

St. John the Baptist School

Before & After School Care



Handbook & Procedures

Contact:

SJBextendedcare@gmail.com

(920)639-7775



The Before & After School Care Program (BASC) provides a safe and caring environment for students of St. John the Baptist Catholic School. It provides a safe, fun and affordable alternative to students going home to an empty house or needing transportation to other child care programs. All students in grades PK4 through 8 are eligible for attendance in the Extended Care program.

Schedule

Before & After School Care:

Before School: 7:00-8:05am

After School: 2:55-6:00 Monday – Thursday

2:55-5:30 Friday

Charges

All charges are logged in a timekeeping iPad app. Fees are charged to the minute so that you are only charged for the time your child is attending the program. Discounted fees are offered for families with multiple children attending the program. There is a yearly registration fee of \$25.00 per student or \$35.00 per family.

Fees are as follows:

First child: \$5.00/hour

Second child: \$4.00/hour

Third or any additional children: \$3.00/hour

Payments and Accounts

We will be using a time clock iPad app to track student attendance and charges in the Before & After School Care. One statement per family emailed for the previous week's charges.

All families are asked to keep a positive or zero balance in their account. Prompt payment on all negative balance accounts is expected. We reserve the right to deny program attendance for families with excessively negative accounts. Please make checks payable to GRACE.

Late Pick Up Fee

BASC closes promptly at 6:00pm Monday-Thursday and 5:30pm on Fridays. In the event a child is picked up after closing time, you will be assessed a Late Pick-Up fee of \$1/minute per child. We reserve the right to deny program attendance for families with habitually late pickups.

Policy for Unregistered Students

Students who are not registered for BASC, but are not picked up from school by 3:10 will be sent to BASC. You will still be charged the regular hourly rate per child. After the third instance of late pick up/BASC attendance, you will also be charged the \$25.00/child registration fee.

Pick Up and Drop Off Procedures

Students attending BASC will be dropped off and picked up at door #2. Upon arrival at school, please call or text 920-639-7775. We will answer, then either meet you at the door to check your child in, or get your child ready to go and meet you at the door to check your child out. A parent or other appointed adult must check each child in/out of the program daily.

Check In/Check Out Procedures

Safety is of the utmost importance in BASC. To ensure the safety of all our students, a parent, guardian or other appointed adult **must** be present to check their child into the program before school or out of the program after school. We will be using a time clock app to track attendance as well as authorize program pick up. Each student will be assigned a 4-digit code which will check them into or out of the program. Please keep your child's code private and only share it with people you have authorized to pick your child up from the program. A child will not be released from the program to someone who does not know their 4 digit code.

Knowledge of your child's 4-digit code will be considered consent/authorization to pick up. Students in the program should not be told their code, as that may jeopardize the safety of the child.

Communication and Schedules

It is very important that you communicate to BASC staff any changes to your child's attendance in the program. The easiest way to communicate with all of our staff is through email – SJBextendedcare@gmail.com.

Extracurricular Activities

Students who participate in after school extracurricular activities may attend BASC upon the conclusion of their activity. **Students must first report to BASC and inform one of the program providers of the approximate time their activity will conclude.** Students will then be released to their activity, and should return promptly to BASC following their activity. It is important we know where each student is and when to expect their return.

Weather-Related School Closings

In the case of weather-related school closings, the program will follow these guidelines:

- School Cancellations: BASC cancelled
- 2 - hour delay: Morning BASC cancelled
Afternoon BASC operates as usual
- Early Release for Bad Weather: Afternoon BASC cancelled
- In the event that after school events are cancelled due to bad weather, the BASC program will close at 4:00pm. An email will be sent out to parents to alert you of this early closing.

Early Release Days

BASC will be offered on early release days, unless the early release is directly before a holiday. The before school program will be offered as usual. BASC will operate from the time of dismissal until 6:00 M-Th and 5:30 on Fridays. Hourly rates will remain the same on these days.

Snacks

Students attending BASC are encourage not to bring their own snacks from home. Please be aware that our program is nut free. An after school snack will be served around 4:00pm. All snacks will be accompanied by milk, juice or water. If your child has any food allergies, please be sure to discuss their needs with a member of the BASC staff.

Allergies & Medications

We will not have access to any medications stored in the office during BASC. If your child could need medication during their time in BASC, please make sure to drop it off with a member of the staff prior to your child's attendance in the program (including Epi-Pens).

We reserve the right to make any necessary changes.