

St. Clare School Before and After School Care (BASC)

OUR MISSION STATEMENT

BASC strives to uphold the values and principles of St. Clare School through focusing direct and compassionate attention to the emotional, physical, and educational development of each child.

BASC PHILOSOPHY

BASC strives to enrich the lives of every child, by offering a nurturing environment, which teaches life-long skills through educational programming and community service, as well as concentration on respect, responsibility, and personal growth.

HOURS OF OPERATION & DAILY SCHEDULING:

Monday- Friday
7:00 – 8:05am (Before School Care)
3:05 – 6:00pm (After School Care, 2:05 on Tuesdays)

REGISTRATION PROCEDURES, BILLING, & FEES

All families participating in BASC must submit a completed registration form for *each child* including family information, emergency contact information, medical history, current doctors, and medical insurance information. This process also includes a non-refundable registration fee for either *Regularly Scheduled or As-Needed Care* (\$50 per child).

BASC Fee Schedule 2019-2020

Before School (7:00am – 8:05am) \$7.00

After School (3:00-6:00pm) \$18.00

After School (2:00-6:00pm) \$24.00

Drop-in \$25/\$30 Tuesdays

BASC MONTHLY FEE STATEMENTS:

BASC Statements will be sent through FACTS on or around the 15th of each month for the previous month's care.

If you arrive past 6:00 pm, BASC closing time, you may also be charged the late arrival fee of \$1.00 per minute.

Please plan ahead, call if you are running late or have an authorized back up person who can pick up your child if you are unable to make it on time.

Important Notes:

- Students who are not scheduled for BASC on a particular day, who have not been picked up by 3:15 (2:15 on Tuesdays) will be sent to BASC if they have previously registered for the BASC program.
- For families who are not registered for BASC, school administration reserves the right to bill families for the BASC registration fees and any charges incurred for care as a result of children not being picked up by 3:15 (2:15 on Tuesdays).
- BASC is only available to current St. Clare students.

BASC SCHEDULING

REGULARLY SCHEDULED CARE:

Regularly Scheduled Care families must send an email in advance if your child will not be attending BASC that day. This includes if your child is sick, did not come to school, or if you have arranged other after school activities in lieu of using BASC. This is the only way we know your child is safe and where they should be.

AS-NEEDED CARE AND PROGRAM DAYS ONLY:

1. Email ahead for As-Needed care. This is scheduled on a first come, first served basis with prior notification. **If we do not have space that day, as-needed care will not be available.**

2. **As-Needed Policy states that all care must be arranged in advance.** Please call ahead for As-Needed care. All As-Needed care is scheduled on a first come, first served basis with prior notification. If we do not have space that day, As-Needed care will not be available and you will be called to pick up your child.

3. Advanced enrollment is required for all Noon-dismissal Program Days and is not included in your regularly scheduled care. Registration forms will be accepted on a first come, first served basis with a noted deadline. This deadline will typically **be one week before the program date** and space will be guaranteed to those who submit enrollment prior to this deadline. If you are late enrolling for a program day, space may not be available due to staffing and planning availability.

Please try to schedule As-Needed care at least 24 hours in advance. Please note that on limited space days even if you call 24 hours ahead of time, As-Needed care may not be available.

SCHOOL CLOSURES, HOLIDAYS, & SNOW DAYS:

INCLEMENT WEATHER POLICY:

In the case of inclement weather, when St. Clare School is closed, BASC will also be closed for the safety of staff and children. St. Clare follows the decision of Portland Public Schools. BASC reserves the right to close early due to weather conditions. We will email with this information if necessary.

If St. Clare has a late start, there is NO MORNING BASC.

HOLIDAY CLOSURES - NO BASC SERVICES:

St. Clare School and BASC will be closed for the following Holidays and School Vacations. BASC care will not be provided for these days:

- Labor Day
- Full day Fall Conferences
- Veteran's Day
- Thanksgiving Holiday *and* afternoon care the last day of school before Thanksgiving holiday
- Christmas Break *and* afternoon care the last day of school before Christmas break
- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Spring Break Holiday
- Memorial Day
- Last Day of School
- All Full day In-service days

NOON DISMISSAL DAYS (Program days) - BASC IS PROVIDED:

* Advanced registration must be completed for all Program Days, and will be accepted on a first come, first served basis through a designated deadline. This deadline will typically be one week before the program date and space will be guaranteed to those who submit enrollment prior to this deadline. If you are late enrolling for a program day, space may not be available, due to staffing and planning availability. Registration form will be sent out approximately two weeks before the program day.

PROCEDURES FOR ARRIVAL & PICK UP

Children arriving for AM Care should be accompanied into the school by a parent or guardian and signed into morning care. Entry to BASC is through the double doors on Freeman Street. For security reasons, these doors will be locked at all times. Please ring the white doorbell to the left of the door and a staff member will open the doors.

AUTHORIZATION FOR PICK UP:

Only those individuals authorized on your registration form will be allowed to pick up your child. If at any time you authorize anyone else, we must have prior written approval (email is acceptable) to release your child(ren) to that individual. **A telephone call cannot be honored as adequate notification.** New or unrecognized authorized individuals may be asked to present a valid photo ID to a BASC staff member.

PROCEDURES FOR PICK UP:

When you (or an authorized person) pick up your child, you must personally come to the BASC Classroom. Before leaving with your child(ren), you need to tell a staff member, as well as signing-out your child on the Daily Attendance form.

In accordance with the State of Oregon Child Care Division regulations, students who leave BASC without a parent or authorized adult must have arrangements made in advance, in writing, from the parent(s) with the departure date, time, and procedure. This must include *specific* dates and times when the child may leave BASC independently. "Permission to Walk" forms on record in the school office or with the classroom teacher are not sufficient notice. Written requests must be directed specifically to BASC or children will not be allowed to leave the care of BASC until signed out by an authorized adult.

CONTRACTED CLASSES & SERVICES

In compliance with the State of Oregon, and for the overall safety of your child, BASC staff must be notified in writing if your child is participating in contracted classes (MUSE, Drama Club, Walking Club, Book club, Mad Science, basketball, etc.), which requires them to leave the care of BASC. You must fill out a contracted class form indicating the class dates, times, and location. By signing this form you are releasing your child from our certified care, and liability.

*Please note - no child will be released to anyone other than the person designated by you on the contracted class form. Also, they will not be allowed leave BASC to participate in contracted classes without your written consent and a completed contracted class form.

CANCELLATIONS & ABSENCES

There is no refund when your child is absent from his/her registered time in BASC nor is make up time available. Please let us know if your child will not be attending BASC by emailing [*basc@stclarepdx.org*](mailto:basc@stclarepdx.org). This will provide space for drop-in care. Our concern is your child's safety. If your child is absent, and we have not received prior notification, we will investigate the whereabouts of your child and call to verify.

CHILD'S WHEREABOUTS:

Please note that if your child does not arrive to BASC in a timely fashion (within approximately 10 minutes after school dismissal) BASC staff will make all efforts possible to locate your child's whereabouts and confirm with an authorized parent or guardian. In this case BASC staff will follow the below procedure to locate your child:

1. Ask fellow classmates about child's whereabouts.
2. Call child's teacher to confirm whereabouts.
3. Check with school office to confirm child's whereabouts.
4. Call Parents and Emergency Contacts (if parents cannot be reached).
5. Call Police

Please alleviate our stress by emailing if your child will be absent from BASC care.

MEDICATIONS & ILLNESS

ILLNESS:

We understand the difficulty of being a working parent and having a sick child, but we are not equipped with either staff or facilities to care for sick children. Please keep your child home if he/she has had:

- A fever over 100°
- Diarrhea (more than once per day)
- Vomiting
- Nausea
- Unusual yellow color to skin or eyes
- Skin, eye lesions, or rashes that are severe, weeping or pus-filled
- Difficult breathing or wheezing
- Complaints of severe pain
- Severe cough
- Stiff neck and headache with one or more of the symptoms listed above

If a child becomes sick during the school day and shows any of the symptoms listed above during after school care, parents or authorized guardians will be contacted to pick up their child immediately.

All contagious diseases (chicken pox, head lice, etc.), any communicable disease, or food poisoning must be reported to the BASC Director immediately. By state regulations, these items must be posted for all families to review.

MEDICATION:

We will give your child medicine only according to your written and signed instructions. Medicine will not be given without a signed consent form.

AUTHORIZED MEDICATION TO BE ADMINISTERED MUST:

1. Be brought directly to the BASC Director
2. Be accompanied by a medication authorization form indicating specific instructions as to quantity, time for it to be administered, name and telephone number of the doctor and all other pertinent information.
3. Per Oregon law, medication must be in its original container; otherwise it will not be administered!

EMERGENCIES:

You will be notified immediately if your child(ren) require(s) medical care. If you cannot be reached, we will attempt to contact your emergency contact person and your child's doctor. If we are unable to reach any of the above, we will call an ambulance and a BASC staff member will accompany your child. *Please keep your child's emergency information updated and inform the BASC staff of new home, work, and cell phone numbers, as well as new emergency contacts.*

If no one can be reached at the numbers on your registration and the situation warrants, we will call 911.

EMERGENCY PROCEDURES

If necessary, a lockdown and/or appropriate emergency procedures will be implemented during BASC. In the case of a fire, flood, or other environmental hazard requiring immediate evacuation of the school building, BASC staff will escort all children to one of the emergency evacuation sites and information will be posted noting our location.

LOCKDOWN PROCEDURE:

1. Doors will be locked.
2. Windows will be shut and locked.
3. Blinds will be closed.
4. No one will be permitted to enter or leave the building
5. Lockdown will continue until the director receives an "all clear" signal from emergency personnel.
6. Parents are reminded to check email for the latest news from BASC staff during a lockdown.

EVACUATION PLAN:

In the event of an emergency requiring evacuation of the center, such as fire or flood, the children will be escorted by the BASC staff and Director to an alternate location - either the St. Clare Parish Rectory, located at 8535 SW 19th Ave. or Capitol Hill Elementary School located at 8401 SW 17th Ave. Notice of the evacuation will be posted on the school doors at the Freeman St. entrance and the classroom door, stating that the building has been evacuated and the current location of the students. In addition, an email will be sent stating the situation and the location of the students. Parents will be telephoned or, if the parents are not available, the emergency contacts listed on each child's registration form will be called until a contact is reached and arrangements have been made for their pick up.

HOMEWORK POLICY:

Students in grades 2-4 are provided with 30-45 minutes of quiet homework time on Monday-Thursday afternoons. All students who have assigned homework are strongly encouraged to complete a reasonable amount of school work during this time. Families who have specific expectations should discuss and clarify these expectations with their children. Homework Contracts are available upon request should parents prefer a written homework plan with their child(ren).

Due to staffing limitations, we are not able to provide intensive, one-on-one help for your child during homework time. BASC staff is available for questions and brief assistance during homework time. Should your child need additional homework support, please contact the BASC director to discuss additional options.

Middle School students are provided with quiet homework time in the library each afternoon after 4:00pm. Middle School students are expected to work on their homework until it is completed or until they are picked up.

DISCIPLINE:

BASC supports a policy of redirection, in which children not showing positive behavior and socialization skills will be spoken to by staff member and if necessary re-directed into other activities or options. If a child does not respond, their choices may be limited or removed for a short time or sent to speak to the BASC director. If a child still does not respond, a period of time will be allowed for the child to re-evaluate their choices, and, if necessary, parents will be contacted.

It is our goal to support emotional, social, and physical development of each child and to uphold safety and respect at all points in time.

FIELD TRIPS:

In the event that BASC organizes a field trip off campus, permission slips stating the event's details, time, date, and other pertinent information will be issued. Your child **MUST** return this permission slip with an authorized parent or guardian's signature and date. Your child will not be allowed to leave school grounds without this permission form, and in the event that BASC staff cannot remain behind to care for them, you will be called and asked to pick up your child immediately.

VOLUNTEERS:

No BASC volunteers may have unsupervised access to children at any time, including during emergencies. The Archdiocese of Portland requires a background check on all school volunteers. The State of Oregon Child Care Division also requires that any volunteer be subject to an additional background check and enrolled in the *Oregon On-line Child Care Registry*.

OPEN DOOR POLICY & RESOLVING PROBLEMS

BASC maintains an open door policy. You are welcome to stop by whenever our program is in session and observe, ask questions and/or make suggestions.

We strive to offer a high-quality program, centered on the safety, happiness, and overall well-being of your child. However, there are times when communication and intentions can be misunderstood and we always encourage direct and honest communication between parents and staff. If you have a concern, please speak to the teachers directly or feel free to contact the Director to schedule a time to discuss concerns in depth. If you need additional resolution, please contact School Principal.

ITEMS AVAILABLE FOR REVIEW:

- *Current certifications for the Oregon Child Care Division,*
- *CCD rules and regulations,*
- *Fire safety and sanitation reports*

DAILY BASC SCHEDULES

Kindergarten – 4th Grade

3:05-3:15 Check In

3:15-3:30 Wash Hands, Snack

3:30-4:00 Quiet/Homework Time

3:30-5:30 Active Play Outside/Gym

4:30 Structured Indoor Activity - optional

4:30-6:00 Free Choice Indoor Play in BASC Room

**BASC Staff reserves the right to alter schedule if needed due to staff availability and special circumstances*

Middle School 5th-8th Grade

3:05-3:30 Check In, Wash Hands, Snack

3:30-4:00 Active Play in Gym/Outside

4:00-5:00 Homework in Library

5:30-6:00 Free Choice Play in BASC Room

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Program Director: Eve McCarthy

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