



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

# LEADING THROUGH VALUES. LEARNING THROUGH *play.*



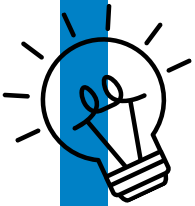
**2026 K-5 SUMMER ENRICHMENT PROGRAM**  
COMMUNITY | INNOVATION | INSPIRATION | INTEGRITY | LEADERSHIP

# 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, Recreation and Physical Education, as well as interest clubs and enhancement activities which are centered around character and leadership development. 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](http://BGCSiouxEmpire.org/family-handbook).



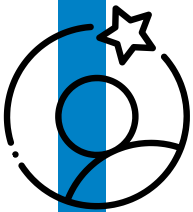
# MEET

# 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*

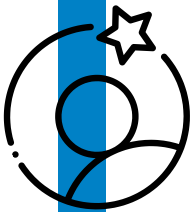
*Sioux Falls School District*



Erica Sunde has been an exceptional part of the Boys & Girls Clubs of the Sioux Empire team since 2019. Her journey with BGCSE began as a Site Coordinator at our 14th Street location, where she made a significant impact. Erica then advanced to the Empower location as a Team Lead before pioneering a new program at Inspiration Elementary. Her dedication to our mission led her to transition into the Community Learning Center model with the Sioux Falls School District as a Connections Coordinator at Rosa Parks, and she now excels as the K-5 Manager for the CLC programs.

Before joining BGCSE, Erica accumulated a decade of experience in Westside Public Schools in Omaha, NE. Her extensive background in education, combined with her passion for art, continues to drive her impactful work in the Sioux Falls public schools. Erica's commitment

to blending creativity with education profoundly enriches our programs and the lives of the students we serve.



## **Erica Sunde**

(605) 988.7868 | [ESunde@BGCSiouxEmpire.org](mailto:ESunde@BGCSiouxEmpire.org)

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



# SITE

# information

*Sioux Falls School District*

## HOURS

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

## IMPORTANT DATES

- No care offered: Thursday May 21st and Friday May 22nd
- BGCSE Holiday Closure - No care offered: Monday, May 25<sup>th</sup>
- No care offered (site training): Tuesday May 26th and Wednesday May 27th
- First day of K-5 Summer Enrichment Program: Thursday, May 28th
- BGCSE Holiday Closure - No care offered: Friday, July 3rd
- Last day of 2026 K-5 Summer Enrichment Program: Wednesday, August 19th



## ENTRANCE

### Harvey Dunn:

Parents should enter through the main front doors and then through the community center. The Boys & Girls Club program is held in the community center space.

### John Harris, SBA, Rosa Parks

Parents should enter through the main front door. The Boys & Girls Club program is held in Multi-Purpose Room, straight down the hall from the entrance.



# SITE

# information

*Sioux Falls 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 the Community Learning Center at [communitylearningcenter.sfsd@k12.us](mailto:communitylearningcenter.sfsd@k12.us) or (605) 367-4424.
- Please make sure a staff member is aware of their arrival and departure from the site.
- Parents must notify the 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.

John Harris	Site Cell Phone Number: (605) 909.3401
Harvey Dunn Elementary	Site Cell Phone Number: (605) 553.7224
Rosa Parks Elementary	Site Cell Phone Number: (605) 937.2007
Susan B. Anthony Elementary	Site Cell Phone Number: (605) 937.2037

For contact with the Community Learning Center, please email [communitylearningcenter.sfsd@k12.us](mailto:communitylearningcenter.sfsd@k12.us) or call (605) 367-4424.

# 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

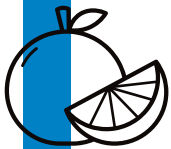
## GENERAL INFORMATION

### 2026 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.

Meals, which will include lunch and a snack, 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 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 2026 K-5 Summer t-shirt. All sites are expected to wear their shirts in the pool during the entirety of their swim day. 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 and bring to the pool. 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.

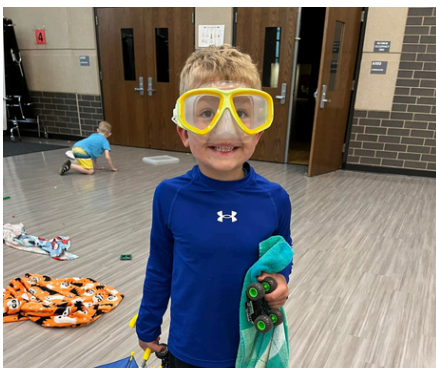


### WEATHER

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 Drake Springs, 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 Laurel Oaks and Drake Springs, 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.
- **John Harris:** 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.



# FIELD TRIP

*schedules*

## SITE SPECIFIC & WEEKLY FIELD TRIP SCHEDULE

### FIELD TRIP SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
AM Field Trip		Harvey Dunn	Rosa Parks	Susan B. Anthony	John Harris

### POOL SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
Drake Springs	Susan B. Anthony	Rosa Parks	Harvey Dunn	Rosa Parks	Susan B. Anthony
Laural Oaks	John Harris			John Harris	Harvey Dunn

## SUMMER 2026 FIELD TRIP SCHEDULE

Week	Theme	Field Trip Location	Offsite Outreach TBD - Select Locations	Business/Guest Speakers/Presentations *Select Locations
May 25 - May 29	Boarding Now: Adventure Awaits	Onsite	Pen Pal Program *Select Locations	
June 1 - June 5	Mexico	Great Bear Good Earth	Recycling Tour - June 4th	
June 8 - June 12	Brazil	Good Earth Farm		
June 13 - June 19	Italy	Washington Pavilion (K-2) Eastway/Sports Bowling (3-5)		
June 22 - June 26	Egypt	Local Parks w/ 4-H		SD Corn/Soybean
June 29 - July 3	India	Onsite	Sanford Promise Lab: John Harris **July 1st	
July 6 - July 10	Greece	State Theatre		
July 13 - July 17	Australia	Lyon County Conservation - Lake Pahoja Recreation Area		
July 20 - July 24	Japan	Business/Shark Tank		Stewarts/DDS Signs
July 27 - July 31	France	Wild Water West		
August 3 - August 7	Spain	Cooking Challenge	Sanaa's Kitchen August 5th *Select Locations	Bakery/Grocery Stores/Coffee Shops
August 10 - August 19	Touchdown: USA	Onsite		

# WEEKLY

# schedules

Sioux Falls District	M	T	W	TH	F
Harvey Dunn Elementary	On-site	AM Field Trip	Swimming	On-site	Swimming
Rosa Parks Elementary	On-site	Swimming	AM Field Trip	Swimming	On-site
Susan B. Anthony Elementary	Swimming	On-site	On-site	AM Field Trip	Swimming
John Harris Elementary	Swimming	On-site	On-site	Swimming	AM Field Trip



# 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. Families should provide schedule information to the Community Learning Center (communitylearningcenter.sfsd@k12.us or (605) 367-4424).

## **ABSENCES**

Parents/guardians must notify BGCSE of all child absences via Procure. 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.



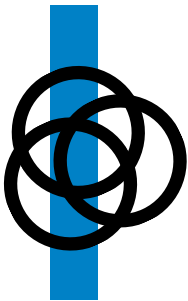
# PROCARE

## 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: **AB69667F9F**.
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](#)

**Georgie Jones**  
Casey Child Care

Jan 21 - Mar 18 / All Activities

Mon, Feb 10

SIGN-IN  
By Jennifer H  
Signed-in to Caterpillars @ 12:31 PM

Tue, Feb 06

SIGN-IN  
By Jennifer H  
Signed-in to Caterpillars @ 12:47 PM

Fri, Feb 02

CIRCLE TIME  
By Jennifer H  
9:00 AM

LOAD MORE ACTIVITIES

ACTIVITY DOCUMENTS PROFILE

Callout boxes explain features: "Click here to enable push notifications", "All enabled Sign-in/Out options will display here", "Add drop-off notes to help with morning drop-off communication", "View events added by your school", "Compose or view messages sent from staff", "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", "Filter daily activities by activity type or date range", "View attendance records and daily activities added by your child's teacher", "Navigate back to the Activity Feed home screen", "Edit your child's profile information or add a parent/authorized pickup (if enabled)", "View and complete document requests sent by school admin."

# 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**

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

## **BILLING & PAYMENT**

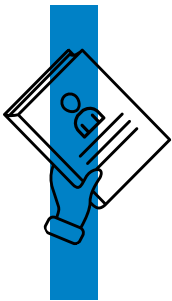
The billing schedule and payment processes are managed by the Sioux Falls Community Learning Center. For further details, please visit <http://www.sf.k12.sd.us/o/clc/page/summer>. For any financial inquiries, feel free to contact the CLC office at 605-367-4424.

## **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 the CLC enrollment team for information regarding schedules, ProCare, enrollment, billing information, etc.

Phone: (605) 367-4424 | Email: [communitylearningcenter.sfsd@k12.sd.us](mailto:communitylearningcenter.sfsd@k12.sd.us)



## **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](http://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).

