

Welcome to Premier Charter School's Before and After Care Program

Welcome to the Before and After Care (BAC) Program for students attending Premier Charter School. Our Family Handbook is designed to familiarize you with the BAC Program's policies and procedures. Please review this handbook carefully, and if you have any questions about anything please feel free to reach out to Mr. Lydon the BAC Director. The procedures within this handbook are not to exclude or replace Premier Charter School's policies. BAC will update and amend its procedures and policies as situations warrant.

Mission Statement

Premier Charter School will provide the children of the city of St. Louis an individualized education rich in academics and character, so the children we serve today can be the leaders of tomorrow!

Vision of Premier Charter School

We are building a school where anything is possible for each and every student. It is our vision to create an academic environment where each child is educated according to his or her needs in order to reach academic success. Through building a community that works together to support each child holistically, we will build leaders that are strong in mind and in character. The students we serve today will be the spirit of St. Louis tomorrow.

Goals and Philosophy of the BAC Program

- Provide a safe, fun, enriching and well-supervised environment.
- Provide a character education-based program, emphasizing respect for self, others, property and personal responsibility.
- Provide a quality program which is complementary to the school experience.
- Provide an environment that is accepting of every child and is encouraging and welcoming of diversity.
- Have confidence in every child's needs.
- Provide an age-appropriate atmosphere and age-appropriate activities which stimulate and build skills in children socially, cognitively, emotionally, and physically.
- Establish and maintain an open line of communication between parents/guardians, children, and staff.
- Provide an environment which is inviting, comfortable, and attractive to the children, and is organized and manageable by the children.
- Build self-esteem by allowing the students the freedom to help chose and initiate activities and by teaching them to use their words to solve conflict.

Program Options

- ❖ Before and After Care programming: Rates are listed in this handbook on the registration packet.
 - Before Care drop in \$5
 - Aftercare drop in \$15
 - Students who are not enrolled in the Before Care or Aftercare Program are **ONLY** allowed 5 drop ins per program per school year.
 - **You MUST notify the following people by phone call or email ahead of time if you plan on using a drop in.**
 - Josh Lydon-BAC Director

- Building Secretary
 - Teacher
- ❖ Half (1/2) day sessions on pre-scheduled release days. No additional charge if the monthly aftercare tuition has been paid. A \$25 Charge will be required if you normally only use before care or are not signed up for the AC program and need care on this early release day.
 - ❖ There is no aftercare on the first day of school and last day of school
 - ❖ Daily breakfast is included in the monthly payments for before care.
 - ❖ Daily afternoon snack is included in the monthly payments for aftercare.

Registration

The registration form for the BAC Program is available on the Premier Charter School website at www.premiercharterschool.org or at the main offices. **The program is filled on a first come first serve basis.** Once you fill out your form and hand it in at the main office it will be time stamped. One of the BAC employees will notify you by phone as to your placement. Once these spaces are filled you will be placed on a waiting list.

Snow Days / Late Start

When school is canceled due to inclement weather, BAC will **NOT** operate programming. If an unscheduled early dismissal occurs due to inclement weather, BAC will **NOT** operate an afternoon program. We encourage all families to have alternate plans for childcare on severe weather days. If an unscheduled late start occurs for any reason, BAC will **NOT** operate the before care program.

Enrollment

Please be aware you will not be allowed to sign up for before or after care until the previous year's balance is in good standing.

If you have questions regarding this requirement or any outstanding balance, please contact Katie Lydon.

Please submit the following documents to complete the enrolment process:

1. A completed registration packet. (Can be found on the PCS website or in the offices.).
 - A signed BAC payment/financial agreement (found in the registration packet)
2. Once accepted, a signed family handbook acknowledgement form (found at the end of this handbook).
3. Any pertinent legal documents that the office/BAC staff may need to know.

Please note registration is considered complete when the payment/financial agreement is signed by the parent/guardian on file in the BAC office AND your previous year's balance is in good standing. **You will be notified by telephone/email if you are accepted into the BAC program or placed on the wait list. Please allow one week for processing all paperwork and phone calls to be made.**

Please notify the BAC Director of any changes in your enrollment information such as address, phone numbers, or authorized pick-ups. Current and accurate information is for the safety of your child. Legal documents pertinent to your child's enrollment must be kept on

file with the BAC Director and main office. The student's enrollment files will be retained and will remain the property of the BAC program.

Billing and Payment Information

The BAC program asks tuition be paid one month in advance of care. Cash, personal checks, money orders, credit or debit payments will be accepted. You can make credit/debit card payments toward your tuition by accessing your parent portal. The link to the parent portal can be found on the PCS website. If paying by check or money order please write your child's name in the memo section and payable to Premier Charter School (or PCS). If paying by cash please place it in an envelope with your child's name on the outside and BAC.

Please note registration is considered complete when the payment/financial agreement is signed by the parent/guardian on file in the BAC office. Upon request, billing information will be released to a child's parent/guardian unless legal documentation has indicated otherwise. If you have more than one child enrolled in the BAC program there is a 40% sibling discount.

A \$15 fee will be assessed for any returned checks. Should we receive more than **ONE** returned check towards your child's tuition we will no longer be able to accept checks for the remainder of the school year. We will require you to make payment with a money order, cash, or credit card for the rest of the school year.

Families must be within good standings from the previous school year to apply for the next school year. Families must not be more than three months behind in payments or it will result in removal from the BAC program. The students will be moved to the waiting list and have to wait until payments are caught up and a spot reopens.

The BAC monthly tuition will be as follows: You must select what your child will be registering for and this will be your child's monthly charge and schedule:

| 2018-2019 Before and After Care Billing Chart | | | | | |
|---|----------------|--------------------|---|----------------|--------------------|
| Full Time | | | Part Time (up to 3 days) | | |
| Before Care Payment Options | Year (179days) | Monthly (10months) | P/T Before Care Payment Options (3Days) | Year (107days) | Monthly (10months) |
| Full | 360.00 | 36.00 | Full | 220.00 | 22.00 |
| Reduced Rates | 250.00 | 25.00 | Reduced Rates | 180.00 | 18.00 |
| Free Rates | 110.00 | 11.00 | Free Rates | 100.00 | 10.00 |
| BC Drop In Fee 5.00 | | | | | |
| After Care Payment Options | Year (179days) | Monthly (10months) | P/T After Care Payment Options (3Days) | Year (107days) | Monthly (10months) |
| Full | 1,430.00 | 143.00 | Full | 860.00 | 86.00 |
| Reduced Rates | 430.00 | 43.00 | Reduced Rates | 290.00 | 29.00 |
| Free Rates | 250.00 | 25.00 | Free Rates | 180.00 | 18.00 |
| AC Drop In Fee 15.00 | | | | | |
| Before & After Payment Options | Year (179days) | Monthly (10months) | P/T BAC Payment Options (3Days) | Year (107days) | Monthly (10months) |
| Full | 1,790.00 | 179.00 | Full | 1,080.00 | 108.00 |
| Reduced Rates | 680.00 | 68.00 | Reduced Rates | 470.00 | 47.00 |
| Free Rates | 360.00 | 36.00 | Free Rates | 280.00 | 28.00 |
| ½ Day Drop In Fee 25.00 | | | | | |

BAC Hours of Operation

Our BAC program operates from 6:15 a.m. until school begins, and from school dismissal until 6:00 pm on Monday-Friday. Aftercare closes at 4:00 pm on half days.

Scheduled half days of school

BAC will provide half day care at no additional cost to the monthly rate **provided you have paid for after care in your monthly tuition.** If half day care is needed pre-registration for this service will be required for all students not already signed up for the aftercare program to ensure the appropriate amount of staff is available. There will be a charge of \$25 and counted as a drop in. There are only 5 drops allowed per school year. **Please be aware there is no aftercare on the first day of school and the last day of school.**

***Note that a half day program ONLY operates on regularly scheduled half days. In the event school is dismissed early due to inclement weather, a water main break, power outage, etc. the aftercare program or regularly scheduled afternoon program will NOT operate. Please make sure alternate arrangements have been made for your child should a scheduled afternoon BAC program be cancelled due to an unscheduled early release.**

Admit/Release Policies and Authorized Pick-ups

- ❖ Children **MUST** be signed in and out of the BAC program every day by a parent or adult authorized pick-up with a full signature. Students utilizing the BAC program **MAY NOT** be dropped off outside the building and allowed to walk in to the building without an authorized adult, before school. There are no exceptions to this rule. This is a safety issue and a requirement from the State of Missouri.
- ❖ In the event of a parent's divorce or separation, we are required to release the child to either parent unless legal documentation states otherwise. Parents/guardians should submit to the director any pertinent legal documentation to prevent an unauthorized pickup by the non-custodial parent. Documentation must be kept in the student's file. This will be kept confidential and will be strictly enforced by the program. If a parent is not listed on the authorization pick-up list or authorized contact list in the school's database, the parent must demonstrate through legal documentation and state issued identification that he/she is the parent of the child being picked up.
- ❖ Students must report to aftercare immediately following the dismissal of school. If a student shows up to aftercare late without a pass he or she will not be admitted and a parent/guardian will be contacted for pick up. Persistent failure to arrive on time for after care could result in consequences including the possibility of suspension.
- ❖ Written authorization for pick-up does not supersede legal documentation; the legal documentation will be followed.
- ❖ An authorized pick-up must be of driving age and able to show a valid driver's license or photo ID.
- ❖ Our staff will ask for photo ID from anyone picking up a child in our program until they become familiar with that person.
- ❖ If an authorized pick-up or parent/guardian appears intoxicated or under the influence, the student(s) will not be released from the BAC program. Staff will work with the parent to help get other arrangements made.
- ❖ No staff member is allowed to sign your student in or out of the program. You must walk them in and out daily.
- ❖ Students in the BAC program will under no circumstances be released to any adult whose name has not been provided in writing. A parent/guardian may add names in writing to

the authorized pick up list at any time. A parent/guardian may send a note to the staff to authorize a person to pick up, however the note must contain the parent/guardian's full signature.

Parents Sharing Joint Custody

If you share custody of your child(ren), please read the following information, and discuss with your coordinator if any of the issues outlined below apply to your situation. The BAC program strives to be sensitive to the needs of families and children in these situations while still providing the highest quality of care and safety for your child.

- The parent who registers their child for our BAC program assumes the responsibility for payment. The signed enrollment form and payment agreement clearly states that payment liability falls on the party who registers the child(ren).
- In the event that parents would like a shared payment plan, the BAC billing department can be notified as to which parent made the payments, stating "mom's portion" or "dad's portion" in the comment section. The parents assume the responsibility of timely payments for each account.
- **Please note that because your child's portal is visible to both parents, each will have access to the account information recorded on your child's portal.**

Early Drop-Off and Late Pick-Up Policy

The BAC program opens at 6:15 a.m. Children cannot be signed in to the before care program prior to 6:15 a.m. The aftercare program closes at 6:00 p.m. unless it is a half day which will then be 4:00 p.m. It is your responsibility to make other arrangements if you cannot pick up your child by these times. If your child is not picked up within 30 minutes of the site closing the Department of Social Services and police department will be notified for assistance in locating a child's parents/guardians. Students who are picked up late or dropped off early more than 3 times will be issued a 1-day suspension from the program.

***Frequent late pick-up or early drop-off (more than 5 times) will lead to the termination of your child's enrollment in the program.**

Dress Code

Students are to remain in the same dress code that PCS implements while in the Before and After Care program. Students are not allowed to change out of dress code unless they are participating in a school sponsored activity that is taking place on campus.

Glasses

Students requiring glasses are responsible for them at all times. The BAC program cannot be held responsible for lost, stolen or damage to any glasses.

Medication Administration

***Please note a school nurse or medical personnel are only on site until 4:00 p.m.**

The BAC program requests that medication be administered by a parent / guardian before or after a child attends our program, or during school hours when a school nurse is available.

***The BAC program reserves the right to reject requests for administration of medication during BAC program hours.**

The parent / guardian of the student must assume responsibility for notifying the BAC staff and the BAC director in writing of any change in the student's health or change in medication. Children are not to keep medications, such as cough drops, vitamins or Tylenol, etc. in their book bags or lunch boxes.

If your child requires medication due to an injury, illness, allergic reaction, etc. the BAC director or a BAC staff member will make contact with a parent/guardian for approval. The parent/guardian will also be reminded when the child is picked up, what time the medication was given and which medication it was.

Illness and Injury

If an illness or an emergency does occur, based on the emergency contact information provided by the parent / guardian, we will call the parents / guardian first. We will attempt contact for the parent / guardian by using all numbers provided. If we are unable to reach the parent / guardian, we will continue to try the emergency contact numbers on your list until emergency contact has been reached. Please keep these emergency contacts up-to-date.

If a minor injury occurs, an injury notice will be given to the parent /guardian, **verbally**, the day it occurs explaining the basic first aid that was administered. Any serious injury or head injury will be reported to the parents / guardians immediately so the appropriate action may be taken. In a life-threatening emergency, 911 will be called and the child will be transported to the nearest medical facility. Parent / guardians will be notified immediately following all serious injuries and, in most cases, will make the decision regarding the need for medical intervention.

In accordance with the standing orders of the school designated licensed physician, parent /guardians will be notified for immediate pickup and their child will be sent home for the following conditions:

- Fever of 100 degrees or more. Children cannot return to the BAC program until he/she has been fever free for 24 hours without medication.
- Skin rashes of Unknown Origin or any rash accompanied by fever. Children cannot return to the BAC program until he or she has been symptom-free for 24 hours.
- Vomiting. Children cannot return to the BAC program until he or she has been symptom-free for 24 hours.
- Diarrhea. Children may not return to the BAC program until he or she has been symptom-free for 24 hours.
- Severe abdominal cramps.
- Possible fractures.
- Loss of consciousness.
- Streptococcal sore throat. Children cannot return to the BAC program until he / she has a minimum of 24 hours of antibiotics at home treatment before returning to school.
- Head lice. Children cannot return to the BAC program until a nurse has cleared the student to return to school.
- All serious injuries requiring a physician's evaluation.

If a BAC staff member should have to contact you due to any of the aforementioned symptoms, we ask that you pick up your child within 1 hour.

For any of the above conditions, children will be readmitted to the BAC program once the child has been re- admitted to school.

Contagious or Infectious Disease

A student may not attend the BAC program while afflicted with any contagious or infectious disease, while liable to transmit such a disease after being exposed. Some more common contagious diseases are: Impetigo, head lice, roseola, scabies, measles, pinworms, ringworm, chicken pox, pink eye, and strep throat. When a child is known to have a communicable disease, all the parents/guardians will be notified, so that they can watch their child closely for symptoms.

Reporting and disease outbreak control measures will be implemented in accordance with federal and state laws and the Department of Health rules governing the control of communicable strains and other diseases dangerous to Public Health.

Behavior Management & Discipline

When a child is having a difficult time following directions or difficulties treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques may be as followed:

- Positive reinforcement: the child will be encouraged when he/she is demonstrating acceptable behavior.
- Redirection: the child is redirected to another activity and given an opportunity to try again at another time.
- Time away from problem causing activity: the child is separated from the problem causing activity for a child regulated amount of time; the child can initiate, at any time, a conversation with staff to process the situation. This technique is used only when a child is exhibiting temper tantrum type behavior or could potentially hurt self, others, or equipment. When the child shows that she/he is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.
- If needed, we will contact a parent/guardian so the child can converse with the parent/guardian on the phone. In the case of severe or persistent misbehavior, we may ask for a parent/guardian to pick up their child. If this occurs, the BAC program expects the child to be picked up within 30 minutes of contact.
- The BAC program will work closely with parents/guardians to support appropriate student behavior. If needed, the director of the BAC program may schedule a conference with the child, parent/guardian, in order to develop a support plan.

*****Persistent and/or severe misbehavior may result in suspension or permanent dismissal from the program.*****

*****The BAC program will not tolerate violent or hurtful behavior.*****

Toy /Valuables

Toys and other valuables may be brought to school at your own risk. The BAC program will NOT be responsible for a child's broken, lost or stolen items. If at any time the object from home starts to become a problem, it will be taken from your child and given back at pick up. If at any time these items from home cause a continued issue your child may be banned from bringing them at all.

Personal Technology Devices from Home

Cell phones, computers, tablets, hand-held games, and so on are brought at your own risk. If the device is lost, stolen or damaged BAC can NOT be held responsible. Students are not allowed at any time to take pictures or video. Students may only make phone calls with the permission of the BAC staff. At any time if the device is causing an issue with your child any BAC staff member may take away the device and it will be given back at pick up. If this continues to be a problem the student will not be allowed to bring the phone to the BAC program.

Snacks

The BAC program will provide an afternoon snack. If your student requires special dietary needs, you are responsible for packing your own snack for them.

Confidentiality

Information which concerns a BAC program student's physical, emotional, intellectual and/or social welfare will only be shared with the BAC staff who will be involved with the child, the student's family, and the child's teacher during the school day. We encourage parents/ guardians to inform staff of any information which would help us better meet your child's needs. We cannot withhold billing information or documents in a child's file from the child's parent, unless there is legal documentation on file that would authorize us from doing so.

Communication

It is our intent to maintain open lines of communication with the parent/guardians. We will keep you informed of upcoming activities through a posted flyer. Communication between BAC staff and parents/guardian is vital. We encourage you to communicate problems, concerns, daily information, and of course, compliments to your BAC director or other staff. We rely on parent/guardian communication with the BAC director as a source of accountability for the quality of our program.

Photographs and Videos

There are times that photographs or videos may be taken during program hours. If you do not wish to have your child included in these, please indicate on the acknowledgement form provided on the registration form.

Acknowledgement

(Turn this page into the BAC staff)

Child(ren)'s Name: _____

Please initial the following statements:

_____ I acknowledge that I have read and understand the information, procedures, and guidelines presented in the Premier Charter School BAC family handbook. By signing this acknowledgement page, I understand it is my responsibility to comply with all BAC procedures and guidelines.

_____ I understand I may contact the office or the BAC director if I have any questions or concerns regarding the BAC program.

Parent/guardian PRINTED Name: _____

Signature: _____ Date: ___/___/___