

***Policies and Procedures***  
HANDBOOK

***St. Paul's Lutheran B.A.S.C.C.***

**INTRODUCTION**

St. Paul's Lutheran B.A.S.C.C. is a home away from home which supports, strengthens, and supplements the family, the school and the church. The program offers developmental care in a Christian environment to children who need care during the hours between home and school. St. Paul's Lutheran B.A.S.C.C. admits all children regardless of race, color, nationality or religious background.

The B.A.S.C.C. is made up of groups separated by ages, days of attendance and enrollment. Each group is staffed according to the group's age and size with a Group Leader and Assistant. The children are provided with a healthy environment for physical as well as social growth and opportunities for a wide variety of experiences within a warm, secure and Christian surrounding.

Our philosophy states, "We strive to recognize each child as a child of God, capable of growing in his/her own unique way and to provide an atmosphere of love & trust in which the child is free to explore and grow." We deal with the total child. All aspects of development --- spiritual, physical, emotional, social, and intellectual --- all are interrelated. Our program fosters the total development of the child through an appropriate environment and worthwhile experiences.

## B.A.S.C.C. SCHEDULE

There is a school year calendar included in each school year packet with the school and BASCC schedule for the 2018/2019 school year.

When school is in session, the hours for B.A.S.C.C. are as follows:

7:00 – 7:45/8:00 a.m. Before School Care All Ages

8:00 – 10:45 a.m. Early Learning P2

10:45 – 3:00 p.m. After School Care P2

Or

10:45 – 5:30 p.m. After School Care P2

11:00 – 3:00 p.m. After School Care P3 & P4

Or

11:00 – 6:00 p.m. After School Care P3 & P4

3:00 – 6:00 p.m. After School Care K – 3<sup>rd</sup>

3:15 - 6:00 p.m. After School Care 4<sup>th</sup> – 8<sup>th</sup>

When school is not in session B.A.S.C.C. will operate continuously beginning at 7:00 a.m. and ending at 5:30 p.m. for P2 and 6:00 p.m. for P3 – 8<sup>th</sup> grade. Children must bring a lunch, including a drink, for these full day sessions. The School Hot Lunch Program doesn't operate when there is no school in session.

Your child must be registered for the day of the week that school is closed to receive B.A.S.C.C. services. B.A.S.C.C. is separate from school, so your child must be registered separately. Your child must attend School in order to attend B.A.S.C.C. on school days. For information about obtaining a registration form for B.A.S.C.C., please notify the B.A.S.C.C. office (410)766-0591.

## B.A.S.C.C. RULES

The B.A.S.C.C. Staff will work with the children to create a calm, peaceful and loving atmosphere, which will be good for playing and working together throughout the year. We believe that all children can behave properly. When misbehavior occurs, a consequence is given to help the child learn appropriate behavior and to cooperate with others. While encouraging good behavior, we always remember that a child is never denied respect or forgiveness.

### **B.A.S.C.C. RULES & CONSEQUENCES**

1. Follow Directions
2. Stay in assigned areas
3. Keep hands & feet to self
4. Show respect for teachers
5. Work together and share
6. Use good language
7. No Fighting
8. Be respectful and courteous to others
9. Follow classroom rules regarding games and centers
10. Show a Christian attitude toward others

### **IF A CHILD CHOOSES TO BREAK A RULE**

#### **FIRST OFFENSE**

**WARNING** – The B.A.S.C.C. Staff will speak directly to the child concerning the inappropriate behavior and together develop a more acceptable behavior.

#### **SECOND OFFENSE**

**THINKING TIME** – The B.A.S.C.C. Staff will remove the child from the situation, over their attention to a new activity or put them in a quiet area for a period of time.

#### **THIRD OFFENSE**

**SEND TO DIRECTOR & LOSE OUTSIDE TIME** – A discussion with the Director will take place emphasizing appropriate and inappropriate behavior.

#### **FOURTH OFFENSE**

**DISCIPLINARY NOTE & LOSE ALL OUTSIDE TIME (FOR THE DAY)** – The Director will once again speak with the child and issue a disciplinary note home for parents to sign & return.

#### **FIFTH OFFENSE**

**CONTACT PARENT(S)** – The Director will consult parents who may be asked to attend a conference to correct the situation.

A file will be kept for each individual child, making note of any disciplinary problems and consequences which will take place. In cases of extreme disciplinary problems, your Child may be suspended from the center. Three discipline notes in one month will result in expulsion from the center.

We expect each parent to take time at home to discuss consequences when misbehavior occurs and to provide appropriate follow-up at home.

Children who follow rules will have the satisfaction that comes with being responsible. They will also earn verbal positive compliments, "happy notes", or stickers to take home. This is a behavior modification technique that has been proven to work in improving good behavior.

It is in your child's best interest that we work together. The B.A.S.C.C. Staff will be in close contact with you regarding your child's progress.

### STAFF REQUIREMENTS

Each member of the B.A.S.C.C. Staff has had appropriate training for their job title description. The Department of Human Resources has certain regulations for each job description/title. This includes experience and education specifically for the B.A.S.C.C. environment.

In addition to the training that is required for each member of a child care staff, a criminal background check also must be done by the Police Department. This is the procedure that must be taken whenever someone takes a job with children. Each staff member must have a physical examination to be sure they are physically capable of working with children. A Child Abuse and Neglect release from CCA/MSDE to assure that the staff has no pending child abuse or neglect charges.

If for any reason, you have any problems/concerns about an employee, please contact the Director at once. You have the right to know the people who will be working with your children.

### PARENT INVOLVEMENT

The B.A.S.C.C. Staff has posted outside of the office a Bulletin Board for Parents. This will inform you of upcoming events and any important information. You will receive a B.A.S.C.C. Newsletter each month with all the latest news for the upcoming month. The newsletter will be sent home with your child through school. **STAY IN TUNE WITH YOUR CHILD'S CARE!**

## CHILD CARE BILLING & FEES

### **Payment Policy:**

Full payments must be made each month, even if a child is absent. No allowances will be made AFTER the absence occurs. Full monthly payments are always expected. Each family can receive a 50% reduction for up to THREE weeks of vacation during the year. This is based on the school year beginning in September and ending the following August. A maximum of two weeks of vacation can be used during the Summer Camp. **Vacations must be submitted to the B.A.S.C.C. office in writing two weeks in advance. Failure to make payments or make payments on time will result in losing your child's spot in B.A.S.C.C.**

### **Payment Plans:**

Each family will have the opportunity to select which payment plan they would like for their family. The options are:

1. Payment in FULL by the first of August with a 4% discount. There is no processing fee.
2. THREE Monthly Payments (September, December, March).  
Processing Fee is \$55.00.
3. NINE Monthly Payments (September through May).  
Processing Fee is \$55.00.

### **Returned Check Fee:**

There will be a \$35.00 charge for all returned checks.

### **Late Payments:**

There will be a \$35.00 charge for all payments over 10 days past due.

## ABSENTEES/WITHDRAWALS FROM B.A.S.C.C.

Our program and licensing requirements force us to engage staff based on the number of children enrolled. We cannot give refunds for days when your child is absent. Parents may withdraw a child from the program at anytime. **A TWO WEEK WRITTEN NOTICE IS REQUIRED. Parents wishing to withdraw their child, but who fail to provide a two-week notice will be charged for the upcoming month.**

## TELEPHONE USAGE

Parents may call the B.A.S.C.C. office anytime throughout the day regarding their child. The phone number is (410)766-0591. Parents may also call to set up appointments, conferences, etc. with the Director or B.A.S.C.C. Administrative Staff Member. However, we cannot permit your child to be on the telephone unless it is an emergency. The children are under the supervision of staff members and may not leave the room to take personal calls at anytime. Your child also may not make any calls unless it is an emergency situation. In cases of an emergency, a staff member will make the call directly to the parent. This is a business phone and may only be used for emergencies.

## MEDICATIONS

St. Paul's PROHIBITS us giving over the counter medication such as aspirin; cough medicine, etc. without a Dr's order. Over the counter medication may not be opened when brought to us. ONLY prescription medicine may be given to the child and only after the medication has been given at home at least one time to avoid any allergic reactions. The bottle, with a Doctor's order, must be brought into the B.A.S.C.C. Office and handed to the Medical Technician on duty. DON'T SEND MEDICATION IN WITH YOUR CHILD. Narcotic medication must be counted and signed in and signed out. The bottle must show: Name of the child, Name of the medicine, Prescription number, Name of the doctor dosage and how many times a day the medication is to be given. The Physicians Medication Order must match the bottle and be signed by the physician and the parent. If you are in need of a Medication Order Form, please contact the B.A.S.C.C. office.

**Please note: Our Supervising Nurse must sign off on all new medications and orders prior to first dose being administered at B.A.S.C.C.\***

## MEDICAL & ILLNESSES

Staff regulations require us to maintain a medical record on each child and for the child to have a physical examination prior to his admission to the Center. All medical forms, emergency forms, personal information forms, etc. must be completed and on file before your child begins attending. WE WILL NOT ACCEPT YOUR CHILD IF FORMS ARE NOT COMPLETE!

For the protection of all children, your child should be kept at home (we cannot accept him/her at the Center) if he/she shows any of the following symptoms:

- a temperature of 100 degrees or higher
- diarrhea or vomiting
- persistent coughing
- a rash
- nasal discharge or discharging eyes or ears
- communicable disease or condition

If a child has been exposed to a contagious disease he/she should be kept at home and THE FACT OF HIS/HER CONDITIONS SHOULD BE REPORTED TO THE CENTER. If a child becomes ill during the day, he/she will be placed in an area away from the other children and the parents will be contacted with the request to take the child home. **If the child leaves the center with a fever, they must remain fever free for 24 hours before returning. If your child leaves the center vomiting or with diarrhea, they must also, remain home for 24 hours before returning.**

### IMPORTANT!

*If your child gets sick while in our care and you are called to pick up your child you will have **forty five minutes** to arrive to pick up your child before we start contacting alternate people on your child's emergency pickup list. If we continually have an issue with your child being sick and not being picked up in a timely manner of forty five minutes or less your child's attending our program will be in jeopardy.*

## ARRIVALS AND DEPARTURES

When dropping off and picking up your child, you are asked to use the B.A.S.C.C. designated entrances. These doors are equipped with a doorbell and camera for the children's safety and they are kept locked. This means that you may find yourself waiting for someone to answer the door in the morning and the afternoon, please be patient. Also, when dropping off and picking up your child we ask you to park your car and come into the room. In the morning you will be responsible for initialing for your child being signed in a SIGN IN/OUT BOOK designated by each child's grade. When picking up your child it is imperative that you inform the staff member on duty upon your arrival in order that you again can initial for your child being signed out of the same SIGN IN/OUT BOOK.

We ask this for several reasons:

- \*It promotes communication between parent and staff, and promotes feelings of self-worth within the child to know that the parent is interested in his/her activities.
- \*It allows time for the child to responsibly clean up activities and/or other materials.
- \*It also allows the staff member on duty to accurately sign the child out to the parent thereby releasing accountability for him/her.

Please note that when filling out the emergency card only those people listed on the card will be authorized to pick up your child. In the event that another party will need to retrieve your child, written permission is required and photo identification must be presented to the B.A.S.C.C. staff. **DO NOT CALL THE B.A.S.C.C. OFFICE THE SAME DAY IN WHICH SOMEONE ELSE WILL NEED TO RETRIEVE YOUR CHILD. NO AUTHORIZATIONS WILL BE GIVEN OVER THE PHONE.**

In case of a divorce and you wish the non-custodial parent not to be authorized to pick up your child; you need to have on file with the B.A.S.C.C., a court order stating that you have sole custody of your child! There are no exceptions!!! This is the state law and we are not permitted to withhold any child without a court order.

P2, P3 & P4 children who need to be picked up during nap time need to make arrangements with the office so that there are no disruptions to the other children napping.



## LATE PICK UP

### P2/P3/P4 3:00 Pickup of BASCC Children

If your child is signed up to attend p.m. BASCC until 3:00 we **ask that all parents cooperate in picking up their children at 3:00. The 3:00 children ARE NOT included in our counts for snack or for compliance after 3:00.** Your child will quickly adapt to a routine that is consistent. It is very understandable when a child becomes anxious and upset because a parent is late in picking up the child. To help your child, please be prompt. If for some emergency a parent is going to be late picking up, we ask that the parent please call the center (410) 766-0591. **There will be a \$2.00 per minute late fee for all parents arriving after the 3:00 pickup time.** You will be handed a late slip with the amount you owe and this amount is expected upon arrival to the center the next day the child is to come to B.A.S.C.C. Parents who are consistently late will need to find alternate care after school ends or be charged the rate that will extend your child's care until 6:00. **After 3:00, we have staff that move to and from our P2, P3 and P4 rooms to other groups to make sure that we are in compliance with the state.**

### 5:30 Pickup of P2 BASCC Children

**We ask that all parents cooperate in picking up their children by 5:30 p.m.** Your child quickly adapts to the routine of arrival and departure. It is very understandable when a child becomes anxious and upset because a parent is late in picking up the child. To help your child, please be prompt. If for some emergency a parent should be delayed, please call the center (410) 766-0591. **There will be a \$2.00 per minute late fee for all parents arriving after closing time.** You will be handed a late slip with the amount you owe and this amount is expected upon arrival to the center the next day the child is to come to B.A.S.C.C. Parents who are consistently late will need to have a meeting to discuss future care options.

### 6:00 Pickup of BASCC Children

The Center closes at 6:00 p.m. **We ask that all parents cooperate in picking up their children before 5:50 p.m.** Your child quickly adapts to the routine of arrival and departure. It is very understandable when a child becomes anxious and upset because a parent is late in picking up the child. To help your child, please be prompt. If for some emergency a parent should be delayed, please call the center (410) 766-0591. **There will be a \$2.00 per minute late fee for all parents arriving after closing time.** You will be handed a late slip with the amount you owe and this amount is expected upon arrival to the center the next day the child is to come to B.A.S.C.C. Parents who are consistently late will need to find alternate care after school ends. **After 6:00, we are no longer legally responsible for your child and this is a very critical concern.**

## CLOTHING FOR B.A.S.C.C.

Water activities, sand play and occasional bathroom accidents necessitate that an extra set of clothing be kept at the Center AT ALL TIMES. Extra clothing should consist of: underwear (diapers/pull ups for P2 friends ONLY), slacks/shorts, shirt and a pair of socks. This is a regulation which the Child Care Administration requires for all children aged two to five and for any other child who may have bladder difficulties. All extra clothing should be marked with the child's name. If wet or dry clothes are sent home, please return a clean set of clothes the next morning.

**ALL CLOTHES NEED TO BE MARKED AND IN A ZIP LOCK BAG!!!!**

## TOYS AND CANDY

We request that you refrain from allowing your child to bring any toys or candy into B.A.S.C.C. The only exception would be bringing a stuffed toy for rest time or when your child brings home a sharing card from School. On days when school is CLOSED and B.A.S.C.C. is open all day, children may bring in toys that are clearly labeled with your child's name. Please show the toys to the Group Leader in order for the toys to be accounted for and to be sure they are appropriate for St. Paul's. St. Paul's assumes NO responsibility for lost or broken items.

## LOST AND FOUND

The B.A.S.C.C. has a Lost and Found box which is kept in the school media center. We ask that you please check the box on a regular basis to be sure your child's belongings have not ended up in the Lost and Found. If items are not claimed at the end of each month, they will be given to the Lutheran Mission Society.

## REST PERIODS

Parents of children in P2, P3 & P4, who attend care from 11 a.m. – 3:00 p.m., will need to provide the center with bedding for a rest period. The Child Care Administration requires that all children ages 2 – 5 who attend P2, P3 & P4 have a rest time. If your child does not normally nap at home, he/she may lie on the cot quietly and look at a book. However, your child must remain quiet during rest time. The following items will be needed for nap time for each child:

1. A SMALL PILLOW (Approx. 12” X 12”)
2. A SMALL BLANKET (should fit easily into book-bag)
3. A BOOK-BAG (with a zipper, clearly labeled with child’s name)

The bedding will be sent home every Friday to be cleaned and should be returned on Monday. If your child does not attend B.A.S.C.C. on Friday’s, please ask the group leader on occasion for the bedding to take home.

## INCLEMENT WEATHER

If school is closed it is likely that B.A.S.C.C. will also be closed. If B.A.S.C.C. doesn’t open or opens late, a message will be left on the answering machine as soon as possible. PLEASE CALL BEFORE COMING. We ask that if it is not imperative for you to travel in inclement weather please take advantage of having additional time with your children. This will enable our staff to not travel in hazardous conditions unnecessarily.

If B.A.S.C.C. closes early, parents will be notified by the automated phone or Email. Your cooperation is appreciated. The phone number to call for inclement weather is 410-766-0591, when you hear the message press 88.

### **Please Note The Following Policies For Care On Late Openings or Snow Days:**

\*If your child is registered for a.m. care ONLY they cannot attend BASCC unless a Drop In with a Drop-In Fee has been arranged.

\*If your child is registered for ½ days & Holidays they can attend on Late Openings or Snow Days with a Drop-In Fee.

\*If your child is signed up for after care ONLY 3:00 to 6:00 you will be charged a morning Drop In Fee for arriving prior to the start of school.

***In the event of Mother Nature or Unexpected Closure there will be no refunds of payments.***

## BIRTHDAY AND SPECIAL OCCASIONS

Parents are welcome to send cookies, cupcakes or cakes to share with their children's friends on birthdays or special occasions. Please let the B.A.S.C.C. staff know in advance that you will be bringing a treat. You will also need to check with the staff for how many children will be present on that particular day so as not to exclude anyone. However, regarding invitations to parties, these items need to be mailed through the regular mail system. We cannot be responsible for lost or undelivered invitations. On many occasions we like to have parties and there may be a time when you are asked to help out with donations. Please include your child and yourself in all of the celebrations by stopping in and joining us and also by helping with donations. It is always very much appreciated.

## SUMMER CAMP

Summer Camp is offered to those children who will be using St. Paul's School for the upcoming year. It is also offered to the neighborhood and general public if space is available. The Summer Program is a structured setting consisting of such things as:

- \*Cooking Projects
- \*Clay Design
- \*Crafts
- \*Water Play
- \*Bike Riding
- \*Field Trips
- \*Dramatic Play
- \*And much more...

For more information regarding our Summer Camp Program, please speak with the Camp Director.

## OTHER ITEMS

### ABUSE AND NEGLECT

The State of Maryland requires that all members of B.A.S.C.C. institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. St. Paul's B.A.S.C.C. is therefore obligated to report to the State any suspected case of child abuse and/or neglect.

### AGE REQUIREMENT

Children must to be 3 years of age by September 1<sup>st</sup> and **INDEPENDENTLY POTTY TRAINED** to attend our P3 program.

### PARENT/CHILD COMMUNICATION

B.A.S.C.C. asks that if you or your child has a concern with another child you bring your concern to the B.A.S.C.C. office and not handle it yourself. Children perceive conversations in different ways then may have been intended. The B.A.S.C.C. staff is able to gather the necessary information regarding circumstances rather than acting on only partial information. Children's perceptions are frequently limited. Allowing the staff to handle concerns is more effective. No parent appreciates another parent directly approaching his or her child.

## A FINAL WORD

Conferences may be held at any time throughout the year. You may call the Director and schedule a conference if there is ever a problem or need to exchange information.

St. Paul's B.A.S.C.C. welcomes you into our Christian family of love and look forward to working and caring for your child. We ask that you visit B.A.S.C.C. prior to bringing your child so that you may meet the B.A.S.C.C. staff.

In His Service,

Mrs. Coral Shreve, B.A.S.C.C. Director

Mrs. Susan Giunta, Assistant Director

Mrs. Angela Haynie, Assistant Director

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***St. Paul's Lutheran B.A.S.C.C.  
Parent Handbook  
2018/2019***

Please sign and date below acknowledging that you have read the parent handbook. If you have any questions please contact the B.A.S.C.C. office.

Child's Name: \_\_\_\_\_

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Name (Printed)

PLEASE RETURN THIS PORTION TO THE STAFF MEMBER ON DUTY.