

2017-2018  
Bombers Before and After School Kare  
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.

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. 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. 30, 2017.

**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.

## 2017-2018 Bombers BASK

### Administrative Guidelines

#### 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 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.

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 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 21, 2017 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 attend Community Ed class at the high school, . . . . 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 6:00 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 child. The doors on the southeast end of the building (#5) 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 5<sup>th</sup> or 6<sup>th</sup> grade. This service was implemented to ensure the safety and prompt arrival of our students. A bus pass will be given to each student for the afternoon students are to ride bus #4 in the AM and Bus #15 in the PM.

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.

**Injured/ Ill Child**

The program follows the same guidelines as the school for any child/children injured or ill when at the program. Contagious illnesses should be made known to the coordinator to notify other participants in the program if necessary.

**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 targeted services 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.

2017-2018  
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:

1<sup>st</sup> offense: Warning

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

3<sup>rd</sup> 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 3<sup>rd</sup> offense may include additional days of suspension, and probable expulsion from the program.

\*Procedures for 3<sup>rd</sup> 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