



BOYS & GIRLS CLUBS
NORTHERN INDIANA CORRIDOR

FAMILY HANDBOOK

2024 - 2025



Welcome!

The Boys & Girls Clubs of the Northern Indiana Corridor is thrilled for our 2024-2025 Academic School Year.

Our Mission

“To inspire and enable all young people, especially those who need us the most, to realize their full potential as caring, productive, and responsible citizens.”

For 50 years, the Boys & Girls Clubs of the Northern Indiana Corridor has enabled and inspired young people, especially those who need Clubs most, to reach their full potential as productive, caring, responsible citizens. BGCNIC serves more than 3,200 young people annually through before care, after school care, and summer programs at 33 sites across St. Joseph, White, Fulton, Cass, and Pulaski counties. We believe every child deserves a safe place to learn and grow, where they can engage in life-enhancing experiences, with hope and opportunity for the future. As a community, the time is now to rise up and meet the needs of families, eliminate financial and societal barriers, and work together to form tomorrow's leaders and good humans. Please join our movement today.

Contact Information

Main Office

OC Carmichael Jr. Youth Center
502 E. Sample Street, South Bend, IN 46601
574-232-2048 | bgcnic.org
Jacqueline Kronk, CEO | jkronk@bgcsjc.org

When & Where

Drop-Off & Pick-Up Procedures

Please note parents/guardians will not be permitted to enter the Club. They will be met by a staff member outside upon arrival.

Members cannot arrive before the start time, and must be picked up promptly at the end of the day. There is a charge of \$1.00 per minute for any member remaining after the Club closes. Members will be required to wait inside. Parents/guardians will be invoiced and expected to pay by the end of the week. If they fail to do so, the child will not be permitted back until the late fee has been paid.

About STRIVE

STRIVE is a grant-funded program that is free. The purpose of STRIVE is to provide enhanced academic enrichment during after school programming, integrated with traditional Club programs to combat pandemic learning loss. This will be done through one-to-one and small group tutoring in key areas: Math, Literacy, Social & Emotional Learning, and College & Workforce Readiness.

STRIVE curriculum is in partnership with Robinson Community Learning Center, Riverbend Math, RISE Entrepreneurship, and others. All programming will be facilitated in a fun and engaging way! We will work with your child's school to adjust programming to meet your child's needs and continually measure outcomes throughout the year.

STRIVE Attendance Requirement

Because STRIVE is a grant-funded program that requires us to report outcomes, students are suggested to attend at least 80% of the time, or on average 4 of the 5 days a week.

When & Where

ProCare

Procare is a child management software the club uses to assist in the monitoring and of club members. Every parent who has a child signed up for the club will receive an invitation to set up a Procare account through the Procare app. With the Procare app parents are able to check their child in and out, update student info (i.e. authorized pickups, and parent contact information) and communicate with sites with important information regarding child.

Rates

Before-Care programs will be offered at a rate of \$35 each week, per child. A discount will be applied for students who qualify for Free/Reduced lunch. STRIVE aftercare is a grant-funded program that is free.

Payments

Payments will be conducted through ProCare. Continual lack of payment in addition to lack of communication will result in reevaluation of your child's involvement in our programs.

Staying Safe & Healthy

Snack

There will be a snack provided for all students. If your child has any allergies or food sensitivities that were not notated on the registration form, please let us know.

Illness: COVID or Other

During Club activities, if a member exhibits signs of any illness (COVID-19 or other), a staff member will take the member's temperature and administer First Aid as needed. The Club Director will call a parent/guardian or guardian and ask that the Club member be picked up as soon as possible. Please remember that the child must be fever-free for 24 hours before they may return to the Club.

Medication

Any medication taken by a member attending the Boys & Girls Clubs, must follow these procedures:

- Parents or Guardians must provide the Club a written permission and directions on how to administer medication as well as an "Authorization to Administer Medication" form signed by the child's physician.
- The medication must be in the original container with written dosage.
- All medications must be given to the office including over-the-counter medications, such as Tylenol.
- All medications must be oral or topical and must be administered without the assistance of staff.

Personal Items

All personal items brought into the Club including personal devices by a member is the responsibility of that member. The Boys & Girls Clubs is not responsible for lost, damaged, or stolen items. Please encourage your child to bring only necessary items, such as backpacks, jackets, and snacks.

Technology

Members may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their peers or others within our community. Families should discuss proper use of computers, software and internet usage and other technologies with their child. Families accept all legal liabilities which may result from their child's inappropriate use of school software and electronic access to the internet. Inappropriate use of technology or communication through technology can result in a suspension from the Club.

BGC Staff members are prohibited from contacting Members via social media apps and through gaming consoles and platforms. Families and Club Members have the duty to report any suspicious activity to the Club Director or Chief Operating Officer.

Staying Safe & Healthy

Cell Phone / Electronic Device Policy

Club members are not allowed to bring electronic devices to the Club and use them during program time. They will be allowed to bring cell phones to the Club (with limited use). For emergencies only, members may use the Club phone to call their parent/guardians.

Transportation & Field Trips

The Boys & Girls Clubs of the Northern Indiana Corridor has dedicated Club vehicles to transport Club members to various approved off-site locations, such as field trips.

Behavior

At the Boys & Girls Clubs, we foster a positive environment of mutual respect and kindness. Any intentional harm to others — from physical to emotional — will be subject to our behavior policy. These actions include physical violence, threats, unkind language, theft, and more.

Our behavior policy is a three-step process:

- Verbal warning
- Timeout with reflection
- Written documentation of incident and a follow up with parent/guardian/guardian

Depending on the severity or pattern of the offense, the discipline process may not follow these steps. Offenses such as fighting, blatant disrespect to BGC staff or members, destruction of property, and leaving a group without permission can result in an automatic suspension from the Club.

After a pattern of suspensions and/or write-ups, we will request a parent/guardian conference to discuss possible options. In addition, inappropriate behavior from a parent/guardian on Club grounds may result in the removal of the member from the Club.

Inclusion Statement

In our unwavering commitment to inclusivity our 21st Century Community Learning Center (21st CCLC) program is dedicated to providing reasonable accommodations to all members, including those with special needs. We recognize the importance of creating an environment where every child can be successful and fully participate in our program's activities and offerings. We understand that each person's needs may vary, and we are committed to working closely with members and their families as well as work with our schools to identify and implement reasonable accommodations that address their specific requirements.

Through open communication and collaboration we strive to ensure that our program is accessible to all members. This may include but is not limited to, modifying activities or materials, offering additional support from trained staff members, and creating inclusive spaces that foster a sense of belonging for everyone.

We are dedicated to removing barriers to participation and promoting equal opportunities for all members to engage in our program's activities, events, and experiences. By embracing diversity and prioritizing inclusion, we enrich our learning community and cultivate a culture of acceptance, understanding, and appreciation for the unique abilities and contributions of every individual.

CREATING SAFE PLACES WHERE YOUTH THRIVE

COMMITMENT
TO SAFETY



BOYS & GIRLS CLUBS ARE COMMITTED TO KEEPING CHILDREN SAFE.

- Comprehensive background checks for staff, board and volunteers
- Ongoing education and training
- Annual safety assessments
- Rigorous safety policies and standards
- Active, engaged board-led safety committees
- Annual safety improvement planning and other accountability systems

CONFIDENTIAL HELP

National Child Abuse Hotline Call or Text: 800- 422-4453

Provides free 24/7 access for adults and youth to professional child abuse crisis counselors who offer crisis intervention and confidential referrals.

Child Safety Helpline 866- 607-SAFE (7233)

Praesidium provides employees, volunteers, parent/guardians, and youth with confidential or anonymous guidance and support for addressing suspicious or inappropriate behaviors regarding children.

Ethics Point Hotline 866-295-3701 | ethicspoint.com

Provides employees, volunteers and parent/guardians anonymous reporting of any unethical or illegal workplace activities.

Crisis Text Line Text CLUB to 741741

Provides free 24/7 access for adults and youth to confidential support with trained crisis counselors.

Report to Child Protective Services # 800-800-5556

Provides 24/7 access for adults and youth local anonymous reporting of child abuse and/or neglect.



BOYS & GIRLS CLUBS
OF AMERICA

LEARN MORE AT
bgca.org



CREAMOS LUGARES SEGUROS DONDE LOS JÓVENES PUEDAN PROSPERAR

COMPROMISO
CON LA
SEGURIDAD



**LOS BOYS & GIRLS CLUBS
TIENEN EL COMPROMISO
DE MANTENER A LOS NIÑOS
SEGUROS.**

- Revisiones de antecedentes exhaustivas para el personal, la junta directiva y los voluntarios
- Educación y capacitación continuas
- Evaluaciones de seguridad anuales
- Políticas y normas de seguridad rigurosos
- Comités de seguridad activos y comprometidos dirigidos por la junta
- Planificación anual de mejora de la seguridad y otros sistemas de responsabilidad

AYUDA CONFIDENCIAL

Línea directa nacional de abuso infantil
Llame o envíe un mensaje de texto
al 800 - 422- 4453

Los adultos y jóvenes pueden obtener acceso gratuito las 24 horas del día, los 7 días de la semana, a consejeros profesionales sobre crisis de abuso infantil, quienes ofrecen intervención en crisis y referencias confidenciales.

Línea de ayuda de seguridad
infantil 866-607-SAFE (7233)

Præsidium ofrece a los empleados, voluntarios, padres y jóvenes orientación y apoyo confidenciales o anónimos para abordar conductas sospechosas o inapropiadas con respecto a los niños.

Línea directa de Ethics Point

866-295-3701 | ethicspoint.com

Permite que los empleados, voluntarios y padres presenten informes anónimos sobre cualquier actividad ilegal o poco ética en el lugar de trabajo.

Línea de texto para crisis

Envíe el mensaje CLUB al 741741

Los adultos y jóvenes pueden obtener acceso gratuito las 24 horas del día, los 7 días de la semana, a apoyo confidencial con consejeros de crisis capacitados.

Informe a los servicios
de protección infantil

Los adultos y jóvenes pueden obtener acceso las 24 horas del día, los 7 días de la semana, a un servicio para presentar reportes locales anónimos sobre abuso o negligencia infantil.



BOYS & GIRLS CLUBS
OF AMERICA

OBTENGA MÁS INFORMACIÓN EN
bgca.org



How to stay updated & engaged

Communications

Make sure we have your correct email address so that we can contact you about important news, updates, or closures at your site. parent/guardians will automatically receive family communications with updates about our organization, programs, and sites.



If you would also like to receive our quarterly newsletter in the mail, please email marketing@bgcsjc.org.

Follow us on Social!

facebook.com/bgcnic
instagram.com/bgcnic
twitter.com/bgcnic



Please note that your child may appear in photos on social or in our various communications. If you do not wish for your child to be photographed, please contact your Club Director.

Volunteer

There will be many different opportunities to get more involved and volunteer with the Club! Please check out our website bgcsjc.org/volunteer.



The Boys & Girls Clubs of the Northern Indiana Corridor does not discriminate on the basis of race, color, religion, age, national origin, sex, genetics, disability status, or familial status. BGC is an equal opportunity provider.



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