

Sioux Valley
BASE
Before & After School Enrichment

Parent Policy Manual
School Year
2016-2017

Introduction

Children are given optimum opportunities to grow physically, socially, emotionally, and intellectually through educational and developmental activities. The Sioux Valley BASE program is a licensed Out of School Time Program that serves children residing in the Sioux Valley School district who will be five on September 1, 2016 and no older than 11 on or before September 1, 2016 by providing quality care during out-of-school time hours.

While at BASE, children will have the opportunity to participate in activities in a safe, supervised environment and be given a nutritious afternoon snack.

The BASE program will not discriminate on the basis of race, color, national origin, religion, gender, or ethnic group. BASE may enroll children with special needs which include but are not limited to hearing loss, language delays, physical disabilities or challenging behaviors if it is in the best interest of the child and BASE.

The BASE Director and staff are mandated by SDCL 26-10-10 to report any suspected incidents involving child abuse or neglect to the South Dakota Department of Social Services and the local police department.

Registration

The admission procedures include:

1. Completion and submission of the Sioux Valley BASE Registration form and the times your child will be attending BASE. These forms can be found online at www.svs.k12.sd.us.
2. Completion and submission of an annual \$10.00/per child fee for academic year, if your child attends summer BASE, an additional \$10.00 is required. This fee is not refundable.

Time of Operation

The Sioux Valley program will be operational each day school is in session 7:15 a.m. to 8:15 a.m., and after school dismissal until 5:45 p.m. (M-T-Th-F 3:30-5:45; W 2:15-5:45)

Full-day programming will be offered on teacher in-service days and school breaks, with the exception of the following holidays: Thanksgiving and the Friday following, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter Monday, Memorial Day, July 4th, and Labor Day. If these holidays fall on a Saturday or a Sunday, the holiday will revert to the Friday and/or Monday preceding/following the holiday.

All Day BASE days for the 2016-17 school year are as follows: September 2, October 10, October 28, December 27, December 28, December 29, January 3, January 16, February 10, February 20, and March 17.

For staffing purposes, a sign up sheet will be posted for parents who wish to utilize the program on non-school days. Their child must be signed up if they will be attending BASE. If you are registered for morning and afternoon, there will be no additional cost for All Day BASE. If you are Part Time or Drop In, you will pay \$25 for the day of care. This is in addition of what you are already paying. For non school days if you have

signed up for All Day BASE, and then choose to remove your child from the list after the deadline, you will be charged the \$25 fee. We will not accept any child after the sign up deadline. The fee covers the cost of time, staff, and snacks if your child attends or not. Children are required to bring a sack lunch on days of All Day BASE.

Attendance

Sign-in/Sign-out sheets are located on the Parent Table. For safety reasons parents are **required** to accompany their children into the school and record their child's arrival time each day. Also, at the end of the day, parents are **required** to record their child's departure time. In addition, we will not allow any BASE child to leave without seeing his/her parent, guardian or authorized person sign them out. This is mandated by the state of South Dakota.

A child will not be allowed to:

*Ride their bike home

*Walk home

*Meet their parents who are waiting in the car`

Signing the children out are for their safety. In order to keep all BASE children safe, if you have failed to sign your child in or out, you will be charged a **Safety Fee**.

The fee is as follows:

1st Time=\$10 Charge

2nd Time=\$10 Charge

3rd Time=Removal from BASE

This will be reflected on your bi-weekly bill.

Inclement Weather

BASE staff is trained in situations where the weather may become unsafe. In case of a tornado, the BASE program will be confined to the hallway behind the elementary and elementary principal's office, or in a safe interior classroom. A radio will be on alerting the staff to information concerning the weather. Children will not be permitted to leave the school without a parent present during these instances.

In case of a thunderstorm, the staff will keep the children in the school and engage the children in group activities.

When Sioux Valley Schools is closed due to weather, BASE will **NOT** be open.

Brookings Radio will announce any closing, as well as KELO, KDLT and KSFY. A message will also be sent via school messenger. This is a voice recording sent via telephone from the superintendent. Please make sure the elementary secretary has your current phone number on file to be able to receive these messages.

If Sioux Valley Schools has a 10am start there will be no morning BASE. If Sioux Valley Schools dismisses early there is no afternoon BASE. If school is cancelled for that day there is neither morning nor afternoon BASE. Please have an alternative plan in place for your child on such days. Credit will not be given for late starts, early dismissals or no school days due to weather.

Daily Program

The primary goal of the daily programming for the children will be to provide appropriate developmental opportunities in a structured environment. This age group thrives on challenge, stimulation, idea exchange and positive interaction with peers and adults. A

curriculum will be implemented where children can develop skills and interests as well as exert energy and exercise creativity.

A nutritious snack will be served each day. A weekly snack menu is posted on the Parent Bulletin Board. Parents are welcome to bring in snacks to celebrate their child's birthdays, etc. If your child has special dietary needs, parents are encouraged to consult with the Director to accommodate those needs.

During All Day BASE days the children are required to bring a sack lunch.

Daily Schedule (M-T-Th-F)

3:30-4:00 Check-in, wash for snack, bathroom use

4:00-4:15 Snack (JK-2nd)

3:45-4:15 Homework help (3rd-5th)

4:15-4:30 Snack (3rd-5th)

4:15-4:45 Story Time/Large Group Play (K-1st)

4:45-5:45 Free choice (outside, art, building, dramatic play, science fun)

5:45 **BASE CLOSED**

Daily Schedule (W)

2:15-2:30 Check-in

2:30-3:30 Free choice play (outside or gym)

3:30-4:00 Wash for snack & bathroom use

4:00-5:45 same schedule as M-T-Th-F

5:45 **BASE CLOSED**

****Schedule is subject to change**

Rates (all rates are subject to change)

****Summer bills must be paid in full before your child/ren can participate in school year BASE****

Rates will be as followings:

*Mornings and Afternoons

\$40.00 week **per child**

*Mornings

\$20.00 week **per child**

*Afternoons

\$25.00 week **per child**

*Drop In

\$25.00 a day

\$35.00 on field trip days

BASE will not deduct days that a child is absent. The BASE fees are used for staff, crafts, and snacks. When enrolling your child in BASE, you are reserving time, space, and provisions, whether they attend or not. This flat rate is reflected in your contract and is an industry standard.

Bills are issued every other Friday. The bills need to be paid no later than the following Friday. If payment is not received by that Friday at 5:45 p.m., your child will not be able

to attend BASE on the following Monday. Once the account is paid up, your child may begin attending BASE. Bills will be placed on the counter in the "BASE Bills" tote with the parent's name on a file folder. Payments are to be put in the payment mailbox, which is on the parent counter by the bill tote.

If there are three late payments in one year beginning August 2016 and ending July 2017, your child will be removed from BASE for the remainder of the school year.

Exemptions will be maternity or paternity leave, or a medical absence. Other exemptions may be considered by the BASE Director.

Families will not be able to enroll or participate in the school year BASE program with any outstanding balances.

Once you are signed up for a rate that is your rate until the BASE Director receives at least one week prior, in writing, your desire to change to a different rate.

Sioux Valley BASE is a listed provider for Child Care Assistance. Please contact Social Services if you are in need of child care assistance at 1-800-227-3020. The BASE Director can provide the provider number for the application.

Late Fees for Pick-Up

All children **must** be picked up no later than 5:45 pm. If there is an emergency and you will be not be able to pick your child up before this time, please contact the BASE staff as soon as possible at 605-691-4436. If you have not notified staff you will be charged a

Late Pickup Fee.

The fee is as follows:

1st time=\$10 Charge

2nd Time=\$10 Charge

3rd Time=Removal from BASE

This will be reflected on your bi-weekly bill.

BASE Entrance

BASE will be utilizing the door directly south of the BASE room for drop off and pick up daily. The doors will be unlocked at 7:15 AM and locked again at 7:45 AM. If you need to gain access to the school after that time, you will need to go to the Elementary entrance and be buzzed in. Check the white board near the Parent Table to see where the children are. If BASE is not in the BASE room, parents can also call the BASE cell phone at 605-691-4436. The main elementary doors will be locked at all times.

Parental Involvement

It is very important that all parents and families feel they are part of the BASE program. Please feel free to contact the director or any BASE advisory committee about any concerns or questions one may have. The BASE advisory committee meets every other month. We would love to have parents join us in helping make the BASE program a fun, safe and enjoyable place for all children.

BASE Advisory Committee Members

Michelle Beito-Principal

Nikki Moir-Director

Trudy Quail-School Liaison-Title Teacher

-Parent

-Parent

-Parent

David Squires-School Board Member

Confidentiality

All information relating to each child in care at the BASE program and their families will remain confidential at all times.

Absences

When a child will be absent from BASE in the morning or the afternoon, it is the parent's responsibility to write down absences in the notebook on the Parent Table, and inform a staff member that you have written down an absence. This can also be done in the form of a note signed by the parent and given to the BASE Director or Site Coordinator at least one day prior to absence. A text or call the BASE cell phone, at 605-691-4436 .

If it is a last minute absence from BASE please call the BASE phone at 605-691-4436 and leave a voice mail or a text message or email basesiouxvalley@gmail.com.

This is the most effective way to communicated absences as the director may not always be available at all times.

If your child is sick and does not go to school, please let BASE know too, as staff does not get that information from the school.

If a child does not show up at BASE after school-

*The Director or Site Coordinator will be notified

*Staff will check with their classroom teacher

*Call parents

*Call emergency contact

*Call authorities

The above steps are used to keep children safe. The time utilized to locate children also takes time away from other children enrolled in BASE. In order to keep all BASE children safe, if you have failed to let BASE know that your child will not be attending BASE, you will be charged a **Failure to Notify Fee**.

The fee is as follows:

1st time=\$10 Charge

2nd Time=\$10 Charge

3rd Time=Removal from BASE

This will be reflected on your bi-weekly bill.

Health

It is important to keep the children who attend the program healthy. If your child shows evidence of a childhood disease (mumps, chicken pox, measles, pink eye, impetigo),

upset stomach, diarrhea, a serious cold, or a temperature over 101 degrees, the child will not be allowed to remain at BASE.

If a child becomes ill while at the site, parents will be notified and expected to pick their child up immediately. Sick children will be isolated from the other children until arrangements are made to pick her/him up.

The Sioux Valley BASE will not administer over the counter medication or prescription medications.

Accidents

BASE Director, Site Coordinator and Assistants have been trained in First Aid and CPR procedures. If an accident should occur while at BASE, the staff will inform the Program Director or Site Coordinator to assist in keeping the child calm. If the child is in need of emergency care, the staff will call 911 and inform the parents.

The BASE staff will fill out an accident report with information such as: Date, time, place accident took place, witnesses, what happened, First Aid administered, nature of the injury, when the parents were called and any follow up care given to the child. The staff member will sign the sheet and have the parent sign the sheet when they pick up their child. The BASE Director will then be given the sheet to file in the student file. If the accident required follow up care by a physician, the Program Director is required to inform Child Care Services of what happened and outcomes.

BASE Expectations of Students

1. Students are expected to follow all instructions given by staff
2. Students are expected to respect everyone, no bullying or harassing
3. Students are expected to keep hands and feet to themselves
4. Students are expected to leave **ALL** electronics at home
If brought to BASE, they will be put up until parents arrive at pick up time
5. Students are expected to use calm, inside voices in the BASE rooms
6. Students are expected to walk from one area to the next
7. Students are expected to leave all gum and candy in backpacks

Discipline Policy

It is the purpose of the Sioux Valley BASE program to:

1. Provide a climate in which each child can develop a positive self-image and self-esteem, and a climate in which each child feels safe and secure.
2. Have each child behave in a responsible manner
3. Reward positive behavior

In an attempt to establish general discipline guidelines, the following actions will **NOT** be tolerated at the Sioux Valley BASE program:

1. Fighting and/or physical contact of another child or staff
2. Defiance of authority
3. Disrespectful or abusive language
4. Destruction of property

If an offense occurs, attention will be focused on the following areas:

1. Define the problem
2. Solve the problem
3. Assuming responsibility to include, but is not limited to:
 - a. Warning
 - b. Notification Slip
 - c. Time Out
 - d. Talk with parent
 - e. Conference with director, staff, and parent to determine boundaries for the child
 - f. Suspension (2 weeks)
 - g. Expulsion from the program

***If a child is engaged in a behavior that is potentially dangerous to him/herself, another child, or staff and that child does not **immediately** stop upon request from the staff, the parents of the child will be called and will be expected to come immediately and pick up the child.

If staff witness a child purposely destroying toys or property of the Sioux Valley BASE program or school, the parents will be responsible for repair or replacement of the property.

The Sioux Valley BASE program discipline plan encourages the use of logical and natural consequences for inappropriate behavior. One of the goals of the staff is that each student maintains his/her own dignity while learning these lifelong skills. The children are encouraged to remember:

1. I choose my own outcomes
2. I have choices
3. I have the power to make good decisions

If a child leaves the school/BASE grounds, these are the steps the staff will take:

1. Call parents
2. Call emergency contact
3. Call authorities

If a child continues to exhibit inappropriate behavior, a two-week probationary period will follow a parent conference. If positive changes have not occurred during this probationary period, expulsion from the BASE program will occur.

Harassment

Harassment in any form will not be tolerated by the Sioux Valley BASE Program. It is the policy of school district that no administrator, staff member, or other student shall be subject to derogatory remarks, verbal or physical advances, or sexual harassment by another. Harassment includes such things as teasing, name-calling and bullying, giving put-downs, making fun of others, making others feel isolated or alone.

Staff

The Sioux Valley BASE program has an Advisory Committee who has one liaison person from the Sioux Valley School Board, Sioux Valley Title Department and the elementary principal who brings concerns or opportunities to the attention of the BASE Director to enhance the program. The director is responsible for daily operation of the program and staff. One qualified staff supplemented by assistants, and volunteer support staff will staff the site. The director, with staff input, determines the daily curriculum. All personnel and programming decisions are ultimately approved by the school board. All BASE staff are mandated through the state of South Dakota to have ten hours of training to be able to be employed in a registered OST program.

Evacuation

Each year, four regular fire drills and one severe weather procedure are conducted at the school. An evacuation diagram is posted in each room. In case of an emergency, an alternate site will house the children until a parent can pick them up. BASE will utilize Sioux Valley School Safety Management Procedures.

Termination Procedures

Parents who wish to withdraw their children from the Sioux Valley BASE program must give the Director a two-week notice. This notice must be written, dated and signed by the parent. The parents will be responsible to pay for those two-weeks even if their child/ren does not attend BASE. Parents will continue to be billed until the written notice is given to the BASE Director.

School Year Staff

Nikki Moir – BASE Director
Blair Nelson-Site Coordinator