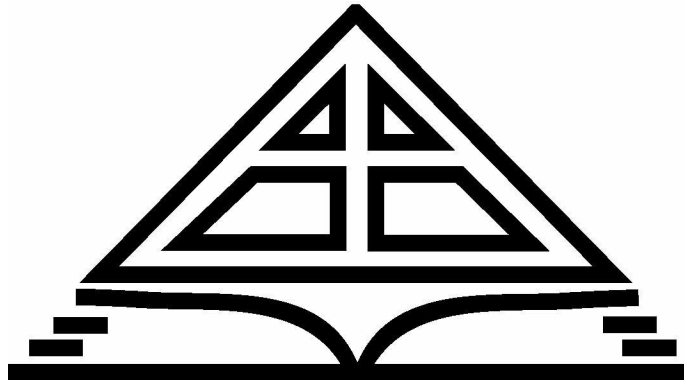




Calvin Christian School

**Before & After School Program
Parent Handbook**

Before & After School Program

The Before and After School Program (BASP) is a service offered by Calvin Christian School to accommodate the working hours of parents/guardians. The BASP provides a friendly, comfortable atmosphere where students have the opportunity to interact with other students through a variety of activities. All activities are supervised by staff who work together to provide a safe and caring environment for your child(ren).

Program Hours

- The Before School Program operates between 7:30 am and 8:20 am.
- The After School Program operates between 3:00 pm and 5:30 pm

Who is Eligible to Use the Program:

- The BASP is offered to all Calvin Christian School students in Kindergarten to grade 6.
- A registration form is required for your child to attend the program on a regular or drop-in basis.
- Students who require one-to-one staff support during the school day must have a discussion with the BASP coordinator prior to their child(ren) attending the BASP.
- Families with outstanding tuition fees may be required to speak with the business office in order to be eligible for the program.
- All students from Kindergarten through grade 6 must be in the BASP prior to 8:00 am or after 3:15 pm if they are not under parent/guardian supervision.

Students from Kindergarten through grade six, who have siblings in grade seven and above who are dropped off early or awaiting pickup, must report to the BASP. The school does not permit student(s) from grade six and under to remain in the care of their older sibling(s) while waiting for school to start or waiting for pickup.

Fee Structure

	1st Child	2nd+ Child
Before School Only	\$4.50/day	\$2.50/day
After School Only	\$7.50/day	\$2.50/day
Early Pick-Up (3:45 or earlier)	\$4.50/day	\$2.50/day
Before & After	\$12.00/day	\$5.00/day
Shuttle Bus	\$25/month	\$15/month

*Shuttle Bus - students who are waiting for a sibling to arrive from the Collegiate via shuttle bus

Billing and Payment Procedures

- Parents/guardians will be billed bi-weekly. Invoices will be sent out via email from Brightwheel.
- Parents/guardians will be billed monthly for students who attend while waiting for the shuttle bus to arrive. Invoices will be sent out via email from Brightwheel.
- Payment must be received within 10 days. Accounts that are in arrears may result in students not being allowed to use the BASP.
- Any discrepancies in attendance must be directed to the BASP coordinator at basp@calvinchristian.mb.ca.
- Payments are made through the Brightwheel app via auto-pay. Payment methods include Credit Card and Auto-deposit.
- Late payment fees may be applied to families who are over 30 days past due. If payments continue to be late, students could no longer be enrolled in the BASP.
- Any outstanding fees must be paid by the end of June.

Inservice Days

- There will be no BASP on CCS Elementary Campus in-service days. You will need to make alternate arrangements for these days. Also note, that the BASP is closed on all statutory holidays and school breaks.

Before School Program (morning)

- Students in Kindergarten to grade 6 who are dropped off at school **before 8:00 am** and are not in care of an adult will be sent to the BASP and applicable fees will be levied to the family's account.
- If a student is dropped off at 8:10 am, they are to remain outside under staff supervision until the morning bell rings. **Please do not bring your child to the BASP after 8:00 am.**

After School Program (afternoon)

- Students are dismissed from classes at 3:00 pm.
- A school staff supervisor is on duty at the parking lot from 3:00 pm to 3:15 pm. Any students from Kindergarten to grade 6 who have not been picked up by 3:15 pm will be escorted to the BASP and parents will be charged for the service. There are no exceptions.
- **At pickup, the parent/guardian must come into the school (or wherever the BASP group is) to pick up their child.** They must be sure that a staff member signs the student out. The exception to this is at 4:00 pm when students join their older sibling(s) and are picked up at that time, in the parking lot.
- For students waiting for parent/guardian pick up at 4:00 pm when the shuttle from the collegiate arrives, a BASP staff member will escort all students to the parking lot and remain there until all students have been picked up. **Any students who have not been picked up by 4:15 will be brought back to the BASP. Applicable fees will then be**

applied. The school does not permit students from Kindergarten to grade six to stay in the care of their older sibling(s) while waiting for pick-up.

- On early dismissal days, the After School Program is available from 2:15 pm to 5:30 pm.

- **Late Pick-Up Fees**

All children must be picked up by 5:30 pm. Please respect that our staff have other commitments, and as such, your consideration in this matter is appreciated. **There will be a \$0.75 per minute surcharge that will be applied after our 5:30 pm closing time.**

Identification of Persons Who Will Pick Up Your Child(ren)

- Please use the BASP registration form (found on Brightwheel) to identify the people **who are authorized to pick up your child(ren) on a regular basis.**
- If there is a person who is **not** authorized to pick up your child(ren), please indicate this information on the form. We can only enforce this if the school is provided with custodial information or court orders.
- In the event that you need to authorize an alternate person (who is not on the form) to pick up your child(ren), you must provide authorization in writing (basp@calvinchristian.mb.ca) or verbally (204-898-3002 during BASP hours or the school office at 204-338-7981 during school hours). You will need to provide staff with a phone number where you can be reached in the event we need to confirm that your child(ren) may leave with the person identified.
- Photo I.D. may be requested upon the arrival of your alternate person to confirm their identity.
- BASP student(s) may be picked up by a sibling who is in grade 7 or above if they are proceeding directly to the parent/guardian following leaving the BASP. If students are found waiting in or outside the building for parents/guardians because they have not yet arrived, this privilege may be revoked.

Please help us keep our students safe by encouraging your child(ren) to go to the BASP if your arrival is delayed beyond 3:15 pm. Student(s) are not permitted to wait for you in an alternate location after this time. Students under grade six who avoid attending the BASP after 3:15 pm may be required to attend a parent meeting with the Administration.

Emergency Contact Person

- An emergency contact person for every student attending the BASP is required. This person must live in Winnipeg as they may be contacted when a parent is not available. Please be sure that one or more emergency contacts are identified on your registration at the time of enrollment. If you need to make any changes to this, please do so on the Brightwheel app and inform the BASP coordinator via email.

Behavioural Expectations and Responses to Misbehavior

- All BASP students are expected to follow the Calvin Christian School student code of conduct.
- All BASP students are required to be in the space where their group is. Students are not permitted to roam around the school.
- Please note that parents will be informed by BASP workers of any behavioural concerns and how they were addressed.
- Students who require one-to-one staff support during the school day must have a discussion with the BASP coordinator prior to their child(ren) attending the BASP. A fee of \$20 per hour may be applied for the personal care that is provided during the BASP.
- Students who consistently demonstrate behaviours not consistent with our code of conduct or the BASP guidelines may also not be allowed to use the BASP if the behaviours cannot be resolved. Parents would then need to find alternate after-school care for their child(ren).

Illness

- Sick students should not be sent to the BASP for the protection of other students and staff.
- Any communicable disease (ie. strep throat, head lice, hand-foot & mouth disease, pink eye, etc.) must be reported to the BASP coordinator or school office so that we can be aware of symptoms in other children and notify parents.
- If a student should become sick in the BASP, parents/guardians will be called to pick up the student as quickly as possible. If parents/guardians cannot be reached, the emergency contact person will be called.

Injuries

- Depending on the severity of an injury, a parent/guardian may be called to pick up an injured student.
- As per CCS policy, if there is a situation that requires a call for an ambulance, the ambulance will be called first, followed by a call to the parent/guardian. If the parents/guardian cannot be reached, the emergency contact person will be called.
- Please note: if a student is taken to hospital by ambulance, the charge for the service will be directed to the parent(s) of the child.

Change of Information

- If there is a change of personal information (address, email address, phone number, emergency contact person, persons who may pick up a student) it is important you update the information in Brighwheel, inform the school office, and the BASP coordinator (basp@calvinchristian.mb.ca).

Snacks

- Please be mindful of the amount of time your child(ren) will spend away from home and pack snacks accordingly. Many students are hungry at the end of the day and sharing of food is not permitted due to allergy risks.

- Please be reminded that we are a peanut-aware school. We ask that you do not send snacks with peanuts or peanut products.

Technology Use

- Student cell phones, tablets and other electronic devices are **not** allowed in the BASP.
- There are opportunities for students to use the school computer lab. Students are expected to follow the same rules that are laid out in the Computer & Internet Use contract.

Toys/Personal Items

- Toys and other personal items from home are discouraged, but if a student does bring small items, parents and students need to be aware of the risk of damage or items going missing. BASP will not be responsible for lost, stolen or damaged items.

Staff

- All staff members at the Before and After School Program are committed to the mission and vision of Calvin Christian School. All adult BASP workers are required to complete criminal record checks and child abuse registry forms.

Before & After School Program Coordinator: Marlene Algera

basp@calvinchristian.mb.ca

Phone number: 204-898-3002 (only during BASP hours)