



**BOYS & GIRLS CLUBS**  
OF THE SIOUX EMPIRE



# K-5 BEFORE- AND AFTER-SCHOOL ENRICHMENT PROGRAM

## *Quick Guide*

We are so excited for another school year with more incredible kids! This booklet is a quick guide to our K-5 Before- and After-School Enrichment Program to help you and your child(ren) be successful during their time with us.



# HELLO

# and welcome!

At Boys & Girls Clubs of the Sioux Empire, *our mission* is to nurture, educate, and enrich children and youth for lifelong success. And we take pride in doing so through quality programming and mentorships during out-of-school time hours.

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 set forth by Boys & Girls Clubs of America and our Student Success Team. Our goal is to create a safe space for learning, play, and growth for your child(ren) while they are in our care, exposing them to new opportunities, expanding their interests and helping to find their passions! And to help create great futures, we value:

*integrity, community, leadership, innovation, and inspiration*



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



# MEET

# your K-5 Director



With over eight 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.

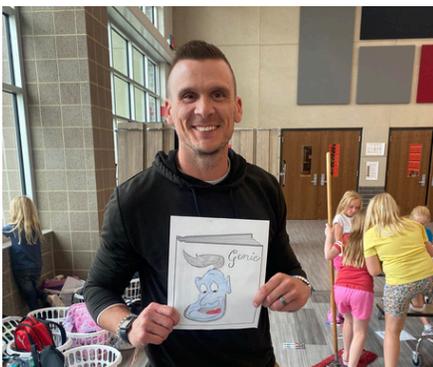
Before joining the Boys & Girls Clubs of the Sioux Empire, Kyle taught physical education to K-5 students and coached at both the high school and middle school levels. This extensive experience in education and coaching has equipped him with the skills and insights necessary to foster a positive and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



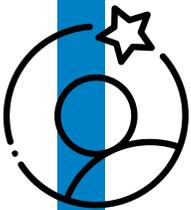
# MEET *your K-5 Manager*

*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**

### **Before-School**

6:30 a.m. - 8:00 a.m.

### **After-School**

3:00 p.m. - 6:00 p.m.

### **Extended Care Days**

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

\*All families that are interested in attending an Extended Care day must sign up ahead of time, even if they have enrolled the child(ren) up for Option #2 (with Extended Care included in tuition) by calling our Family Engagement Coordinators at (605) 338.8061.

## **SITE CONTACT INFORMATION**



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



# SITE

# information

*Harrisburg School District*

## **ENTRANCE**

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

## **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 listed on your enrollment form. 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.

## **EXAMPLE AFTER-SCHOOL SCHEDULE (MAY VARY BY AGE GROUP AND/OR SITE)**

3:00 p.m. - 3:15 p.m.	Arrival/Sign in
3:15 p.m. - 3:30 p.m.	Snack
3:30 p.m. - 3:40 p.m.	Announcements
3:40 p.m. - 4:15 p.m.	Outside/Gym Activities
4:15 p.m. - 5:00 p.m.	Programming
5:00 p.m. - 5:30 p.m.	Structured Centers
5:30 p.m - 6:00 p.m.	Clean Up/Free Choice

# SITE

# information

*Harrisburg School District*

## IMPORTANT 2025 SCHOOL YEAR DATES

First day of Before- and After-School Program	Wednesday, August 20th
BGCSE Closure (No care offered) *All Staff Retreat*	Friday, August 29th
BGCSE Closure (No care offered)	Monday, September 1st
Extended Care Day	Friday, October 10th
Extended Care Day	Monday, October 13th
Extended Care Day	Wednesday, October 22nd with 2 hour early dismissal
Extended Care Day	Wednesday, November 26th
BGCSE Closure (No care offered)	Thursday, November 27th & Friday, November 28th
Extended Care Day	Wednesday, December 3rd with 2 hour early dismissal
Extended Care Day	Monday, December 22nd
Extended Care Day	Tuesday, December 23rd
Extended Care Day	Wednesday, December, 24th with early closure at 3p.m.
BGCSE Closure (No care offered)	Thursday, December 25th
Extended Care Day	Friday, December 26th
Extended Care Day	Monday, December 29th - Wednesday, December 31st

# SITE

# information

*Harrisburg School District*

## IMPORTANT 2026 SCHOOL YEAR DATES

BGCSE Closure (No care offered)	Thursday, January 1st
Extended Care Day	Friday, January 2nd
Extended Care Day	Friday, January 9th
Extended Care Day	Monday, January 19th
Extended Care Day	Friday, February 13th
Extended Care Day	Monday, February 16th
Extended Care Day	Wednesday, March 4th with 2 hour early dismissal
Extended Care Day	Thursday, March 12th
Extended Care Day	Friday, March 13th
Extended Care Day	Friday, April 3rd
Extended Care Day	Monday, April 6th
Extended Care Day	Wednesday, April 29th with 2 hour early dismissal
No K5 Program (Due to Summer Training)	Thursday, May 21st
No K5 Program (Due to Summer Training)	Friday, May 22nd
BGCSE Closure (No care offered)	Monday, May 25th
K5 Summer Program Begins	Tuesday, May 26th

# 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 can be requested by contacting Erica Robbins, Billing Manager: (605) 306.5465 | [erobbins@bgcsiouxempire.org](mailto:erobbins@bgcsiouxempire.org).



# PROCARE

# childcare app

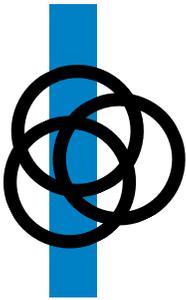
All of our programs utilize ProCare as a communication and childcare management system, which allows us to enrich program and parent/guardian interactions.

## 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.



ProCare has a two-way messaging system with both an Office Chat and Classroom Chat that allows you to communicate with administrators or with teachers. Office Chat is for private communication between parents and administrators to discuss more sensitive topics such as billing or registration. Classroom Chat provides a dedicated space for discussions between parents and all teachers regarding classroom related topics. Please use this channel for notices about your child's health, schedule (ie absences), activities, etc.

**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:

- 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.
- Click here to enable push notifications, view invoices, add additional children and more.
- Swipe to view additional children.
- Displays the name of the center/school. Click to switch schools (if applicable).
- Filter daily activities by activity type or date range.
- View attendance records and daily activities added by your child's teacher.

Annotations:

- View attendance records and daily activities added by your child's teacher.
- Filter daily activities by activity type or date range.
- 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 to the Activity Feed home screen.

# PROCARE

*childcare app*

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

### **Early Learning Academies:**

- All children need to be signed in and out by a parent/guardian or other authorized person, which can be done using the ProCare screen found near the program's entrance.

### **K-5 Enrichment Program:**

- For After-School care, BGCSE staff will check in all students who are present that day. If a child does not arrive at our after-school K-5 program and we do not have notice of an absence, BGCSE staff work with school officials and the BGCSE office to locate the child immediately. For checking students out, parents/guardians or other authorized persons will need to walk into the site and use ProCare with the iPad found on the welcome cart near the program's entrance.
- For Before-School care, all children need to be signed in by a parent/guardian or other authorized person using ProCare with the iPad found on the welcome cart near the program's entrance. BGCSE staff will transport or dismiss students to their schools/classrooms as appropriate to start their school day.

## **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**

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

## **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.

## **ASSISTANCE**

If you have any questions about ProCare or need assistance, please reach out to our Family Engagement Coordinators:

Phone: (605) 338.8061

Availability: Monday-Friday 6:00 a.m. - 6:00 p.m.

# IMPORTANT

*reminders*

## MEAL INFORMATION

The Boys & Girls Clubs of the Sioux Empire provides an afternoon snack and is a peanut-free facility. We do not allow additional snacks or food items to be brought in by students (unless a special diet form is on file). Please contact your K-5 Manager if you have questions and/or concerns, and look to our Family Handbook for more information on our Meals & Nutrition policy.

## SCHEDULES

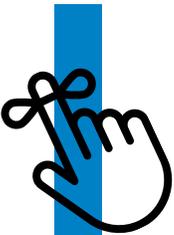
To comply with state licensing regulations, it is crucial that we have accurate and up-to-date schedules for all children to ensure we are appropriately staffed and to meet staff-to-child ratios. Please send any schedule updates to our website at <https://www.bgcsiouxempire.org/parents/parent-schedules>. If you are unable to submit a schedule on our website, please call and update schedules with our Family Engagement Coordinators at (605) 338.8061. Schedules should be submitted two weeks in advance.

## ABSENCES

Parents/guardians must notify BGCSE of all child absences via Procure or by contacting our Family Engagement Coordinators at (605) 338.8061. Extended absences without notification may result in termination of services.

## PERSONAL BELONGINGS

Students are not allowed to bring toys or games from home unless BGCSE staff have permitted the items. 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 school year 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 after-school hours. 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.



# ADDITIONAL

# information

## CONTACT US

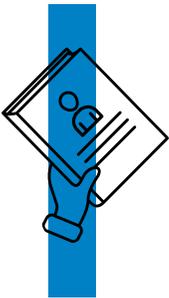
We recommend connecting with your K-5 Manager for questions or concerns about your child and their care. Please look to the “Meet Your K-5 Manager” page of this guide for their contact information.

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.com/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).

