



# PARENT/STUDENT POLICY GUIDE

## Parent Responsibilities

### Entrance Requirements

1. Children are eligible to attend the program while they are enrolled in Kindergarten through fifth grade.
2. Parents must communicate with the public school district to arrange for bus transportation to BASE. A district bus stops at the FBC recreation building. For students attending PCCS, a van will pick up students from school.
3. Parents must complete a registration packet.
4. New parents must meet with BASE Director to discuss policies and tour the BASE facility prior to enrollment.
5. Parents must sign a statement of Agreement and responsibility and provide a current record of immunizations prior to enrollment.

### Fees

1. All participants are required to pay a non-refundable registration fee of \$25.00 at the time of enrollment. Drop-in participants will not be charged an enrollment fee.
2. All participants are subject to these guidelines:
  - Payments are due weekly on the first day of attendance. Parents who would like to prepay for one month of care at a time may do so with a 10% discount.
  - Payments are considered late on Thursday at 6pm. Late payments are subject to a \$5.00 fee. Two consecutive late payments will result in a conference with the BASE Director. Continuous problems with payment may result in dismissal from the program.
  - There is a \$15.00 fee for all returned checks.
  - Payments should be given to the BASE

office.

- Checks should be made payable to First Baptist Church. The memo line must include BASE, the child's name, and the dates for which payment is being made.
- Cash payments are to be made in a cash payment envelope with complete information.

\*\*BASE fees are not tax deductible as a gift to First Baptist Church. A yearly statement will be provided to show child-care expenses.

### Full-Time Participant Fees

Full-time participants are those enrolled to attend four or five days a week.

1. The fee for full-time participants will be \$25.00 a week. Fees for families with more than one participant will be \$18.75 for the second child and \$12.50 for the third child and any additional children.
2. During weeks which BASE operates fewer than five days the fee will be prorated to \$5.00 per day.
3. In the event of extended illness, the BASE Director may provide for extenuating circumstances with the approval of the BASE Committee.
4. There will be no additional charge for extended BASE sessions when school is dismissed early.
5. Full-time and part-time participants must pay for everyday they have scheduled, whether or not they attend.

### Part-Time Participant Fees

1. Part-time participants are those enrolled to attend regularly, three or fewer days a week.
2. The fee for part-time participants is \$7.00 a day.
3. Part-time participants must pay for every day they have scheduled, whether or not they attend.

### Drop-in participant fees

1. Drop-in participants are those who are enrolled and call the BASE office at least one day ahead to make arrangements for one day at a time. These participants will only be accepted if there is an opening so that the staff/child ratio remains at or below the required level.
2. The fee for drop-in participants is \$7.00 per day, due prior to or on the day that the care is received. On those days that the school is scheduled dismissed early, the drop-in fee will also be \$7.00.

### Overtime Charges

1. Overtime begins at 6:00p.m. when the BASE program ends daily.
2. The fee for leaving your child after hours will be \$5.00 per child for the first 15 minutes and \$5.00 per child for every five minutes after.
3. Overtime charges must be paid when the child is picked up.
4. Chronic lateness may result in dismissal from the program.

### Change of Enrollment/ Status/Withdrawal

1. Parents must give one business week (5 business days) notice of a change in enrollment status (i.e. full to part-time or drop-in).
2. Parents must give two business weeks (10 business days) notice of their child's withdrawal from BASE.
3. Fees must be paid through the end of the notice period even if children are changed in status or withdrawn early.

### Scholarships/DFS Payments

We do have limited scholarship funds available for BASE participant fees. The awards are based on family need through an application process. BASE also accepts payment from the Missouri Department of Social Services. Parents are responsible for any sliding fee and co-payment. Contact the BASE Director for more information.

### Picking Up Your Child

1. Pick up your child at the east doors of the activities building (Main St. entrance).
2. When you pick up your child, you must sign him/her out.
3. Your child will not be released to anyone whose name does not appear on your enrollment form as being authorized to do so, unless you have called the BASE office to make special arrangements in unforeseen circumstances. Anyone picking up your child for the first time will be asked to show identification.

### Other Parent Responsibilities

- ✓ Parents need to be aware of the BASE guidelines and encourage your child to abide by them at all times.
- ✓ Parents will be requested to attend a conference with the BASE Director if the need arises.
- ✓ Parents are asked to keep ill children at home and to have arrangements made should their child become ill and need to leave BASE during the afternoon.
- ✓ For security reasons, parents **MUST** notify BASE before 3 pm (noon on early dismissal days), if your child will not be attending on a scheduled day. (This does not mean that the fee will not have to be paid, see "fees" section of guide.) If possible, notify the Director 24 hours in advance or leave a voice mail at the BASE office.

### Student Responsibilities

Children are responsible for abiding by these guidelines:

- Show respect to God, others and self.
- Shoes are to be worn at all times.
- No lunch leftovers or personal snacks are to be consumed during BASE. Snacks are provided by BASE. Students will not be allowed to use the soda machine without a parent present.

\*All imperative rules will be discussed with students upon their first day of BASE. Rules are posted in the gym and activity area for easy reference. Logical consequences are used for infractions of rules.

## BASE Policies for Emergencies

### Accident Involving a Child

Minor accidents will be treated with first-aid.

In the event of a major accident or injury:

1. The BASE Director will determine if the injury is life threatening; if so, the child will be transported by ambulance to the emergency room of the preferred hospital indicated on the enrollment form.
2. The parents will be immediately notified. If the parent cannot be reached, the emergency contact person will be notified.
3. Parents will be responsible for covering medical costs if an accident occurs.

### Power Outage/Severe Storms/Fire

- If a power outage occurs at BASE, and weather permits, the children will be moved to the main First Baptist Church facility (if there is power there).
- If a fire occurs in the activities building, the children will be moved to the main First Baptist Church facility.
- Severe storm and fire drills will be held periodically to ensure all children are aware of the procedures.

\*If the children must leave the activities building for any reason, they may be picked up by using the doors on the west side of the main church facility (Main St entrance directly across the street from the Recreation Building).

## BASE Health Policies

### Illness of a child

1. No children with evidence of illness as defined below will be allowed at BASE:
  - fever above 99 degrees
  - phlegm-producing cough
  - rash

- diarrhea or vomiting
  - lice or nits
2. If a child becomes ill (see above) while at BASE:
    - The parent will be notified that the child is ill and must leave; and
    - The child will be isolated from other children until his/her parent arrives.
  3. All parents will be notified if a child has been exposed to a contagious disease at BASE.

### Medication

The only medication that will be given at BASE must:

- be in the original container, and
- have written instructions given from the parent to the director on the form provided.

\*BASE reserves the right to refuse enrollment to any child who has medical disabilities for which the staff is not trained to care.

## BASE Schedule for the School Year:

The BASE program will follow the Bolivar R-1 school calendar. BASE will begin on the first day of classes.

BASE will be closed on the following days:

Labor Day  
Thanksgiving Break  
Christmas Break  
Martin Luther King Day  
President's Day  
Spring Break/Good Friday  
Memorial Day  
Independence Day

### Extended Hours

BASE will be open extended hours (1:00 p.m. - 6:00 p.m.) on early dismissal days, including end of quarter, teacher workshops and the last day of school. If extra days are added to the end of the school year to make up for missed days, BASE will be open.

### Emergency School Cancellation Care

BASE will not provide care for school cancellation due to inclement weather when

school is cancelled for a full day. We will be open on early dismissals due to weather.

### Child Abuse/Neglect

All educators are mandated by law to report all forms of child abuse or neglect. Proper procedures (according to the Children's Division) will be followed if necessary.

### Vision Statement

BASE is a ministry of First Baptist Church of Bolivar, designed to provide quality care and enjoyable activities in a Christian environment to children in grades K-5 during out of school time.

### Address

BASE  
First Baptist Church  
316 N. Main  
PO Box 358  
Bolivar, MO 65613

### Contact Information

BASE Office .....777-4810  
FBC Office .....326-2431  
FBC Fax .....326-4706  
Email       base@fbcbolivar.org  
Website     www.fbcbolivar.org

We reserve the right to change our policies, procedures and prices at anytime.

### Enrollment Checklist

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- \_\_\_ Enrollment Form (yellow)
- \_\_\_ Food Program Enrollment (Green)
- \_\_\_ Enrollment Fee (\$25)
- \_\_\_ Release Form (White)
- \_\_\_ Health Report (Blue)
- \_\_\_ Individual Plan for Specialized Care (if applicable) (Dark Blue)
- \_\_\_ Signed Notice of Parental Responsibility (Purple)
- \_\_\_ Shot Record (up-to-date)
- \_\_\_ Emergency Card, one per family
- \_\_\_ Meet with Director (new families)
- \_\_\_ Let the school know your child will be riding the bus to BASE

