



COMMUNITY UNIT SCHOOL DISTRICT 200

# Before & After School Program-BASP

PARENT HANDBOOK



## COMMUNITY UNIT SCHOOL DISTRICT 200

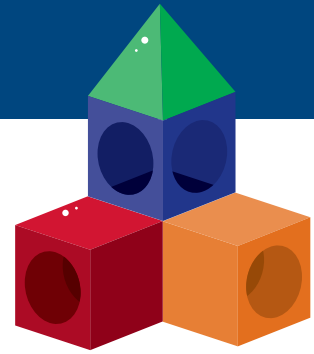


At CUSD 200, we offer before and after school care as a service to parents and consider it our privilege to have a role in the care and well-being of your child(ren). BASP is a multi-aged, recreationally based program offered in each of our thirteen elementary schools.

Our goal is to provide a relaxed, safe, friendly, well supervised program where children are free to explore their own interests, develop friendships, work on homework, and grow in independence and confidence while respecting themselves and those around them.

The parent handbook outlines what you may expect from BASP and what we may expect from you. This handbook answers many of the questions you may have regarding BASP. If you have further questions, please contact your child's Program Director or the Program Coordinator. Contact information can be found at the back of this handbook.





## Our Commitment to Parents

- Your children will be cared for in a safe, supportive, healthy environment.
- You are always welcome to speak with the BASP Director or the staff about concerns related to your child or the program.
- We will always provide a variety of recreational opportunities both indoors and outdoors. Quiet time is set aside for homework daily.

## Our Expectations of Parents

- All enrollment information should be kept current. If there is a change of address, phone number, emergency phone number, or email address, please inform the BASP Director in your building.
- All fees will be paid on time.
- Notify the BASP Director of any issue that may cause changes in the behavior of a child in our care.

## Hours of Operation

Before School: 7:00 a.m. – 9:00 a.m.

All elementary schools offer before school care beginning at 7:00 a.m. Children may not be dropped off prior to 7:00 a.m. Children are dismissed from our program just before the start of the school day.

After School: 3:30 p.m. – 6:00 p.m.

All elementary schools offer after school care beginning at 3:30 p.m., the time of dismissal from school and continues until 6:00 p.m. All students are to be picked up no later than 6:00 p.m.



### **Admission**

BASP is offered to students in kindergarten through fifth grade who attend a CUSD 200 elementary school. Enrollment is satisfied when the following are completed and submitted to the BASP Director at your child's school:

- ALL registration forms (*including the Behavior Contract and Parent Handbook Sheet*)
- Payment of the one time, non-refundable, family registration fee.

*Children attending BASP may not bring un-enrolled friends or guests to the program.*

### **Inclusion**

Parents of students with special needs should contact the BASP Director in their child's school prior to registering for the program. *BASP Childcare is not part of a student's Individual Education Plan (IEP) or an extension of the academic day.* The same support available to a student during the academic day is not necessarily available before or after the academic day. Therefore, it is very important to communicate the needs of your child to the BASP Director prior to their attendance to ensure that everyone is comfortable with the support available.



## Sign In/Out Procedures

*Before School:* Children need to be signed in on the daily attendance sheet along with the time of their arrival.

*After School:* Children must be signed out on the daily attendance sheet by parent, guardian or other authorized adult (as shown on the registration form). The time of pick-up should also be noted.

## Release of Children

Children will only be released to parents or adults whose names are designated on the registration form. If a child is to be released to anyone other than the person(s) listed, a note authorizing pick-up by someone new, must be given to the BASP Director *prior* to the time of pick-up. Please prepare that person to show proof of identification upon request.

We cannot keep a parent from picking up his/her child from BASP without having a copy of legal documentation on file letting us know otherwise.

## Payment of Fees

All BASP accounts are expected to stay current and to be paid for on a weekly basis. Checks, cash, or credit card payments are due on Wednesday for that week's care. If your schedule changes, notification is due on Monday for the week's sessions that will be attended. **If a 48-hour notice is given to the director for a missed session, you will be excused from payment for that session.** You will not have to pay for a session if your child is sick from school **if you notify the BASP director of the absence directly.** Past due accounts will be assessed a \$10 late fee each week until the balance due has been paid. A reminder note will be sent to the parent prior to the assessment of this fee.

Should the account go unpaid for more than 2 weeks, the CUSD 200 Business Office will be contacted and further action taken. Failure to pay in a timely manner will cause a student to be suspended from the program until the balance has been paid in full.

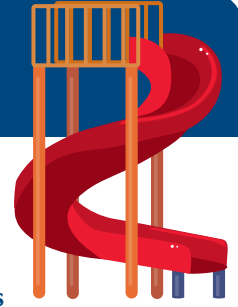
We accept checks, cash, Visa or MasterCard. Checks should be made out to **CUSD 200**. Please indicate your student's ID number in the memo section of the check. If you choose to charge your payments, please contact your BASP Director to make the necessary arrangements. We accept bank checks but currently are unable to accept electronic transfer of funds (EFTs).

All District 200 Before and After School Programs accept subsidy payments from the Illinois Department of Human Services. The program is administered through the:

YWCA Patterson and McDaniel Family Center  
2055 West Army Trail Road  
Addison, Illinois 60101  
630.790.6600

It is the parent's responsibility to contact the YWCA and apply for the subsidy. Please notify the BASP Director of intent to apply.

*Note: Parents are responsible to pay the full fee, until a "Letter of Approval" is received by the BASP Director from the YWCA stating that the family has been approved and noting the family co-payment amount, should there be one. Any fees that the parent has paid prior to the approval date that are over the required amount, will be credited to the account as future co-payment, or reimbursed to the parent.*



### Medical Emergency or Illness

BASP observes the same guidelines as noted in the CUSD 200 Elementary Handbook under the heading of: *When to Keep Your Child Home*.

School nurses have suggested guidelines for you to use in deciding when your child is too ill to be in school. Keep your child home if:

- A rash is present that has not been evaluated by a physician.
- Your child's oral temperature exceeds 100°F or 1 to 2 degrees above the child's normal temperature. A child with such a fever should remain home for 24 hours after the temperature returns to normal.
- The child vomits and continues to experience nausea and/or vomiting.
- Your child complains of severe, persistent pain. You should contact a physician for evaluation.
- Your child shows signs of upper respiratory infection (cold symptoms) serious enough to intervene with the child's ability to learn.
- There are signs of conjunctivitis ("pink eye") with matter coming from one or both eyes, itching, or crusts on eyelids. The child should be evaluated by a physician.
- There are open sores that have not been evaluated by a physician.
- There are signs of infestation with lice (nits in the hair, itchy scalp). The child should be evaluated for treatment with a pediculicide.

Should your child become ill during their time in BASP, a parent would be contacted immediately and arrangements for the child to go home will be made.

In case of a true emergency, 911 will be called, then the parent. BASP staff will allow the attending paramedics to make decisions regarding the child.

*All BASP Directors are CPR certified, however there are no CUSD 200 medical personnel working in the buildings during BASP hours.*

### Reimbursement of Fees

Parents are entitled to any remaining funds in their BASP account due to overpayment. A Student Refund Authorization form should be completed, signed and sent in to the CUSD 200 Business Office. Please contact the school's BASP Director for further information regarding the procedure.

### Late Pick-up, Fees and Procedures

BASP closes at 6:00 pm. A late charge of \$1.00 per minute will be assessed for each child remaining beyond 6:00 pm, based on the school clock. We realize traffic and weather can sometimes cause delays. Please notify the BASP Director of your delay and make arrangements with someone designated by you on the registration form to come pick up your child on time.

Children whose parents are habitually late will be suspended from the program.

Staff will remain with your child until they are picked up. However, if a child has not been picked up by 6:30 pm AND attempts to make contact with the parent, and/or the designated emergency contacts are unsuccessful, the local Police Department will be contacted and the child will be released to their custody.



## Injury

It is not unusual for a child to sustain a bump or scrape during normal routine play in the gym or on the playground. When these types of injuries occur, BASP staff will tend to the injury appropriately, i.e. rinsing, applying a band-aid, or ice pack, etc. The parent will be notified of the injury upon their arrival. Should the injury be more serious, the parent will be called to discuss further treatment.

Again - In case of a true emergency, 911 will be called, then the parent. BASP staff will allow the attending paramedics to make decisions regarding the child.

## School Closings Due to Weather or Non-Weather Emergencies

All Before and After School Programs will be closed if CUSD 200 is closed due to inclement weather. Please check the District's website, [www.cusd200.org](http://www.cusd200.org) or listen to local radio/television stations for announcements.

It is important that parents have alternate childcare plans in place on days when school has been canceled.

Should the weather worsen during the school day (after school has begun), or another non-weather emergency arises which necessitates school to be canceled early, parents will be notified and BASP will be canceled as well. This is for the safety of all the children as well as District 200 BASP staff. If a parent is unable pick up their child, they should contact a designated emergency contact to pick-up the student.

## Firearms

District #200 complies with the The Firearm Concealed Carry Act — PA 98-0063. Firearms are prohibited on school premises. The prohibition extends to carrying a handgun in buildings, on real property or in parking lots controlled by the school. Signs are posted at each school building entrance.

## DCFS License Exempt

District #200 BASP programs are licensed exempt and are not licensed or regulated by DCFS.

## Behavior Expectations

Our goal is to provide an environment where all children feel safe and respected. We hold the same behavior expectations as those held during the school day. Children (and their parent/guardian) who participate in the program are required to sign our Behavior Contract. The contract contains basic rules and regulations required to insure that all children participating feel safe and comfortable.

Our promise to parents:

- Staff will act as positive role models.
- The needs of the group and of each individual child will be taken into consideration.
- Rules will be appropriate for each child's age and development.
- Rules will be consistently implemented.
- Rationale for rules will be explained and related to the child's well being and to the rights and safety of others.
- Consequences prior to written warnings will be logical, such as redirecting children to other activities or limiting choices.





## COMMUNITY UNIT SCHOOL DISTRICT 200

### BASP DIRECTOR CONTACT LIST

SCHOOL	PHONE
BOWER	630-393-7950
EMERSON	630-682-8478
HAWTHORNE	630-690-2304
JOHNSON	630-393-1791
LINCOLN	630-260-9527
LONGFELLOW	630-665-7794
LOWELL	630-682-2317
MADISON	630-462-9537
PLEASANT HILL	630-682-5073
SANDBURG	630-682-2462
WASHINGTON	630-682-2485
WHITTIER	630-462-0279
WIESBROOK	630-682-0775
<b>PROGRAM DIRECTOR</b>	<b>630-682-5073</b>

### SCHOOL SERVICE CENTER

130 W. PARK AVENUE  
WHEATON, IL 60189

#### PHONE

(630)682-2000

#### FAX

(630)682-2227

#### EMAIL

COMMUNICATIONS@CUSD200.ORG

#### WEBSITE

WWW.CUSD200.ORG