

Before and After School Care

Handbook

2021-2022

We are pleased to offer Before and After School Care (BASC) as a way to serve the families of Sound Christian Academy. The BASC program is an extension of our school mission to support the Christian home. It helps you in making school more convenient and supports your sacrifices in attending SCA. If you have any questions you can contact Amy Robinson (arobinson@soundchristianacademy.org) or Alisha Brotherton (abrotherton@soundchristianacademy.org).

Eligibility

The BASC program is available for students in full day Pre-K through 5th grade. Students in grades K-5, who arrive at school 15 minutes earlier than the start of school or who are not picked up within 15 minutes of the end of school are required to be in BASC unless directly supervised by an adult. Students may not come and go from BASC, but are to remain under BASC supervision until being picked up to go home.

Scheduled Hours

7-7:40am (at 7:40 students join their classmates at the playground).

2:40-5:30pm. On early dismissal days, BASC will be open until 2:30pm.

Activities

Morning activities include quiet games, reading and stories. Prior to joining classmates outside, students will have a brief clean up and prayer.

Afternoon activities include opportunities for outdoor play, indoor games, homework time, reading, crafts and limited DVDs from the SCA library.

A snack is provided by BASC. If your child(ren) have food allergies, please let Amy Robinson or Alisha Brotherton know so a different snack can be prepared for them. If a snack is brought from home, it may be eaten at snack time.

Fees and Payment

\$10 per hour per child or \$23 per hour per family, billed in 30-minute increments.

A late fee of \$5 per 15 minutes, per family, is charged if children are not picked up by closing time (5:30pm on full days and 2:30pm on half days).

If a parent/guardian is late for pickup, a BASC worker will fill out a late slip and have the parent/guardian sign it before leaving.

Format

BASC will be staffed with one staff member in the morning, and two in the afternoon until the number of children drops below 14. All Sound Christian Elementary policies (to include when children are ill) will be enforced.

Signing in and out

Children must be signed into BASC by a parent/guardian or someone approved by them and Sound Christian Academy. While the preferred method is to have an approved adult sign child(ren) in, a parent/guardian may give written permission for a sibling – middle school and up – to sign in a younger child. For after school sign out, BASC workers will sign students in and a parent/guardian will sign them out.

Behavior Management and Discipline

- Expectations are established
- Positive behavior is recognized
- The BASC workers move around and interact with the children as much as possible to prevent problems or intervene in a situation before it escalates.

Dear Parents/Guardians of Sound Christian Elementary Students,

SCA families desiring care for their elementary age children outside of school hours are required to read, initial, and sign this page. By initialing and signing, you are affirming that you understand and agree to the terms of the BASC program.

_____ I have read the attached paper and am aware of the hours of operation, rules, procedures, and fees involved.

_____ I understand this is a paid service, and I will be billed (through "Facts") on the 20th of each month. Payment is due the 5th of the following month.

_____ I understand that BASC closes at 5:30pm on normal school days and 2:30pm on early dismissal days, and if I arrive after closing time, I will be charged a late fee of \$5 per 15 minutes, per family until the time I arrive.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Please list the name and grade your child(ren) is(are) entering who will be attending BASC:

Name

Grade

