there are individuals who are **not authorized** to pick up your child(ren), please provide the Club with the names of those individuals as well as a court order or other legal documentation. In the event a person who is not expressly authorized to pick up requests to leave the Club with a child(ren), Club staff will call the primary contact. If we are unable to reach you, we will notify the individual that we are unable to release your child(ren) to their care without your consent. If the unauthorized individual attempts to leave the Club premises with your child(ren), Club staff will notify law enforcement immediately.

Safe Child Pick-Up

If a Club staff member suspects that a person picking up a child from the Club is under the influence of drugs or alcohol, Club staff will request that another person pick up the child and the other person. If the person is uncooperative with Club staff, Boys & Girls Club will contact law enforcement.

Parental Access

Authorized parents or legal guardians have the right to access their child at any time while the child is in care, per MN Stat. §245H.18. At LEAP and Boys & Girls Club, families are welcome to go to their child at pick up time. We schedule open houses and family events throughout the year where the families are encouraged to spend time at the Club with their child before they leave.

Late Pick Up

Our hours of operation are listed in the front of this booklet, online and posted at the Club. It is very important that you pick up your child(ren) before our facility closes at the end of the day. If you are late and fail to contact Club staff to make arrangements and/or the Club cannot reach you after thirty minutes of the Club's closing, Club staff will notify law enforcement. If pick up occurs continually after the listed hours of operation, staff will adjust your pick up time at their discretion. If you are not signed up for extended care and pick up your child after 4:00pm, the Club may charge extended care fees.

Rest Time

We provide a daily nap or quiet rest period of at least 30 minutes. During this time, lights will be dimmed and soft, and soothing music may be played to create a calm and peaceful environment. Each child will use a personal rest mat labeled with their name, placed in a consistent location whenever possible. Mats are cleaned and sanitized daily.

All children will be expected to rest quietly on their mat for 30 minutes. After this period, if they have not fallen asleep, they may engage in a quiet activity that does not disturb those who are still resting. Children who have fallen asleep will be allowed to remain asleep for the remainder of rest time.

The room will remain in rest time for up to 90 minutes. At the end of rest time, we will begin to gently wake children. Children who require more rest will be allowed to sleep an additional 30 minutes. After two hours, we will gently wake all children to allow for afternoon activities while maintaining staff-to-child ratios.

Toileting

Child restrooms are located in our classrooms as well as in the club building. Children must be fully potty trained. We understand accidents happen and are handled respectfully. Please ensure your child has a full change of clothes available in their cubby. Parents will be contacted if bathing assistance is required.

Food & Allergies

LEAP Program provides breakfast, lunch, and afternoon snack daily at no additional cost. Water is available throughout the day. Please bring a water bottle for your child. Meal times are posted in the classrooms. We are not able to accommodate meals outside of the scheduled service times. If your child will miss breakfast or lunch, please make sure they eat before coming to LEAP.

If a child has known allergies, it is posted in the kitchen and programming areas. **Outside food is not allowed without prior consent from Club staff** and must be checked by Club staff for items containing any allergens. Birthday or other class treats are allowed with prior consent from classroom staff.

Boys & Girls Club of Detroit Lakes is a nut-aware facility. To prioritize the safety of members with nut allergies, we do not serve food products containing nuts. Our staff take active precautions to prevent nut-containing products from being brought into the facility. However, while we strive to maintain a nut-free environment, we cannot guarantee that exposure will not occur. We encourage all members and visitors to be mindful of allergies and cross-contamination.

Supplies

Each child will be given a labeled cubby for their supplies. Rest items will be kept in an individual location and distributed at rest time to prevent germ exposure. Please ensure your child has the following items each day:

- **Sneakers** (only closed-toe shoes please!)
- **Change of clothes**
- **Blanket/Small Pillow/Stuffed Animal** (for rest time)
- **Water Bottle**
- **Snow clothes** in winter
- **Backpack** or Bag

Daily Schedule

The structure of our day is thoughtfully designed to support the developmental needs of preschool-aged children. Each day includes morning meetings, large group instruction, small group learning experiences, gross motor activities, outdoor play (weather permitting), rest time, and ample time for hands-on, explorative play. Please see your child's classroom staff for the most current daily schedule.

Outdoor Policy

We prioritize outside play daily. Please ensure your children have appropriate attire for the weather. LEAP follows the National Weather Service guidelines for Heat, Cold, and Air Quality Index.

Communication

Our classrooms use Class Dojo to post class reminders, share photos, and send notes to parents. Please download the app and speak to your child's lead staff to access.

Please check our family bulletin board in the LEAP lobby daily for updates and announcements, including health notices.

Accident & Incident Reports

Our staff document injuries and incidents in order to better communicate with families. Staff will ask for a parent's signature on these forms at pick up. More serious accidents or incidents will be communicated before pick up via a Class Dojo message or phone call. Signed Accident & Incident forms are kept in the child's file.

Early Pick Up Policy

LEAP understands that families are busy and that getting a call to pick up your child early can be challenging. However, for the health, safety, and well-being of all children and staff, we will require an early pickup if a child is vomiting, has diarrhea, has a temperature of 100.4°F or above, or is unable to remain safely in the group setting. When these situations occur, families will be contacted and asked to pick up their child as soon as possible. Staff will communicate when the child may return to LEAP. (See "Return to Care" on Page 9)

Health and Safety Policies

(MN Stat. §142C.11)

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. A child will be considered ill/sick if they are unable to participate in routine activities or needs more care than can be provided by staff.

Return to Care

Children must remain home for 24 hours symptom-free after fever, vomiting, or diarrhea without medication. If children are sent home for one or more of these symptoms, they may not return the following day unless a doctor's note clearing them for return is provided.

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 and/or Executive Director must occur for the child to be allowed to rejoin Club programming. Notice of any exposure to contagious or reportable diseases will be posted at the Family Information Board.

Injury

Parents/guardians will be notified immediately if their child requires medical attention due to an injury at the Club. In the event that 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 at time of enrollment. **Please make sure all contact information including your phone number and the numbers of any emergency contacts is kept up to date at all times.**

Immunizations

By the first date a child attends LEAP, families must provide an up-to-date record of immunizations. Updated records may be requested at re-enrollment.

Health and Safety Policies, cont.

(MN Stat. §142C.11)

Sunscreen

During the summer months, Boys & Girls Club will provide a sunscreen product of SPF-30 or higher and will follow the directions/recommendations printed on the container for application/reapplication. Parents must sign the Club "Summer Sunscreen Permission Form" for Club staff to apply/help apply sunscreen to a child's exposed skin. In the case of allergies, families may send sunscreen with their child to keep at the Club for use throughout the day. Any sunscreen sent with your child must be labeled and not expired.

Transporting Children

The Club may transport your child to and from school and Club-sponsored field trips using Club vehicles, contracted transit services, or by walking. The Club and contracted services comply with Minnesota Child Passenger Safety Laws. Parents/guardians must grant permission to transport their children on the "Permission, Release of Information, Assurances, & Release of Liability" form in the enrollment packet at the time of enrollment.

Club bus drivers must pass a background check, be a licensed driver in good standing with the appropriate license for the vehicle, and listed on the Club insurance policy. Drivers are prohibited from using cell phones while driving. Staff are not to transport children in their personal vehicle.

Professional Staff & Staff-to-Child ratios

LEAP has a professional staff comprised of full-time and part-time employees as well as volunteers. All staff members and volunteers are required to pass a background check before having regular contact with our members. LEAP maintains a ratio of 1-staff to no more than 10 children at a time.

Administration of Medications

We require written consent to administer any medication to a child. All medication must be in its current, un-expired, 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, date of birth, 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.

LEAP Program Tuition Policy

Contracted Days Agreement

- Upon enrollment, each family must sign a Contracted Days Agreement specifying the number of days per week their child will attend.
- Each family must renew a Contracted Days Agreement before each Term:
- **School Year Term 1:** Sep - Dec, **School Year Term 2:** Jan - May, and **Summer Term:** Jun - Aug
- This agreement determines the weekly tuition rate and secures the child's spot in the program.

Tuition Billing and Payment Terms

- Tuition invoices are issued biweekly based on the contracted attendance days.
- Payment is due upon receipt of invoice.
- Accepted payment methods include check, card, cash, or ACH bank transfer.

Child Care Assistance Program

- Families intending to use CCAP to help with childcare costs must provide proof of their application status before enrollment.
- Families are liable for any fees before CCAP coverage begins or during a lapse in coverage.
- Copays or any fees not covered by CCAP are the responsibility of the enrolled family.

Overdue Accounts and Payment Plans

- Accounts not paid within 60 days are considered overdue.
- Families with overdue accounts must:
 - Enter into a formal payment plan agreement with Boys & Girls Club administration.
 - Adhere strictly to the terms of the payment plan.
 - Failure to initiate or comply with a payment plan will result in enrollment restrictions.

Enrollment Restrictions for Outstanding Balances

- Families cannot enroll or contract for a new term if they have an outstanding tuition balance.
- Families may not enroll additional children if they have an outstanding tuition balance.
- Enrollment applications will be placed on hold until the balance is resolved.

Communication, Follow-Up, and Recordkeeping

- Reminder notices will be sent monthly.
- Families will be contacted directly before any enrollment restrictions are placed.
- All signed agreements, invoices, payment records, and correspondence will be securely stored in the family's administrative file.

Scholarships

- Limited Scholarships may be available to qualifying families.
- Families must prove application to CCAP before applying for a Club Scholarship.
- Only applications complete with proof of income will be considered.

Boys & Girls Club of Detroit Lakes

Fee Schedule

as of July 2026

Boys & Girls Club of Detroit Lakes accepts Child Care Assistance (CCAP). You must provide the Club with documentation of your eligibility. You are responsible for any copays or costs not covered by CCAP. If you are denied CCAP, there may be additional limited scholarships available to cover some, not all, of the programming fees.

You are required to stay current with your payments. Cash or card payments may be made at the front desk during business hours. If you would like a receipt, please indicate that with your payment. Payments may also be made through ACH or online billing.

Questions or inquiries regarding any fees/bills can be sent to billing@dlclub.org or by calling 218-847-5700 ext. 3.

- Membership fee required for ALL members regardless attendance
- You are responsible for any copays/fees not covered by CCAP
- You must be a Club member to attend the Club
- Memberships are non-transferrable to other Boys & Girls Clubs
- Membership fees are non-refundable

KidZone (K - 4th Grade)	\$30/child per day attended for the summer program regardless of the amount of time spent at the Club. Fees are billed biweekly. \$5/child per day attended for the school year program regardless of the amount of time spent at the Club. Fees are billed monthly. • Programming fees are non-refundable • You are responsible for any copays/fees not covered by CCAP \$25 Summer Membership Fee per child due at the time of each enrollment \$50 School Year Membership Fee per child due at the time of each enrollment
Juniors (5th - 7th Grade)	\$30/child per day attended for the summer program regardless of the amount of time spent at the Club. Fees are billed biweekly. \$5/child per day attended for the school year program regardless of the amount of time spent at the Club. Fees are billed monthly. • Programming fees are non-refundable • You are responsible for any copays/fees not covered by CCAP \$25 Summer Membership Fee per child due at the time of each enrollment \$50 School Year Membership Fee per child due at the time of each enrollment
Teen Program (7th - 9th Grade)	Teen Events and activities may have individual fees.
LEAP Program (3-5 Yrs Old) *Children remain in the LEAP Program until they have started Kindergarten.	WEEKLY RATES Full Time (between 7:30am & 4:00pm) \$220/week 4 days/week (between 7:30am & 4:00pm) \$195/week 3 days/week (between 7:30am & 4:00pm) \$160/week Extended Hours (between 4:00pm & 5:30pm) \$5/day extra (Must be scheduled. Not available on Fridays during Summer Term.) <i>This is a contracted fee regardless of the number of days in attendance. Families are required to sign a Tuition Contract each term.</i>

GREAT FUTURES START HERE.

LEAP Program Family Handbook Acknowledgment & Agreement

I acknowledge that I have received, read, and understand the Membership Handbook of LEAP Program at Boys & Girls Club of Detroit Lakes. I agree to follow the policies and guidelines outlined within to ensure a safe, positive, and supportive environment for all members and staff.

I understand that failure to adhere to the rules and expectations in the handbook may result in appropriate actions determined by the Boys & Girls Club administration.

By signing below, I confirm the above statements and that I have reviewed the handbook and agree to support my child's participation in accordance with its policies.

Parent/Guardian Name (Printed): _____

Parent/Guardian Signature: _____

Date: _____

Child's Name: _____

