

B.A.S.E. Student Handbook

***This year we are making some exciting changes to our B.A.S.E. program. Please be sure to read this information thoroughly and sign the student and parent agreement on the back page.**

These guidelines are designed to acquaint parents with the B.A.S.E (Before & After School Enrichment) program offered by Blessed Sacrament School. The program is designed to serve children from all-day Pre-K through eighth grade while their parents are at work. B.A.S.E. will operate Monday through Friday from 7:00 a.m. to 7:45 a.m. and from 3:00 p.m. until 5:30 p.m. **B.A.S.E. WILL NOT BE IN SESSION ON HOLIDAYS OR ON 11:30 DISMISSAL DAYS.** The program offers the child a place with a secure atmosphere and caring, competent staff who understand and are able to meet his or her needs. Various activities such as crafts, games, supervised study time, quiet time, and physical activities are provided. Each child will receive a nutritious snack each afternoon.

Enrollment Procedures

1. ***An enrollment fee of \$15 per child or \$30 per family is due each year at the time of enrollment. ***
2. Attendance at Blessed Sacrament School is necessary.
3. Registration papers must be completed each year.
4. Emergency information given to the school will also be used for B.A.S.E.
5. Drop-in or occasional use of B.A.S.E. is allowed. All students wishing to participate **must be registered and pay the enrollment fee before admission.**

B.A.S.E. Fees

1. The cost of the B.A.S.E. Program is \$4.00 per hour for the first child and \$3.00 per hour for each addition child.
2. Payments are due immediately when billed. Parents will be billed after the end of each month. Bills will be emailed to the parents around the 5th of each month, unless other arrangements have been made.
3. All checks should be made payable to B.A.S.E.
4. If you have a problem or question about your bill, please contact the B.A.S.E. coordinator, Laura Horton at 217-522-7534 ext. 222 during BASE hours or send an e-mail to horton@bssbruins.org.
5. Payments are due by the 15th of each month. A late charge of \$5.00 will be added to each account with an outstanding balance on the 16th of the month.
6. Any family not picking up children by 5:30 p.m. **WILL BE ASSESSED A \$1.00 CHARGE PER CHILD PER MINUTE**
7. **Students who are not signed out of B.A.S.E. will be rounded up to the next clock hour.** It is not the responsibility of B.A.S.E. employees to remember the exact time a student leaves.
8. The following will result in immediate dismissal from the B.A.S.E. program.
 - a. Unpaid charges over 60 days (unless payment arrangements have been made)
 - b. Accounts that are in excess of \$250 after the 16th of the month.

- c. Any family who consistently picks their child(ren) up after 5:30

Contact Information

This year, we will have a single point of contact for parents to ensure that questions, concerns, changes in students' routines, and other B.A.S.E. related matters are addressed as efficiently as possible. If you have any questions regarding B.A.S.E. throughout the year, please contact Laura Horton at 217-522-7534 ext. 222 during BASE hours or send an e-mail to horton@bssbruins.org. Laura will be present at B.A.S.E. five days a week until 5:30, and will be answering the door to all parents allowing questions and concerns to be addressed immediately when necessary.

B.A.S.E. coordinators are Laura Horton and Lin Williamson.

Morning Procedures

1. Supervision begins at 7:00 a.m. Students should not be dropped off before this time.
2. Parents must bring their child to the cafeteria, (in the doors between the church and school) to sign him or her in.

Pick-up Procedures

1. Parents must park their cars in the school parking lot and walk into the B.A.S.E. room to clock out their children. Only authorized parents and people so designated by the parents will be allowed to sign the children out of the B.A.S.E. program. If someone other than the parent or authorized person is picking up the child, please contact Laura Horton at 217-522-7534 ext. 222 during BASE hours or send an e-mail to horton@bssbruins.org to let the B.A.S.E. program know of the change. If the person is unfamiliar to the staff, he/she may be asked to show a driver's license or ID.
2. All children must be picked up no later than 5:30 p.m. Any family that does not pick up children by 5:30 p.m. **WILL BE ASSESSED A \$1.00 CHARGE PER CHILD PER MINUTE**. Dismissal from the program may result if pickup is consistently late.
3. If for any reason a parent is unable to pick up a child by 5:30 p.m., the parents should call someone on their pickup list to pick up their child(ren) and notify the B.A.S.E. program.
4. If a child is not picked up by 5:30 p.m., the staff will call someone that the parent has designated for emergency pickup on the registration form.
5. **This year we are using a new clock in/clock out system. Parents and anyone designated to pick up a student should have the matching card or PIN to clock out a student. If your student is going home with a friend or someone who is not going to regularly pick up your child, please contact Laura Horton at 217-522-7534 ext. 222 during BASE hours or send an e-mail to horton@bssbruins.org. Laura will clock your student out ensuring that private information is not shared.**

Participation Guidelines

1. Children will be allowed to bring a change of clothes for B.A.S.E. They will be allowed to change into those clothes after they sign into B.A.S.E. Clothing must meet the non-uniform guidelines in the student handbook. Students may also change into Sports practice clothing, however, if sport uniforms do not meet non-uniform guidelines, students are asked to have additional clothing to wear or will have to put their uniform over the sports clothing.
2. Children will be provided with a nutritional after-school snack on a daily basis. **No other food or drink is allowed** without special permission. Special diet restrictions must be noted on the registration form.
3. B.A.S.E. will provide games and toys for the children. **NO toys, games or cellphones should be brought from home. Toys, games and cellphones that are taken out of backpacks without authorization will be confiscated until parents arrive.**
4. A study hall will be available each day. Please let the B.A.S.E. staff know if you have special requests for the use of this study time. During study hall, children with no homework must remain in another designated area.
5. Occasional field trips will be taken during B.A.S.E. Permission slips will be sent home with information about the trip and must be signed by a parent and returned prior to the trip. There may be an additional charge for the trip. Participation in field trips will be based on consistently appropriate behavior in B.A.S.E.
6. There will be a designated place for the children's clothes, coats, and book bags. All reasonable care will be taken to ensure that personal items are secure. The B.A.S.E. program will not be responsible for lost items. Students should keep all belongings in their backpack to prevent loss.
7. If your child is a B.A.S.E. regular, please call the school or send a note if there is a change in your schedule.
8. If your student will be picked up by another adult, the parent must contact B.A.S.E. otherwise your student may not be permitted to leave.
9. If a child becomes ill during B.A.S.E., parents will be telephoned and asked to pick up their child as soon as possible.
10. A child must ask permission before leaving any area of B.A.S.E.
11. Students are required to clean up after themselves when leaving an area or when clocking out of B.A.S.E. for the day. Students who do not cleanup will receive a reminder, if a student receives two reminders within one week (five consecutive school days) they will not be allowed to get out any B.A.S.E. equipment for one day. Suggested alternative activities include reading, homework, computer, etc.

BASE Behavior/Write-up Guidelines

Level 1

Write up necessary on second offense

Violation	Disciplinary Action
Dress code violation, students may change at B.A.S.E. into non-uniform appropriate clothing	Student needs to change back into uniform/appropriate clothing
Excessive talking out/Talking over teacher	5 minute time out
Continuing disruptive behavior that was previously corrected	5 minute time out
Throwing Objects	5 minute time out
Gum Chewing	Student will be told to throw away gum
Sneaking food or candy outside of snack time	Student will be told to throw away leftovers and have a 5 minute time out
Leaving areas of B.A.S.E. without permission	Student will be told to go back to previous area
Goofing off or being a distraction to others during homework time/study hall	Student will be given a warning, if problem persists, student will not be allowed to do homework at B.A.S.E.

Level 2

All level 2 violations require a write up; two level 2 violations in one week (five consecutive school days) will result in dismissal from BASE for the following **full week**.

Violation	Disciplinary Action
Second offense of level 1 misconduct on the same day	10 minute time out, write up
Leaving school property without permission	Student will be told to come back, 10 minute time out, write up, call parents
Stealing	10 minute time out, write up
Lying/Dishonesty	10 minute time out, write up
Refusal to follow directions	10 minute time out, write up
Disrespect towards BASE employees	10 minute time out, write up
Hitting, kicking, tripping, pushing, pinching, biting	10 minute time out, write up
Profanity and inappropriate slang words (language, gestures)	10 minute time out, write up
Name calling, taunting, teasing, back-talk	10 minute time out, write up
Possession of obscene materials	10 minute time out, write up, call parents
Inappropriate use of the internet	10 minute time out, write up
Fighting	10 minute time out, write up, call parents

Blessed Sacrament B.A.S.E. Student-Parent Handbook Acknowledgement Form

We have read, understand, and agree to abide by the rules outlined above. We understand that the failure to abide by these rules may result in dismissal from the B.A.S.E. program.

_____	_____
Parent/Guardian signature(s)	Date
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Student signature(s)	Date

Please sign and return this form with your B.A.S.E. registration form and the fee of \$15 or \$30 on Fee Night, August 12, 2015. Enrollment fee must be paid at time of enrollment.