

Before and After School Instructional Care B.A.S.I.C.

Guidelines for AM/PM service:

*B.A.S.I.C. program services will begin the first day of school and continue each day school is in session.

*B.A.S.I.C. morning service will start at 6:00 a.m. and end at 8:00 a.m. and the evening service will start after school and end at 6:00 p.m.

*A non-refundable registration fee of \$15.00 is due upon registration.

***Parents arriving after 6:00 p.m. will be charged an additional fee of \$10.00 per student per quarter hour.**

* If you need to reach the latch key staff please call 233-1054 **ext. 207**. Please leave a message and we will return your call as soon as possible. Please be sure we have updated phone numbers in case of an emergency.

***Payments are due the first of each month for everyone paying monthly. Payments are due Friday for everyone paying weekly. There will be a late charge for any payments that are not paid on time. If for any reason you cannot make your payment by the deadline, please contact Mrs. Burns to make payment arrangements.**

*Students participating in the B.A.S.I.C. service will be expected to follow the same school rules, policies, regulations, dress code and conduct that they follow during the regular school day. This policy will be firmly enforced so as to ensure the best experience for all children and staff. All children are registered on a trial basis. If the program does not meet your child's needs or your child is unable to adapt to the program, the child can be dropped or withdrawn from the program with the loss of all fees. This decision rests solely with school administration.

*Students receiving B.A.S.I.C. service will enter/exit the school building through the exterior doors by classroom.

*Upon arrival the parents must sign their child in the daily logbook to track student attendance.

*A.M. activities will be geared toward small group socialization. Structured activities during this time may include, but not limited to, table toys, board games, puzzles, movies, reading...supervisors are given discretion to adapt activities to meet the needs and interest of the participants.

(OVER)

*At 8:00 a.m., all B.A.S.I.C. students will be dismissed to the appropriate place (outside, gym, breakfast) to join the other students.

*Attendance will be taken for students participating in the PM program.

* The afternoon B.A.S.I.C. program will consist of snack, quiet time with emphasis to homework and small group studies, along with art and crafts, outside play, gym use, games and other planned activities.

* ALL STUDENTS MUST BE SIGNED OUT BY AN ADULT when leaving the B.A.S.I.C. program. Our ultimate concern is the safety of every student in the program. Please accommodate us by calling for the children in the classroom, signing the roster, and noting the time of pick up. Students will not be released into the care of another individual, unless noted on the form provided.

* It would be helpful if parents would assist in donating items for activities. Board or table games, play dough, puzzles, bubbles etc. are some suggestions for donation. They will be gladly accepted.

* Please label student's names on all items coming to B.A.S.I.C. services.

* In the event communication is required for the B.A.S.I.C. staff, please enclose a note in an envelope labeled B.A.S.I.C. STAFF, and instruct your child to DELIVER THE NOTE TO THE OFFICE

* Students who become ill while at B.A.S.I.C. will need to be picked up promptly upon notification. B.A.S.I.C. staff is equipped to handle minor surface abrasions only. Tylenol will not be dispensed. In the event a student misses one or more days of B.A.S.I.C. service due to illness or vacation, a refund will not be available. Exceptions will be made to accommodate illness stemming from prolonged contagious diseases.

* If you need a different weekly schedule, please turn in your schedule by the Thursday before the new week begins. Schedules are very important so that we can schedule the adequate amount of staff.

* The B.A.S.I.C. program will be closed on Holidays. The B.A.S.I.C. program will be open for the early dismissal days (11:30). On the early dismissal days you will not be charged an extra fee. Those children attending the early dismissal days will need to bring a sack lunch for that day.

I _____ UNDERSTAND ALL OF THE GUIDELINES FOR THE B.A.S.I.C. PROGRAM.