

# **Summer B.A.S.E. (Before and After School Enrichment) Parent Handbook**



**St. Stephen's**  
*Catholic School*

506 Jackson Street • Anoka, Minnesota 55303 • tel 763-421-3236 • fax 763-712-7433

[www.ststephenchurch.org/school/](http://www.ststephenchurch.org/school/)

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## SUMMER BASE SCHEDULE:

Summer BASE will be an extension of our school year program which strives to support families by being responsive to their needs and by providing a safe, structured and caring atmosphere for the school aged children of families enrolled at St. Stephen's School. Our goal throughout the summer will be to provide the enrolled students with a diverse curriculum which offers creative art, literature, science, math and large muscle activities which will promote education through a variety of games and instructive activities. Most of all we realize that this is the children's summer vacation and we want them to have FUN while learning!

**Summer BASE will be in session from:  
6:00 a.m. to 6:00 p.m.  
June 14, 2009 through August 27, 2009**

Here is a schedule of what your child(ren) will be doing throughout the day:

### **6:00-8:00 a.m.—Breakfast/Free Time**

Brought from home or purchased from BASE (\$1.00 per child.)

### **8:00-8:30 a.m.—Morning Meeting**

A daily meeting to discuss the day's activities, expected behaviors, a time to share and build community.

### **8:30-9:45 a.m.—Gym/Outside**

Large group gym activities and outdoor play to enhance large motor skills and team building. Please make sure your children have proper seasonal attire and tennis shoes for gym and outdoor play.

### **9:45-10:00 a.m.—A.M. Snack**

Provided by BASE.

### **10:00-10:45 a.m.—Math**

A combination of fun games and activities to stimulate mathematical thinking (ie. number sense, computation, logic and problem solving.)

### **11:00 a.m.-12:00 p.m.—Lunch w/Movie**

Brought from home.

### **12:00-12:45 p.m.—Reading/Writing**

Children will increase their love of reading and writing through guided, modeled, shared and independent reading activities.

### **12:45-1:45 p.m.—Gym/Outside**

Large group gym activities and outdoor play to enhance large motor skills and team building.

### **1:45-2:00 p.m.—Afternoon Snack**

Provided by BASE.

### **2:00-2:45 p.m.—Science/Computer Lab**

Science experiments and lessons designed to be hands on and emphasize cooperative learning and how things work.

### **3:00-4:00 p.m.—Crafts**

A variety of arts and crafts projects to foster creativity.

### **4:00-5:00 p.m.—Free Time, Gym/Outside**

A time to slow down, relax and review the day

### **5:00-6:00 p.m.—Clean up/Go home**

## FEE INFORMATION:

There will be a \$25.00 registration fee.

Parent/guardian will be charged fees based upon their childcare agreement, not actual attendance. If your child is registered for full-time care (5 days per week), you will be expected to pay for full-time. Full-time care is \$125.00 per week, anything less than 5 days a week will be considered part-time. Part-time care is \$28.00 per day. Part-time families will be obligated to pay for days they have committed to. Fees will be reduced by \$5.00 **a week** for additional children from the same family.

Families that belong to St. Stephen's parish will be allowed into Summer BASE.

If you wish to change your agreement from part-time to full-time or vice versa, BASE will need a 1 week notice.

Parent/Guardian is responsible for all charges that are incurred as well as all fees as outlined in this handbook.

Payments are required when the child is not in attendance due to illness or personal reasons.

Fees will be due in advance on a weekly (first day in attendance that week), biweekly (1<sup>st</sup> and 15<sup>th</sup>) or monthly on the 1<sup>st</sup> of each month. Payment is due on or before the due date for that period. Failure to make payments on time will result in a late fee of \$25.00. Repeated failure to make payments on time will result in termination from the program.

### **LATE PICKUP FEE:**

Parent/Guardian is to pick up their child by 6:00 p.m. If you are picking up your child past 6 p.m. you will be assessed a late pickup fee of :

**6:01-6:10 \$10.00 per child**

**6:11-6:15 \$20.00 per child**

The late pickup fee will be charged to your account. If you are more than one hour late and we have not heard from you or successfully reached a person listed on your emergency phone list, the police will be contacted for assistance.

### **NSF CHECKS:**

When a check is returned due to non-sufficient funds it is the responsibility of the parent/guardian to bring cash, a money order or certified check in the amount of the NSF check within 10 days of notification. Failure to do so may result in termination of childcare services. NSF checks may require future payments to be made by money order, certified checks or cash.

### **WITHDRAWAL:**

A 2 week notice is required when a parent/guardian intends to withdraw a child from Summer BASE. Vacation time may not be included in a withdrawal notice.

### **VACATION:**

Each family will be given one week (however many days in a week their child attends as stated in their childcare agreement) vacation time to be used as they wish, either all at one time or split up into singular days. Two weeks notice must be given to BASE before vacation time is to be used.

## **B.A.S.E. POLICIES:**

All rules and school policies of St. Stephen's School apply at Summer BASE.

Students must be signed in and out each day in the BASE attendance sheet. Parents must walk in with their child(ren) in the a.m. and sign them in.

Students must behave appropriately and treat other students, staff and school property with respect.

Students will be treated with care and respect.

Communication is vital. Parents are expected to contact the BASE Director regarding any questions, comments or concerns that are not adequately addressed by staff. The Director will contact parents with necessary questions and concerns.

Students and families that do not abide by the fee schedule and policies will not be allowed to continue in the BASE program.

Permission to participate in BASE activities (movies, special programs, off site field trips, etc.) granted by parent/guardian enrollment in the BASE program and session registration.

**There will be no refunds for money banked given at the end of the summer.**

## **ILLNESS:**

Children with any of the following symptoms should not be sent to BASE. If children attend the program with any of the following symptoms, the parent/guardian will immediately notified to pick up the child:

- A temperature registering above 101 degrees. Temperature must be normal (98.6) for 24 hours before returning.
- Fever, vomiting, diarrhea, any undiagnosed rash, discharge from eye, severe cold symptoms.
- Lice.
- Exposure to communicable diseases should be reported to staff. If your child is contagious she/he may not attend BASE until 24 hours after medication begins.

If parent/guardian is unable to pick up the sick child within one hour of being contacted, they are expected to contact an authorized person to pick up the child. If the parent/guardian cannot be reached the person listed on the emergency list will be contacted. BASE staff are First Aid and CPR certified, but are not trained to make a medical diagnosis. Staff will watch and report to parent/guardian any signs of illness and to use their judgment as to whether the child's parent/guardian should be contacted for pickup.

## **MEDICATION INFORMATION:**

A medication release form (available @ BASE) must be completed and signed in order for BASE staff to administer medication, sunscreen and insect repellent which must be sent with the child. BASE can administer only prescription medication in the original bottle with the child's name. Over the counter medication will only be administered with a doctor's notice with complete instructions. Children may not transport or store medication in or with their belongings, unless it is an approved inhaler.

## **POLICY FOR RECORDING AND REPORTING ACCIDENTS:**

In the event of a medical emergency, BASE staff will take the necessary steps in obtaining care for the child:

- Administer appropriate first aid
- Inform parent/guardian of accident and first aid applied
- Complete an accident report

If there is a serious medical emergency which requires immediate care by a professional medical caregiver, the following steps will be taken:

- Staff will contact 911 immediately, parent/guardian will be contacted immediately thereafter. If parent/guardian cannot be reached, staff will contact a person listed on the emergency list.
- In the event that a child would need to be taken to a medical facility, BASE reserves the right, with paramedic assistance, to determine if the child would need to be transported by emergency vehicle.

Complete an accident report which would then need to be signed by parent/guardian

## **CHILD ABUSE AND NEGLECT:**

Under Minnesota state law, all staff who work with children are required to report all suspected physical, emotional, or sexual abuse or neglect of children to county child protection and/or the local police.

Any questions please call Teri King (763) 422-8533.

## **FIELD TRIPS:**

Summer BASE will be offering weekly walking field trips or bringing in performers throughout the summer. An additional cost for some field trips may be incurred.