



**Before and After School Care
(BASC) Program**

2016-2017

**Call BASC direct: 204-797-3847
email: basc@lindenchristian.org**



Before and After School Care (BASC) Program

The Before and After School Care Program (BASC) is offered to families by Linden Christian School in an effort to accommodate the working hours of our parents/guardians. The Program operates on a break even basis; therefore, fees are kept to a minimum. The BASC program provides a friendly, comfortable atmosphere where students have the opportunity to interact with other students through activities such as games, toys, physical activities in the small gym or other designated areas such as the playgrounds (weather permitting). Students have the opportunity to read books or complete homework. All activities are supervised by staff who work together to provide a safe and caring environment for your child(ren).

***Please input the BASC direct phone number into your cell phone as the main school phone is NOT answered after 4:00 pm.
BASC Cell Phone: 204-797-3847***

Location:

- Room 144 which is adjacent to the elevator on the main floor.
- Parents are to park in the north parking lot when escorting/signing children into the Program and when arriving at the end of the day to pick them up. **Do not park in the drive-thru lanes at any time.**

Hours of the BASC Program:

- The Program operates between 7:30 am and 8:20 am in the morning and from 3:20 pm to 5:30 pm after school each day that kindergarten through grade 6 classes are in session. **You are respectfully requested to ensure that your child(ren) is picked up by the 5:30 pm closing time.**
- Any student under the age of 12 that has not been picked up from school by 3:40 pm will be escorted into the BASC Program and the automatic hourly rate will be levied.
- When a student is logged into the BASC Program, the automatic rate will be charged to the family's account and will in turn be invoiced following month end.

Before School Care (Morning):

- The program opens at 7:30 am and closes at 8:20 am, at which time students will be directed to proceed to their classrooms.
- Parents/guardians are required to escort their child(ren) to the BASC room to sign them into the Program and ensure that a BASC staff member has acknowledged their arrival;
- In the event you require care for your child(ren) prior to 7:30 am, you must make alternate arrangements for their care.

- Students under the age of 12 that are dropped off at the school **prior to 8:10 am and are not in the care of an adult** will be sent to the BASC Program and applicable fees will be levied to the family's account.
- If a student is dropped off after 8:10 am, they are to remain outside under staff supervision until the entry bell rings at 8:20 am.

After School Care (afternoon):

- Students are dismissed from classes at 3:20 pm. Students in grades 1-6 who plan to attend the BASC Program will proceed directly to the BASC Program at 3:20 pm.
- A school staff supervisor is on duty outside the school entrance from 3:20 pm until 3:40 pm. If a grade 1-6 student (under the age of 12) has not been picked up by 3:40 pm, they will be escorted into the BASC Program and the automatic hourly fee will be levied. **Please help us keep our students safe by encouraging your child(ren) to go to the BASC Program if your arrival has been delayed after 3:40 pm - student(s) are not permitted to wait for you in an alternate location after this time.**
- On pick up, the parent/guardian must be sure that a staff member acknowledges the departure of the student and the parent/guardian must sign their child(ren) out before leaving the BASC Program.
- At the end of the day, it is important that your child(ren) is picked up by program close of 5:30 pm. Please respect that our staff have other commitments, and as such your consideration in this matter is appreciated. **A \$7.00 surcharge per 10 minute period or a portion thereof will be levied on a per child basis after 5:30 pm.**

Who is Eligible to Use the Program?

- All K-6 Linden Christian School students under the age of 12 are automatically eligible to access the program as needed, i.e. regularly or occasionally. Students who are 12 years of age are permitted to access the program with applicable fees charged to the family account.
- All students under the age of 12 must be in the BASC Program prior to 8:10 am or after 3:40 pm if they are not under parent/guardian supervision. **Students under the age of 12, who have siblings over the age of 12 who are also awaiting pick up, must report to the BASC Program. The School does not permit student(s) under the age of 12 to remain in the care of their older sibling while waiting for pick up.**

Kindergarten Students

- If a parent/guardian does not arrive at their kindergarten student's classroom by 3:20 pm, the kindergarten student will be escorted directly to the BASC Program.
- Once the kindergarten student is logged into the BASC Program, applicable fees will be levied and applied to the family account.

Identification of Persons Who Will Pick Up Your Child(ren)

- Please use the BASC Information Form (attached to the back of this manual, or the copy included in the August family mailing) to identify the people **who are authorized to pick up your child(ren) on a regular basis.**
- If there is a person who is **not** authorized to pick up your child(ren), please indicate this information on the form, and if applicable, attach relevant documentation, i.e. court order. It is important that the School is provided with custodial information or court orders in the event a situation presents that requires us to be aware of special circumstances.
- In the event you need to authorize an alternate person (who is not on the form) to pick up your child(ren), you must provide authorization in writing (basc@lindenchristian.org) or verbally (204-797-3847). **You will need to provide staff with a phone number where you can be reached** in the event we need to confirm that your child(ren) may leave with the person identified.
- Photo I.D. may be requested upon the arrival of your alternate person to confirm their identity.
- BASC student(s) may be picked up/signed out by an older sibling who is in grade 7 or greater if they are proceeding directly to the parent/guardian following sign out. If students are found waiting in or outside the building for parents/guardians because they have not yet arrived, this privilege may be removed.

Emergency Contact Person

- An emergency contact person for every student attending the BASC Program is required. This is a person (in Winnipeg) who may be reached when a parent is not available.
- Please provide at least one (or two) emergency contacts on the attached form at the end of this manual.

Behavioural Expectations and Responses to Misbehaviour *(Sourced from the Early Years Student Handbook: Student Expectations and K-6 Code of Conduct)*

- All students that attend the BASC program are responsible for:
 - respecting and honouring the Biblical principles which are the foundation of the school and all of its activities;
 - demonstrating courtesy and respect at all times towards all adults, BASC staff and fellow students;
 - showing respect for BASC program property, school property and the personal property of others;
 - demonstrating behaviour which contributes to maintaining a safe, orderly, and respectful environment, in accordance with the standards and expectations of the school.
- Responses to misbehaviour:
 - Responses to misbehaviour will follow a Biblical model of teaching personal responsibility and accountability and will take into account the student's stage of development as well as the severity, frequency, duration and intent of the misbehaviour;
 - "Disruptive behaviour" may include, but is not limited to:
 - disrespect or insubordination towards authority
 - failure to obey instructions

- any other acts of misconduct that are disruptive or that may create a potential safety hazard
- “Severely disruptive or high-risk behaviour” may include, but is not limited to:
 - ongoing willful disobedience, chronic disruptive behaviour or a pattern of misbehaviour
 - physical aggression, physical abuse, fighting, taunting, bullying
 - disrespect for rights, property and safety of themselves and others, vandalism, stealing
- Recurring severely disruptive or high-risk behaviour will result in disciplinary action ranging from suspension to expulsion from the BASC Program.

In addition, student(s) in attendance at the BASC Program that exhibit behavioural issues requiring consistent one-on-one staff supervision will be subject to further evaluation and parental discussion, a fee of \$13 per hour fee will be levied for personal care provided.

Illness

- Sick students should not be sent to the BASC Program for the protection of other students and staff.
- Any communicable disease, including head lice, needs to be reported to the Program staff so that we can be aware of symptoms in other students and notify parents.
- If a student should become sick in the BASC Program parents/guardians will be called to pick up the students as quickly as possible. If parents/guardians cannot be reached, the emergency contact person will be called.

Injuries

- Depending on the severity of an injury, a parent/guardian may be called to pick up an injured student.
- If there is a situation that requires a call for an ambulance, the ambulance will be called first, followed by a call to the parent/guardian. If the parent/guardian cannot be reached, the emergency contact person will be called.
- If a student is taken to hospital by ambulance associated fees will be the responsibility of the parent/guardian.

Change of Information

- If there is a change of personal information (address, phone number, emergency contact person, persons who may pick up a student), it is important you inform the Registrar’s Office via Mrs. Kathy Berard, kberard@lindenchristian.org and the BASC Program staff.

Snacks and Breakfast

- Please be mindful of the amount of time your child(ren) will spend away from home and pack snacks accordingly. Many students are hungry at the end of the day and the sharing of food is not permitted due to allergy risks.
- Breakfast is important. If you send your child(ren)’s breakfast with them to the BASC Program, please ensure it is nutritious.

Grant Memorial Café

- When accompanied by their parent/guardian, students in K-6 may visit the Grant Memorial Café. K-6 students may not visit or purchase items at the Café on their own. Staff are not available to escort students to the Café. It is important to note that food and drink is not permitted in the Church Foyer as it is a carpeted area.

Allergies

- Please do not send snacks with peanuts or peanut products. Because our students' safety is a primary consideration, **we are a peanut, nut and scent aware facility. Please read snack food labels carefully!**
- The School does not allow the sharing of snacks in the BASC Program due to the incidence of students with severe food allergies. Please help us keep these students safe by sharing this information with your child(ren). It is imperative that this rule is followed, as failing to do so could result in a life threatening situation.

Technology Use

BASC students are not permitted to use their devices in the Program unless its use is directly related to school homework. Any student who wishes to use their device for school homework may do so by sitting at the designated homework area with the device's screen visible to BASC staff.

Footwear

- Students in the BASC Program will be required to wear footwear. Students who do not have shoes must wear their boots into the BASC Program for fire safety reasons.
- Students who wish to go to the gym during the BASC Program may wear runners (with non-marking soles), but will be required to remove boots or runners that have marking soles.

Hats

Students may bring hats to the BASC Program to wear when they go outside, but need to remove them inside the building.

Billing and Payment Procedures

- Students are signed into and out of an attendance record book.
- The computer software program keeps a record of attendance and the fees are calculated automatically and applied to the family's account.
- Parents/guardians will be billed **monthly** according to attendance. If there is a discrepancy in the invoice, please email basc@lindenchristian.org.
- Payments should be directed to the Main Office. Please make cheques payable to Linden Christian School.
- If the Main Office is closed, the **BASC Program staff members are able to accept payments made by cheque only.**
- A fee of \$25 will be levied to family accounts with cheques returned due to non-sufficient funds (NSF). Repetitive occurrences may result in an increased fee.

Current Fees (for Attendance Ranging from 1 Minute to 60 Minutes)

- Morning: Flat rate of \$3.00
- Afternoon: Hourly rate:
 - o 3:20 (sign in time) - 4:30pm @ \$3.00 (billing time begins at 3:30)

- o 4:30 - 5:30pm @ \$3.00
- Late surcharge (for pick-up after 5:30 pm) is \$7.00 per 10 minute period or a portion thereof will be levied on a per child basis after 5:30 pm4.

In-Service Days

There will be no BASC care on the following in-service days of the school year. You will need to make alternative arrangements for these days. These are the dates for K-6 in the 2016-2017 school year (the Grade 7-12 schedule may differ from this). Also note, the BASC program is closed on all school holidays (Christmas and Spring Breaks).

October 7	Professional Development Day
October 21	SAGE Professional Development Day
November 10	Evaluation Day
November 25	Triad Conferences/Professional Development Day
February 17	ACSI Professional Development Day
March 3	Evaluation Day
March 24	Triad Conferences/Professional Development Day
June 9	Evaluation Day
June 30	Professional Development Day

Staff Members

Linden Christian School values *Education Based on Relationships*. Many of the staff providing care and supervision in the BASC Program are Senior Years students or alumni who enjoy working with the Early and Middle Years students. Staff strive to make the children’s time in the Program comfortable and enjoyable. All staff at Linden Christian are committed to the School’s mission, vision and core values. Staff are provided with *Plan to Protect* training and are required to undergo Child Abuse Registry and/or the Criminal Records Checks.

BASC Program Coordinator: Mrs. Debra Peters (basc@lindenchristian.org)

Supervisors: Mr. Dakota Moorhead, Ms. Anika Murrell-Cole, Ms. Sydney Wilson

204-797-3847
basc@lindenchristian.org



Before and After School Care (BASC) Program Information Form 2016-2017

Student's <u>Last Name</u>	Student's <u>First Name</u>

Parent / Guardian Names	Home Phone	Cell Phone	Work Phone

Email address: _____

Best phone number(s) to call during BASC hours: _____

Additional people who are authorized to pick up my child(ren) from the BASC Program include those listed below. Siblings must be in grade 7 or greater to pick up a younger sibling and are to proceed directly to parent(s) following sign-out:

Name	Phone Number

People who are NOT authorized to pick up my child(ren): _____

Emergency contact [if parent(s) cannot be reached] living in Winnipeg:

1) Name	Phone
2) Name	Phone

Important Reminders:

- parent(s) are required to escort their child(ren) to the BASC room to sign them into the program and ensure that a BASC staff member has acknowledged their arrival;
- the BASC Program closes at 5:30 pm. A \$7 surcharge per child for each 10 minute period or portion thereof after 5:30 pm applies.

My / Our signatures below acknowledge that I / we have read and will abide by the policies of the Linden Christian School BASC Program as outlined in the BASC Program Manual contained on the website, www.lindenchristian.org.

Parent/Guardian Signature	Date
Parent/Guardian Signature	Date