

Lemme

Before and After

School Program

Parent/Student Handbook

Lemme BASP
3100 East Washington Street
Iowa City, Iowa 52245
(319) 325 – 5661
basplemme@gmail.com

Lemme BASP Parent-Student Handbook

Table of Contents

Introduction	3
Parent/Guardian Agreement	3
Overview	3
Expectations and Responsibilities	4
Registration	6
Wait-List	7
Enrollment Forms	8
Withdrawal	8
Summer Camp Enrollment	9
Hours of Operation	10
Days of Operation	10
Arrival and Departure	10
Absences	11
Late Pick Up Fees and Penalties	11
Unexpected Closings and Inclement Weather	12
Program Activities	13
Non-Program Activities	13
Visitor and Parental Access	14
Field Trips and Transportation	15
Nutrition/Food Brought From Home	16
Personal Property	16
Children Requiring Special Accommodations	16
Incident Reports	18
Insurance	18
Health Forms and Reports	18
In the Event of an Emergency	19
Illness or Injury Guidelines	19
Hand Washing Guidelines	20
First Aid Kits	20
No Tobacco Allowed	20

Lemme BASP Parent-Student Handbook

Biting Incidents	20
Dental Emergency	21
Medical Emergency	21
Distribution of Medication	21
Tornado/Severe Weather Procedure.....	22
Fire Procedure	22
Evacuation.....	22
Toxic or Hazardous Materials	23
Dangerous Adult	23
Power Outage	23
Bomb Threat	23
Earthquake.....	23
Missing Child.....	24
Playground and Building Rules	24
Monthly Tuition	25
Late Tuition Fees	25
Non-Sufficient Funds (NSF) Fees	26
Payment Options.....	26
Child Care Assistance	26
Expected Behavior.....	27
Grievances.....	28
Confidentiality.....	29
Discipline Procedure.....	29
Physical Sanctions.....	29
Behavior, Suspension, and Discharge Procedures	30
Additional Fees.....	32

Lemme BASP Parent-Student Handbook

Introduction

Parent/Guardian Agreement

This Parent/Student Handbook is the official policy of the Lemme Before and After School Program Inc. (hereafter the Lemme BASP, BASP, or Program) as voted on by the Board of Directors on August 5th, 2015. This Parent/Student Handbook, along with the Enrollment Agreement, is an agreement between the Lemme BASP and the parent(s) and/or guardian(s) of the children who are enrolled in the program. By enrolling in the Lemme BASP you agree to adhere to and follow the policies and procedures outlined within this handbook. Any form or appendix referenced within this handbook is considered part of the handbook and subject to the same requirements. Forms and appendices may be updated at any time by a vote of the Board of Directors and do not require a concurrent update of this handbook. Payment of the first month's tuition will be considered your acknowledgment that you have read and agree to all of the information presented in this handbook.

Overview

The Lemme BASP was organized in 1988 to provide before and/or after school care for children in kindergarten through sixth grade attending Helen Lemme Elementary School (hereafter Lemme Elementary School) in Iowa City, Iowa. In 1994 the Lemme Kids Summer Camp was established as part of the Lemme BASP to provide child care throughout the summer. The Lemme BASP is a licensed child care provided through the Iowa Department of Human Services (DHS) and as such meets the standards set forth by the Iowa DHS. The Lemme 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 Lemme BASP is administered by a Program Director and is governed by a Board of Directors consisting of the following members: volunteers elected from parents or guardians of children enrolled in the program, the Principal of Lemme Elementary School, and the Program Director of the Lemme BASP. The latter two serve as ex officio members of the board. The board meets monthly during the school year and on an as needed basis during the summer. Board meetings are open to the families of enrolled students unless confidential information is being discussed. Examples of confidential information include, but are not limited to; raises, hiring, firing, performance evaluations, disciplinary action for staff or students, incident reports, and any other topic or situation the board and director deems sensitive or confidential. The board meets to plan the budget, determine and update policies, and address other program related issues.

Lemme BASP Parent-Student Handbook

Under its by-laws, the parent(s) and/or guardian(s) of children enrolled in the program are members of the corporation (with each family having a single vote) and a membership meeting to elect Board Members must be held annually within one month after the start of the fall semester.

The Lemme Parent Teachers Association (PTA) supports the Lemme BASP in principle but does not provide any financial assistance. The Lemme BASP is governed independently of the Iowa City Community School District except that the school provides space, utilities, and custodial services as an in-kind donation to the program. All staff salaries, supplies, food and other expenses are supported entirely by Lemme BASP tuition fees.

We strive to provide quality, affordable child care throughout the school year and summer. The Lemme BASP provides a safe and friendly environment through programs and activities that enhance self-expression, exploration, and further development of children. This is all done in an environment with caring adults who supervise and interact with them.

Expectations and Responsibilities

Parent/Guardian Responsibilities and Expectations:

1. Pay all tuition/fees on time
2. For morning program, sign my child(ren) in each day **at or after 7:00 am** and report his/her/their arrival to a Lemme BASP staff member
3. For afternoon program, pick up my child(ren) **at or before 5:45 pm**, sign out and report to a Lemme BASP staff member before leaving the school
4. Notify the Lemme BASP staff of my child(ren)'s absence from afternoon program (it is not necessary to report morning absences)
5. Report family or school situations that may affect my child(ren)'s behavior and/or emotional well-being
6. Notify the Lemme BASP staff, in writing, of any changes to my child(ren)'s enrollment or emergency forms (phone numbers, addresses, etc.)
7. Be responsible for reading the BASP Bulletin Board, Monthly Newsletter, and checking emails for any information regarding the program
8. Follow health policies as necessary
9. Abide by all Lemme Elementary School policies

Student Responsibilities and Expectations:

1. Arrive at the program promptly each day after school
2. Put my belongings away neatly in the storage area provided when I enter BASP
3. Remain with the group and child care staff at all times
4. Follow all school rules
5. Always show respect for others, children and adults
6. Keep my hands to myself
7. Be polite in words and actions – no put downs or foul language
8. Pick up my area before I go to another area
9. Use indoor and outdoor equipment safely

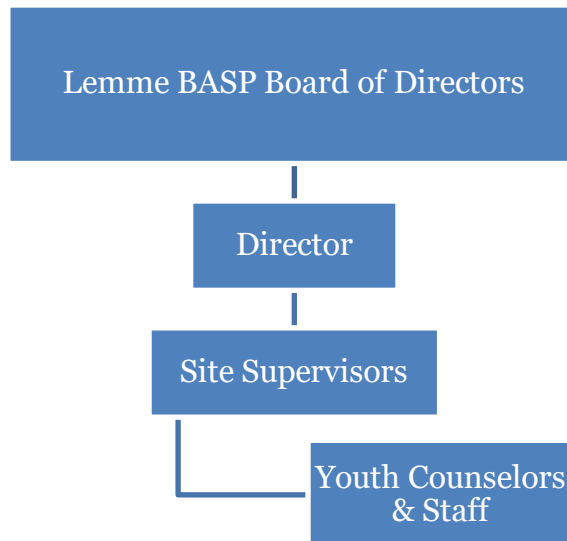
Lemme BASP Parent-Student Handbook

10. Always ask prior to using BASP equipment or another student's personal items
11. Walk (unless running as part of an activity)
12. Have permission from a staff member to leave the BASP area for any reason and change my name-tag to reflect where I am
13. Be a positive representative of the Lemme BASP on field trips
14. Sit in the designated area, use good table manners and a quiet voice while eating and clean up my area when finished

Staff Responsibilities

1. Provide safe, supportive care for your child(ren)
2. Open communication from the Director and staff regarding your child(ren)
3. Provide information regarding BASP activities to parents and children
4. Prompt notification if their child does not arrive at the afternoon program
5. Respectful treatment
6. Fair use of all equipment and facilities

Lemme BASP Organizational Structure



Registration, Enrollment and Withdrawal

Registration

Any child enrolled in kindergarten through sixth grade at Lemme Elementary School is eligible to register for the BASP. Children who attend Lemme 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 the Lemme BASP before their first day of kindergarten.

We encourage children of all backgrounds to attend. The Lemme BASP does not discriminate on the basis of race, creed, color, gender, gender identity, national origin, ethnicity, religion, age, marital status, sexual orientation, veteran status or disability.

Families may choose from one of the three levels of child care offered by the Lemme BASP:

1. Before school care only (morning program)
2. After school care only (afternoon program)
3. Full-time care (both morning and afternoon programs)

Lemme BASP does not have the ability to offer part-time care or drop-in care due to state mandated staff-child ratios that the program is required to follow.

Program enrollment will be determined by the Lemme BASP Board of Directors and will not exceed the maximum number of children as determined by Iowa DHS guidelines. Each spring, the Director will offer enrollment for the following school year. At that time, currently enrolled families will be required to re-enroll their child(ren) and new school age siblings (if applicable) by the deadline established by the Director. Currently enrolled children who do not re-enroll by the deadline will lose their spot for the following year and, if still interested in being in the program, will be required to apply to the wait-list (see below). Re-enrollments should also note any changes in level of care (i.e., morning program, afternoon program, or full-time).

Priority enrollment will be given to the following applicants:

1. Currently enrolled children
2. Sibling(s) of currently enrolled children (if the demands exceed the space available a lottery will be instituted to determine placement)

If openings remain after all re-enrollments have been completed, these openings will be filled based on the following basis:

1. Children selected from the wait list (see below)
2. The morning and/or afternoon preference indicated on the application form
3. First come basis according to the date of application

Lemme BASP Parent-Student Handbook

Wait-List

The Wait-List for the Lemme BASP is mandated by the Iowa City Community School District. The current policy and implementation time-line are outlined below.

December

Any family with a child currently on the waiting list will maintain their position and will not be required to resubmit an application. (i.e. this waiting list order is grandfathered into the new process and will remain intact until all families on this list have been offered a position at the program)

January 1 – February 25

Current families enrolled in program will re-enroll for the upcoming school year, including siblings of current families.

February 25 – March 25

If there are openings in the program, families on the grandfathered waiting list will be offered positions based on availability. If a family declines a position, they will be removed from the grandfathered waiting list and will have to resubmit an application for the lottery system, if the interest for a future position arises.

Programs will accept applications from new families interested in a position at program. A lottery list will be generated from this pool of applicants.

January 1 – February 25

Current families enrolled in program will re-enroll for the upcoming school year, including siblings of current families.

February 25

The lottery waiting list is wiped clean, and families interested in program may apply for the lottery system for the upcoming school year.

April 1

Any spots available will be offered to families on the lottery list. If the program is already full, children will remain on the lottery waiting list.

April 15

Any spots still available will be offered to families on the lottery list. If the program is already full, children will remain on the lottery waiting list.

For additional information please refer to the Iowa City Community School District Before and After School Program website at: www.lemmebasp.com.

Lemme BASP Parent-Student Handbook

Enrollment Forms

Iowa DHHS requires the completion of the following listed forms **before** a child can attend the Lemme BASP. Failure to submit the completed forms will result in suspension of your child(ren) from the program until all forms are completed and submitted. However, tuition will still need to be paid for the month(s) the child(ren) is/are suspended in order to hold their place in the program.

These forms must be completed concisely and legibly (please print or type). This includes filling in **all** blanks, including completed 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.

The required forms are:

1. Enrollment Agreement
2. Acknowledgment of Parent Handbook on the Release of Information Form
3. Parent Emergency Medical Consent Form – *physician and dental information required*
4. School Age Assessment, Health, and Immunization Form
5. General Field Trip Permission Form
6. Picture Release Form
7. Pick-Up Authorization Form
8. Medication Release Form (as needed) – *for medications to be administered during the program session*
9. School Age Activity Authorization Form (as needed) – *to release child from program to non-BASP sponsored activity*
10. Authorization for Direct Debit Form (as needed)

To keep in accordance with Iowa DHS regulations all parents/guardians must keep records current and inform the Program Director of any changes to the child(ren)'s information.

Withdrawal

In consideration of the needs of the program, 30 days' notice is requested before leaving the Lemme BASP. If a child withdraws or is discharged from the program tuition will not be prorated for that month.

In the event a withdrawal is the result of an unexpected emergency (e.g., a change in parent/guardian employment), and the program is able to fill the vacancy without resulting in a loss of income, the remaining balance of the tuition for the final month may be reimbursed by action of the Board of Directors.

A request for reimbursement must be submitted in writing to the Board of Directors explaining the reason for the withdrawal. The Board's decision on whether or not to refund the remaining balance is final and not appealable.

Lemme BASP Parent-Student Handbook

Summer Camp Enrollment

Lemme BASP offers a summer camp (Kids Camp) using the same facilities at Lemme Elementary School as used for the before and after school program. Kids Camp enrolls students in accordance with Iowa DHS licensing and operates Monday through Friday from 7:00 am to 5:45 pm. Dates of camp will be determined each year based on the school calendar.

Kids Camp starts approximately one week following the last day of school, however this may vary depending on the school calendar. Kids Camp ends approximately two weeks prior to the start of the fall school year. Lemme BASP is closed for these three weeks, therefore alternate child care arrangements need to be made for that time frame. Exact start and end dates for Kids Camp will be determined each year by the Board of Directors.

Children must have completed Kindergarten to be eligible to attend Kids Camp.

Kids Camp enrollment begins at 7 p.m. on the third Thursday of February for currently enrolled families. Registration form and payment (registration fee and weekly deposit) must be completed to secure a spot. Open spots are based on a first come, first serve basis. Children who are enrolled in Lemme BASP for the current school year will have priority in open spots by a date determined each year by the Program Director. If there is space remaining after currently enrolled families register, the Director will offer open spots to families previously enrolled in Kids Camp. Next, the Director will open enrollment up to any Lemme families or elementary school age children (from any school).

Kids Camp uses the same forms as those used for the school year program. Any Kids Camp participant will be expected to have those forms completed prior to their first day of camp. Any family that does not have the forms completed and turned in to the Director prior to the first day of camp will have their child(ren) suspended from the Kids Camp program until such time as the forms are completed and turned in. Parents/guardians of any suspended child must still pay the weekly tuition in order to keep their child's spot in camp.

Enrollment in Kids Camp does not guarantee a space in Lemme BASP for the fall semester. All previously discussed registration and wait list policies still apply.

Unlike the school year program Kids Camp tuition is due on a weekly basis and the automatic debit payment option is not available. Tuition is due on the Monday of the week you are attending camp. Tuition is considered late if it is not received in full by Friday of the same week. A late fee will be assessed (see Appendix A for current tuition and fees). If tuition is not paid on time for two weeks in a row, late fees will be applied, and the child will be suspended from the program until all tuition and fees are paid in full.

Registration fees for Kids Camp are non-refundable. By enrolling their child(ren) in Kids Camp parents/guardians are committing to pay the weekly tuition whether or not the child attends camp that week. In the event of a withdrawal caused by an unexpected emergency, Kids Camp will follow the same Withdrawal policy as outlined above for Lemme BASP.

Program Guidelines

Hours of Operation

Morning program hours are from 7:00 am. until 7:50 am. Monday through Friday.

The program is not licensed or insured to operate before 7:00 am. and therefore cannot be responsible for your child prior to the established start time. Children dropped off before 7:00 am. will be unsupervised and reported to the Iowa Department of Health and Human Services.

Afternoon program hours are from 2:55 pm. until 5:45 pm. on Monday, Tuesday, Wednesday and Friday and from 1:55 pm. until 5:45 pm. on Thursday.

In order to accommodate your family's needs, children may be delivered any time between 7:00 and 7:50 am. and picked up any time between 2:55 and 5:45 pm. (between 1:55 pm. and 5:45 pm. on Thursday).

Days of Operation

The Lemme BASP follows the school calendar and is in session each day classes are held in the elementary building. The program will also run on the following non-school days; parent teacher conferences and school in-service days, as long as space, staff and enrollment allow. Summer camp (Kids Camp) will also run for a minimum 8-week period when school is not in session, see the section on Summer Camp Enrollment for additional information.

The Lemme BASP (including Kids Camp) is not in session during the following school holidays/breaks: Labor Day (observed), Thanksgiving break, winter break, Martin Luther King Day (observed), spring break, Memorial Day (observed), and Fourth of July (observed).

Arrival and Departure

To ensure the safe arrival and departure of your child(ren) you must personally deliver and pick up your child(ren) **and** check him/her/them in and/or out on the attendance sheet.

In the event of a scheduling conflict that prevents the parent(s) or guardian(s) from checking in or checking out a child parents must make alternative arrangements for another adult to check in and/or check out the child. Written permission must be on record authorizing the alternative adult to deliver or pick up a child. An email is acceptable. Children may be released only to the parent(s), guardian(s) or individuals designated by the parent(s) or guardian(s). The same written permission is necessary if the child is being picked up by any adult that is not on the Authorization To Pick Up Form.

Lemme BASP Parent-Student Handbook

Chronic failure by a parent or guardian to check a child in and/or out of the program will result in the following disciplinary actions:

- A verbal warning from the Program Director; the verbal warning will be documented in writing by the Director and presented to the Board
- If chronic failure to check a child in and/or out continues after the verbal warning, a written warning will be issued by the Program Director; a copy of the written warning will be forwarded to the Board
- If chronic failure to check a child in and/or out continues after the written warning, the child(ren) will be suspended from the program for 2 days; the suspension of the child(ren) will be reported to the Board
- If chronic failure to check a child in and/or out continues after the suspension, the Board will discharge the family from the program
- Families have the right to appeal a discharge to the Board

Absences

Please text (319) 325-5661 if your child will be absent from the After School Program. You must contact Lemme BASP and the school office regarding the absence. This will enable our staff to know who to expect at program each day. Please make every effort to contact the program to notify us of any absence. This allows program staff to give full attention to the children in attendance, rather than looking for a child who didn't report due to an unreported absence.

Late Pick Up Fees and Penalties

Closing hours of the Lemme BASP must be respected. Children picked up after 5:45 pm. will be charged **a per minute, per child overtime fee (see Appendix A for current fee rates)** (all time determinations are based on the closing Supervisor's cell phone). Families charged an overtime fee will be issued an Overtime Fee Form and will have two working days to return the payment indicated on the form. Continued late pick-ups will result in the following disciplinary actions:

- The second late pick up incident will incur the same overtime per minute/child overtime fee, plus the parent(s) or guardian(s) will receive a written warning that a third late pick up will result in a 5 day suspension from the program
- The third late pick up incident will result in a 5 day suspension from the program for all children from the affected family. There will also be a written warning that any further late pick up will result in termination of the Lemme BASP agreement and the loss of all rights to enroll in the summer program (Kids Camp) or to re-enroll in the school year program. The parent(s) and/or guardian(s) will still pay tuition for the 5 day suspension period.
- Upon the fourth late pick up the Board will discharge the family from the program
- Families have the right to appeal a discharge to the Board

If a child has not been picked up by 6:00 pm. (15 minutes after the close of BASP), staff will attempt to contact a parent or guardian by phone. If staff cannot reach a parent or guardian the emergency contact will be called. If a child has not been picked up by 6:15 pm. (30 minutes after the close of BASP) and there has been no contact with a parent, guardian, or the

Lemme BASP Parent-Student Handbook

emergency contact, Iowa Department of Human Services will be contacted to come and pick up the child.

Unexpected Closings and Inclement Weather

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) or guardian(s) responsibility to pick up their child if school is dismissed early. If the start of school is delayed because of weather, or any other emergency, the program will not be in session in the morning. If school begins with a late start, then afternoon program will be held.

- ***Unscheduled no school days:*** announcements of school closings come from the Iowa City Community School District through phone calls and/or email, they are also broadcast on local radio and television stations, there will be no BASP on days when school is canceled
- ***Unscheduled school delays:*** announcements of school delays come from the Iowa City Community School District through phone calls and/or email, they are also broadcast on local radio and television stations, there will be no morning BASP on days when school is delayed
- ***Unscheduled early dismissal days:*** announcements of early school dismissals come from the Iowa City Community School District through phone calls and/or email, they are also broadcast on local radio and television stations, there will be no afternoon BASP on days when school is dismissed early

Occasionally, although school is not canceled, weather conditions deteriorate during the day. If on any of these days the Director or Site Supervisor and/or BASP Board Members have reservations about the safety of the children and staff due to weather related concerns, we reserve the right to cancel or close the program early. On such occasions parents will be notified to pick up their child as directed by staff. Overtime fees will apply for children not

Lemme BASP Parent-Student Handbook

picked up by the communicated time.

In the event that BASP needs to close early due to school functions, staff will notify parents of the revised pick up time. Overtime fees will apply for children not picked up by the communicated time.

The procedures for inclement weather, or other emergency conditions, apply to all days the program is in operation, including Kids Camp, school in-service days, and parent teacher conferences.

Program Activities

Lemme 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.

Our Enrichment Clubs assist the children in self-expression, exploration of interests, and development. Children also engage in supervised free time in various settings on the Lemme school grounds. These activities allow children to further develop their socialization skills.

Lemme BASP will provide time daily for children to complete their homework. However, BASP staff is not responsible for making sure children complete or attend homework time. BASP staff will encourage homework completion; however, the responsibility of completing homework is between the child and the parent(s) or guardian(s).

The Director may occasionally arrange special programs (e.g., parents-night out, family pot-luck, etc.). These programs are offered at the discretion of the Board and the Director. Special programs may be canceled or rescheduled at the Director's discretion (see the section on Unexpected Closings and Inclement Weather).

Non-Program Activities

If your child attends other activities such as Girls on the Run, Girl or Boy Scouts, music lessons, etc. during program hours, a Non-Program Activity Permission Slip must be filled out and on file at the program. Involvement in Non-Program Activities are subject to the following conditions:

- Parent(s) or guardian(s) must provide the dates and times of the activity
- The adult responsible for that activity will be responsible for signing the child in and out of the program
 - Parents must provide the name(s) of the adult(s) who sign the child in and out of the program and who will be responsible for the child during the activity
 - Parents must make the responsible adult aware of the BASP policies regarding signing the child in and out of the program

Lemme BASP Parent-Student Handbook

- Parent(s) or guardian(s) are responsible for notifying the program of any changes or cancellations of the activity
- Lemme BASP is not able to provide transportation to and from any non-program activity
- In the event that the activity exceeds the hours of BASP the adult who signed the child out for the activity is responsible for the child's supervision

Visitor and Parental Access

Parent(s) and guardian(s) have unlimited access to their children and are welcome to attend the program at any time during the hours of operation. The only exception to this is if there is a written “no contact” order in place in the child's file. No contact orders must be in a written format, verbal notification is not sufficient.

For the safety of the children enrolled in BASP members of the general public are not allowed to visit the program. General public does not include paid staff members of the Iowa City Community School District. Parent(s) or guardian(s) of prospective enrollees may observe the program after being screened by the Director. For liability and supervision reasons, it is not possible for children who visit the program to take part in any activities.

Lemme 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.

- 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 for whom that person is not the parent, guardian, or custodian, nor be counted in the staff to child ratio.
 - **Unrestricted access** means that a person has contact with a child alone or is directly responsible for child care. It is imperative that programs not allow people who have not had a record check assume child care responsibilities or be alone with children, this directly relates to both child safety and liability to the program.
- Persons who 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. The primary responsibility of the supervision and monitoring will be assumed by the paid staff.
 - **Supervision** means to be in charge of an individual engaged with children in an activity or task and ensure that they perform it correctly.
 - **Monitoring** means to be in charge of ensuring proper conduct of others.
- Lemme BASP staff will approach anyone who is on school property without their knowledge to ask what their purpose is. If staff is unsure about the reason they will contact the Program Director or Site Supervisor to get approval for the person to be on site. If it becomes a dangerous situation staff will follow the “intruder in the center” procedures. Non-program persons who are on the property for other reasons such as

Lemme BASP Parent-Student Handbook

maintenance, repairs, etc. will be monitored by paid staff and will not be allowed to interact with children on the premise.

- A sex offender who has been convicted of a sex offense against a minor (even if the sex offender is a parent, guardian, or custodian) who is required to register with the Iowa Sex Offender Registry (Iowa Code 692A):
 - Shall not operate, manage, be employed by, or act as a contractor or volunteer for the program.
 - Shall not be on the property of Lemme Elementary School without the written permission of the Program Director and the school administrator, except for the time reasonably necessary to transport the offender's own minor child(ren) to and from the program.
 - The Program Director is not obligated to provide written permission and must consult with their DHS licensing consultant first.
 - If written permission is granted it shall include the conditions under which the sex offender may be present, including:
 1. The precise location in the school where the sex offender may be present
 2. The reason for the sex offender's presence at the school
 3. The duration of the sex offender's presence
 4. Description of how the program staff will supervise the sex offender to ensure that the sex offender is not left alone with a child
 5. The written permission shall be signed and dated by the Director and sex offender and kept on file for review by the program's licensing consultant

Field Trips and Transportation

On occasion Lemme BASP will take program sponsored field trips (e.g., on conference days, in-service days, and during summer camp). Examples would be to movies, roller skating parks, swimming, etc. Only children who have a General Field Trip Permission Form on file with the program will be allowed to attend a BASP field trip.

Parent(s) or guardian(s) are notified of field trips via a weekly or monthly schedule. For summer camp, field trips are determined in advance and parent(s) or guardian(s) are notified at enrollment and will be reminded by a weekly schedule. Field trips include the entire group enrolled that day. BASP does not offer any other option for those who do not want to go on the field trips. Parent(s) or guardian(s) must make other arrangements if they choose for their child not to participate in a field trip.

Transportation will be provided by the program for any program sponsored field trip. Lemme BASP will use 15 passenger vans to transport children. Types of transportation utilized include city buses, school buses, charter buses, as well as walking within appropriate distances. Copies of the Emergency Consent Form for each child attending the field trip will be carried with the Director and/or staff. The program's first aid kit and cellular phone will also be carried with the Director and/or staff at all times.

Parents of children under the age of six (6) are required to provide booster seats.

Lemme BASP Parent-Student Handbook

Nutrition/Food Brought From Home

Lemme BASP follows the Iowa DHS standards for all meals and snacks provided. Nutritious snacks will be served every morning on non-school days (e.g., conference days, in-service days, summer) and every afternoon the program is in session. Snack is prepared by BASP staff and a snack calendar is posted each month on the bulletin board in the schoolgymnasium. The program will serve exceptions to the snack calendar due to allergies, medical conditions, and religious purposes as stated on the Emergency Medical Consent Form and the School Age Assessment, Health and Immunization Form.

Parent(s) or guardian(s) are allowed to provide snack for special events such as birthdays, with prior notification to the Director or Site Supervisor. We ask that snacks be prepackaged and purchased from a store and not homemade items. These snacks will not replace any item listed on the snack calendar. Food brought from home for snack or meals must be stored appropriately. Lemme BASP has limited storage space and cannot guarantee appropriate storage (e.g., refrigerator) would be available. Please check with the Program Director prior to bringing any snack or meal that requires a large amount of storage space. With the exception of pre-approved snacks for special events, children should not bring food to the program.

Breakfast is never provided by the Lemme BASP. Please note that on non-school days BASP only provides a morning snack. Parent(s) or guardian(s) are responsible for providing breakfast to their children on non-school days. The Iowa City School District has a breakfast program that is offered to all children on school-days. The cost is determined by the school district. Refer to the Iowa City Community School District Student Handbook for additional information.

Personal Property

On special occasions (e.g., field trips, theme days, etc.) the Director may send notice home that personal property such as toys, electronics, pillows, stuffed animals, books or other special items may be brought to the program. Otherwise children should not bring personal property that would not normally be a part of their school day to BASP.

A child's personal property must be cleared from the program each night. Any personal property which remains will be taken to the school lost and found. Although the staff will attempt to help children stay organized, the program is not responsible for lost, stolen, or damaged personal property.

Cell phones will remain in bags and out of site while at program.

Children Requiring Special Accommodations

Lemme BASP accepts all children that attend Helen Lemme Elementary School. No child will be discriminated against due to special needs he/she may have for day-to-day activities. This includes child(ren) currently attending the Lemme BASP, child(ren) on the waiting list, and future attendees that have not enrolled or been placed on the waiting list.

Lemme BASP Parent-Student Handbook

Parent(s) or guardian(s) of a special needs child may be asked to attend a meeting or regularly scheduled meetings to discuss with the Program Director and/or staff the best way to meet the needs of the child. Meeting date(s) and time(s) will be determined by the child's parent(s) or guardian(s) and the Program Director.

Limitations for accommodating children 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.

Lemme BASP reserves 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.

Health and Safety Guidelines

Parent(s) or guardian(s) of children attending the program must provide the names, relationship to the child, and phone numbers of persons authorized to pick up their child(ren) from the program. Parents must submit in writing any pertinent information regarding their child(ren)'s health. If changes occur during the program year, those changes must also be reported to the program.

Program staff 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. It is the program's policy to train all staff in the following within 6 months of being hired:

1. Mandatory Child Abuse Reporting
2. Universal Precautions
3. Infectious Disease Control
4. CPR
5. First Aid

Incident Reports

Incident Reports will be used to communicate incidents of injury during program hours to the parent(s) and/or guardian(s). Incident Reports will be used to document all injuries observed by the staff or brought to the attention of the staff by children. This may include minor or insignificant injuries such as scraped knees or other typical childhood bumps and bruises if the child seeks treatment (e.g., requests a band-aid) from a staff member. Incident Reports will be reviewed with the child's parent(s) and/or guardian(s) at the pick-up. Parent(s) and/or guardian(s) will be required to sign the Incident Report at this time to verify that they discussed it with a staff member.

Insurance

At Lemme BASP, each participant realizes the inherent risks involved in the program and appreciates the nature of these tasks. Lemme BASP does not provide medical insurance to participants.

Health Forms and Reports

Each child will be required to have the following health forms on file at all times while attending the Lemme BASP:

- Parent Emergency Medical Consent
- School Age Assessment, Health, and Immunization Form

Parent(s) or guardian(s) 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

Lemme BASP Parent/Student Handbook

changed on the forms at the program. It is also the responsibility of the parent(s) or guardian(s) to correctly fill out forms giving names and phone numbers of people authorized to pick up the child from the program as well as to make emergency medical decisions for your child in the event that you cannot be reached.

In the Event of an Emergency

Parent(s) or guardian(s) must state their child's health care provider and give written consent for the program to obtain emergency care. This information shall be provided on the Parent Emergency Medical Consent Form.

Relevant information regarding any chronic medical condition (e.g., 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
3. Name of phone number of the practitioner treating the specific condition

Illness or Injury Guidelines

If a child has any of the following conditions, **do not** bring your child to the program:

1. Contagious disease/virus
2. Fever over 100 degrees
3. Vomiting or diarrhea
4. A condition requiring medical attention

If a child develops any of the above conditions during attendance at the program, the parent(s) or guardian(s) will be notified to pick up the child immediately. The child must not return to the program until they have been symptom free for at least 24 hours.

If a child becomes ill or injured while at the program, parent(s) or guardian(s) will be notified immediately. The child will be separated from the other children and placed in a comfortable location, under the supervision of a staff member, while they wait for a parent or guardian to pick them up. An Incident Report will be filled out by the staff describing the symptoms the child is experiencing. Staff will follow the programs emergency medical and dental guidelines.

If a child attending the program has been diagnosed with a communicable disease or virus (e.g., chicken pox, measles, strep throat, pink eye, etc.), the Program Director must be notified as soon as possible. The child must not return to the program until they have been symptom free for at least 24 hours. The program will post a notice of the disease or viral outbreak on the Parent Bulletin Board so all parent(s) or guardian(s) are aware of the situation. No names of any child will be released.

Any child exhibiting bacterial/viral or other unusual symptoms will be reported to the Director or Site Supervisor for evaluation. Staff may take the child's temperature but no medications can be administered until the parent(s) or guardian(s) have been called, unless the medication is already listed on the Medication Authorization Form in the child's file. In

Lemme BASP Parent/Student Handbook

that case, the child will receive the medication and the phone call will still be made to the parent(s) or guardian(s). Staff may administer first aid to an injured child with the scope of their training. Another staff member will call the child's parent(s) or guardian(s) and, if necessary, 911, as treatment is being administered. If emergency transportation has been called, a staff member will immediately retrieve the emergency consent form which will be kept with the child and provided to emergency personnel upon their arrival. If the parent(s) or guardian(s) have not arrived before the emergency personnel transports the child, a staff member will ride with the child to the hospital.

Hand Washing Guidelines

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.

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 Site Supervisor.

First Aid Kits

The program will have a first aid kit available at all times including:

1. On field trips
2. During emergency situations

The main first aid kit is located in the BASP storage closet in the gymnasium. The contents of the first aid kit are in accordance with Iowa DHS guidelines. When BASP is off school property a first aid kit will be with the group at all times.

No Tobacco Allowed

The Lemme BASP is a tobacco-free environment. Smoking (including e-cigarettes), chewing tobacco, or snuff, is not allowed on the premises by staff, parents, guardians, or visitors.

Biting Incidents

If a child is bitten by another child at Lemme BASP first aid will be applied immediately to the affected area. If the skin is broken due to the bite, the parent(s) or guardian(s) will be contacted promptly and medical personnel will be contacted if needed or per parent or guardian request. Staff will fill out an incident report for the child bitten and a behavior form for the child who bit, excluding the names of the children involved in order to protect confidentiality. Staff will make contact with the affected families at pick up time to discuss the incident and answer any questions.

Lemme BASP Parent/Student Handbook

Dental Emergency

In the event of a dental emergency, 911 will be contacted first, if necessary. If emergency medical treatment is not necessary the child's parent(s) or guardian(s) will be contacted as well as the child's dentist. The child will be taken by either the Director, Site Supervisor, or a parent or guardian to the dentist to receive medical treatment. Staff will use Universal Precautions while interacting with the injured child to ensure safety of both parties. The incident will be documented and documentation placed in the child's health file.

Medical Emergency

In the event of a medical emergency, 911 will be contacted first, if necessary. If emergency medical treatment is not necessary the child's parent(s) or guardian(s) will be contacted as well as the child's doctor. The child will be taken by either the Director, Site Supervisor or a parent or guardian to the doctor to receive medical treatment. Staff will use Universal Precautions while interacting with the injured child to ensure safety of both parties. The incident will be documented and documentation placed in the child's health file.

Distribution of Medication

Whenever a child is to be given a prescription or over the counter medication, the parent(s) or guardian(s) must complete and submit to the Director a signed Medication Authorization Form.

Medication brought to the program must be presented and stored in the original or duplicate child-proof medication contained with full prescription labeling as dispensed by the pharmacy and re-documented each month of use. 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.

Medication kept at the program will be stored in a locked container in the red attendance cart in the gymnasium. Temperature storage requirements will be taken into consideration when relevant. If necessary, medications requiring refrigeration shall be placed in a locked container inside the refrigerator located off of the gymnasium.

A Medication Authorization Form must be filled out by the parent(s) or guardian(s) in order for medication to be dispensed at the program. The program will keep record of all medication dispensed including:

1. The date and time the medication was dispensed
2. The amount of medication
3. The initials of the staff that dispensed the medication
4. The reason why the medication was not given (if applicable)

Lemme BASP Parent/Student Handbook

Over the counter/non-prescription medication will be given only with a prescriber's order and a parent(s) or guardian(s) written authorization. Over the counter/non-prescription medications are to be provided by the parent(s) or guardian(s) 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 reactions.

Tornado/Severe Weather Procedure

Staff and children are trained through monthly drills to respond quickly and calmly to a severe weather alarm. In the event of a weather emergency, the Director or Site Supervisor will have the emergency contact binder and supplies (e.g., radio, first-aid kit, etc.). Attendance will be taken to verify that all children have successfully moved to the safe location inside the building. Tornado/Severe Weather procedures are posted on the bulletin board in the gymnasium.

Fire Procedure

Staff and children are trained through monthly drills to respond quickly and calmly to a fire alarm. In the event of a fire, the Director or Site Supervisor will have the emergency contact binder and supplies (e.g., radio, first-aid kit, etc.). Attendance will be taken to verify that all children have successfully and safely evacuated the building. Fire procedures are posted on the bulletin board in the gymnasium.

Evacuation

In the event of an evacuation of the Lemme Elementary School building the following steps will be followed:

1. 911 will be called by the Director or Site Supervisor indicating that an evacuation is necessary
2. Children will be grouped together and prepared for departure (e.g., putting on coats if necessary, etc.)
3. All necessary items will be gathered by the Director or Site Supervisor: Emergency Contact Binder, Attendance Sheet, First Aid Kit, Medications, Special Equipment, Site Phone, and laptop to contact families
4. Attendance will be taken to ensure that all children have been grouped and prepared for departure
5. Children and staff will walk to a previously designated safe zone
6. Attendance will be taken a second time upon arrival to the designated safe zone to ensure that all children and staff are accounted for
7. Parent(s) or guardian(s) will be notified of the evacuation by email and/or phone call once all staff and children are accounted for at the designated safe zone
8. A staff member will accompany any child/children to a medical facility, if necessary; all other staff members will assist in the supervision of the remaining children until they are picked up by a parent, guardian, or other adult authorized to pick up the child

Lemme BASP Parent/Student Handbook

Toxic or Hazardous Materials

In the event of a toxic spill or exposure to hazardous material, staff and children will cooperate fully with official personnel. All staff and children will be brought into the building if not already there and will stay in the school until officials give the “all clear”. If officials determine that evacuation of the school must occur, staff will follow guidelines of evacuation by official personnel.

Dangerous Adult

Staff will call 911 immediately if an adult is present who the Director or Site Supervisor believes presents a danger to the children, or a specific child. Staff will calmly request that the person leave the premises and advise him or her that officials are on the way (unless they feel that this action might create more danger in the situation). If possible, other staff will attempt to remove other children from the immediate area and relocate to another location and remain until the danger has passed. Staff will use their best judgment to determine where to take the children in this situation.

A dangerous adult would include an adult exhibiting inappropriate behavior, carrying a weapon, and/or showing signs of intoxication by drugs or alcohol. This also includes any person who is prohibited by court order (a copy of which must be in the child's file) to see or transport the child. In the event that the person leaves the premises before officials arrive, staff will write down the license plate number and a full description of the individual. Staff will not place themselves or the children in danger by attempting to detain the individual.

Power Outage

Incidents of power outage will be handled at the discretion of the Director and/or Site Supervisor depending on the circumstances. In some instances, parents may be notified to pick up children early.

Bomb Threat

In the event of a bomb threat the Lemme BASP will follow the evacuation procedure described above. During the evacuation the Director or Site Supervisor will call the police department and report that a bomb threat has been received, or an emergency situation exists, and request that the police come to the school immediately. In case of a bomb threat, the program will remain evacuated until authorities complete the search. The Lemme BASP staff will comply with all officials regarding search and evacuation.

Earthquake

In the event of an earthquake, staff will direct the children who are indoors to take cover under tables, desks and door-frames, away from windows. Staff who are outdoors will direct

Lemme BASP Parent/Student Handbook

the children away from the building or trees and instruct them to sit down with a staff member. Official personnel, the Director, or Site Supervisor, will assess structural damage to the school before children are allowed to remain or re-enter the building.

Missing Child

No children will be outside or inside without the prescribed ratio of staff supervision. In the event the program is unable to account for a child, all children will be brought to the gymnasium. Staff will then immediately and completely search the grounds and the building while other staff supervise the children. If the child is not found within 15 minutes, 911 will be called and then the child's parent(s) or guardian(s). No staff or children will leave the program until authorities have arrived.

Playground and Building Rules

The following guidelines will be followed for weather appropriate attire for outdoor play:

- If the temperature (including wind chill) is below 0 degrees children will play indoors only
- If there is snowfall or snow on the ground children will be required to wear snow boots and snow pants in order to play outdoors
- If the temperature is below 50 degrees (with or without snow) children must wear a coat, head outwear (e.g., hat, hood) and hand outwear (e.g., gloves, mittens)
- If the temperature is between 50- and 60-degrees children must wear a long sleeveshirt **or** a jacket
- If the temperature is above 60 degrees children may choose whether or not to wear a jacket

These rules conform to the same recess guidelines used by Lemme Elementary School.

An annual conference with the school principal will provide specific information regarding building and playground rules. Program rules must be consistent with school rules.

Tuition, Fees, and Payment Guidelines

Lemme BASP is funded by monthly tuition payments. All program staff salaries, supplies, and business expenses are taken from tuition payments. The Lemme BASP does not receive any additional financial support, therefore, parent(s) and/or guardian(s) are expected to abide by the following tuition and fee policies. A quick reference guide for all fees and tuition is provided for in Appendix A.

The Board of Directors reserves the right to change fees and/or tuition with a 30-day notice. Changes to tuition and/or fees will be updated in Appendix A.

Monthly Tuition

Tuition is due the first of each month. When the first of the month falls on a weekend or a non-school day (e.g., a holiday), tuition must be paid prior to that date. Tuition is considered late if it is not received by the third of each month. See the section below on Late Tuition Fees for additional information on late tuition.

Tuition for the school year will be paid in 9 installments (September through May) of equal amounts. The tuition rate for the installments is based on the number of school days per year divided by nine. Therefore, in months with less school days (e.g., holidays in December) the rate will be the same as months with a full school calendar. Since the installments are based on the number of school days the tuition covers those dates that fall outside the nine-month period (e.g., the end of August and beginning of June, if applicable).

Tuition bills are not sent out. Receipts are provided after payment has been received. An end of the year report will also be provided to parent(s) and/or guardian(s) for tax purposes at the end of the school year. The current tuition rates for morning, afternoon and full-time programs can be found in the most recent revision of Appendix A.

Late Tuition Fees

Tuition not received by 5:45 pm on the 3rd of each month will be considered late. A per day late fee will begin to accumulate beginning on the fourth day of the month (see Appendix A for current fee rates). If tuition and any accumulated fees have not been paid in full by 5:45 pm on the 14th day of the month (10 days after being considered late), the child(ren) will be suspended from the program until all tuition and fees are paid in full. If tuition and all accumulated late fees have not been paid by the end of the calendar month the child(ren) will be discharged from the program.

Lemme BASP Parent/Student Handbook

Non-Sufficient Funds (NSF) Fees

The program will notify parent(s) and/or guardian(s) immediately upon receipt of a NSF notice. The Director will attempt to contact each parent and/or guardian of the child(ren). If the Director is unable to make direct contact with any parent and/or guardian but a voice mail or email is sent, this will be considered sufficient notice to the parent(s) and/or guardian(s) of the NSF.

A fee will be assessed per non-sufficient funds check. Parent(s) and/or guardian(s) will have five school days from the notice of NSF to pay the tuition in full and the fee. Payment must be made by cash or money order. If full tuition and the fee have not been paid by 5:45 pm on the fifth day since notification, the child(ren) will be suspended until payment is received or arrangements have been made with the Director or Board of Directors. No more than two non-sufficient fund checks will be permitted per school year, after the second one is received all future payments shall be done by cash or money order.

Payment Options

The Lemme BASP accepts cash, check, money order, or automatic debit for tuition payments. Unfortunately, the Lemme BASP cannot accept credit cards as a form of payment. Automatic debit is the preferred payment method. In order to enroll in the automatic debit payment option, the Authorization for Direct Debit Form must be filled out and returned to the Director. Payments are then automatically deducted from the parent and/or guardian account on the first of each month.

Child Care Assistance

Your Acceptance Letter/Child Care Assistance contract must be turned in within a month of your child(ren)'s enrollment into the program. Five units per week are needed for full coverage of the before and after school program. The summer program requires 10 units per week. Parent(s) and/or guardian(s) will be responsible for paying the per unit fee for any unmet units, regardless of their child(ren)'s attendance. Parent(s) and/or guardian(s) will be responsible for paying any co-pay listed on their contract.

If a child misses more than 4 days per month for more than 2 months a warning letter will be sent home on the next day following the 4th absence and the child will be placed on probation effective that day. During the first week of probationary enrollment the parent(s) and/or guardian(s), Director, and a member of the Board of Directors, other than the child(ren)'s parent, will meet to determine the period of time and other conditions for reinstatement, continued probationary enrollment, suspension, or discharge.

Behavior and Discipline

Positive Behavior Interventions and Supports (PBIS) is the practice of recognizing the importance of positive relationships. Every child in Lemme BASP has the right to learn and grow in an environment that teaches, recognizes, and encourages appropriate behavior. PBIS is the practice utilized by the Iowa City Community School District, therefore it is the policy of the Lemme BASP to emphasize the PBIS expectations.

The Lemme BASP PBIS expectations are:

- Be responsible
- Be respectful
- Be caring

In addition, the Lemme BASP PBIS encourages children to use the four steps of Problem Solving when a problem arises. The four steps are:

1. Ignore them
2. Use their words and ask them to stop
3. Walk away
4. Tell a staff member

The Director and/or staff will review the rules, guidelines, and expected behaviors at the beginning of each school year, for each newly enrolled child, and on an as needed basis. A school year is defined as one calendar school year. It will begin on the first day of school until the last day of school. This does not include the Kids Summer Camp.

Expected Behavior

All children and their families (regardless of their age, race, creed, color, sex, national origin, religion, sexual orientation, gender identity, disability, marital status, and socioeconomic status) have the right to equal opportunities at the Lemme 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 themselves or others (including verbal abuse), damage to school buildings or property, damage to others personal property, and/or violations of city, state, county, or federal law will not be allowed.

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 weekends and non-school days). Each form must be read and signed by a parent and/or guardian. One copy will be given to the parent(s) and/or guardian(s) and

Lemme BASP Parent/Student Handbook

the other will be kept in the child's file.

All rules, guidelines and behavioral expectations for the Kids Summer Camp 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.

The program cannot serve the needs of children who display chronically disruptive behavior and such behavior will not be tolerated. Chronically disruptive behavior is defined as verbal or physical activity which may include, but is not limited to, behaviors that require constant attention from the staff, inflicts physical or emotional harm on other children, shows a lack of respect for the staff and others, and/or disobeys the rules which guide behavior during the school day and program time. If a child cannot adjust to the program setting and behave appropriately, the child will be discharged from the program.

Grievances

Any child, parent and/guardian, or staff member has the right to file a complaint alleging a concern of a staff member or another child. The step for filing a complaint will be handled in the following manner:

1. The child, parent and/guardian, or staff member filing the complaint shall verbally request a meeting with the Program Director to discuss the complaint. The Director shall schedule the meeting within 5 program days of receiving the request. An attempt shall be made to resolve the complaint in an informal discussion between the complainant and the Director. The Director shall file a report of the complaint and report it to the Board of Directors at their next meeting. If the Director fails to schedule a meeting with the complainant within 5 program days this shall permit the complainant to proceed to the next step in the process.
2. If the complaint cannot be resolved informally, the child, parent and/guardian, or staff member may file a grievance in writing. The written grievance shall contain the nature of the complaint, the rule in questions, and shall state the remedy requested. The written grievance must be filed within 5 program days from the date of the informal meeting with the Director. The Director will make a decision on the grievance and communicate it to the Board of Directors within 5 school days after receiving the written grievance. If the Director fails to make a decision within 5 program days this shall permit the complainant to proceed to the next step in the process.
3. If the complaint is not resolved after filing the written grievance (step 2 above), the complainant shall file a written grievance with the Board of Directors within 5 program days from the date of the Director's decision on the written grievance. The Board of Directors will then meet with the complainant to resolve the matter.

Failure to follow the time line outlined above shall relinquish any of the complainant's appeal rights. Time limits for each step may be extended by written mutual consent between the complainant and Director or Board of

Lemme BASP Parent/Student Handbook

Directors. If a complaint is against the Director the above procedure will still be followed.

Confidentiality

All information provided to the Lemme BASP will be used only on a need-to-know basis and only for the performance of the duties of program representatives. No information will be released to others without parental and/or guardian consent. If a Mandatory Child Abuse Report is made the Board of Directors shall be notified, however the reporter and parties involved will not be identified.

Discipline Procedure

If expected behavior is not displayed by a child, staff will incorporate some of the following interaction when attempting to correct a behavior:

1. Focus the child's attention to tasks or problems before asking compliance
2. Share logical reasoning for a request with the child
3. Encourage empathy so the child realizes the consequences of his/her actions
4. Practice problem solving techniques
5. Emphasize cooperation versus competition
6. Use positive reinforcement techniques in the form of positive phrasing through encouragement and praise
7. Develop rules that are brief, clear and consistently enforced
8. Arrange the environment and materials so that few "no's" are necessary
9. Use "time-out" on a limited basis and only when a child needs a calming down period; if a time-out is used, it will be brief and the child will discuss the situation with the staff member

Physical Sanctions

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

1. Self defense
2. To protect other children
3. To keep a child from injuring him/herself
4. To keep a child from doing damage to personal or public property
5. To remove, with just cause, a child from the area

Any action by a child that meets one of first three criteria shall result in the filing of a Severe Behavior Report (see the section on Behavior, Suspension, and Discharge Procedures below).

Lemme BASP Parent/Student Handbook

Behavior, Suspension, and Discharge Procedures

The consequences that occur when a child fails to meet the program's behavior expectations are outlined below. All actions will be reviewed with a consistent point of contact prior to any action being taken. The points of contact are comprised of the Director and Site Supervisors. The Lemme BASP Behavior Form will be used to document antecedents, behaviors, and consequences under the following circumstances.

1. For extreme negative behaviors that disrupt the program. These behaviors include, but are not limited to, verbal or physical abuse towards self, other children or staff, behaviors requiring constant one-on-one intervention, damage to the school building or property, damage to Lemme BASP property, or damage to the personal property of others.
2. Behavior deemed severe enough that it physically or emotionally injures or endangers their self, other children or staff. If severe behavior occurs this can be grounds for immediate dismissal from the program even if this is only the first incident during the school year. Only Site Supervisors and the Program Director can decide whether a behavior is severe, and all Behavior Forms documenting such behavior must be approved by the Program Director.

Suspending and/or discharging a child from the program may occur as a result of chronic disruptive behavior and/or a single severe behavior incident.

The procedure for suspending and/or discharging a child from the program for chronic disruptive behavior will occur after the following criteria have been met:

1. After two Behavior Forms within the school year (not including the Kids Summer Camp), a mandatory meeting between the Program Director, the Site Supervisor, and the child's parent(s) and/or guardian(s), will be required to discuss a behavior modification plan. The Board will be informed of the outcome of this meeting.
2. After three Behavior Forms within the school year (not including the Kids Summer Camp) the child will receive an automatic 2-day suspension from the program. The suspension will begin the school day immediately following day of the incident. Parent(s) and/or guardian(s) will still be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program (if applicable). The Board will be informed of the situation.
3. If a fourth Behavior Form is received within the school year (not including the Kids Summer Camp) the child will be suspended immediately including, if necessary, notifying the parent(s) and/or guardian(s) to pick up the child. The Director will notify the Board of Directors immediately regarding the incident leading to the fourth Behavior Form. Parent(s) and/or guardian(s) will still be responsible for payment of tuition during the period of suspension or until the child is withdrawn or discharged from the program (if applicable). The period of suspension will not be lifted until the Program Director has had a chance to meet with the Board of Directors to discuss a course of action. This meeting will take place within a reasonable amount of time, not

Lemme BASP Parent/Student Handbook

to exceed 30 days from the date of the behavior incident.

The steps for suspending/discharging a child from the program for a severe behavior incident will occur as follows:

1. A severe behavior incident will result in an immediate suspension from the program. Parent(s) and/or guardian(s) will be called to pick up the child and must do so within 30 minutes.
2. The period of suspension will not be lifted until the Program Director has had a chance to meet with the Board of Directors to discuss a course of action. This meeting will take place within a reasonable amount of time, not to exceed 30 days from the date of the behavior incident. The Director will notify the Board of Directors immediately regarding the severe behavior incident.
3. Parent(s) and/or guardian(s) will still be responsible for payment of tuition during the period of suspension or until the child is withdrawn or discharged from the program (if applicable).

After a child has been suspended for receiving a fourth Behavior Form, or a severe behavior incident, the Program Director will call an emergency meeting with the Board of Directors. The Director will give the parent(s) and/or guardian(s) the option to address the Board at the beginning of this meeting to provide any information that they believe would be pertinent in helping the Board reach the appropriate decision. Parent(s) and/or guardian(s) can waive their right to meet with the Board if they so choose.

The Director will present a report to the Board of Directors and the board will then decide whether to release the child from suspension or discharge the child from the program. Parent(s) and/or guardian(s) will be notified in writing of the board's decision. Parent(s) and/or guardian(s) have the right to appeal a decision of discharge by submitting a written request to the Program Director. The board will then discuss the reinstatement at its next regularly scheduled meeting.

Welcome to LEMME BASP!

We look forward to serving your family and providing unique and valuable activities during your child's out of school time!

lemmebasp.com

Lemme BASP email: basplemme@gmail.com

Lemme BASP Cell Phone: (319) 325-5661

Appendix A: Tuition and Fee Schedule

Monthly Tuition

BASP School Year (September through May)

Full Time Care	\$270.00 per child
Afternoon (PM) Only	\$240.00 per child
Morning (AM) Only	\$100.00 per child

Kids Summer Camp (deposit and weekly payment, June through August)

Varies per week depending on activities

Additional Fees

Overtime (Late Pick-Up) - 5:46 pm. \$5.00 per minute

6:00 pm. Emergency numbers will be called 6:15 pm. DHS will be called to pickup the child

It is your responsibility to ensure that your child is picked up by 5:45pm. BASP will attempted to call parent(s) and/or guardian(s) if a child is still at the program after 5:45 pm. and no phone call has been received.

Late Tuition Fee \$10 per day after the 3rd day of the month

Non-Sufficient Funds Charge \$25.00 per NSF Check

Kids Summer Camp Late Tuition Fee \$25.00