

**ST. JOHN'S LUTHERAN SCHOOL  
BEFORE & AFTER SCHOOL CARE GUIDELINES**



***2017 - 2018***

**Katrina Winograd  
BASC Director**

## **PURPOSE**

Providing a safe, secure, Christian based environment for our students before and after school hours.

## **ADMISSION**

Any student enrolled in Pre-school through 8<sup>th</sup> grade at St. John's may attend the BASC. Parents are welcome to use the program at their convenience on an as needed basis provided they meet the guidelines outlined in the BASC handbook.

## **OPERATION HOURS**

### **Before School Program**

M-F 6:45-8:00 am

### **After School Program**

M-F = 3:30-5:30 (full day attendance)

M-F = 12:30-5:30 (½ day attendance)

M-F = 2:30-5:30 (2 pm dismissal)

Please note, on days St. John's is not in session, BASC will not be available. Please feel free to approach any of the BASC staff about watching your child(ren) in your home, should you need childcare on those days.

## **FEES**

To activate a BASC account an initial \$50 deposit must be made during school orientation or in the school office. The rate for using BASC is \$5 an hour per child or \$1.25 for every fifteen minutes your child is in BASC.

Please be considerate of the BASC workers and observe the opening and closing times of our program. There will be a \$1 charge/student for every minute past 5:30 your child remains in BASC.

Children riding a school bus arriving at St. John's before 8:00 am will be placed in the BASC program, but will not be charged a fee.

## **PAYMENT**

Fees for using BASC will be deducted from your Sycamore account on a daily basis.

It is the parent's responsibility to make certain their BASC account does not fall into arrears.

A BASC account with a negative balance for more than 3 days, will result in the suspension of the privilege of using the BASC program. Once the balance is paid in full, use of BASC may resume.

Your payment may be submitted in the form of check or cash. If writing a check please write your child's name on the memo line. Make checks payable to:

ST. JOHN'S LUTHERAN SCHOOL--BASC

Cash payments are to be submitted in a sealed envelope, addressed to BASC, with your name and your child(ren)'s name(s) on the outside.

## **DROP OFF AND PICK UP LOCATIONS**

The drop off location for Before School Care is the NE door of the church building gymnasium. Your child(ren) may be picked up from After School Care in the Fellowship Hall of the church building.

Please note on the rare occasion, the pick up and or drop off location of the BASC program may require changing. Every effort will be made to inform you as quickly as possible to minimize your inconvenience.

## **DROP OFF AND PICK UP PROCEDURES**

To drop off your child(ren) in the BASC program:

1. Enter the gymnasium through the northeast door of the church building.
2. If you walk your child into the gym, please check your child in with the BASC worker on duty by filling out the intake form.
3. If you choose to drop your child off and not walk them into the gym, please do not drive off until you have made eye contact with the BASC worker and see your child is securely in the building.

To pick your child(ren) up from the BASC program:

1. Present your name card to the BASC staff on duty in the Fellowship Hall.
2. The BASC staff member will summon your child(ren) via communication with another staff member.
3. While waiting for your child(ren), you will collect their belongings and sign them out of BASC.

## **SNACK**

There is no snack is provided in the morning program. However, your child is free to bring their own food to consume. A healthy snack is provided during the After School Care program.

## **MEDICATION**

If your child is to receive medication during the Before and After School Care hours, the parent must provide the Director with a completed, signed Medication Authorization form. These forms may be found in the school office.

## **HEALTH AND SAFETY**

If your child has a known medical condition (asthma, diabetes, etc.) please be sure the Before and After School Care worker knows what to do if a problem occurs.

If your child has any of the following conditions the parent will be notified to pick up the child immediately: a contagious disease, vomiting or diarrhea, or an accident requiring medical attention.

**Please keep your emergency information updated at all times.** Phone numbers and names of other persons to contact for an emergency pick up of your child are important.

Be sure your child has the proper clothes to play outside hats, gloves, and boots in the winter; safe footwear for playing outside.

## **PERSONAL PROPERTY**

All children are to respect each other's property. As per school rules, toys, electronics, games, and the like are not allowed at school. If a teacher has given special permission for them to be brought to school for a special event, they are to be left in the student's backpack and not played with during BASC. Cell phones or any other type of electronic devices are to be kept in your child's backpack.

## **CHILDREN'S CONDUCT**

Parents have the right to expect that their child will have proper supervision. The child who constantly needs the attention of the staff, because of inappropriate behavior, is taking away the rights of other children. We, as a staff, have the following expectations of your child(ren):

1. Children must remain in the designated Before and After School Care areas and ask permission to take bathroom breaks, drinks, etc. that may take them out of the room.
2. Children are to respect the rights and property of others.
3. Children are to act courteously and appropriately, be cooperative, respectful, and follow the instructions of the BASC workers.
4. School building and playground rules must be followed during BASC hours.
5. Appropriate and acceptable language is expected.
6. Children are expected to be responsible for their actions.
7. Materials and equipment are to be treated properly and returned to their place when done.
8. Students are to arrive at the After School Care location promptly from their classrooms.

## **DISCIPLINE**

BASC workers will handle discipline in a positive manner that promotes the physical, psychological, and spiritual well being of each child. The BASC staff will assist a student in discussing problems and promoting forgiving relationships with peers.

Repeated discipline problems, physical abuse to other students, and disrespect to the workers shall be reported to parents and the administration. Repeated offenses may be a cause for dismissal of the child from the program.

## **DISMISSAL FROM THE BASC PROGRAM**

The following circumstances may result in your child being dismissed from the BASC program:

1. Failure to follow payment procedures.
2. Dropping off a child before 6:45 a.m. in an unsupervised situation.
3. Chronic disregard for the 5:30 p.m. closing time.
4. Not signing a child in or out of the program.
5. A child who does not follow our behavior recommendations as stated in our discipline policy, including respecting the decision and direction of our BASC workers.
6. Any child who intentionally physically harms another child or staff member.

