



**Before and After School Care
Program**

2011-12

797-3847 (Direct Phone to BASC)



Before and After School Care Program 2011-12

The Before and After School Care Program (BASC) is provided by Linden Christian School to accommodate the working hours of our parents. The BASC Program provides a friendly and comfortable atmosphere where the students may become involved with a variety of learning centers, homework area for those who want a quiet corner to study, as well as gym time and outside play (weather permitting). The students can participate in a variety of activities supervised by staff members who work to achieve safe, quality care for all.

Location:

- **Our program is located in Room 144 – beside the elevator on the main floor.**
- **Parents are to park in the north parking lot for drop off and pick up.**

Hours of Program:

- The BASC Program operates between 7:30 am – 8:20 am and again from 3:20 pm to 5:30 pm.
- Any students under the age of 12 who arrive to school before 8:10 am and left unattended, will be brought into the BASC Program and the automatic fee will be applied.
- Any students under the age of 12 not picked up from school by 3:40 pm will be brought into the BASC Program and the automatic fee will be applied.

Before School Care (morning):

- Our doors open at 7:30 am and close at 8:20 am.
- Please do not drop off your student earlier than 7:30 am.
- **A parent/guardian must walk the student into the building and a care worker must acknowledge receiving the student from the parent/guardian.**
- When the student is logged into the BASC Program, the automatic fee will be applied to the family account which will be issued at the end of the month.
- If a student is dropped off at the school **before** 8:10 am (unless they are in a parent's care), that student **must** be brought into the BASC Program. If a student is dropped off after 8:10 am, there is outside 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 must go 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, the supervisor will automatically bring the student into the BASC Program.
- At the end of the day, **students must be picked up by 5:30 pm**. There is an automatic \$5.00 surcharge for each ten-minute period after 5:30pm. Our staff members have other obligations. **We ask that our 5:30 pm close time be respected.**
- **The parent/guardian must be sure that the care worker acknowledges the departure of the student and the parent/guardian must sign the student out before leaving the BASC Program.**

Who is eligible to use the program?

- All K-6 Linden Christian School students under the age of 12 are automatically entered into the program and it may be used as a drop-in basis, when needed.
- All students under the age of 12 must be in the BASC Program or under parent/guardian supervision. Students under the age of 12 are **not allowed** to wait with older siblings outside of staff supervision hours.
- Ideally, this program is designed for students under the age of 12 who arrive between 7:30 and 8:10 am. Students who are 12 years of age are also allowed to be in the program and the same charge will be applied to the family account.

Kindergarten Students

- To ensure the safety and security of our Kindergarten students, they will proceed directly to the BASC Program if a parent/guardian is not at the classroom to pick them up at 3:20 pm.
- Kindergarten students who are taken to the BASC Program will be logged in and the fees will be applied to the family account.

Identification of Persons Who Will Pick Up Your Student

- Please use the current Before and After School Care Program Information Form attached to the back of this manual or included in the student mailing to identify the people who are authorized to pick up your student on a regular basis.
- If there is a person who is **not** allowed to pick up your student, please indicate that on the form as well and attach the documentation if there is a court order relevant to the situation. **(Any custody or restraining orders must be on file with us to enable us to take appropriate action for a situation.)**
- Arrangements may be made to allow another adult to pick up your student on a particular day, providing you have given written or verbal permission. If you give permission for this, **please leave a phone number where you can be reached** to confirm that your student may leave with this person.
- Photo I.D. may be requested upon arrival to identify those individuals we do not recognize.

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 in the event a parent is not available.
- Please provide at least one (or two) emergency contacts on the attached form at the end of this manual.

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 soon as possible. If parents cannot be reached, the emergency contact person will be called. Please make arrangements with your emergency contact person to pick up your student in your absence if it is deemed necessary.

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 cannot be reached, the emergency contact person will be called.
- If a student is taken to hospital by ambulance, there will be a fee that is directed to the parent of the student. The ambulance bill will be the responsibility of the parent. Although this is an unlikely event, the cost is significant enough that we recommend that students have insurance coverage (such as Student Accident Insurance) that covers them for the school year.

Change of Information

- If there is a change of personal information (address, phone number, emergency contact person, persons who may pick up a student), please inform both the school office and the BASC Program staff. We need to change our records separately.

Snacks and Breakfast

- We recommend that students who will be in the BASC Program for a significant amount of time pack a nutritious snack to include in their lunch-kits or backpacks to have in the BASC Program.
- If your student is bringing breakfast in the morning ensure that it is a nutritious breakfast with limited amounts of sugar.

Allergies

- Please do not send snacks with peanuts or peanut products. Safety for all our students needs to be our first consideration.
- Since there are students in the school with allergies, we need to consider the **BASC Program an area where snacks are not shared. It is imperative that this rule is followed, as it could be life threatening to another student. Please check labels on snacks carefully.**
- Other students have different types of food allergies so it is extremely important that students learn not to share with **all** students; including siblings.

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 in the BASC Program may have runners (with non-marking soles), but will be asked to remove boots or runners that mark.

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. Billing time begins at 3:30 pm.
- The computer software program keeps a record of attendance and the fees are calculated automatically and applied to the individuals who use the BASC program.
- Parents/guardians will be billed **monthly** according to attendance. If the bill differs from your own records of attendance (usage of the program), you may phone the school office with any questions.
- 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 cheques only.**

Current Fees (for 1 minute to 60 minutes attendance)

- Minimum fee: \$3.00
- Hourly fee: \$3.00 for the first hour or part hour. After the first hour, fees are prorated.
- Late surcharge (for pick-up after 5:30 pm) is \$5.00 per 10 minutes late, per student.

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 2011-12 school year (the 7-12 schedule may differ from this). Also note, the BASC program is closed on all school holidays.

October 21
November 4

SAG Professional Development Day
Evaluation Day

November 25	Triad Conferences
February 17	ACSI Professional Development Day
March 2	Evaluation Day
March 23	Triad Conferences
April 20	Professional Development Day
June 8	Evaluation Day
June 29	Professional Development Day

Staff Members

The staff members that provide care and supervision in the BASC program are people who enjoy children and value making the children’s time in the program comfortable and enjoyable. All staff members at Linden Christian School are committed to the mission, vision, and core values as stated in the school Mission Statement. All staff members at Linden Christian School have been trained in Plan to Protect and are cleared on the Child Abuse Registry and/or the Criminal Records Check.

Supervisor in Charge: Mrs. Lisa Wilson

Direct Phone to the Before and After School Care Program: 797-3847

**Before and After School Care Program
Information Form 2011-2012**

Student's Last Name	Student's First Name

Parent / Guardian Names	Home Phone	Cell	Work

Best number to call during BASC hours: _____

People who may pick up your student(s) from the BASC Program other than parents:

Name	Phone Number

People who are NOT authorized to pick up your student(s):

Emergency contact (if parents cannot be reached) living in Winnipeg:

1) _____ Phone # _____

2) _____ Phone # _____

I / We have read and will abide by the policies of the Linden Christian School Before and After School Care Program as outlined in the program manual on the website.

Signatures: _____

Date: _____