

# **Before and After School Care Handbook 2022-2023**

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 offers safe, convenient and quality care for your children before and after school. If you have any questions please contact Michelle Hewitt ([mhewitt@soundchristianacademy.org](mailto:mhewitt@soundchristianacademy.org)) or visit [www.soundchristianacademy.org/basc](http://www.soundchristianacademy.org/basc).

## **Ages/Grades**

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). From the end of the school day until 6:00pm.

On early dismissal days, BASC will remain open until 6:00pm.

## **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 healthy snack is provided by BASC. If your child(ren) have food allergies, please document on the Emergency Contact forms. The only time outside food is allowed is for special dietary needs of the child(ren). Parents will provide necessary alternatives. Feel free to discuss any health issues with the BASC Manager.

## **Fees and Payment**

1st child \$4 per half hour; 2 children \$6.50 per half hour; 3 children \$8.50 per half hour; Family Max \$9 per half hour.

A late fee of \$5 per 15 minutes, per family, is charged if children are not picked up by closing time. 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**

It is our goal at BASC to be staffed with two adults while your child(ren) are in our care. Volunteering is encouraged especially from the high school students. Adult volunteers need a clean background check. 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.

**BASC Philosophy**

We believe children are precious and are gifts from God. Safety of your children is our number one concern. We believe all children are worthy of love and respect. The staff will treat the children with love and respect and strive to teach the children to love and respect others.

**Behavior Management and Discipline**

The staff looks for 'teachable moments' when directing students, expectations are clearly established and 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 6:00pm on normal school days and 6:00pm 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**

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