

## Before and After School Services (BASS) Parent Manual

**Goal:** Emmanuel Lutheran Church will provide a structured before and after-school program (BASS) for students enrolled in Emmanuel Lutheran School.

1. **Objective:** To provide a convenient and safe environment for students prior to and after school.
  - a. Elements of the Program
    1. The program will provide a quiet time each afternoon so students will have the opportunity to complete homework. The care-givers will not be responsible for checking that the students are engaged in doing their homework during this time, however they will be responsible for providing an environment conducive to study for these students who wish to take advantage of this opportunity, (i.e., physically moving around the room and making themselves available to assist with directions, listening to younger children read, etc.)
    2. A snack will be provided for the students.
    3. Structured and unstructured recreational and fellowship time will be provided for students.
  - b. Hours of Operation
    1. BASS will operate only on days when school is in session.
      - a. BASS will be closed on all school holidays.
      - b. BASS will be closed on snow/inclement weather days.
    2. Morning Hours: 7 A.M. – 8 A.M.
    3. Afternoon Hours: 3 P.M. – 6 P.M.
    4. Half-day care is included in the afternoon hour's fee.
    5. **Weather delays and early closure.**
      - a. **When the opening of school is delayed due to inclement weather, BASS begins one (1) hour before the schedule opening.**
      - b. **When school closes early, children enrolled in BASS will be picked up at the announced school closing time. (NO Afternoon BASS)**
      - c. **When Baltimore County Schools cancel after school activity BASS will be closed.**
2. Registration
  - a. Parents will file a completed application form to the director before their child will be allowed to participate in the program.
  - b. Parents will pay the registration fee before their child will be allowed to participate in the program.
  - c. Parents will file a completed medical form and emergency contact form before their child will be allowed to participate in the program.
3. Fees
  - a. The fee for the morning session only (7 A.M. – 8 A.M.) is \$102.00/month (2019-2020)
  - b. The fee for the afternoon session only (3 P.M. – 6 P.M.) is \$233.00/month (2019-2020)
  - c. The fee for both the morning and afternoon sessions is \$284.00/month (2019-2020)
4. Payment of Fees
  - a. Monthly fees are to be paid by the tenth of each month.
  - b. Payment must be given to the Director of the program.
  - c. Late Payments

1. If payment is not made within five working days of the due date, the director of BASS will contact the delinquent parent to secure payment.
  2. If payment is not made within two working days of contact, the student will not be allowed to participate in BASS until payment is made current. ***A late fee of \$10 will be added to any late payment.***
    - a. A phone call to the parent/guardian will notify him/her that the child is no longer allowed to participate in BASS.
    - b. A letter will be sent home with the child indicating that the child is no longer allowed to participate in BASS.
  3. After a period of two weeks absence without payment, the parent or guardian will be notified that their child has been dropped from enrollment in the BASS program.
    - a. In order to re-enroll, the child will be placed at the end of any wait list that exists.
    - b. The next child on the wait list will be accepted into the BASS program.
    - c. Returned checks will be assessed a \$25.00 handling fee.
5. Arrival and Departure of Students
- a. Students may not be dropped off before 7:00 A.M.
  - b. Parents must sign their child in for before care and out at the end of each day.
  - c. Children must be picked up by 6:00 P.M.
    1. A late fee of \$1 will be assessed for each minute beyond 6:00 P.M. that a child remains at BASS.
      - a. A late fee form will be filled out and given to the parent when they pick up their child.
      - b. The late fee form will be marked paid in full and dated when payment is made.
    2. In the event that a late fee can not be resolved at the time of pickup, the late fee must be paid before the end of the next BASS day – regardless of whether the child attends BASS on that day.
    3. Children with outstanding late fees (more than 24 hours) will not be readmitted into BASS until the fee is paid.
  - d. Students who are picked up 10 minutes late more than 5 times per year will be dropped from the BASS program until the next school year.
  - e. In the event that a student is left more than ½ hour after close of BASS (6:00 P.M.) and there has been no contact from the parent to the BASS staff, Social Services will be called to pick the child up.
6. Terms of Enrollment
- a. Only students enrolled at Emmanuel Lutheran School are eligible for BASS.
  - b. Continued enrollment is contingent upon the students meeting standards of good behavior (as described in the Emmanuel Lutheran School guidelines) and the parents meeting their financial obligations to BASS
    1. Standards of Good Behavior
      - a. Based on the fact that only students currently enrolled at Emmanuel Lutheran School are eligible for BASS and all the ELS students are already familiar with and accountable for knowledge of the school rules, all the Rules of Emmanuel Lutheran School will apply to the BASS program.
      - b. Students returning to their rooms to retrieve study materials must be accompanied by another student and students under grade 4 must be accompanied by a student in grade 6 or higher.
    2. Disciplinary Policies

- a. Acts of Physical Violence – Physical violence (pushing, pulling, hitting, kicking, biting, scratching, or restraining another student) toward other students or staff members will result in the following actions:
  - 1. Immediate suspension from BASS for a minimum of one day or until a meeting with the child’s parent or guardian can be arranged and held.
  - 2. The Director of BASS will report the incident to the Called staff person in charge of the program.
  - 3. A written record of the event will be kept in the student’s file.
  - 4. A second incidence of physical violence will result in the permanent dismissal from the BASS program.
- b. Disciplinary Problems – Disciplinary problems will result in the following actions
  - 1. The Director of BASS will note incidents of discipline problems in student’s file.
  - 2. The Director of BASS will arrange a meeting with the student’s parent(s) or guardian(s) to determine a course of action to curb undesired behavior. A written record of the meeting will be kept in the student’s file.
  - 3. If behavior persists, the Director of BASS, the Called staff person in charge of BASS and the parent(s) or guardian(s) of the child will meet to determine a course of action to curb undesired behavior. A written record of the meeting will be kept in the student’s file.
  - 4. If behavior persists, the Director of BASS will suspend the child’s participation in BASS for a period of time determined by the Director of BASS and the Called staff person in charge of BASS. A written record of the meeting will be kept in the student’s file.
  - 5. If behavior persists, the Director of BASS and the Called staff person in charge of BASS will remove the student from the program. A written record of the meeting will be kept in the student’s file.
  - 6. In the event that a child is dropped from the BASS Program due to disciplinary problems, a pro-rated refund will be issued to the parents or guardians of the child.

(Detach)

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I have read the above guidelines for Emmanuel’s BASS program and I agree to conform to the rules and regulations so outlined. I will abide by the deadlines for payment and will support the staff in promoting the safety and discipline policies as stated.

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Child’s name

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parent/guardian signature

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date

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parent/guardian signature

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date