

## **Our Savior Lutheran School Before & After School Care Handbook**

**Purpose:** The Before & After School Care (BASC) operates to provide a safe Christ centered environment and service to those families who have a need for before and/or after school care. Only children enrolled in Our Savior Lutheran School (Pre-K thru 8th grade) are eligible for this service. Please note that since our Pre-K program runs during the morning hours, only before school care is available for Pre-K students. There is no early afternoon care available for Pre-K students at this time.

**Staff:** The staff consists of Christian personnel who have demonstrated an interest in and ability for this service. Our Savior's Board of Christian Education provides oversight for the BASC program. The principal of the Lutheran elementary school works in an advisory capacity with the BASC staff members to administer the program. The lead administrator of the BASC program will report to and be under the guidance of the principal.

**Hours:** BASC is available for use in the morning from 6:30 to 7:50 am. It is available for use in the afternoon from 3:15 to 5:30 pm. Morning start time may be changed based on needs prior to the start of the new school year. Please make sure you put the **earliest arrival time** on your calendar, the staff will come in whenever the earliest child is supposed to arrive. There will not always be staff from 6:30-7:50. If you need later hours any given evening, please ask the BASC coordinator and they will be able to tell you if it is available for that day or not given what works in their schedule.

**Cost:** The cost is \$4.50 per hour per child. Families will be charged by the minute. You will be charged based on the starting time you put on your turned in calendar. Example: If you say 6:30 am on your calendar but don't come until 7:00 am, you will be charged based on the 6:30am time, unless you contact the BASC coordinator the night before.

**Payment:** All BASC fees from parents are paid through the FACTS payment system.

Failure to arrange payment jeopardizes the child's enrollment in BASC.

**Late Pick-up Fee:** Starting at 5:45pm you will be charged \$4.50 **per minute** your child is at BASC.

**Program Support:** Rates will be reevaluated yearly and adjusted as necessary. This program is supported and funded by fees that are paid by the families electing to use this program for their children. This program is intended to be self-supporting which means that it will not impact or add expense to the regular, annual church & school budgets.

**Illness:** Parents will be notified if a child becomes ill during the school day or during BASC. Parents are expected to pick up the child in a timely manner so as not to expose other children to the illness.

**Drop Off / Release of Child:** An email from a parent is required if someone other than the parents will be picking up the child and the FACTS login number needs to be given to the person who is picking up the student so they can sign them out on the Kiosk. BASC will typically operate in the lower lobby space just outside the kitchen area or music room. Children are to be dropped off and picked up using the lower lobby door of the Family Life Center. If we are not in the Family Life Center we will leave a sign stating where we are located. The doors stayed locked for safety, please knock.

**Sign in/Sign out Kiosk:** The individual dropping off/picking up is responsible for signing in and signing out each child through the FACTS Kiosk. The family is given an identification number which is accessible on the FACTS parent dashboard or you can ask the BASC staff.

**Emergency Consent Forms:** The BASC staff has access to emergency information on FACTS, we no longer need a paper copy specifically for BASC turned in.

**Medication:** Medication will not be dispensed to any child without specific written instructions from the parent. The BASC staff will maintain copies of the school's Medicine Release Forms.

**Snacks:** Parents wishing their children to have a snack are to provide nutritious food (i.e. fruit, vegetable, granola bar, breakfast bar, etc.). Please be sure that the snack is clearly marked with the child's name on the bag or lunch box. Please avoid snacks with peanuts.

**Student/Worker Ratio:** We normally try to maintain a ratio of no more than 12 children per worker. This may vary based on ages of students.

**Behavior Problems:** Children are expected to show proper Christian conduct toward other children and the workers at all times. If a child is persistently uncooperative, the following discipline is enacted: 1) the staff worker gives a warning to the child and informs the parent; 2) the principal is informed and discusses the problem with the child and parent; and if the behavior is not resolved then... 3) loss of BASC participation. However, if there is any serious or dangerous behavior this could lead to instant removal from the program. Children are responsible for assisting in keeping the BASC area neat and clean. Persistent lack of cooperation in this area results in the same procedures that are used in discipline situations.

**Location:** BASC will operate in the music room. Children are to be dropped off and picked up using the lower lobby door. If BASC is outside or in another location the parents will be informed and/or a sign will be left on the door.

**BASC Activity Schedule Considerations:** Snack time, free play, organized activity, quiet reading time, arts and crafts, homework time, games, and other activities...

**Forms needed:** All on FACTS.

**Other:** Children who arrive before 7:50 am or who have not been picked up after school by 3:30 pm will automatically go into BASC and be assessed the hourly rate beginning at 3:15 pm. (Children are not allowed to stay unsupervised on the school grounds.)

“Drop-in” BASC children need a note, text, or phone call (note preferred) from a parent stating that the child will attend BASC on that particular day. As a courtesy, it is helpful if a parent who normally doesn’t use BASC informs the BASC staff of any days he/she intends to use the program. This will help to ensure that appropriate staffing is available.

Once a child has been picked up from school, he/she cannot be brought back to BASC.

Parents need to send a note to BASC if a child has any restrictions. (Example: If a child should not run due to a physical condition, food allergy, etc.)

Siblings of students in athletics or other after school activities are welcome to attend BASC. They will pay the regular rate listed above.

Students involved in after school athletics or other activities that do not begin immediately after school are welcome to attend BASC. They will pay the regular rate upon their arrival.

**No** personal entertainment devices are allowed to be used during the time a child is in before or after care.