

Weber BASP Parent Handbook

# Weber

Before & After School Program

Parent Handbook

## I. PURPOSE AND PHILOSOPHY

The Weber Before and After School Program (hereafter may be known as Weber BASP), organized in 1994, is a non-profit organization formed by concerned parents to overcome the before and after school care challenges faced by Weber parents. The program is for children attending Weber's kindergarten through sixth grade. The program offers a variety of activities that enhance self-expression, exploration, and further development of children in a safe and friendly environment.

## II. ORGANIZATION

The Weber BASP is a fully licensed center following the standards of the Iowa Department of Human Services. Weber BASP is incorporated in the State of Iowa as a non-profit corporation and is exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

The Weber Before and After School Program is governed by a board of directors. The BASP Director and the school principal serve as ex-officio members of the board. The board meets monthly to plan the budget, determine BASP policies, and deal with other program related issues. The program is supported in principle, but not financially, by the Weber Parent Teacher Association. The Iowa City Community School District provides the space, utilities, and custodial services as an in-kind donation to the program. Weber BASP has an Interagency Agreement with the Iowa City Community School District and is available upon request. All staff salaries, supplies, food, and other expenses are supported entirely by tuition fees.

## III. RIGHTS AND RESPONSIBILITIES

Staff, Parents, and Children Working Together

### **Staff Responsibilities**

1. Provide a safe and caring environment for your child/ren.
2. Provide a variety of activities and experiences for your child/ren.
3. Engage your child in a way that promotes positive social, emotional, cognitive and physical growth.
4. Communicate regularly with the parent/guardian.
5. Notify the parent/guardian if your child fails to report to the After School Program.

### **Parent/Guardian Responsibilities**

1. For Before School Program, sign my child in each day and report his/her arrival to a Weber BASP staff.
2. Pick up my child prior to 5:45 p.m., sign out and report to the Weber BASP Point Person before leaving the site.
3. **Notify the Weber BASP staff of my child's absences from After School Program.** It is not necessary to report AM absences. To report absences or change in pick up, call or text the program cell phone; 319.855.2680
4. Report family or school situations that may affect my child's behavior and/or emotional well-being.
5. Notify, in writing, any changes in my child's enrollment or emergency forms (phone numbers, addresses, etc.)
6. Abide by Weber Elementary School Policies (e.g. not parking in the fire lane during drop off or pick up at BASP).
7. In cases of toileting accidents, due to DHS guidelines for the program, my child will know what to do and be able to clean themselves up. If not, a parent will be called to help them clean up.

### **Child Responsibilities**

1. Put my belongings away neatly in the storage area provided when I enter the BASP area.
2. ALWAYS show respect for other children, adults, and belongings.

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3. Keep my hands to myself.
4. Be polite in words and actions. No put downs or foul language.
5. Pick up my area before I go to another area.
6. Use indoor and outdoor equipment safely.
7. Walk, unless it is part of an activity.
8. Have permission from a staff member to leave the designated BASP area for ANY reason and report back to the same staff member upon return.
9. Follow school rules.
10. Be a positive representative of Weber BASP on field trips.
11. Sit at the designated area, use good table manners, and a quiet voice while eating. Clean area when finished.
12. If I have a toileting accident, I will clean myself up.
13. Be respectful, responsible and safe.

### IV. REGISTRATION AND WAITLIST GUIDELINES

The program encourages children of all backgrounds to attend. Weber BASP does not discriminate on the basis of race, creed, color, gender, national origin, religion, age, marital status, sexual orientation, veteran status or disability, in its educational programs, activities, or employment practices.

#### Eligibility

1. Children who attend Weber Elementary School, or who will enter kindergarten in the fall of the subsequent year, are eligible to apply for program openings. Children may not attend Weber BASP before their first day of kindergarten.
2. To attend the Weber BASP a child must be toilet trained. After a reasonable adjustment period, if the child experiences frequent toileting accidents while in the program, the parent(s) or guardian(s) of the child will be asked to withdraw their child from the program until the habits become reliable. The Weber BASP does not meet the facility standards required by the Department of Human Services (DHS) for cleaning and diapering children and cannot be responsible for toilet training a child.

#### Application

In order to have a child considered for the program, parents must complete a Wait List Application form and submit it to the program director. Waiting list applications can be found at <https://www.iowacityschools.org/Page/16050> . Parents can register up to one year in advance of their child/ren enrolling at Weber Elementary.

Program enrollment will be determined by the Weber BASP Board of Directors and will not exceed the maximum as determined by the Department of Human Services guidelines and regulations. When openings occur, parents of children on the waiting list are contacted for enrollment on the basis of:

1. Program priorities. (See below)
2. The morning and/or afternoon preference indicated on the application form.
3. First come basis according to the date of application.

Priorities for enrollment are prioritized as follows

1. Currently enrolled children who wish to remain in their current enrollment status.
2. Siblings of currently enrolled children. \* If the demands exceed space available, a lottery will be instituted to determine placement.
3. Currently enrolled children who wish to change their current enrollment status.
4. Children in the order they appear on the waiting list.

#### Waiting List

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Admission is based upon the position on a waiting list maintained by the Weber BASP Director in accordance with written policies established by the BASP Board of Directors.

1. Applications will be accepted up to one year in advance of the anticipated Weber enrollment.
2. Applications are pooled together and drawn in a lottery system to establish waiting list status in April.
3. The Waiting List is posted in the Weber Community Room and updated quarterly.
  - a. For Example: If you anticipate your child will attend Weber, starting August 2021, you may register your child on August 2020. Your application will be part of the lottery drawing April 2021.

Parents of children on the waiting list will be contacted when a program opening occurs. If attempts are made to contact you via email and phone call and we don't receive a response, a written notice will be sent in the mail. If the program does not receive a response within one week of the mail date, it will be treated as a declined a second time, the child will be dropped from the waiting list.

## V. ENROLLMENT FORMS

DHS requires the completion of the following listed forms BEFORE the child can attend the program. Failure to submit completed forms will result in suspension of your child/ren until all forms are submitted.

These forms MUST be completed concisely and legibly (please print or type). This includes filling in ALL blanks, including: complete addresses, doctors' names, emergency contacts, etc. These forms must be kept current. Parents/Guardians must provide the program with any changes immediately regarding name, telephone number, address, employer, arrival/departure, etc.:

1. Enrollment Agreement
2. Parent Emergency Medical Consent--physician and dental information required
3. Physical Assessment and Health Form
4. Immunization Status, Travel Release, and Photography Release Authorization
5. Exchange of Information Release (required for communication with school personnel)
6. Pick Up Permission Form (optional for additional adults to pick up child)
7. Medication Release Form (as needed)
8. Activity Authorization (as needed)
9. Legal Custody Arrangements (as needed)
10. Covid-related forms (as needed)

## VI. PROGRAM GUIDELINES

### Hours of Operation

The program calendar generally follows the calendar of the Iowa City Community School District.

1. Morning program hours 7am-school starts. M-F and afternoon program hours MTWThF end of school-5:45 p.m. In order to accommodate your family's needs, children may be delivered any time between 6:50am and 10 minutes prior to the start of school. Children can be picked up any time between the end of school and 5:45 p.m. Prior to 6:50 a.m. the program is NOT licensed or insured to operate, and, therefore, cannot be responsible for your child. To ensure safe arrival and departure of your child, you must deliver and pick up your child AND check him/her out on the attendance chart/Bright Wheel app. This procedure will give you an opportunity to talk informally with the director and other staff members about your child's day. During the Covid 19 pandemic, a staff member will check your child out and have them meet you at the front door of the school.
2. The opening and closing hours of Weber BASP must be respected. Children picked up after 5:45 p.m. will be charged an OVERTIME FEE OF \$1 PER MINUTE for the 1st 5 minutes and \$5 PER MINUTES AFTER THAT.

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Families charged with an overtime fee will have two working days to return the payment indicated on the Overtime Fee Form. The fee needs to be paid to the director, assistant director or Point Person. If three overtime charges occur in one school year, Weber BASP reserves the right to withdraw services from your family.

3. Weber BASP follows the school calendar and is in session on all days classes are held in the elementary building. If school is closed or dismissed early due to weather or any other emergency conditions, the program will not be held. It is the parent's responsibility to pick their child up if school is dismissed early. If the start of school is delayed because of weather or any other building emergency, the program will not operate in the morning. If school begins with a late start, then after school program will be held. The program reserves the right to close the program due to an emergency or inclement weather.
4. On rare occasions BASP may need to close early due to school functions. Overtime fee will apply for children not picked-up by the communicated time.

WRITTEN PERMISSION MUST BE ON RECORD FOR A CHILD TO ARRIVE AT OR DEPART FROM BASP WITHOUT A PARENT OR GUARDIAN. In the case of a regular scheduling conflict, the parent must make alternative arrangements for another adult to deliver or pick-up a child. Children may be released only to the parents or the individuals designated by the parents, IN WRITING (email preferable).

### **Non-Program Activity Policy**

If your child attends other activities such as soccer, gymnastics, Girl or Boy Scouts, or music lessons, etc., during program hours, a Non-Program Activity Permission Slip must be filled out and on file at the program. This form is not necessary if your child will be absent for the duration of program and you have informed, in writing, program staff.

1. Parents must include the dates and times of the activity, detail who will be the adult signing the child out of program, and who will be responsible for the child during the time of the activity.
2. Parents must make the responsible adult aware of the Program's policies regarding signing the child in/out of the program.
3. Parents are responsible to notify the program of any changes/cancellations of the activity.
4. Weber BASP is not able to provide transportation to and from the desired activities.

### **Nutrition Policy/ Food Brought From Home**

Weber BASP follows the DHS standards for all meals and snacks provided.

1. Snack calendars are posted on the bulletin board at the front of the community room..
2. The program will serve exceptions to the snack calendar to children due to allergies, medical conditions, and religious purposes as stated on the Parent Emergency Medical Consent Form and the Physical Assessment and Health Form.
3. Parents/ Families are allowed to provide snacks for special events, such as birthdays, with prior notification to the Director or Assistant Director. We ask that snacks be prepackaged and purchased from a store (instead of homemade items). These snacks will not replace any item listed on the snack calendar.
4. Food brought from home for snack or meals must be stored appropriately. All perishable items must be placed in the program refrigerator.

### **Visitors and Observations/ Access Policy**

Weber BASP is responsible for ensuring the safety of children at the school and preventing harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

1. Any person in the school who is not a staff member, substitute, subcontracted staff or volunteer who has had a record check and approval to be involved with child care shall not have "unrestricted access" to children whom

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that person is not the parent/guardian, not be counted in staff to child ratio. "Unrestricted access" is a person that has contact with a child alone or is directly responsible for child care.

2. Persons that do not have unrestricted access will be under the direct supervision and monitoring of a paid staff member at all times and will not be allowed to assume any child care responsibilities.
3. Weber BASP staff will approach anyone who is on the property of the school without their knowledge to ask what their purpose is. If a staff is unsure about the reason, they will contact the Program Director or person in charge at the time to get approval for the person to be on site.
4. A sex offender who has been convicted of a sex offense against a minor (including parents/guardians of program children):
  - a. Shall not operate, manage, be employed by, act as a contractor or volunteer at Weber BASP.
  - b. Shall not be on Weber BASP property without written permission of the Program Director, approved by the Parent Board of Directors. Written permission will include conditions under which the offender may be present. The written permission shall be signed and dated by the Program Director, offender and Parent Board of Director President and be kept on file for review by the DHS licensing consultant.

### **Change of Status**

BASP families are allowed to change status once per school year if a position becomes available. No change of status or new positions will be allowed after April 1st of the current academic year.

### **Program Activities**

Weber BASP strives to provide a number of activities to fulfill the interests of all children attending. Recreational games, sports, and outdoor activities allow children to develop their gross motor skills, as well as working with other children and developing relationships. Our program does not promote winning and/or losing, instead we stress skills, sportsmanship, and allowing all children to take part in all activities.

Activities such as crafts, art, computer, cooking, and free writing assist children in self-expression and development. Children also engage in supervised free time in the Community Room, Playground, and Gym. These activities allow children to further develop their socialization skills.

### **Children Requiring Special Accommodations**

Weber BASP accepts all children that attend Weber Elementary. No child will be discriminated against due to special needs he/she may need for day to day activities. This includes children currently involved with Weber BASP or a child/ren on the waiting list.

Parents/Guardians of the child may be asked to attend a meeting or regularly scheduled meeting to discuss with program personnel the best way to meet the needs of the child. (Meeting dates and times will be determined by the child's parents and program personnel).

\*Note: Limitations of accommodations may exist for children whose needs require extreme modifications beyond the capability of the program's resources. Financial, professional, and educational resources may be researched for the benefit of the family as well as the program.

\*Note: We reserve the right not to enroll any child who poses a direct threat to themselves or others. The determination that a child poses a direct threat may not be based on generalizations or stereotypes about the effect of the disability; it must be based on an individual assessment that considers the particular activity and the actual abilities and disabilities of the individual.

### **Field Trip Policy**

Weber BASP does not include field trips in the activity schedules. Field trips are listed on the monthly activity calendars. Field trips may include the entire program or a portion of the group. Parents will be reminded of an upcoming field trip at

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the Sign In/Sign Out Table. On most occasions, parents may request their child to not attend a particular field trip. Parents/Guardians may choose to bring a car seat to the program for field trips. Please alert a staff member of the safety seat and directions for proper installations.

\*Note: If your child is under the age of 6, parents must provide a car seat or booster seat for them to be used when traveling on field trips in compliance with Iowa State Law.

Weber BASP will follow these safety precautions:

1. All children transported to and from Weber will be buckled into a seat belt.
2. Parents may provide a booster seat for field trips.
  - a. If your child is under the age of 6, a booster seat must be provided in compliance with Iowa State Law.
3. Children will not ride in the front seat of the vehicle, unless they meet all legal requirements and parental permission is given in advance.
4. Children will not ride in a staff members personal vehicle without parental permission.
5. Copies of the Emergency Consent Form (for each child attending a field trip) will be carried with the program.
6. The program's first aid kit and cellular phone will also be carried with the program at all times.

## VII. FEES & PAYMENT GUIDELINES

Fee Information:

Before School Only: 1 student \$50 per month

After School Only: 1 student \$195 per month

Before and After School: 1 student \$235 per month

Tuition payments are due by the 7th of each month and are considered late after the 7th. Tuition is the same amount each month regardless of the number of days the child actually attends. Payment is required to be made through direct withdrawal. An ACH form will be distributed at the beginning of the school year and needs to be completed and returned by September 1st. Tuition is not charged for any school days occurring in August or June.

Any tuition that is not paid by the 7th of the month will result in a late fee of \$15.00 for a 1st missed payment and a \$25.00 for a family's 2nd or 3rd late payment per school year. After a late fee has been issued and tuition is still not paid by the 10th of the month, the child will be suspended until tuition is paid in full (including late fees).

Reinstatement into the program will be on a space-available basis after all fees have been paid in full.

The Board of Directors reserves the right to change fees within a 30 day notice.

If three late payments occur in one year, Weber BASP reserves the right to withdraw services from your family.

Non-sufficient fund checks are held until cash or money order is received by the program to cover the amount of the check. In addition, a \$30 fee will be accessed per non-sufficient funds check. Parents will be notified immediately by the program upon receipt of the non-sufficient funds notice and shall have five school days in which to pay the charge and tuition in full by cash or the equivalent. If not paid by the end of the fifth school day, after the notice, the child may be suspended from the program until the payment is received or arrangements have been made with the program director and/or Board of Directors. No more than two non-sufficient funds checks will be permitted per school year, thereafter all tuition payments must be collected in cash or money order.

If a child withdraws from or is discharged from the program, tuition will not be pro-rated for that month.

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### **Withdrawal From Program**

In consideration of the needs of the program, a 30 day written notice is required before leaving the Weber BASP program.

## VIII. HEALTH AND SAFETY GUIDELINES

### **Health Forms and Reports**

Each child will be required to have the following health forms on file at all times while attending the Weber Before and After School Program.

1. Parent Emergency Medical Consent
2. Physical Assessment and Health Forms
3. Statement of Immunization Status is up to date and on file in the school office

The child's parents or guardians are responsible for keeping all health forms up to date during the course of the program year. If a child's health status has changed, the information must be changed on the forms at the program.

### **In the Event of an Emergency**

Parents must state their child's health care provider and give written consent for the program to obtain emergency care.

1. Relevant information regarding any chronic medical condition (asthma, diabetes, epilepsy, etc.) a child has must be shared with the director PRIOR to the child's first day of attendance at the program. Information provided shall include, but not be limited to 1. emergency/care procedures, 2. Medication use instructions, and 3. Name and phone number of the practitioner following the specific malady
2. If a child has any of the following conditions, DO NOT bring your child to the program: contagious disease/virus, fever over 100 degrees, vomiting or diarrhea, or condition requiring medical attention.
3. If a child becomes ill or injured while at the program, parents will be notified immediately. The child will be taken to the Health Office to lie down until a parent or guardian can pick the child up as ratio allows. The child will be supervised by the director or appointed staff member. An Accident/Incident form will be filled out by the staff describing the symptoms the child is experiencing. If ratio does not allow for a staff to supervise the child in the Health Office, the best accommodations possible will be made. Staff will follow the emergency medical and dental procedures listed in the Emergency Procedure file at the program.
4. If a child attending the program has been diagnosed with a communicable disease or virus, the program must be notified as soon as possible. Example: Chicken pox, strep throat, pink eye, Covid 19 etc. The program will post (for all parents to be aware of) the disease or virus outbreak at the Sign In/Sign Out table--no names of any child will be released.
5. In order to minimize the spread of infectious disease, all staff MUST wash their hands upon arrival at the program, before preparing food, and before leaving the restroom. Children will be required to wash their hands before eating and before leaving the restroom.
6. When children enter the program, staff will have direct contact with each child upon arrival to insure the child's health and safety are adequate. Staff members will express any concerns of a particular child's health status with the Director or Assistant Director/Site Supervisor.
7. The program will have a first aid kit available at all times including 1. on the playgrounds (both front and back), 2. on field trips, and 3. during emergency situations. The main first aid kit is located in the Weber kitchen located off the community room. The emergency kit contains: band-aids, tape, scissors, antiseptic wipes, antiseptic ointment, gloves, tweezers, cold packs, mouth piece, gauze, and sterile pads, etc. and is thoroughly checked monthly to maintain supply levels.
8. The program is a tobacco-free environment. Smoking is not allowed on the premises by staff, parents, guardians, or visitors.

### **Distribution of Medication**



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Whenever a child is to be given prescription or over the counter medication, the parent/guardian must complete and submit to the director a signed medication authorization form.

1. Medication brought to the program must be presented and stored in the original container with full prescription labeling as dispensed by the pharmacy and documented each use.
2. If medication is to be kept at the program for treatment of a chronic condition, then no more than a one month supply should remain at the program at any time.
3. Medication kept at the program must be stored in a locked container or on a shelf inaccessible to the children. Temperature storage requirements will be taken into consideration when relevant.
4. A Medication Authorization Form must be filled out by the parent/guardian on a monthly basis in order for medication to be dispersed at the program. The program staff will keep record of all medication dispersed including: the date and time the medication was dispersed, the amount of medication, the initials of the staff who dispersed the medication, and, if applicable, a reason why the medication was not given.
5. Over the counter/non-prescription medication will be given only with parent/guardian's written authorization. Over the counter/non-prescription medications are to be provided by the parent/guardian and sent to the school in the original medication container with the student's name attached. This procedure will safeguard your child against over medication and possible unforeseen reaction.

### **Additional Safety Policies**

1. Parents/Guardians of children attending the program must provide the names, relationship to the child, and phone numbers of persons authorized to pick up a child from the center.
2. Program personnel will be trained in all safety policies and emergency procedures upon hire at the program, and will be trained annually in safety/emergency procedures thereafter.
3. It is the program's policy to train in the following: Mandatory Child Abuse Reporting and Universal Precautions: Infectious Disease Control (within six months of hire), CPR, and First Aid (within six months of hire). Staff background checks will be performed through the division of Criminal Investigation (state level) and the Federal Bureau of Investigation (national level).
4. Parents must submit in writing any pertinent information regarding the child's mental and physical health. If changes occur during the program year, those changes must also be reported to the program.

### **Building and Playground Rules**

Program rules are consistent with school rules.

## IX. BEHAVIOR, DISCIPLINE, AND DISCHARGE GUIDELINES

### **Positive Behavior Policy**

All students and families (regardless of their race, creed, color, gender, national origin, religion, age, marital status, sexual orientation, or disability) have the right to equal opportunities at the Weber BASP. For this to occur, there must be a positive and orderly atmosphere. Children are expected to behave in such a way that will not disrupt the activities of other children or cause disorder to the program. Children will be treated with dignity and respect and be given guidance and support in learning how to conduct themselves appropriately. Behavior that endangers the safety of others (including verbal abuse), damage to the school building or property, damage to the property of others, and/or breaks the state or federal laws will not be allowed.

Discipline is the sum of the total interactive experiences staff and children share. Staff will focus on the child's attention to tasks or problems before asking compliance, share logical reasoning for a request with the child, encourage empathy so that children realize the consequences of their actions, practice problem solving techniques, and emphasize cooperation versus competition. The staff will use positive reinforcement techniques in the form of positive phrasing, encouragement and praise, as well as develop rules that are brief, clear, and consistently applied.

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### Rules and Guidelines

In every household and organization, there are guidelines and rules that we follow and live by. Rules are necessary to ensure that we know what behavior is expected and acceptable to live and work positively together within this framework. Weber BASP has rules and guidelines as well. The program staff's goal is to provide structure for children and encourage them to advance their social skills by making choices and accepting the consequences of their choices. Positive behavior is encouraged from children through positive reinforcements and praise for correct behavior. It is important that everyone understands the rules outlined below.

Keeping with the behavioral guidelines recognized at Weber Elementary School, the Weber BASP's policy is to emphasize the "Core Virtues" and "I Care Rules."

Weber Core Virtues:

I will be...

- Safe
- Respectful
- Responsible

Children are encouraged to use one of the four steps of Problem Solving when a problem arises.

1. Ignore them.
2. Ask them to stop.
3. Walk away.
4. Tell a staff member.

Weber BASP's Director and/or staff will review the rules, guidelines, and expected behaviors at the beginning of each school year for each newly enrolled student and on an as needed basis.

### Incident Report/Suspension/Discharge Policy

Some situations require more direct measures. The following policies have been established when our regular practices are not effective.

The consequences that will occur when a child fails to meet our behaviors expectations are outlined below. All below actions will be reviewed with a consistent point of contact prior to any action being taken. The Points of Contact are comprised of Director, Assistant Director, and Site Supervisors. The following forms will be used to document antecedents, behaviors, and consequences.

1. Behavior Communication Report: This form can be used to communicate either positive or negative behavior. This form will document behaviors that need extra staff attention and/or when the parents/guardians need to be informed.
2. Incident Reports: The program cannot serve children who repeatedly display disruptive behavior. Incident Reports will be written for more extreme negative behaviors that disrupt the program. These behaviors include, but are not limited to: verbal or physical abuse towards self, other students, or staff, behaviors requiring constant one-on-one intervention, damage to the school building or property, damage to BASP's property or damage to the property of others.
  - a. After 2 Incident Reports within one rolling year (not including Summer Program), a mandatory meeting between the Program Director, the Child's Parent(s), and a member of the board will be required to discuss a behavior modification plan. The BASP Parent Board will also be notified of all situations after 2 Incident Reports.
  - b. After 3 Incident Reports within 1 rolling year (not including Summer Program), will result in a 2-day suspension from the program. Families will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program.

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- c. If a 4th Incident Report is received within the rolling year (not including Summer Program), the child will be suspended immediately, including if necessary, notifying the family to pick up the child. The Director will notify the board immediately regarding the incident leading to the fourth incident form. Parents will continue to be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged from the program by action of the board as stated in the Fees and Payments section. Parents have the right to seek reinstatement of his/her child. A written request for reinstatement must be given to the Director or a board member. The board will discuss the reinstatement at its next regularly scheduled meeting.

A rolling year is defined as one calendar year. For example, September 1st, 2018- September 1st, 2019. This does not include Summer Program (see below). Parents will be informed which number of incident their child is on within the rolling year at the bottom of each Report.

### **Severe Incident Reports**

Misbehavior that endangers any child or adult cannot be tolerated and will result in a Severe Incident Report and immediate suspension. Parents will be called to pick up the child and must do so within a 30 minute time frame. Parents have the right to seek reinstatement of his/her child. A written request for reinstatement must be given to the Director or a board member. The board will discuss the reinstatement at its next regularly scheduled meeting.

### **Summer Program**

All rules, guidelines, and behavioral expectations for the summer are the same as the school year. All behavioral communication forms issued during the summer will not be included in the school year total. Summer will be treated as a separate time frame, with the same guidelines, i.e. 3 Incident Reports= 2 day suspension.

Reasonable efforts will be made to help children adjust to the program setting. Disruptive behavior will be dealt with according to the level and needs of the child's enrollment information. All forms used to communicate behavior will be presented to parents within a 24 hour period (excluding weekend and non-school days). Each form must be read and signed by a parent/guardian. One copy will be given to the parent/guardian and one will be kept in the child's file.

### **Physical Sanctions**

No program employee shall use force or physical restraint on any child except in the following cases:

- Self Defense
- To protect other children
- To keep a child from doing injury to him/herself
- To keep a child from doing damage to personal or public property
- To remove, with just cause (see above), a child from the area

## **X. OTHER CONSIDERATIONS**

Mandatory reporting of child abuse is required. Reporting is mandatory by the Department of Human Services, and includes, but is not limited to the possibility of parents impaired by alcohol or drugs.

Outdoor play will not occur when temperature (including wind-chill factor) falls below zero degrees Fahrenheit.

BASP will be held on Conference and In-Service Days, as well as Spring Break with proper staffing and based on board discretion, for an additional fee. Pre-registration is required. See the Director for details.

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The program carries minimal liability insurance, but has no financial resources of its own. Families are encouraged to provide their own insurance coverage. Many families are covered by the parent's policy at work and/or their own private policies. Public school students may sign up for accident insurance in the fall of each year. Parents who wish to enroll should check with the school office.

Weber BASP cannot be responsible for the children's personal property. However, the program will make every attempt to help keep children organized.

## XI. CLOSING

We look forward to your child sharing his/her time at Weber BASP. We are honored to be a small part of their big journey. We have many great activities, events, and memories to share ahead of us!

### **WELCOME TO WEBER'S BEFORE AND AFTER SCHOOL PROGRAM!**

**3850 Rohret Road**

**Iowa City, IA 52246**

**Cell Phone Number: 319-530-1494**

**319-855-2680 (program hours only)**

**[weberbasp@gmail.com](mailto:weberbasp@gmail.com)**