

B.A.S.E.

Parent Handbook 2018-2019



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FEE INFORMATION:

Registration Fee: \$25.00

Tuition Fees:

SCHOOL DAYS

AM Session: (breakfast included)

6:30-7:30am - \$5.00 (breakfast for \$1.00)

PM Session:

After School – 4:00 pm -- \$9.00 per child

After School – 5:00 pm -- \$11.00 per child

After School- 6:00pm--\$13.00 per child

NON-SCHOOL DAYS

All Day: **\$30 per child** (must be pre-registered)

Drop-In: **\$40 per child per day**

Each parent/guardian will be charged tuition based upon their childcare agreement in the B.A.S.E. Enrollment Form, not actual attendance. Tuition payments are due even if a child is absent due to illness or personal reasons.

If you wish to change your childcare agreement, B.A.S.E. will need a 2 week notice.

Parents/Guardians are responsible for all tuition incurred as well as other fees incurred and outlined in this handbook.

Tuition fees will be due in advance. If paying **weekly**, payments are due the first day of that attendance week. If paying **semi-monthly**, payments are due 1st and 15th of each month. If paying **monthly**, payments are due on the first of each month. Payment is due on or before the due date for that period.

LATE PICKUP FEE:

Parent/Guardians must pick up their child by 6:00 p.m. If your child is picked up after 6 p.m. you will be charged a late pickup fee of:

6:01-6:10 \$10.00 per child

6:11-6:15 \$20.00 per child

The late pickup fee will be charged to your account. If you are more than one hour late and we have not heard from you or successfully reached a

person listed on your emergency phone list, the police will be contacted for assistance.

WITHDRAWAL:

A 2 week notice is required when a parent/guardian intends to withdraw a child from B.A.S.E.

B.A.S.E. POLICIES:

- Students must be signed in and out each day in the B.A.S.E. attendance sheet. Parents must walk in with their child to sign them in.
- Students must behave appropriately and treat other students, staff, and school property with respect.
- Students will be treated with care and respect.
- Communication is vital. Parents are expected to contact the B.A.S.E. Coordinator regarding any questions, comments, or concerns that are not adequately addressed by staff. The Coordinator will contact parents with necessary questions and concerns.
- Students and families that do not abide by the fee schedule and policies will not be allowed to continue in the B.A.S.E. program.
- Permission to participate in B.A.S.E. activities (movies, special programs, etc.) is granted by parent/guardian enrollment in the B.A.S.E. program and session registration.

MEALS AND SNACKS:

Breakfast will be offered in the morning and afternoon snack will be provided on school days.

A nutritional snack will be offered in the morning and afternoon on each school release day. Students will need to bring a bag lunch on each school release day.

PERSONAL BELONGINGS:

Any toys or items brought from home will be the responsibility of the student. B.A.S.E. cannot be responsible for any lost or damaged items brought from home.

INCLEMENT WEATHER AND EMERGENCY DISMISSAL POLICY:

B.A.S.E. will follow the policies of St. Stephen's School in the event of inclement weather or an emergency. This policy may be found in the STS School Handbook. Every attempt will be made to notify parents/guardians in the event of a necessary closure of the program during program hours. If the parent cannot be reached, emergency contacts will be notified to pick up your child(ren). Staff members will remain until all children are picked up. **If B.A.S.E. is closed during their entire operation hours, you will not be billed for that day.**

ILLNESS:

Children with any of the following symptoms should not be sent to B.A.S.E. Parents/guardians will be notified immediately and expected to pickup a child if he/she has any of the following symptoms:

- A temperature registering above 101 degrees. Temperature must be normal (98.6) for 24 hours before returning.
- Fever, vomiting, diarrhea, any undiagnosed rash, discharge from eye, severe cold symptoms.
- Lice.
- Exposure to communicable diseases should be reported to staff. If your child is contagious he/she may not attend B.A.S.E. until 24 hours after medication begins.

If parent/guardian is unable to pick up the sick child within one hour of being contacted, they are expected to contact an authorized person to pick up the child. If the parent/guardian cannot be reached the person listed on the emergency list will be contacted. B.A.S.E. staff are First Aid and CPR certified, but are not trained to make a medical diagnosis. Staff will watch and report to parent/guardian any signs of illness and to use their judgement as to whether the child's parent/guardian should be contacted for pickup.

POLICY FOR RECORDING AND REPORTING ACCIDENTS:

In the event of a medical emergency, B.A.S.E. staff will take necessary steps in obtaining care for the child:

1. Administer appropriate first aid
2. Inform parent/guardian of accident and first aid applied
3. Complete an accident report. If there is a serious medical emergency which requires immediate care by a professional medical caregiver, the following steps will be taken:
4. Staff will contact 911 immediately; parent/guardian will be contacted immediately thereafter. If parent/guardian cannot be reached, staff will contact person listed on the emergency list.
5. In the event that a child would need to be taken to a medical facility, B.A.S.E. reserves the right, with paramedic assistance, to determine if the child would need to be transported by emergency vehicle.
6. Complete an accident report which would then need to be signed by parent/guardian.

CHILD ABUSE AND NEGLECT:

Under Minnesota state law, all staff who work with children are required to report all suspected physical, emotional, or sexual abuse or neglect of children to county child protection and/or the local police.

DISCIPLINE POLICIES:

It is the goal of B.A.S.E. to provide a safe, respectful environment for all participants and staff. Participants of the program will be expected to respect others and their property, follow directions, and act in a safe manner toward themselves and others.

When conflicts arise, the staff will respond in a manner appropriate to the age of the participant/s involved. This will include redirecting to a more appropriate activity and communicating the expectation of appropriate behavior in a non-threatening, respectful manner. If the inappropriate behavior continues, the participant

may be removed from the activity for a short time and given the opportunity to process the incident with a staff member.

When these methods of guiding behavior fail or the participant threatens the safety of others, he/she will be separated from the group.

Problem behavior will be communicated to the parents through verbal communication. If behavior is ever out of control and threatens the safety of others, the parent will be contacted and expected to pick up their child for the remainder of the day. A parent conference will then be required before their child can return to B.A.S.E.

INAPPROPRIATE/HARMFUL BEHAVIOR:

Behavior which is inappropriate and/or harmful includes, but is not limited to:

- Behavior which directly or indirectly threatens others including any form of aggression such as hitting, pushing, spitting, throwing objects, verbal threats, disrespectful language, inappropriate gestures, inappropriate touching, etc.
- Behavior which intentionally causes destruction or misuse of property and equipment.
- Behavior that threatens the safety of students or staff.
- Behavior demonstrating lack of self-control (i.e. anger, blatant disrespect or refusal to follow directions of staff, etc.), and/or leaving the group or program area without staff approval.
- Behavior which may be perceived as sexual harassment or intimidation (i.e. verbal language, gestures, physical contact, etc.).

If the behavior threatens the safety of the children or staff then an immediate suspension may be warranted and parents will be called to pick up their child. Depending on the severity and frequency of the behavior, B.A.S.E. reserves the right to suspend or dismiss a child from the program at any time.

SCHEDULE 2017/18

B.A.S.E. OPEN

October	9, 18, 19, 20
November	22
December	1, 4, 26, 27, 28, 29
January	15
February	19, 20
March	8, 9, 12, 13, 14, 15, 16
April	2, 23

B.A.S.E. CLOSED

November	23, 24
December	25
January	1
March	30
May	28
June	6, 7, 8