

BRAHAM AREA SCHOOLS
BEFORE AND AFTER SCHOOL
KIDS (BASK)
POLICIES AND PROCEDURES

2019-2020
Bombers Before and After School Kids
BASK

Dear Parents,

The goal of our Bomber BASK program is to provide activities to students Grades K-6, in an environment that is safe, challenging and nurturing. Furthermore, it is our goal to provide this service so it is as convenient and inexpensive as possible to our families.

Please be advised that the BASK program expectations, behavior, and guidelines work in conjunction with the Elementary School Student Handbook. The Student Handbook can be found on the school website under the parent tab.

Enclosed you will find the following documents:

Registration Forms

Registration fee is \$15 for the first child, \$10 for the second or a maximum of \$25 per family and is nonrefundable. Families are required to fill out the registration form(s) completely each year and submit to the K-4 building office prior to the start of service. We use this information to contact you or your physician in case of an illness or accident. We need this information to remain current all year long. Any change in address, phone numbers, etc. must be given to the coordinator immediately.

Administrative Guidelines

If you have any questions about the program that are not answered after looking at the guidelines please let us know.

Weekly Tuition Payment and Plan

During the year this form and payment will be required by 6:00 PM on the Thursday prior to the week of service. Schedules and payment turned in after 6:00 PM on Thursday are subject to a **\$5.00 late fee** and will be returned if we do not have room in the program. We need this time to ensure we have proper staffing levels for the week. For the first week of school we will need to have the registration forms and this payment form turned into the office before the end of the School Open House on Wednesday Aug. 28, 2019.

Responsibility and Discipline Guidelines

Please take the time prior to starting the program to review these guidelines with your child. There are expectations placed on students while they are in this program and an inability to meet those expectations may jeopardize student participation.

Thank you for supporting the Bombers BASK program.

2019-2020 Bombers BASK

Administrative Guidelines

Registration Forms

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Completed forms must be in the K-4 building office five (5) business days prior to service.

Weekly Tuition Payment/Schedule

Weekly schedules with payments are due by 6:00 PM on the Thursday prior to the requested week of service. **Parents pay for the time reserved regardless of attendance.** You may reserve and pay by the week, two weeks, or by the month. Schedules and payment turned in after 6:00 PM on Thursday are subject to a **\$5.00 late fee** and will be returned if we do not have room in the program. Make sure you have alternative childcare if necessary. **No accounts should go into a balance DUE!** Families with an outstanding balance will not be permitted in the program until such balance is paid in full. Late fees will be accrued weekly until balance is paid.

Schedules and payments will be due by 6:00 PM on Wednesday for those weeks when school will not be in session on Thursday.

Schedules and payments for the week prior to and the week after Winter break will be due at 6:00 PM on Thursday the week prior to the week off. (Ex: Thursday December 19, 2019 schedule and payments due for both weeks)

After you have turned in your schedule and your child is enrolled in BASK for the day, if your plans change, a note needs to be sent with the child stating otherwise (ex: is to ride the bus home today). Please also let the BASK coordinator know if your child will not be attending BASK for the day (ex: field trip and taking child home).

Payment Method and Non-Sufficient Fund Check

Payments may be made by cash or check. Payments may be made to the coordinator or at the K-4 office building with the weekly tuition form filled out by 6:00 PM Thursday.

Non-Sufficient Fund (NSF) checks are immediately forwarded by our bank to Bonded Accounts for collection. This action will include a \$30.00 service fee. In this case, your calendars will be considered late and a late fee will be assessed. Payments must then be made in cash and if not received services will be discontinued.

Days and Hours of Operations

The program will be provided on regular school days. The program will not be offered on full curriculum days when school is not in session, MEA, winter or spring breaks. Make sure you have alternative childcare on the days not offered by the program. School calendars are available on the school website as well as at the back of the handbook.

Services are offered Monday through Friday from 6:30 AM – until school starts and after school until 6:00 PM. All children must be picked up by 6:00 PM.

If a child is picked up after this time, parents will pay an overtime fee in cash at the time of pick up and before your child/children are able to return to the BASK program.

6:01-6:15 PM \$10.00 per child

6:16-6:30 PM \$15.00 per child

6:31-6:45 PM \$20.00 per child

6:46-7:00 PM \$25.00 per child

After 7:00 PM, the coordinator will notify the police and services will be terminated immediately.

Services may be suspended after one late pick up. Services **will** be terminated after two late pick-ups.

Dropping Off / Picking Up

Parents must accompany their child/children when dropping off or picking up from the program. Parents will also initial the daily roster at drop off or pick up time. The coordinator must be notified if someone other than a parent is picking up your child. The main entrance will be open in the morning and afternoon for drop-off or pick-up.

Bus Service

Bus service is mandatory for all students participating in the program that are in 4th - 6th grade. This service was implemented to ensure the safety and prompt arrival of our students. A bus pass will be given to each afternoon student to ride the bus. 4th- 6th graders will use the following buses: Bus #4 to get to school in the AM and Bus #15 in the PM to get to the program.

Those students participating in an extracurricular activity (sport) will not be expected to ride the bus; they may walk with the team. The coordinator must be notified if a child is participating in the program after the activity.

Weather Related Closures, Late Starts, Early Dismissals

If school will be closed because of severe weather for a full day, the program will not be offered. A credit will be issued to only those enrolled for the day cancelled because of weather (ex: snow day).

If the school has a late start because of severe weather, the program will start late (ex: 2-hour late start, program would start at 8:00 AM instead of 6:00 AM)

If the school will be dismissing early because of severe weather, the program will NOT be available to those enrolled for that day. **No BASK on early dismissal days due to snow.** The purpose of early dismissal is to ensure the safety of the children and staff.

Health and Safety

Exclusion policies

BASK will supervise and isolate a child from other children in the program when a child becomes sick and immediately notify the sick child's parent or legal guardian. BASK will post or give notice to the parent or legal guardian of an exposed child the same day the program is notified of a child's contagious reportable disease specified in Minnesota Rules, part 4605.7040, or scabies, impetigo, ringworm, or chicken pox.

Infectious disease outbreak policies

When a child becomes sick, the center will immediately notify the sick child's parent or legal guardian and arrange for pick up. The child needs to be isolated in order to prevent the spread of illness. Isolating a sick child from other children in the program does not mean the child has to be in a separate space. It means the child should not be actively participating in activities with other children while waiting to be picked up.

Parent notification policy

BASK will notify parents of an exposure by posting information of the contagious disease in a conspicuous place that includes illness, symptoms, treatment, preventative measures, and how many cases have been reported.

Immunizations

BASK will require that by a child's date of attendance, the school must maintain or have access to a record detailing the child's current immunizations or applicable exemption.

Administration of Medication

Written permission is obtained from the child's parent or legal guardian before administering prescription medicine, sunscreen lotion, and insect repellent. Nonprescription medicine, sunscreen lotion, and insect repellent are administered according to the manufacturer's instructions unless provided written instructions by a licensed health professional to use a product differently. The school will ensure all medicine is kept in the medicine's original container with a legible label stating the child's first and last name. Medicine will be given only to the child whose name is on the label, not given after the expiration date, and returned to the child's parent or legal guardian or destroyed if unused. The school will document in the child's record the administration of medication, including child's first and last name, name of medication or prescription number, date, time and dosage and signature of the person who administered the medicine. The school will store medicines, insect repellents, and sunscreen lotion according to the directions on the original container.

Preventing and Responding to Allergies

BASK will require that before admitting a child for care, the school must obtain documentation of any known allergies from the child's parent/guardian. BASK will maintain current allergy information in each child's record. The allergy information must include: a description of the allergy, specific triggers, avoidance techniques, and symptoms of an allergic reaction; and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information. BASK will inform staff of each child's current allergy information, including food services regarding food allergies. This will

be done annually, or when a change is made in a child's allergy-related information. A child's allergy information will be available at all times including on site, on fieldtrips, and during transportation. Documentation that staff was informed of the child's current allergy information will be kept on site.

Building and Physical Premises; Free of Hazards

Policies for ensuring the building and physical premises are free of hazards

The school will ensure the areas used by the program are clean and in good repair, and the furniture and equipment is structurally sound and is age appropriate for the age and size of those using the area. BASK staff will ensure hazardous items including but not limited to sharp objects, medicines, cleaning supplies, poisonous plants, and chemicals are out of reach of a child. Staff will safely handle and dispose of bodily fluids and other potentially infectious fluids by: disinfecting surfaces that come in contact with potentially infectious bodily fluids; and disposing of bodily fluids in a securely sealed plastic bag.

Transporting Children

BASK does not transport children.

Emergency Preparedness

BASK has an emergency preparedness plan that is written using the Child Care Emergency Plan form developed by the commissioner. This plan will be available for review upon request by a child's parent/legal guardian. BASK staff will be trained at orientation and at least once each calendar year on the emergency plan and document training in each personnel file. The school will conduct, at least quarterly, one evacuation drill and one shelter-in-place drill.

Reporting

Center reporting policies will comply with the reporting requirements for abuse and neglect specified in section 626.556 including:

- Who should report child abuse and neglect:
 - Any person may voluntarily report abuse or neglect
 - If you work with children in a certified center, you are legally required or mandated to report and cannot shift the responsibility of reporting to your supervisor or to anyone else in the program. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.
- Where to report:
 - The telephone number of the Department of Human Services, Division of Licensing Maltreatment Intake line at (651) 431-6600, for reporting suspected maltreatment of a child occurring in a certified childcare program.
 - For reporting suspected maltreatment of a child occurring within a family or in the community the telephone number of the local county child protection agency is:
 - Chisago County 651-213-5672
 - Isanti County 763-689-1711
 - Kanabec County 320-679-6350
 - Pine County 320-591-1570

- o For reporting possible certification violations the telephone number of the Department of Human Services, Division of Licensing is 651-431-6500
 - o Reports concerning suspected abuse or neglect of children occurring in a licensed child foster care or family childcare facility should be made to county child protection services.
- The school will provide training to all staff related to the mandatory reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). the school will document the provision of this training in individual personnel records and monitor implementation by staff.
- Reporting to DHS:
 - o The school and the BASK program will inform the commissioner within 24 hours of:
 - The death of a child in the program
 - Any injury to a child in the program that required treatment by a physician.

Bomber Boost

If your child is enrolled in the Bomber Boost program, BASK is an option for the hour after services. The BASK program is available to Bomber Boost students for \$5.00 per day per child. Parents are expected to make sure their students are picked up from Boost by 5:00 PM each day or they have made prior arrangements to attend the BASK program. If the students are not picked up at 5:00 PM they will be placed into the BASK program and there will be a \$5.00 charge. The \$5.00 must be paid prior to the students attending the next Bomber Boost session.

Parental Access Policy

An enrolled child's parent or legal guardian must be allowed access to the parent's or legal guardian's child at any time while the child is in care.

2019-2020
Bomber BASK
Responsibilities and Discipline Guidelines

Responsibilities of Participants

Each youth must be responsible for:

- learning to take the consequences for his/her actions
- respecting the rules that guide them during the day
- not willfully harming another person
- not willfully destroying any equipment or property
- remaining with the group and supervisor at all times
- sharing equipment and supplies with others
- returning materials and equipment to the place where they found them
- using only acceptable language

Guidelines to follow while at the program

- Use only acceptable language
- Share
- Take care of materials and put them back when done
- Clean up after activities and meals
- Show respect to each other and staff
- Stay within sight of the staff at all times (Police will be called if youth runs off)
- Use appropriate touch only

Discipline Procedure for Inappropriate Behavior *

Staff will always treat youth with dignity and respect creating opportunities to teach appropriate behaviors. Staff will use warnings and redirection to other activities whenever possible to ensure the safety and success of all students using our program. Warnings will be documented. When warnings and teachable moments don't work, a discipline report will be completed and the following consequences will apply:

1st offense: Warning

2nd offense: Suspension from the program for up to 3 days, or 3 sessions, whichever is greater.

3rd offense: Suspension from the program for a minimum of one week, probable Expulsion from the program for the remainder of the school year. Further discipline after 3rd offense may include additional days of suspension, and probable expulsion from the program.

*Procedures for 3rd offense will immediately be applied to any child who causes injury to another youth or staff person. No refund will be given if a student is suspended for inappropriate behavior.

Discipline (Behavior Guidance)

Youth will be supervised at all times, inside and outside. The following factors guide behavior management:

- Youth are treated with respect and dignity
- Staff models positive, acceptable behavior
- Behavior expectations are consistent with the development level of the participating youth
- Youth are redirected to alternative activities if behavior problems arise
- Youth are taught acceptable alternatives to problem behavior
- Protecting the safety of youth and staff is of prime importance
- Immediate and directly related consequences of misbehavior are provided