

b before



a & after



chool

Care

HANDBOOK

2010-2011

South Sound Christian Schools
TACOMA BAPTIST CAMPUS
LIBRARY

2052 S. 64th Street
Tacoma, WA 98409
(253) 475-7226



Dear Parent,

We are pleased to offer Before and After School Care (BASC) as a way to serve the families of Tacoma Baptist Schools. The BASC program is one avenue of fulfilling our mission to "support the Christian home and church by providing Biblically-based education that challenges young lives to grow in faith, knowledge, and skill that they may glorify God serve others." Please read through this handbook to acquaint yourself with the policies and guidelines associated with the BASC program. Should you have any questions, please feel free to contact the BASC director, Melissa Andrews at ext. 110, or the elementary principal, Laura McCarty at ext. 103.

ENROLLMENT AND ADMISSION REQUIREMENTS

Tacoma Baptist Schools has Before and After School Care (BASC) available for students enrolled at the school in grades pre-kindergarten (full-day) - eighth grades. Students in grades pre-kindergarten - sixth grade who arrive at school more than 15 minutes earlier than the start time or who are not picked up within 15 minutes of dismissal time are required to be in BASC unless directly supervised by an adult. Parents of seventh and eighth grade students may use the BASC program; however, it is the responsibility of the student to sign in no later than 3:00 p.m. and to cooperate with those in authority in the BASC program. Students may NOT come and go from BASC but are to remain under BASC supervision until being picked up to go home.

FEES AND PAYMENT

The fee for the BASC program is \$1.50 per fifteen minutes.

A late fee of \$1.00 per minute per child is charged should children not be picked up by closing time (5:30 p.m.) The BASC worker will complete a late fee slip and have the parent sign it before leaving when the late pick-up occurs.

Parents who do not use BASC but may be late in picking up a student now and then will not be charged unless the time the student is in BASC exceeds 15 minutes during a month. Any time over 15 minutes per month will be charged to the family in 15-minute increments per child.

All BASC charges are billed through the finance department.

SCHEDULE

BASC hours are from 7:00 a.m. - 7:45 a.m. before school (at 7:45 BASC students join other students on playground) and from 2:30 p.m. - 5:30 p.m. after school. When school is dismissed early, BASC will provide care for three hours after the dismissal time.

Morning activities include quiet games, reading, stories, limited DVDs from the TBS library, and other quiet activities. Prior to going outside to line up for the start of school, students will have a brief cleanup time and prayer.

Afternoon activities include opportunities for outdoor play, indoor games, completion of homework, reading, limited DVDs from the TBS library, and a snack.

The snack is provided by BASC and only students with allergies may be permitted to bring a snack from home.

SIGNING IN AND OUT PROCEDURES

Children must be signed into BASC by a parent/guardian or someone approved by them and Tacoma Baptist Schools. While the preferred method is to have an approved adult sign in children, a parent may give written permission for a sibling 12 years of age or older to sign in a younger child (and himself/herself) to simplify the procedure when carpooling, etc. After school, teachers will sign in students.

A notebook will be available for signing students in and out of BASC.

BEHAVIOR AND MANAGEMENT

Discipline

- Expectations are established.
- Positive behavior is recognized.
- The BASC workers move around and interact with the children as much as possible in an effort to prevent problems or intervene in a situation before it escalates.
- When a rule is not followed, a warning is issued. Certain behaviors such as but not limited to use of bad language, physical aggression, blatant disrespect, and destroying property receive a consequence with no warnings given.
- Any behavior requiring more than a warning is documented, and parents and the elementary principal are informed.

General Expectations and Rules:

- Treat people with Christian love and respect.
- Be good stewards of God's property; take good care of things.
- Be obedient to those in authority.
- Be prompt in arriving at BASC after school.

Library Rules:

- Store all personal belongings in the BASC cubbies; hang coats on hooks.
- Quiet activities and homework only are permitted on the high school side of the library.
- All BASC games, puzzles, etc. must be checked out and returned to a BASC worker with all pieces and in good condition.

Snack Rules:

- Enter the snack area in an orderly manner and sit quietly at a table.
- Use good manners and be polite while eating the snacks provided.
- Keep the area clean by not making a mess and by helping with cleanup.

Outside Rules:

- Walk to the play area.
- Stay within the CAPs building and playground area.

- Do not go into the parking lot area. If a ball rolls into the parking lot, tell the BASC worker, who will get it for you.
- If the whistle blows once, stop and listen.
- If the whistle blows twice, line up immediately in an orderly manner.
- Do not leave the play area without permission from the BASC worker. Always have a partner if going in to use the restroom.
- Do not walk or crawl on top of the monkey bars.

Consequences:

- Minor rule infractions receive a warning.
- For any offense, children receive Biblical counsel. Minor offenses may result in a time-out.
- Major offenses may be addressed by a BASC supervisor, documented, and parents and the elementary principal will be notified.

NONDISCRIMINATION STATEMENT

The BASC program does not discriminate on the basis of race, gender, color, or national/ethnic origin in its policies. As a part of Tacoma Baptist Schools, a religious, private institution, however, it does screen students on the basis of deportment and compatibility with the religious goals, purpose, and philosophy of Tacoma Baptist Schools.

PRACTICES CONCERNING A SICK CHILD

Should a child become visibly sick or run a fever while at BASC, the supervisor will contact the parent/guardian and have the child rest quietly away from other children until the child can be picked up.

MEDICATION

The BASC program does not dispense medication and is governed by the same policies as the school. (See Parent-Student Handbook)

MEDICAL EMERGENCIES

All BASC supervisors are required to have a current CPR/First Aid card. Any injury or accident is reported immediately to the supervisor, who will be responsible to ensure provision of first aid, contact the parent, contact emergency services, complete a TBS incident/accident report, or perform other required actions. Students will be transported via ambulance at the discretion of BASC or emergency personnel (parents/guardians are responsible for all costs associated with care). In all cases of injury or accident requiring medical attention, diligent efforts will be made to contact the parents/guardians, their listed emergency contact, and/or student's physician listed in the student's health office file on the Treatment Authorization Form as soon as possible.