

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

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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 Kristin Howard. 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.

## 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 choose and initiate activities and by teaching them to use their words to solve conflict.

## 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.

## Registration/Enrollment

The registration form for the BAC Program is available on the Premier Charter School website at [www.premiercharterschool.org](http://www.premiercharterschool.org) or at the main offices. **The program is filled on a lottery basis with limited spots available per grade level.** There will be sibling preference based on the grade level needed and space availability. Lottery drawings will take place as spots become available. If your child is not selected from the lottery, they will be placed back into the lottery and have another chance to be accepted into the program when another lottery takes place. Families will be notified of their acceptance into the program as the lotteries occur. Questions regarding your child's status in the lottery can be sent to the BAC Director.

**Please be aware previous year's balances must be in good standing before fully being accepted into the BAC program.**

If you have questions regarding this requirement or any outstanding balance, please contact Kristin Howard, BAC Director at [bac@premiercharterschool.org](mailto:bac@premiercharterschool.org).

Please submit the following documents to complete the enrolment process:

- 1 Google Form requesting enrollment into the BAC program.
2. Any pertinent legal documents that the office/BAC staff may need to know.

Please note registration is considered complete when the enrollment form is completed, this handbook is received, and your previous year's balance is in good standing.

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 in their permanent student file in the school office.

### Billing and Payment Information

**The BAC program asks that tuition is 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 note that it is for BAC.

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.

**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.**

BAC monthly tuition will be as follows based on the program that you are registering for and this will be your child's monthly charge:

BAC tuition is based on a family's Free/Reduced Meal Application. A **CURRENT** Meal Application **MUST** be on file in the PCS office to receive the discounted rates.

2023-2024 Before and After Care Billing Chart					
Full Time			Part Time (up to 3 days per week)		
Before Care Payment Options	Yearly	Monthly (10months)	P/T Before Care Payment Options	Yearly	Monthly (10months)
Full	\$393.00	\$39.30	Full	\$241.00	\$24.10
Reduced Meals	\$274.00	\$27.40	Reduced Meals	\$197.00	\$19.70
Free Meals	\$119.00	\$11.90	Free Meals	\$109.00	\$10.90
After Care Payment Options	Yearly	Monthly (10months)	P/T After Care Payment Options	Yearly	Monthly (10months)
Full	\$1,563.00	\$156.30	Full	\$940.00	\$94.00
Reduced Meals	\$470.00	\$47.00	Reduced Meals	\$317.00	\$31.70
Free Meals	\$274.00	\$27.40	Free Meals	\$197.00	\$19.70
Before & After Payment Options	Yearly	Monthly (10months)	P/T BAC Payment Options	Yearly	Monthly (10months)
Full	\$1,956.00	\$195.60	Full	\$1,181.00	\$118.10
Reduced Meals	\$744.00	\$74.40	Reduced Meals	\$514.00	\$51.40
Free Meals	\$393.00	\$39.30	Free Meals	\$306.00	\$30.60

### **BAC Hours of Operation**

Our Before Care program operates from 6:15 a.m. until school begins. Our After Care Program operates from school dismissal until 6:00 pm on Monday-Friday.

### **Scheduled Half Days of School**

BAC will **NOT** provide after care on scheduled half days. We will still have before care.

**\*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 canceled 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 into the building without an adult before school. There are no exceptions to this rule. This is a safety issue and a requirement from the State of Missouri. If this occurs more than 3 times, the student will receive a one day suspension from the BAC program.
- 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 aftercare 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. Monday-Friday, unless it is a half day which will end at 4:00 p.m. A fee of \$10 will be charged for each occurrence. It is your responsibility to make other arrangements if you cannot pick up your child by these times. Our Attendance Coordinator will be notified and this will count towards the students record. **\*Frequent late pick-up or early drop-off (more than 3 times) will lead to the termination of your child's enrollment in the program. Students can reapply, but will be put on the waitlist until there's another opening.**

### **Breakfast / Snacks**

**Breakfast:** Students enrolled in before care will receive school breakfast free of charge as part of their monthly tuition. The student MUST be in before care attendance to receive this free breakfast. If a student arrives at school after before care has ended or refuses to get breakfast during the before care time in which it is provided, they will be charged their typical breakfast rate. Additionally, if students obtain a second breakfast in the same day, they will be charged at full price for the meal.

**Snack:** 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.

### **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 3:45 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 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, per PCS policy.

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. Parents/guardians will be notified immediately following all serious injuries and, in most cases, will make the decision regarding the need for medical intervention.

**If a BAC staff member should have to contact you due to any symptoms, we ask that you pick up your child within 1 hour.** For any of the below conditions, children will be readmitted to the BAC program once the child has been re- admitted to school.

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.	• Streptococcal sore throat. Children cannot return to the BAC program until he/she has a minimum of 24 hours of antibiotics at home
• Loss of consciousness.	• Possible fractures.
• Severe abdominal cramps: Children cannot return to the BAC program until he or she has been symptom-free for 24 hours.	• Head lice. Children cannot return to the BAC program until a nurse has cleared the student to return to school.

<ul style="list-style-type: none"> <li>• Vomiting: Children cannot return to the BAC program until he or she has been symptom-free for 24 hours.</li> </ul>	<ul style="list-style-type: none"> <li>• Skin rashes of Unknown Origin or any rash accompanied by fever.</li> </ul>
<ul style="list-style-type: none"> <li>• Diarrhea: Children may not return to the BAC program until he or she has been symptom-free for 24 hours.</li> </ul>	<ul style="list-style-type: none"> <li>• All serious injuries requiring a physician's evaluation.</li> </ul>

### **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: COVID-19, 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 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.
- Behavior Logs (if needed): we will use various forms of behavior logs, such as smiley face charts, or daily note logs to keep track of children's behavior.
- 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 1 hour 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. \*\*\***

### **Toys/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.

### **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 will NOT be held responsible. Students are not allowed at any time to take pictures or videos. 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 device to the BAC program.

### **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, newsletter, and email. Communication between BAC staff and parents/guardians 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. Photo permissions will be obtained based on parent preferences recorded during enrollment and stored in the school's database.