



BOYS & GIRLS CLUBS  
OF THE SIOUX EMPIRE

# LEADING THROUGH VALUES. LEARNING THROUGH *play.*



**2025 K-5 SUMMER ENRICHMENT PROGRAM**  
COMMUNITY | INNOVATION | INSPIRATION | INTEGRITY | LEADERSHIP

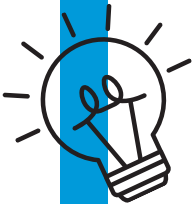


# HELLO

*and welcome!*

We are so excited to welcome your child to our K-5 Summer Enrichment Program! This year, we're focusing on what matters most: the values that shape strong individuals and stronger communities. Through hands-on activities, creative projects, and meaningful connections, we'll explore themes of *integrity, community, leadership, innovation, and inspiration.*

Whether your child is diving into a science experiment, expressing themselves through art, or building confidence through team games, they'll be surrounded by opportunities to grow, lead, and thrive. Our programming areas of focus include Arts & Crafts, STEM, Healthy Lifestyles, Character and Leadership Development, Recreation and Physical Education, as well as interest clubs and enhancement activities. We also prioritize the social and emotional needs of those we serve through trauma-informed practices and initiatives led by Boys & Girls Clubs of America and our dedicated Student Success Team. Our goal is to create a safe, fun space for learning, play, and growth—where every child feels valued and supported while discovering new opportunities, exploring their interests, and finding their passions.



We look forward to always providing exceptional, quality care for your child(ren). This document contains important information relating to the upcoming summer of care, so please read carefully. You can also reference our complete Family Handbook online at [BGCSiouxEmpire.org/family-handbook](https://BGCSiouxEmpire.org/family-handbook).



# MEET

## your K-5 Director



With over seven years of dedicated service at the Boys & Girls Clubs of the Sioux Empire that started with the role of a site coordinator, Kyle's passion and commitment to youth development propelled him through various leadership roles, including manager and assistant director, ultimately leading to his current role as K-5 Director.

Before joining the Boys & Girls Clubs of the Sioux Empire, Kyle taught physical education to K-5 students and coached at both the high school and middle school levels. This extensive experience in education and coaching has equipped him with the skills and insights necessary to foster a positive and enriching environment for young learners.



Driven by a goal to continually make a meaningful impact, Kyle is dedicated to providing children with new and exciting experiences each day.

**Kyle Hoffman**

[Khoffman@BGCSiouxEmpire.org](mailto:Khoffman@BGCSiouxEmpire.org)



# MEET *your K-5 Manager*

*Harrisburg School District*



Molly began working with the Boys & Girls Clubs of the Sioux Empire in February of 2021 as a Site Coordinator at Explorer Elementary. In August of 2021, she began her current role as the K-5 Harrisburg Manager. In this position, Molly loves getting to know all the students and their families at Adventure, Explorer, and Journey Elementary!

Before working at the Boys & Girls Clubs of the Sioux Empire, Molly worked for 9 years as a Park Interpreter with the North Dakota Parks and Recreation Department. In that role, she was able to teach kids and families of all ages about the historical, cultural, and natural aspect of North Dakota's state parks. She has always had a deep love of nature, and enjoys sharing that passion with kids.



**Molly Skadsen**

(605) 937.2069 | [MSkadsen@BGCSiouxEmpire.org](mailto:MSkadsen@BGCSiouxEmpire.org)

We encourage you to work with your K-5 Manager regarding questions and concerns.





# SITE

# information

*Harrisburg School District*

## HOURS

6:30 a.m. - 6:00 p.m.

## IMPORTANT DATES

- No care offered: Thursday, May 22nd and Friday, May 23rd
- BGCSE Holiday Closure - No care offered: Monday, May 26th
- First day of K-5 Summer Enrichment Program: Tuesday, May 27th
- BGCSE Holiday Closure - No care offered: Friday, July 4th
- Last day of 2025 K-5 Summer Enrichment Program: Friday, August 8th



## ENTRANCE

Parents/guardians should enter through the main front doors. The Boys & Girls Club program is held in the “commons” area.



# SITE

# information

*Harrisburg School District*

## CHECK IN/CHECK OUT:

- Parents/guardians should check in/out their child(ren) using ProCare with the iPad found on the cart near the program's entrance.
- All children need to be signed out by a parent/guardian or other authorized person over the age of 16. You must walk into the building to pick your child up from the program.
- Please make sure anyone picking up your child(ren) has been listed as an emergency contact/authorized pick-up person and is prepared to show identification (including parents/guardians)
- If you need to add an emergency contact or authorized pick-up person, please contact our Family Engagement Coordinators at (605) 338.8061.
- Please make sure a staff member is aware of their arrival and departure from the site.
- Parents must notify the front desk staff if children are to be dropped off later than normally scheduled or if they will not be attending on a scheduled day. Any changes in schedules that are not communicated may result in our inability to provide care for that day.
- It is also important to notify us if children are to be picked up later or earlier than normally scheduled since children often go on field trips, walks, or other outings.

## COMMUNICATION

All of our programs utilize ProCare as a childcare management system, which should be the primary means of communication between you and our sites. Please look to the ProCare Information page within this guide for more information on the ProCare app.

Should you need to get ahold one of our sites with a more immediate need, you can call the Site Phone with numbers listed below or call our main office at (605) 338.8061.

Adventure Elementary	Site Cell Phone Number: (605) 359.2738
Explorer Elementary	Site Cell Phone Number: (605) 370.8173
Journey Elementary	Site Cell Phone Number: (605) 370.8163



# SUMMER

# information

## SUMMER SUPPLY LIST

**Please bring the following items during the first week of care:**

- Three Bottles of SPF 50 Sunscreen (Spray Sunscreen Preferred)
  - All sunscreen will be shared daily – staff will use a different pair of gloves to apply the lotion sunscreen to every child.
  - If a child has an allergy to certain sunscreens, theirs will be separated from the others. This should be communicated with the Site Coordinator and a medical authorization form will need to be completed and kept on file. The child will only have that specific sunscreen applied to their skin.
  - We often run out of sunscreen, so please note that we may request more as the summer progresses.
- Refillable Water Bottle
- Backpack with Student Change of Clothing (for accidents, spills, falls, etc.)
- A First Aid Item (IE Reusable Ice Packs, Gauze, Adhesive Medical Tape, Triple Antibiotic Ointment, Qtips, Kleenex, Hand Sanitizer)

## Summer Wishlist Items:

### Art Supplies

- Coloring Supplies
- Copy paper
- Watercolor paint
- Glue Sticks
- Kids Scissors
- Rulers
- Multi Colored Construction Paper
- Dry Erase Markers

### Outdoor Activities

- Sidewalk Chalk
- Foam Footballs
- Frisbees
- Jump Ropes
- Bubbles
- Various Sports Balls
- Scoop Ball
- Water Toys (i.e. Water Balloons)

### Structured Center Activities

- Board Games
- Card Games
- Play-Doh
- Coloring/Activity Books
- Hula Hoops

### Free Play Activities

- Plus Plus blocks
- Beads/string
- Action Figures
- Barbies
- Army Men
- Marbles/Marble Run

# SUMMER

information

## GENERAL INFORMATION

### 2025 K-5 Summer T-Shirt

You will receive one K-5 Summer t-shirt as part of your summer registration. Your child is required to wear the shirt on field trip days and swim days. If you lose or misplace your t-shirt, please contact the front desk at (605) 338-8061 to determine additional t-shirt availability. Students will leave their shirts on site throughout the week - you are welcome to take it home on the weekends to launder if you wish (Staff will be responsible for getting them washed between trips).

### Footwear Requirements

While flip-flops and sandals are appropriate for the summer season, this type of footwear leads to many trips, slips, and falls while children are playing outdoors. To ensure safe play, students must wear a closed-toed shoe or sandal with a strap that wraps around the heel. Sandals or flip flops may be worn for our water days. Please be mindful that sites do take walks often.

## MEALS & NUTRITION

We do not allow additional snacks or food items (aside from packed lunches) to be brought in by students. Please contact the director if you have questions and/or concerns.

### Brandon Valley and Harrisburg School Districts

The Boys & Girls Clubs of the Sioux Empire provides breakfast, lunch, and a snack during our summer programs in the Brandon and Harrisburg sites. We understand some students have sensory and/or texture issues or may be picky eaters so students are allowed to bring sack lunches to their summer site if needed. Please be mindful of allergies (we are peanut nut free facilities) when packing your students' lunch and remind them that we don't allow sharing of food for that reason. If your child has a food allergy, please contact the main office at (605) 338.8061 to receive a special diet form, so that we can accommodate your child's dietary meal needs.

### Sioux Falls School District

All meals for the Sioux Falls school district locations will be provided via the Community Learning Center (CLC). Students are allowed to bring sack lunches to their summer site if needed. Please be mindful of allergies (we are peanut nut free facilities) when packing your students' lunch and remind them that we don't allow sharing of food for that reason.



# SWIMMING

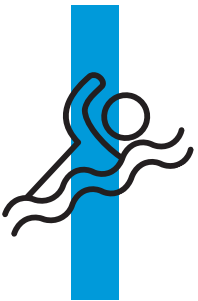
## information

### REQUIREMENTS

Students must wear their 2025 K-5 Summer t-shirt. All sites are expected to wear their shirts in the pool during the entirety of their swim day aside from Brandon, Robert Bennis, and Fred Assam. Students are not allowed to bring money, life jackets/floaties, and/or personal items (aside from towels) to the pool. However, refillable water bottles are encouraged.

All students must purchase a swimming key fob. If a swimming key fob is not purchased or brought on a swimming day, we will send the child home before leaving the site. We cannot accept cash payments for your child.

Additional fobs may be available for purchase, if you wish to leave one with us and have another at home. Look to the Pool Information By Site list on the next page to determine which entity to purchase your swimming key fob from, and check if an additional fob is an option.

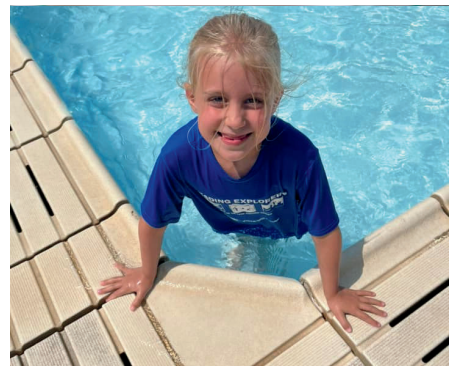


### WEATHER

A determination regarding whether a site will go swimming will be made by 10:00 AM on the scheduled swimming days. If the temperature or storm conditions are not suitable for swimming, students will complete alternate activities at the site.

### SWIM SUITS

We highly encourage students to come wearing their swimsuits under their clothing on their designated swim days. This makes transitioning to the pool quicker and easier due to limited changing spaces.



# SWIMMING

information

## POOL INFORMATION BY SITE

- **Rosa Parks:** This location will be swimming at Frank Olson Pool, wearing their Summer K-5 t-shirt. All summer program students are required to have a swimming key fob which can be purchased through the Sioux Falls Parks and Recreation Department.
  - **Harvey Dunn:** This location will be swimming at Frank Olson Pool, wearing their Summer K-5 t-shirt. All summer program students are required to have a swimming key fob which can be purchased through the Sioux Falls Parks and Recreation Department.
  - **Susan B. Anthony:** This location will be swimming at Drake Springs Pool, wearing their Summer K-5 t-shirt. All summer program students are required to have a swimming key fob which can be purchased through the Sioux Falls Parks and Recreation Department.
  - **Eugene Field A+:** This location will be swimming at Drake Springs Pool, wearing their Summer K-5 t-shirt. All summer program students are required to have a swimming key fob which can be purchased through the Sioux Falls Parks and Recreation Department.
  - **Explorer Elementary:** This location will be swimming at Terrace Park Pool, wearing their Summer K-5 t-shirt. All summer program students are required to have a swimming key fob which can be purchased through the Sioux Falls Parks and Recreation Department.
  - **Journey Elementary:** This location will be swimming at Terrace Park Pool, wearing their Summer K-5 t-shirt. All summer program students are required to have a swimming key fob which can be purchased through the Sioux Falls Parks and Recreation Department.
  - **Adventure Elementary:** This location will be swimming at Laurel Oaks Pool, wearing their Summer K-5 t-shirt. All summer program students are required to have a swimming key fob which can be purchased through the Sioux Falls Parks and Recreation Department.
  - **Inspiration Elementary:** This location will be swimming at Laurel Oaks Pool, wearing their Summer K-5 t-shirt. All summer program students are required to have a swimming key fob which can be purchased through the Sioux Falls Parks and Recreation Department.
  - **Fred Assam Elementary:** This location will be swimming at the Aspen Park Pool in Brandon. All summer program students are required to have a swimming key fob which can be purchased through the Brandon City Hall.
  - **Robert Bennis Elementary:** This location will be swimming at the Aspen Park Pool in Brandon. All summer program students are required to have a swimming key fob which can be purchased through the Brandon City Hall.
  - **Brandon Elementary:** This location will be swimming at the Aspen Park Pool in Brandon. All summer program students are required to have a swimming key fob which can be purchased through the Brandon City Hall.
- \* Students will be walking to the pool from this location.



# FIELD TRIP

*schedules*

## SITE SPECIFIC & WEEKLY FIELD TRIP SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Field Trips</b>					
<b>AM Field Trip</b>	Fred Assam	Harvey Dunn	Rosa Park	Susan B. Anthony	Eugene Field A+
<b>PM Field Trip</b>	Inspiration	Journey	Adventure	Explorer	Brandon/Robert Bennis
<b>Pool Schedule</b>					
<b>Aspen Park</b>	Robert Bennis	Brandon	Fred Assam	Brandon/Robert Bennis	Fred Assam
<b>Laural Oaks</b>	Adventure	Inspiration	Inspiration	Adventure	
<b>Drake Springs</b>	Susan B. Anthony	Eugene Field A+		Eugene Field A+	Susan B. Anthony
<b>Frank Olson</b>		Rosa Parks	Harvey Dunn	Rosa Parks	Harvey Dunn
<b>Terrace Park</b>	Journey		Explorer	Journey	Explorer

## SUMMER 2025 FIELD TRIP SCHEDULE

Week	Theme	Field Trip Location	Offsite Outreach TBD - Select Locations
<b>May 27 - May 30</b>	Summer Kickoff	Onsite	
<b>June 2 - June 6</b>	Neat Nature	Good Earth State Park	Landscape Garden Center
<b>June 9 - June 13</b>	Multimedia Extravaganza	State Theatre	
<b>June 16 - June 20</b>	Camping Adventure	Yogi Bear	
<b>June 23 - June 27</b>	Amazing Animals	4-H @ Big Sioux Recreation Area	McCrossan's Boys Ranch
<b>June 30 - July 3</b>	4th of July	Onsite	
<b>July 7 - July 11</b>	Midsummer Celebration	Summer Party	Sanford Promise Lab
<b>July 14 - July 18</b>	STEM Exploration	Washington Pavilion	
<b>July 21 - July 25</b>	Community & Careers	Local Parks	Local Career Visits
<b>July 28 - August 1</b>	Beach Party	Wild Water West	
<b>August 4 - August 8</b>	Sports & Recreation	Field Day	Navy Week
<b>August 11 - August 15</b>	Back to School	Onsite	

# IMPORTANT

*reminders*

## **SCHEDULES**

To comply with state licensing ratios and staff efficiently, BGCSE depends on accurate schedule information for all children. Schedules will be required for any part-time child(ren) attending our programs to ensure we are appropriately staffed and to meet staff-to-child ratios. Brandon Valley and Harrisburg School District families that have varying week to week schedules are required to submit schedules on a weekly basis, which can be done by calling our main office at (605) 338-8061 or via our website <https://www.bgcsiouxempire.org/parents/parent-schedules>. Schedules should be submitted no later than Thursday of each week to ensure your child's info is updated for the upcoming week of care. Sioux Falls School District families should provide schedule information to the Community Learning Center ([communitylearningcenter.sfsd@k12.us](mailto:communitylearningcenter.sfsd@k12.us) or (605) 367-4424).

## **ABSENCES**

Parents/guardians must notify BGCSE of all child absences via Procare. Extended absences without notification may result in termination of services.

## **TECHNOLOGY USAGE**

The K-5 program welcomes the use of technology for various educational and recreational purposes in small doses. Our students may be allowed technology time at sites with computer lab access. Note: students will be heavily monitored when using any technology to ensure that they are using appropriate programs.

We will not allow students to utilize their own devices, including: watches, tablets, gaming systems, and cell phones. If you need to reach your student or vice versa, they may use the site phone (numbers are listed on page 6). Thank you for your understanding and reinforcing this expectation.

## **PERSONAL BELONGINGS**

Students are not allowed to bring toys or games from home unless BGCSE staff have permitted the items. Site Coordinators determine when/if toys from home are allowed (coordinators may take away this privilege if they become a distraction/behavioral concern). Students are able to bring a backpack to the site but will be expected to keep it in their baskets or on their hooks throughout the day. BGCSE is not liable for the loss, damage, misuse, or theft of any personal items brought on BGCSE property.



# BEHAVIOR

# policy

We are thrilled for another summer with your kids. We look forward to days full of learning, laughter, and fun. However, we know there may be some bumps along the way. The Boys & Girls Clubs of the Sioux Empire's (BGCSE) discipline philosophy is based on a proactive and progressive approach. Our number one priority is always keeping your children and our staff safe, happy, and healthy while in our care. We strive to provide a program for your child(ren) that allows them to grow and flourish during the summer days. We know you know your child best - if your child is currently using any behavior modifications in school or at home, please feel free to share any steps that have been taken so that we can continue to support your child's needs and continue to make our K-5 program an enjoyable and enriching time. The Boys & Girls Clubs of the Sioux Empire has a dedicated Student Success Team that plays a key role in shaping behavior management by developing thoughtful guidelines, policies, and procedures to support the children we serve.



## FAMILY HANDBOOK



We are confident that our process with handling behaviors will aid us in continuing down the path of excellence and providing Great Futures for your children.

You can find our Student Success policy on page 10 of our Family Handbook. To quickly access the handbook, visit [BGCSiouxEmpire/family-handbook](https://BGCSiouxEmpire/family-handbook) or scan the QR code.



# BILLING

# and payments

## PAYMENTS

- A method of payment is acquired during the enrollment process and used to process the programs registration fee.
- Tuition is collected through an EFT (Electronic Funds Transfer) from the parent/guardian account to Boys & Girls Clubs of the Sioux Empire through Tuition Express.
- The method of payment provided will be charged automatically every Tuesday for the current week's tuition.
- If Tuesday is a bank holiday tuition charges will be processed the next business day.
- A \$15.00 return fee will be added to accounts on all payment declines or returned payments.
- Payment methods may be updated at any time by calling our main office at (605) 338.8061.

## STATEMENTS

Statements are available at [www.myprocare.com](http://www.myprocare.com) (which is different from the ProCare app).

## TERMINATION/WITHDRAWAL

Boys & Girls Clubs of the Sioux Empire requires a two-week written notice when withdrawing. Withdrawal forms can be obtained by calling our main office at (605) 338.8061. When appropriate notice is not given, the account will be charged for two weeks of service, even if the children may not be attending.



# BILLING

# and payments

## CHILD CARE ASSISTANCE

Boys & Girls Clubs of the Sioux Empire accepts Child Care Assistance through SD DSS. Applications can be found at [dss.sd.gov](http://dss.sd.gov). or requested from our main office at (605) 338.8061. Eligible families are responsible for all co-pays and any fees that may accrue based on coverage. Any tuition fees not covered through Child Care Assistance are the parent/guardian's responsibility.

## Location Provider Numbers

- Brandon Elementary: 010606119
- Fred Assam Elementary: 018042409
- Inspiration Elementary: 018043058
- Robert Bennis Elementary: 010606118
- Adventure Elementary: 018043059
- Explorer Elementary: 018042113
- Journey Elementary: 018042343



## SCHOLARSHIP

As a nonprofit organization, Boys & Girls Clubs of the Sioux Empire can offer scholarship support to families due to the generosity of the Sioux Empire United Way and other donors.

Scholarship applications for students within Brandon Valley or Harrisburg school districts can be requested by contacting Erica Robbins, Billing Manager: (605) 306.5465 | [erobbins@bgcsiouxempire.org](mailto:erobbins@bgcsiouxempire.org).





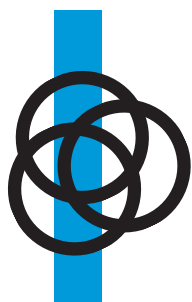
# PROCARE

## childcare app

All of our programs utilize ProCare as a communication and childcare management system, which allows us to enrich program and parent/guardian interactions.

### SIGN-UP

You should receive an email from ProCare (connect-hello@online.procaresoftware.com) with simple instructions on how to set up an account and get linked to your child(ren). The email will include a unique code that is tied to the information we set up for you. If you do not see the email by your child's first day, please look in your Junk folder or check with our Family Engagement Coordinators at (605) 338.8061 to ensure we have an up-to-date email address on file.



### MOBILE APP

We recommend adding the ProCare app to your mobile device. Simply search "ProCare" in your App Store or Google Play Store and the free ProCare: Childcare App should be easily downloadable. The app is a convenient tool to give you quick access to your child's daily activities, and updates/communication from our staff.

**Hello Aria Cruz,**

Welcome to Procare! You have been added to Stephen Cruz profile.

Procare Product Team - Enterprise is inviting you to create your Procare account. Through Procare, authorized family members and guardians will be able to send and receive messages and notifications regarding your child's day. Your child care provider can send you photos, videos, learning milestones and other notes or messages as needed so you can feel at ease knowing your child is receiving great care and stay connected throughout the day.

1. Navigate to [Procare web portal](#).
2. Select **Parent**.
3. Create Account section using the email address your invite was sent to
4. Click "Add Child" and enter this unique 10-digit code which will expire in one week: **A869667F9F**.
5. Download the free Procare Child Care Mobile app on Apple or Android.

Learn more about [Procare](#) here. If you have any questions, visit our [Help](#)

Annotations for the ProCare mobile app home screen:

- Click here to enable push notifications, view invoices, add additional children and more.
- All enabled Sign-in/Out options will display here (QR Code, location-based and PIN).
- Add drop-off notes to help with morning drop-off communication.
- View events added by your school.
- Compose or view messages sent from staff.
- Displays the name of the center/school. Click to switch schools (if applicable).
- Swipe to view additional children.
- Jan 21 - Mar 18 / All Activities
- Mon, Feb 19
- View attendance records and daily activities added by your child's teacher.
- Filter daily activities by activity type or date range.

Annotations for the ProCare mobile app activity feed:

- View attendance records and daily activities added by your child's teacher.
- Filter daily activities by activity type or date range.
- EDIT CHILD'S PROFILE: Edit your child's profile information or add a parent/authorized pickup (if enabled).
- View and complete document requests sent by school admin.
- NAVIGATE BACK: Navigate back to the Activity Feed home screen.

# PROCARE

*childcare app*

## **DAILY SIGN-IN/OUT**

All children need to be signed in/out by a parent/guardian or other authorized person using ProCare with the iPad found on the welcome cart near the program's entrance.

## **MESSAGING**

ProCare has a two-way messaging system that allows you to communicate directly with your site/teacher. Please use this channel for notices about your child's health, schedule (ie absences), activities, etc.

## **PROFILE UPDATES OR ADDITIONAL ASSISTANCE**

### **Brandon Valley and Harrisburg School Districts:**

If you need to add an emergency contact or authorized pick-up person, please contact our Family Engagement Coordinators at (605) 338.8061.

### **Sioux Falls School Districts:**

If you need to add an emergency contact or authorized pick-up person, please contact the Community Learning Center at [communitylearningcenter.sfsd@k12.us](mailto:communitylearningcenter.sfsd@k12.us) or (605) 367-4424.

## **ADDITIONAL PROFILES**

If you have any children who attend a different program that also utilizes ProCare, you may need to "Switch Schools" within your App to access the respective profile.

# ADDITIONAL *information*

## CONTACT US

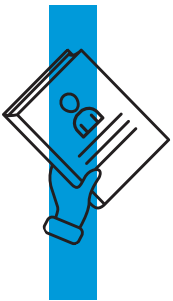
We recommend connecting with your K-5 Manager for questions or concerns about your child and their care. Please look to the “Meet Your K-5 Manager” page of this guide for their contact information.

Feel free to reach out to our Family Engagement Coordinators for information regarding schedules, ProCare, enrollment and billing information, etc.

Phone: (605) 338.8061 | Availability: Monday-Friday 6:00 a.m. - 6:00 p.m.

## FAMILY HANDBOOK

For more information as well as complete copies of our policies and practices, please refer to our Family Handbook. To quickly access the handbook, visit [BGCSiouxEmpire/family-handbook](https://BGCSiouxEmpire/family-handbook) or scan the respective QR code below.





# THANK *you*

Thank you for trusting us to care for your child(ren) - it is not a job we take lightly. We are dedicated to *our mission* and will work hard to ensure **Great Futures Start Here.**

## MOMENTS THAT MATTER

Some of the most meaningful experiences come from the little things—like a warm welcome at drop-off, a caring conversation, or a moment of patience when it's needed most. That's what Moments That Matter is all about. We invite you to recognize the everyday actions that make your child's experience better. Whether it's a grand gesture or a small kindness, your submission makes a difference—for the staff member you're recognizing and for our entire team.

These moments not only brighten someone's day—they help our leadership team select our Core Value Award winners each year. To submit a Moment That Matters, scan the QR code below or visit [BGCSiouxEmpire.org/MomentsThatMatter](https://BGCSiouxEmpire.org/MomentsThatMatter).

