



MEMBER & PARENT

HANDBOOK



BOYS & GIRLS CLUBS
OF SOUTH CENTRAL KANSAS



316-201-1890



www.bgcsck.org



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WELCOME TO BGCSCK!

MISSION

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

PROGRAM OVERVIEW

BGCSCK programs operate before and after school at select sites and are designed to provide a safe, structured, and engaging environment for youth during out-of-school time.

While schedules vary by site and program type, each day is designed to balance learning, enrichment, recreation, and youth choice.

MORNING PROGRAM (SCHOOL-BASED ONLY)

Morning program schedules vary by site and are designed to align with school-day operations, staffing, and programming needs.

Members participate in structured, supervised activities that prepare them for the school day in a safe and supportive environment.

AFTER-SCHOOL PROGRAM

During a typical after-school program day, members may participate in a variety of activities, including:

- Homework help and academic enrichment
- STEM and hands-on learning activities
- Arts and creative expression
- Sports, fitness, and recreation
- Leadership and service projects
- Career exploration and workforce readiness activities
- Social-emotional learning and relationship-building opportunities

Programs are intentionally structured to provide a balance of staff-led activities and opportunities for youth choice and voice. Members are encouraged to explore new interests, build positive relationships, and develop skills that support success in school, at home, and in the community.

A typical after-school schedule includes:

- School dismissal and arrival
- Snack or warm meal
- Homework and academic support
- Enrichment activities
- Physical activity and recreation
- Club-wide activities and dismissal

Schedules may vary by site, age group, programming needs, and special events.



CLUB LOCATIONS & CONTACT INFORMATION

DERBY MIDDLE SCHOOL



7AM until school start | school end until 6PM.



Drop-off/pick-up behind DMS; enter and exit through the doors by the Media Center.



316-889-1609

DERBY NORTH MIDDLE SCHOOL



7AM until school start | school end until 6PM.



Drop-off/pick-up in front of DNMS; enter and exit through door #19.



316-889-3314

EL PASO ELEMENTARY



7AM until school start | school end until 6PM.



Drop-off/pick-up on west side; enter and exit through the staff parking lot doors.



316-889-2815

MAIZE CENTRAL ELEMENTARY



6:30AM until school start | school end until 6PM.



Drop-off/pick-up on east side; enter and exit through the cafeteria doors.



316-889-3771

MAIZE ELEMENTARY

(Includes Vermillion)



6:30AM until school start | school end until 6PM.

*Vermillion members will be walked to and from school.



Drop-off/pick-up on east side; enter and exit through the cafeteria doors.



316-889-3771

MAIZE INTERMEDIATE

(Includes MSIS – PM only)



6:30AM until school start | school end until 6PM.

*MSIS members are transported after school to MIS by district bus.



Drop-off/pick-up behind MIS; enter and exit through the northwest doors.



316-803-3292

MAIZE SOUTH ELEMENTARY



6:30AM until school start | school end until 6PM.



Drop-off/pick-up on the east side; enter and exit through the cafeteria doors.



316-803-2938

PRAY-WOODMAN ELEMENTARY



6:30AM until school start | school end until 6PM.



Drop-off/pick-up on the north side; enter and exit through the cafeteria doors.



316-889-1618

OPPORTUNITY DRIVE



End of school until 6:30PM.



Use the main entrance. Park on either side of the building; do not park in the fire lane.



316-889-3822

For questions or concerns about your Club member, please call the site phone number provided for your assigned Club location.

For all other inquiries, please contact our Administration line: 316-201-1890.

ATTENDANCE

ATTENDANCE EXPECTATIONS

Membership provides access to daily Club programming based on site availability and enrollment status. Attendance is expected only during approved program hours and at the assigned Club location.

Members must be signed in upon arrival and signed out upon departure according to BGCSCCK procedures.

BGCSCCK reserves the right to deny attendance or release of a member if safety, supervision, or authorization requirements are not met.

DROP-OFF

Members must be dropped off at designated Club entrances or approved school-site locations. Staff will sign members in upon arrival; parent/guardian escort is not required.

Families are expected to follow all posted traffic and safety procedures at each location, including fire lanes, bus zones, and designated parking areas.

PICKUP

Only individuals (age 16 or older) listed as authorized contacts in the Parent Portal may pick up a member. In accordance with Kansas Department of Health & Environment licensing regulations, BGCSCCK must verify identify before releasing any member, and a valid photo ID may be required at any time.

The Parent Portal primary account holder is responsible for keeping authorized pickup information current.

Members remain the responsibility of the parent/guardian until properly signed into the program and immediately upon checkout.

WALKING HOME / SELF-RELEASE

Members may walk home or leave independently *only* if authorized through the “Agree to Walk Home Policy” in the Parent Portal.

When this permission is granted:

- The member may sign themselves out of the program at any time
- The member may leave the facility without a parent/guardian present

Once a member has signed themselves out, they may not re-enter the program without a parent/ guardian present to check them back in.

Families are responsible for ensuring this option reflects their expectations for their member’s safety and supervision.

AFTER-SCHOOL TRANSPORTATION

BGCSCCK coordinates with local school districts to provide transportation from select schools to designated Club sites.

Opportunity Drive: USD 259 provides transportation from participating schools to Opportunity Drive for enrolled members.

Maize South Intermediate: Maize USD 266 provides transportation for Maize South Intermediate students to Maize Intermediate for after-school programming only.

Upon enrollment and confirmation of site placement, BGCSCCK provides member rosters to the appropriate school districts to ensure transportation arrangements are made.

Families will receive confirmation of transportation eligibility following enrollment. It is the responsibility of the parent/guardian to review this information and notify BGCSCCK of any discrepancies as soon as possible.

Members must use assigned district transportation when applicable. Alternate transportation arrangements are not permitted during Club-supervised travel unless explicitly communicated by BGCSCCK.

FIELD TRIPS

Field trips are an extension of BGCSCCK programming. Club expectations and behavior standards apply at all times.

For safety and supervision purposes, members are required to use BGCSCCK-arranged transportation. A parent/guardian may not drop off or pick up their member directly at a field trip location unless explicitly communicated by BGCSCCK. Families may pick up their member upon return to the Club.

Additional permissions or forms may be required depending on the nature of the trip. Families will be notified in advance when applicable.

ENROLLMENT & MEMBERSHIP

ENROLLMENT

BGCSCCK enrollment is completed through the BGCSCCK Parent Portal. A monthly membership per child is required for participation in Club programming.

Membership must remain active for a member to attend Club. Members may not attend without an active membership or an approved financial assistance arrangement.

Enrollment is site-specific. Families are responsible for selecting the correct Club location during enrollment. Enrollment in one site does not guarantee placement at another site. Transfer requests are subject to program availability and may result in placement on a waitlist.

Program placement is based on available capacity at each site.

WAITLIST MEMBERSHIP

When a site reaches capacity, families may complete enrollment through a Waitlist Membership. This reserves a member's place in the enrollment queue but does not guarantee immediate placement.

When space becomes available, members will be moved from Waitlist to Active status based on availability and program needs. Families will be notified when placement becomes active.

FINANCIAL ASSISTANCE

Financial assistance is available for eligible families to support access to BGCSCCK programs. Assistance includes sliding scale options and KanCare/Medicaid vouchers.

Eligibility and application details are provided during enrollment through the BGCSCCK Parent Portal. Financial assistance must be approved prior to program participation.

RE-ENROLLMENT

Members must be in good standing (no outstanding balance and not terminated for cause) to be eligible for re-enrollment. Re-enrollment is subject to program availability and may require placement on a waitlist.

BILLING & FEES

MONTHLY BILLING

Monthly fees are required for Club participation and will be automatically charged to the payment method on file in the Parent Portal. Families must maintain a valid payment method while enrolled.

Monthly fees are billed between the 1st and 5th of each month. Families who enroll after the monthly billing cycle has been processed are responsible for paying the current month's fee before their child may attend Club.

Monthly fees are due regardless of attendance, schedule changes, holidays, school closures, suspensions, or temporary program interruptions. BGCSCCK does not prorate fees for partial months, including August and May.

If a payment is declined, families will be notified. Members may not attend Club until the account balance is brought current or an approved payment arrangement has been established.

Failure to maintain a current account may result in suspension or termination of Club participation.

WITHDRAWALS

Families may withdraw a member from BGCSCCK programming at any time by submitting a withdrawal request through the Parent Portal.

To avoid charges for the following month, withdrawal requests must be submitted by the 25th of the month. Requests received after the 25th may result in billing for the following month.

Once processed, billing will end at the close of the current billing cycle.

TERMINATION OF MEMBERSHIP

BGCSCCK reserves the right to withdraw and/or terminate a member's enrollment at any time when it has been determined that continued participation is not in the best interest of the member, other participants, staff, or the program.

Reasons for termination of membership may include, but are not limited to:

- Repeated violation of BGCSCCK policies or the Member Code of Conduct
- Safety, supervision, or staffing concerns
- Inability to meet the needs of the member within available program resources
- Delinquent accounts, nonpayment, or failure to maintain an approved payment arrangement

Termination decisions are made in accordance with BGCSCCK policies and safety standards.

REFUNDS

No refunds or credits will be issued for:

- Program capacity changes or waitlist status
- Enrollment in an incorrect site or program
- Withdrawal after billing has occurred
- Non-attendance or partial attendance
- Temporary program closures or schedule changes outside of BGCSCCK control

Families are responsible for selecting the correct program and understanding membership requirements at the time of enrollment.

LATE PICKUP FEES

BGCSCCK programs close at scheduled times to ensure staff coverage and member safety.

A late pickup fee of **\$1 per minute**, per member will be charged when a member is not picked up by closing time.

Late fees are assessed based on documented pickup time and are added to the family account within 24 hours. Members may not return to programming until all outstanding late fees are paid in full.

If a member remains at the site 30 minutes past closing without communication from a parent/guardian, appropriate authorities may be contacted to ensure the member's safety.

MEMBER EXPECTATIONS & CONDUCT

BGCSCCK is committed to providing a safe, respectful, and inclusive environment where all youth can learn, grow, and thrive. Members are expected to contribute positively to the Club environment by following program expectations, treating others with respect, and making safe and responsible choices.

BEHAVIOR EXPECTATIONS

Members are expected to:

- Treat fellow members, staff, volunteers, and guests with respect.
- Follow Club rules, procedures, and staff directions.
- Participate appropriately in programs and activities.
- Respect Club property and the property of others.
- Help maintain a safe environment for all members.

Behavior that disrupts programming, creates an unsafe environment, damages property, or interferes with the experience of others may result in disciplinary action.

DRESS CODE

Members must wear clothing and footwear that promotes safety, comfort, and participation in Club activities.

The following are not permitted:

- Open-toed shoes, shoes with wheels, or other footwear that creates a safety risk
- Clothing containing inappropriate language, images, or messages
- Clothing that is excessively revealing
- Pajamas, house slippers, or other sleepwear
- Clothing associated with gangs, violence, or illegal activity

BGCSCCK reserves the right to determine whether attire is appropriate for the Club environment.

TECHNOLOGY & PERSONAL BELONGINGS

Members may bring personal electronic devices; however, use may be restricted during Club programming in accordance with BGCSCCK's Technology Acceptable Use Policy. This policy is available in the Youth Safety & Protection Policies located on the Parent Portal and on the BGCSCCK website.

Personal devices must not:

- Disrupt programming or the learning environment
- Be used to record or photograph others
- Be used in a way that violates safety expectations or BGCSCCK policies

BGCSCCK is not responsible for lost, stolen, or damaged personal items. Items that disrupt programming may be held until the end of the day or released according to site procedures.

DISCIPLINE

BGCSCCK utilizes a positive youth development approach that emphasizes relationship-building, redirection, problem-solving, and skill development.

When inappropriate behavior occurs, staff will work with members to understand expectations, repair harm when appropriate, and support positive choices moving forward. When a member's behavior creates a safety concern, immediate action may be taken without prior intervention steps.

Disciplinary action may include:

- Verbal redirection and coaching
- Temporary removal from an activity or program area
- Parent/guardian communication
- Behavior support planning
- Suspension from specific activities or Club attendance
- Termination of membership

Certain behaviors may result in immediate suspension or termination, including but not limited to violence, threats, fighting, possession of weapons, theft, vandalism, bullying, harassment, sexual misconduct, possession of tobacco products or electronic smoking/vaping devices, possession of alcohol, illegal drugs, or drug paraphernalia, or any conduct that creates a significant safety risk.

BGCSCCK reserves the right to suspend or terminate membership when a member's behavior jeopardizes the safety, well-being, or experience of others, or when continued participation is not in the best interest of the member or the Club due to program capacity, staffing, or ability to meet individual needs.

CONFIDENTIALITY OF BEHAVIOR INCIDENTS

BGCSCCK maintains confidentiality regarding all behavior incidents involving members. We do not share identifying information or specific details about individuals involved with other members or families. Staff will communicate only with appropriate parties on a need-to-know basis to address incidents and maintain safety.

MEALS & NUTRITION

BGCSCCK is committed to providing nutritious meals and snacks to support the health and well-being of our members.

MEAL / SNACK SERVICE

During the school year, participating BGCSCCK locations operate under the Child and Adult Care Food Program (CACFP) and provide nutritious meals and/or snacks to members during program hours.

Summer meal service varies by location. At Opportunity Drive, meals may be provided through the Summer Food Service Program (SFSP) in partnership with USD 259. At locations where summer meals are not provided, members may bring a sack lunch from home. Families will receive site-specific information regarding meal service prior to the start of summer programming.

OUTSIDE FOOD

Members may bring personal snacks and, when permitted, a sack lunch from home. However, outside meals—including fast food, restaurant meals, food deliveries (such as DoorDash, Uber Eats, or similar services), and other commercially prepared meals—are not permitted during program hours unless approved in advance by Club staff for a documented medical need or dietary accommodation.

Members may bring a refillable water bottle for personal use. Families of children with food allergies, dietary restrictions, or special dietary needs should notify Club staff and provide appropriate documentation as needed.

HEALTH & SAFETY

BGCSCCK is committed to providing a safe, healthy, and supportive environment for all members. The safety and well-being of each member is the highest priority of BGCSCCK. Families play an important role in maintaining a safe Club environment by providing accurate information, communicating changes, and following all health and safety requirements.

ILLNESS, INJURY & HEALTH REQUIREMENTS

If a member is ill or unable to participate in regular activities, they should not attend Club.

A parent/guardian may be asked to keep a member home or pick up a member from the program if the member exhibits symptoms of illness or injury, including but not limited to:

- Fever
- Vomiting or diarrhea
- Contagious illnesses
- Unexplained rashes or skin conditions
- Injuries that prevent safe participation in program activities
- Other symptoms or conditions that may pose a health or safety risk to another member or staff

If a member becomes ill or injured during program hours, a parent/guardian or emergency contact will be notified and must pick up the member within an hour of being notified.

BGCSCCK reserves the right to determine when a member may safely return to programming following an illness or injury.

MEDICATION

As a licensed Child Care Center with the Kansas Department of Health and Environment (KDHE), BGCSCCK staff are not permitted to administer medications to a member.

Whenever possible, medication should be administered outside of Club hours.

A member who requires medication during program hours may self-administer only in accordance with BGCSCCK procedures and with appropriate parent/guardian authorization.

Families must notify BGCSCCK staff of any medication a member will have in their possession during program hours, including medications stored in a backpack or carried for emergency use (such as inhalers or epinephrine auto-injectors). Required documentation and authorization must be completed prior to the member bringing medication to the Club.

BGCSCCK is not responsible for missed doses or refusal.

SAFE HAVEN & PROHIBITED ITEMS

BGCSCCK maintains a Safe Haven environment where all members can learn and participate free from violence, threats, intimidation, or dangerous items.

The following are prohibited on Club property, in Club vehicles, and at Club-sponsored activities:

- Weapons or items that resemble weapons
- Tobacco products, electronic smoking or vaping devices, alcohol, illegal drugs, or drug paraphernalia
- Gang-related materials or activities
- Any item determined to create a safety risk or disrupt programming

BGCSCCK reserves the right to inspect personal belongings when there is reasonable concern for the safety of members, staff, or visitors.

MEMBERS WITH ADDITIONAL SUPPORT NEEDS

BGCSCCK strives to provide an inclusive environment where all youth have the opportunity to participate in Club programs.

Parents/guardians are encouraged to share information regarding medical, behavioral, emotional, physical, or learning needs that may affect a member's participation or safety. This information helps BGCSCCK determine appropriate supports and accommodations.

While BGCSCCK will make reasonable efforts to support all members, participation may be limited when the Club is unable to safely meet a member's needs within available resources, staffing, or program structure.

MEMBER SAFETY & OUTSIDE RELATIONSHIPS

BGCSCCK maintains strict member safety standards for staff and volunteers. In circumstances where a staff member has a pre-existing relationship with a family outside of Club programming, appropriate disclosure and documentation are required in accordance with BGCSCCK safety policies.

A parent/guardian must promptly notify BGCSCCK staff and complete a Dual Relationship Waiver when applicable.

EMERGENCY PROCEDURES & SITE CLOSURES

BGCSCCK is committed to maintaining a safe environment for all members and staff. Emergency procedures are in place to respond to situations such as medical emergencies, severe weather, facility concerns, or other events that may impact program safety or operations. Emergency drills are conducted regularly to ensure staff and members are familiar with safety procedures.

EMERGENCY RESPONSE

In the event of an emergency, BGCSCCK staff will take appropriate action to ensure the safety of members and secure necessary care or services. Parents/guardians or emergency contacts will be notified as soon as reasonably possible.

Parents/guardians are responsible for ensuring their contact information is current so they may be reached without delay during emergency situations.

If emergency medical care is required, the parent/guardian is responsible for all associated costs.

CLOSURE DETERMINATION

BGCSCCK may close or adjust program hours due to inclement weather, facility conditions, transportation limitations, or other safety-related concerns. Closure decisions are made in the best interest of member and staff safety and may vary by location.

When possible, BGCSCCK aligns closure decisions with the school district in which the Club site is located. However, BGCSCCK reserves the right to make independent closure decisions based on local conditions.

Families will be notified of closures, delayed openings, or early dismissals as soon as possible through email, text message, MyClubHub, or other communication channels using the contact information on file.

If an early dismissal occurs during program hours, parents/guardians or emergency contacts will be expected to pick up their member within a reasonable timeframe as communicated by staff.

SEVERE WEATHER (SHELTER-IN-PLACE)

In the event of a tornado warning or other severe weather requiring shelter-in-place procedures, members and staff will move to designated safe areas within the facility.

If a parent/guardian is present at the time shelter-in-place procedures begin, they may remain with their member in the designated safe area until it is safe for normal operations to resume.

BGCSCCK will prioritize the safety of all members and staff during severe weather events. Normal release and pickup procedures will resume once it has been determined safe to do so.

PARENT/GUARDIAN PARTNERSHIP

BGCSCCK believes that positive outcomes for youth are best achieved when families and Club staff work together in partnership. Parents and guardians play an important role in supporting a safe, positive, and successful Club experience.

This section outlines the responsibilities, expectations, and communication practices for families participating in BGCSCCK programs.

FAMILY RESPONSIBILITIES

Parents and guardians are expected to:

- Complete all required enrollment forms and documentation prior to participation.
- Maintain current contact, emergency contact, and authorized pickup information.
- Ensure membership fees, payment arrangements, and financial assistance requirements remain current.
- Follow Club attendance, drop-off, and pickup procedures.
- Pick up their member promptly at program dismissal and within one hour when contacted due to illness, injury, behavioral concerns, or emergency situations.
- Communicate important information that may affect their member's participation, safety, or well-being.

A member remains the responsibility of the parent/guardian until they have been properly checked into the program and become the responsibility of the parent/guardian immediately upon checkout.

COMMUNICATION & CONDUCT EXPECTATIONS

BGCSCCK is committed to maintaining respectful and professional relationships with all families.

Parents, guardians, staff, volunteers, and members are expected to communicate in a respectful manner at all times. Threatening behavior, harassment, intimidation, profanity, or disruptive conduct directed toward others will not be tolerated.

Concerns or disagreements should be addressed through respectful communication and appropriate problem-solving channels. When necessary, concerns may be referred to Club leadership for review and resolution.

BGCSCCK reserves the right to restrict access to Club property or take other appropriate action when conduct interferes with the safety, operations, or well-being of members, staff, or families.

CUSTODY, MEMBER RECORDS & PRIVACY

BGCSCCK may be presented with conflicting requests from parents or legal guardians regarding custody, pickup, or access to member information. BGCSCCK staff will follow the authorized contacts and custody information listed in MyClubHub.

Unless a valid court order is on file directing otherwise, BGCSCCK may release a member to either parent, legal guardian, or other authorized caregiver listed in the member's account.

Attendance records and other member participation data contained in MyClubHub are confidential and will not be released unless required by a valid court order or other legal requirement.

It is the responsibility of the parent/guardian to provide BGCSCCK with current custody documentation and to notify staff of any legal restrictions affecting pickup or information access.

COMMUNICATION & PROGRAM NOTIFICATIONS

BGCSCCK communicates important program updates, closures, and emergency notifications using the contact information provided during enrollment.

Communications may be delivered via email, text message, phone call, website updates, social media, or other BGCSCCK communication platforms.

During severe weather or emergency situations, families should monitor communications closely and be prepared to make alternate arrangements if needed.

MEDIA, PHOTOGRAPHY & RECORDING

BGCSCCK may photograph or record members participating in programs for promotional, marketing, training, or communication purposes.

Families may be given the opportunity to opt out of photo and media permissions during enrollment or through the Parent Portal.

BGCSCCK will take reasonable steps to respect media preferences when documented in the member's account.

ACKNOWLEDGEMENT

By completing enrollment in BGCSCCK programs, I acknowledge that I have received and had the opportunity to review the Parent Handbook. I agree to comply with all policies, procedures, and expectations outlined in the handbook, as may be updated from time to time.