

# Baugo Extended Care



## Parent Handbook

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## Our Company Philosophy

Baugo Extended Care was established to support and strengthen each child's family and the community in which they live. Our staff is dedicated to developing the spirit, mind, and body of each child through innovative and structured programming and learning projects tailored to meet the needs of your child as an individual. We provide a variety of positive, healthy, and interesting activities that instill a sense of belonging, usefulness, influence, and competency.

## Core Values

Love ♦ Growth ♦ Fun

Supporting families and communities  
 Nurturing individual potential in children and staff  
 Creating excitement for life

## Vision and Mission Statements

We wish to enrich the personal growth of each child in our care and expand the number of lives we impact.

As childcare professionals, our daily mission is to provide a safe, enriched, and exciting environment that kids love and parents can trust.

## Baugo Extended Care

Baugo Extended Care adheres to the [National Afterschool Association Code of Ethics](#). All BEC staff members are CPR certified and pass thorough background checks. Most importantly, BEC is a safe place. We are located right at the school. There's time for homework, playing outdoors or in the gym, and spending time with friends.

### PROGRAMS

Our programs emphasize the social, emotional, physical (fine and gross motor skills), and cognitive growth of children while also focusing on their individual talents and needs. Examples of what parents might see include free play, cooking, and physical activities to foster healthy habits; construction projects, science experiments, and cooking activities encouraging STEM skills. Parents may also notice activities such as cooperative games, youth leadership opportunities, or community service projects, which support SEL.

**The Morning program** opens at 6:00am and runs until school opens. Activities rotate and may include stations, free play, reading, crafts, or group activities. In the event of a 2-hour delay, BEC will open at 6:30am and run until school opens.

**The Afternoon programs** start when school is dismissed and close at 6:00pm. We provide snack, homework time, group enrichment, outdoor or gym free play, and organized group activities.

**Full-Day Care** starts at 6:30am and closes at 6:00pm. We provide a structured schedule that includes a morning and afternoon snack, group enrichment, outdoor or gym free play, and organized group activities. Full-Day Care when schools are closed is open to all children in our surrounding communities in grades PreK-6th grade. Keep in mind, Baugo Extended Care operates in accordance with the Baugo Community Schools calendar.

### LOCATION

Parents will drop-off and pick-up children at the cafeteria of the Jimtown Intermediate School (Door A5). We have a large sidewalk sign with a doorbell button attached outside those doors. We do occasionally use other rooms in the Intermediate building when the cafeteria is needed for other events. We will notify all parents through brightwheel and email in those instances. We occasionally take walks to other parts of the school campus. In this event, our staff will put a note on the door stating where they are. Please message the staff through brightwheel for their exact location and return time. You may also call, text, or email your program director. Field Trip locations will be announced through email before each event.

### SNACK

#### Before and After School Care

BEC serves a snack during the afternoon session. School breakfast and lunch are available through the school system. It is the parent's/guardian's responsibility to pay for breakfast and lunch.

#### Full-Day Care

A morning and afternoon snack is served during Full-Day Care programs. Lunch is NOT provided. Each child will need to bring a packed lunch on those days. In the event of a forgotten lunch, BEC will provide an adequate lunch for a fee.

\*All children will receive the same snack, with the exception of food allergies. Children may bring their own snack from home or staff members will work with parents to provide a suitable snack substitution when necessary.

## HOMework

Homework time is offered Monday-Thursday after school for 10-30 minutes for Intermediate students. Children are responsible for working on school assignments independently. BEC staff members encourage children to use self-help when possible but may provide basic homework assistance when asked. BEC staff members do not provide tutoring or additional homework services. For children without homework assignments, a variety of reading materials or quiet activities/stations are available.

\*Please note: children are not allowed to return to classrooms after school is dismissed without a BEC staff member.

## TUTORING

BEC partners with Jimtown High School students that excel in academics to provide tutoring services for our BEC students. If you are interested in these services for your child, please contact your program director.

## PHYSICAL ACTIVITY

We encourage children to engage in many physical activities. Outdoor recess, gym free play, or organized group activities are offered daily during the morning and afternoon programs.

## FREE PLAY

BEC encourages Free Play often and understands that Free Play is a tool for developing a child as a whole. There are many studies showing how Free Play is important for healthy brain development by allowing children to use their creativity. Free Play is an unstructured, voluntary, child-initiated activity that allows children to develop their imaginations while exploring and experiencing the world around them. It is the spontaneous play that comes naturally from a child's natural curiosity, love of discovery, and enthusiasm. BEC staff members will engage with children during Free Play and encourage children to play together.

## EQUIPMENT & MATERIALS

BEC has a variety of toys, games, and supplies. Please share any suggestions you may have for additional equipment or materials with your program director.

## PERSONAL ITEMS

BEC is not responsible for the loss or destruction of personal items, including but not limited to cell phones, other electronic devices, books, games, and all other personal items. BEC is not responsible to cover any costs incurred due to the misuse of personal items. BEC recommends that all children leave valuables at home. If a special circumstance makes it necessary for a child to bring personal items to BEC, please make arrangements with the staff.

## PROGRAM EXPECTATIONS

### Parent Responsibilities

- Respectfully follow BEC and school policies
- Any changes in your child's schedule should be communicated to staff using brightwheel messaging. You may also send an email to [baugoextendedcare@gmail.com](mailto:baugoextendedcare@gmail.com) or text 574-621-3084. The child's school teacher should also be notified of schedule changes if they apply during school hours.
- Communicate anything that may affect your child's well-being in the program with your program director. This will be held in confidence.

- Keep information about the family and child current, and communicate often with BEC staff.
- The primary guardian/parent should communicate with the program director any circumstances that relate directly to the care of the child in our program. Additionally, they should also communicate relevant information to the child's other guardians, parents, or authorized pickup persons.
- Payments will be made on-time and accounts will be kept current.

### Child Responsibilities

- Attend BEC with a positive and adventurous attitude.
- Be kind and respectful to other students and staff.
- Be responsible and always try to do the right thing even when no one is watching.
- Baugo Extended Care students are also "Jimmies" and should aspire to the goals of "What does it mean to be a Jimmie?" according to the Baugo Community Schools guidelines. Please visit the following link for more information. ["What does it mean to be a Jimmie?"](#)

## REFERRAL PROGRAM

The highest compliment our parents can pay us is the referral of family or friends to our program. The trust and confidence that you place in us each and every day means a great deal. In appreciation of that trust and confidence, we are excited to share our Parent Referral Program. Each time a child is registered as a result of your recommendation, you will receive a \$100 TUITION CREDIT (limit 6 per year).

### What do I have to do and when do I receive my \$100 Tuition Credit?

- Just pass on the name and some basic information about the family or have the family contact us.
- Once the new family has used our services for a period of four weeks, your account will be credited accordingly. Your program director will also notify you by email.

## Registration

Registration is required for each school year and break.  
Parents can register online at [www.baugoextendedcare.com](http://www.baugoextendedcare.com).

### Registration Requirements:

1. Any previous balance must be paid in full before registering for a new program.
2. Completed registration form(s) that include: child and parent information, emergency and authorized pick-up contacts, and signed registration terms agreement.
3. Special Needs Plan and/or Medication Consent forms for each child (if applicable).
4. Bank account/credit card authorization through brightwheel for auto-pay (recommended) or other payment method plan.
5. Non-refundable registration fee per child.

All children must be re-registered for each school year. Returning families are offered priority registration in the spring. All families are encouraged to register early to hold their child's spot. Stay connected with our Facebook Page or website for details.

## REQUIRED ENROLLMENT INFORMATION

### Emergency Contacts & Authorized Pick-Up

Emergency contacts, as well as persons authorized to pick your child up from the program, must be at least 18 years of age and have a photo ID ready to present. Please provide the names, relationship to the child, and phone numbers for these individuals when you register your child. You may change, add, or delete contacts at any time by contacting your program director. If you believe you have an extenuating circumstance and are not able to meet the age requirement, please talk with your program director. A waiver may be available for older siblings in some circumstances.

## Medication Consent Form

Parents must provide an applicable Medication Consent form with their registration application. If your child must take any prescription or non-prescription medication during BEC's program hours, parents must complete a Medication Consent form, which includes written instructions, dosage information, potential side effects for BEC to monitor, and the prescribing doctor's information. Prescription medication must be provided in its original prescription bottle with the child's name, dosage, prescribing doctor, written instructions, and expiration information. Medications cannot be sent with the child.

## Special Needs Plan

If your child has a health condition, special needs, or any circumstances that may require additional assistance or accommodation, that information must be communicated and included with your registration application. BEC provides a Special Needs Plan form to assist this process. In order to determine what accommodation(s) your child may need to ensure their success in our program, BEC may request a parent meeting to review the information and develop the best plan for your child. If you have questions please call your program director at 574-621-3084.

## PLAN OPTIONS

### Full-Time

Full-time weekly plans cover children who attend BEC three to five school days per week. Full-time morning plans include 2-hour delays at no extra charge. Full-time afternoon plans include early dismissals at no extra charge. If your child attends a session not included in your weekly tuition plan, you will be charged an extra session fee. A minimum one-week notice is preferred to change plans or withdraw. Full-Day Care during scheduled school closures and snow days is included for Full-time students at a discounted rate. Advance sign-up is required for each day.

### Part-time

Part-time plans cover children who attend BEC one or two days per week. A regular schedule should be indicated at registration or given at least a week in advance of their scheduled start date. Part-time children will only be expected at BEC as indicated on their schedule. A minimum one-week notice is preferred to change plans or withdraw.

## SCHEDULE CHANGES

Parents may change their child's schedule and corresponding weekly tuition plan by submitting the online [Change of Plan](#) form. A minimum one-week notice is required. To add days, request approval in advance from your program director.

A minimum one-week notice is required to withdraw your child from BEC. Please submit the online [Withdrawal from Program](#) form. There is no fee to withdraw; however, you forfeit your child's place in the program. In some special circumstances, BEC may approve a temporary withdrawal if the return date is known and there is no waiting list for the program.

## WHEN SCHOOL IS OUT

Full-Day Care when schools are closed is open to all children in our surrounding communities in grades Pre-K-6th grade. Keep in mind that Baugo Extended Care operates in accordance with the Baugo Community Schools calendar.

### Fall, Thanksgiving, Winter, and Spring Breaks & Scheduled School Closures

Full-Day Care during Breaks and other scheduled school closures is available to all children from 6:30am-6pm.

- Scheduled school closures that occur in a school week will be available at a discounted rate for Full-Time students. The discounted fee will be added to your child's regular weekly tuition charge.
- During a Break, each child's registration status (Full Time or Part Time) will be determined by the number of days they are signed up for in a week.

Advance sign-up for each day is required. A link to the School Closures Form will be available in the school year registration form confirmation email. A minimum one-week notice is required for any additions or changes. A deposit per child will be due one month before each break week or scheduled school closure. The deposit(s) will be discounted from the future weekly tuition. Registration will close after the maximum registration has been met. BEC reserves the right to cancel a Full-Day Care day if minimum registration is not expected.

### **Snow Day / School Delays / Emergency Closure**

Non-scheduled closings and delays are open to all children and will be billed separately at the end of the week.

- Full-time morning plans include 2-hour delays at no extra charge.
- Full-time afternoon plans include early dismissals at no extra charge.
- Full-Day Care during non-scheduled school closures is available for Full-time students at a discounted rate.

\*In extreme cases where the driving conditions are too dangerous, we will close also. If you are ever unsure if we are open, please send us a message through brightwheel before arriving. You can also call or text 574-621-3084.

### **Summer Care**

Full-Day Care during the summer is available starting the first day of summer break through the first day of the following school year (according to Baugo Community Schools calendar). Registration is required and can be completed online at [www.baugoextendedcare.com](http://www.baugoextendedcare.com). A registration fee per child is due at the time of registration. Summer Care includes one field trip per week. Parents may not drop off or pick up their child(ren) while BEC is on a field trip. Any exception to this policy must be requested and approved in writing 48 hours prior to the scheduled field trip. Parents must complete and sign a Field Trip Permission slip before the child can participate. Parents will be notified of field trips in advance through communications from the program director. BEC may or may not be able to offer alternative care for those children who are unable to participate in a field trip.

### **Holidays**

BEC will be closed in observance of the following Holidays: New Year's Day, Martin Luther King Jr. Day, President's Day, Good Friday, Memorial Day, Independence Day, the day after Independence Day, Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas Day, the day after Christmas, and New Year's Eve. If the holiday falls during a normal tuition week, **the entire week's tuition will be due.**

\*BEC will be open if Baugo Schools are in session to make up for a snow day.

## **PRIVACY**

### **Confidential Information Disclosure**

BEC does not sell or rent customer information to any company. As a matter of standard practice, BEC will not release confidential information or allow access to that information without prior written, signed, and dated consent that specifies the information to be disclosed, the party to whom the records are to be disclosed, and the purpose of the disclosure. However, there are times when BEC may disclose, at BEC's discretion, confidential information without consent if the disclosure meets one or more of the following conditions:

- BEC Official - BEC staff members may disclose confidential information to other BEC staff members whom they have determined to have a legitimate interest in the information.
- Educational Institutions - BEC may disclose confidential information upon request to the school, school system, or other applicable institutions so long as the disclosure is for purposes related to the child's education, safety, and/or well-being.
- Health or Safety Emergency - If BEC determines there is a significant threat to the health or safety of a child or other applicable individual, BEC may disclose confidential information if disclosure of such information is necessary to protect the health or safety of the child or other applicable individual.
- Federal, State, and Local Officials - To comply with federal and state agency audits, evaluations, and other legal requirements, BEC may disclose confidential information to authorized representatives of those agencies.
- State and Local Juvenile Justice Officials - BEC may disclose information to whom the information is specially allowed to be reported or disclosed pursuant to state statute or other laws.



- Court Order or Subpoena - BEC may disclose confidential information to comply with a judicial order or a lawfully issued subpoena. In most cases, BEC will make reasonable efforts to notify the parent of the order or subpoena.
- Lawsuit - BEC may disclose confidential information in the context of a lawsuit that the child or parent brought against BEC or that BEC brought against the parent or child.
- Accrediting Agencies - BEC may disclose confidential information to accrediting organizations to carry out their functions.

### Media Release

BEC uses and releases photographs, audio recordings, and/or video recordings (collectively media) taken or recorded at its center and events for educational, instructional, and promotional purposes as determined by BEC. These items are for BEC use in broadcast and media formats now existing or created in the future. These media often include depictions of BEC children and/or parents engaged in instruction, activities, or other functions. Any such media is the sole property of BEC and may be used or disclosed by BEC for any purpose without written consent. To withhold your consent for the disclosure of your and/or your child's media, you must notify BEC in writing during the registration process. Please note that BEC will not be responsible for and cannot control media captured by individuals who are not employed by, affiliated with, or under contract with BEC. BEC will not identify children by their last name in its use of media.

## Money Matters

We strive to provide the best care possible for your child!

In order to provide this quality service to our families, we require payments to be made on time and in full.

### TUITION PLANS

**Full-Time weekly tuition plans** include all days that school is in session and may include early release days, morning delays, full days, and snow days. Weekly tuition does not include breaks. These plans are designed to meet the needs of busy families. Tuition is based on the school calendar and is due regardless of your child's attendance until notified of prolonged absence or withdrawal from the program. Credits are not available for absences or school closings. Payments are due by Monday and must be initiated within 24 hours in order to avoid a late payment fee. A minimum one-week notice is required for any change of plan or withdrawal.

**Part-Time tuition** is based on your child's schedule given at the time of registration. Tuition is due regardless of your child's attendance unless notified in advance of absence or withdrawal from the program. Credits are not available for absences or school closings. Payments are due by Monday and must be initiated within 24 hours in order to avoid a late payment fee. A minimum one-week notice is required for any change of plan or withdrawal.

**Break tuition** is based on the days each child is registered for during each specific break and is due regardless of your child's attendance. Credits are not available for absences. Payments are due by Monday and must be initiated within 24 hours in order to avoid a late payment fee. A minimum one-week notice is required for any change of plan or withdrawal.

\*Overpayment will result in account credit. Account credits will automatically apply to future charges. Long-standing credits will be held for one additional semester. After that time, the credit will be forfeited.

### RATES

In order to ensure continued quality and keep up with inflation, BEC will administer a slight **annual rate increase** (typically 1-5%). The annual rate increase will be effective on the first day of the new school year. Current families will be notified of the new prices during early registration in the spring. Please contact your program director if clarification is needed.

### School Year

**Full-Time** (billed weekly in advance)

- Before School - AM only = \$50 per week
- After School - PM only = \$50 per week
- Before & After School / AM & PM = \$65 per week
- School Closures = \$30 per day (in addition to the regular weekly tuition)
- 2-hour Delays = \$8 per delay (PM only students)
- Extra attendance = \$8 per day (attend a session not registered for)

**Part-Time** (billed weekly in advance)

- Before School - AM only = \$20 per day
- After School - PM only = \$20 per day
- Before & After School - AM & PM = \$25 per day (\$30 if includes 2-hour delay)
- School Closures = \$47 per day
- 2-hour Delay or Early Dismissals = \$25 per day

**Breaks** (billed weekly in advance)

- 1-2 days per week = \$47 per day
- 3-5 days per week = \$140 per week

## Summer Care

**Full-Time** (billed weekly in advance)

- 3-5 days per week - \$140 per week

**Part-Time** (billed weekly in advance)

- 1-2 days per week - \$47 per day

## **PAYMENT POLICY & OPTIONS**

The weekly tuition is posted on Friday for the following week and is due by Monday. Payments are due regardless of your child's attendance. Payments must be initiated by Tuesday to avoid a late fee. Wednesday morning, any account with a past due balance will be issued the late payment fee. Each week that an account shows a past due balance will result in an additional late payment fee. Three consecutive late/missed payments may result in your child's suspension or withdrawal from BEC. If your family has an emergency that may affect prompt payment, please contact your program director. Special payment arrangements may be available.

### Payment Options

BEC offers several tuition payment options:

1. **Online through Brightwheel** (recommended)

Brightwheel payments are made through e-mail invoices sent from brightwheel. We recommend setting up autopay using your bank account to avoid additional fees. Credit Card transactions will include a convenience fee.

2. **Online through PayPal**

PayPal payments can be made to [baugoextendedcare@gmail.com](mailto:baugoextendedcare@gmail.com) directly from your Bank or PayPal account. Please choose the friends and family option to help our program avoid additional fees. Using a credit card through PayPal will include a 3.5% convenience fee.

3. **Cash or Check**

Cash or check payments are accepted on site. You will receive a paper receipt. Checks should be made payable to BEC or Baugo Extended Care and be written in dark blue or black ink.

## **FEES**

### **Convenience Fee**

Credit card payments will incur an additional percentage fee that will be automatically added to your payment.

## Deposits

A \$25 deposit (per child) is required for all break registrations and is non-refundable. The deposit will be applied to the break fees.

## Extra Attendance Fee

If your child needs to attend an additional session that they are not registered for, they can do so. There is an \$8 fee per additional session.

## Late Payment Fee

A \$10 late payment fee will be issued Wednesday morning to all accounts with a past due balance.

## Late Pick-up Fee

BEC closes at 6:00pm. Anyone arriving after 6:00pm, according to the BEC clock, will be charged a late pick-up fee. Within the first five minutes, an automatic flat \$10 late fee is charged. After five minutes, an additional \$1 per minute fee is charged.

- **Example 1:** If a child is checked-out at 6:02pm, it is a flat \$10 late fee.
- **Example 2:** If a child is checked-out at 6:12pm, that charge is \$10 for the first five minutes and \$7 for the additional seven minutes. The total late fee charged would be \$17 (only one charge per family, not per child).

Late pick-up fees will be added to a current invoice on your child's account (or sent as a separate invoice) and are due with the next regularly scheduled payment. Repeated failure to pick-up your child in a timely manner may result in your child being withdrawn from the BEC program. If there is an emergency that will cause you to be late, call your program director as soon as possible or message the staff through brightwheel.

## Lunch Fee

Lunch is not provided. Each child will need to bring a packed lunch during Full-Day Care programs. In the event of a forgotten lunch, BEC will provide an adequate lunch for a \$5 fee.

## Non-Sufficient Funds (NSF) Fee

Returned checks and declined bank/credit card transactions will result in a \$25 NSF charge. After two NSF charges, other payment arrangements will be required.

## Registration Fee

School Year - An annual non-refundable registration fee of \$20 per child is required for all school year registrations.

Summer Care - An annual non-refundable registration fee of \$20 per child is required for all summer care registrations.

## Supply Fee

An annual non-refundable supply fee of \$20 is required for all regular Full-Time and Part-Time students during the school year and is due by January 5th for the second semester.

# DISCOUNTS

Limit one discount per family. If you qualify for more than one, the best offer will apply.

## Multi-Child Discount

Families with two or more children registered in BEC as Full-Time, will receive a 20% discount for each additional sibling. EX. \$100 (child 1) + \$80 (child 2) + \$80 (child 3) = \$260 per week.

## Military

BEC offers a 15% discount for direct dependents of current military service members. To receive this discount, please include a copy of your current military ID with registration. BEC defines direct dependents as a child living in the same

household as the service member or a child for whom a military service member is listed as the primary payer on their billing account.

### **Baugo School Employees**

BEC offers a 20% discount for direct dependents of current Baugo school employees. To receive this discount, please include a copy of your current school ID with registration. BEC defines direct dependents as a child living in the same household as the school employee or a child for whom the school employee is listed as the primary payer on their billing account.

### **Public School Employees**

BEC offers a 10% discount for direct dependents of current public school employees. To receive this discount, please include a copy of your current school ID with registration. BEC defines direct dependents as a child living in the same household as the school employee or a child for whom the school employee is listed as the primary payer on their billing account.

## **TAX STATEMENT**

Regular billing statements sent from brightwheel contain BEC's Tax ID 46-5766068. Please use [this link](#) to learn how to access your payment summary in brightwheel. Please note, BEC will not release payment information to any person other than the primary parent listed for each child's account.

## **Health & Safety**

## **COMMUNICATION WITH THE SCHOOL**

Communication between BEC staff, parents, and school is vital to the safety and well-being of all our students. BEC requires that all parents communicate their child's BEC schedule and participation information with the appropriate school personnel. The school releases children to BEC at the end of the school day, so it is important that parents, the school, and the BEC staff understand each child's schedule. Parents should provide written notice to the school and BEC. This ensures that everyone is aware of your child's schedule and participation in BEC, and also that your child is safe and where they are supposed to be.

## **DROP-OFF & PICK-UP**

To ensure the safety of all children, BEC requires that every child be checked in and checked out by a parent or another authorized adult each day. Children cannot just be dropped off on school grounds and may not sign themselves into the program. Only persons authorized on the BEC registration form may pick up a child from BEC. In the event of a custody situation, you must provide court documents showing proof of legal restrictions. Only individuals 18 years or older may be listed as authorized pick-ups. Photo ID is required until staff become familiar with faces. ID will be required if there is someone picking up that staff or substitute staff do not recognize. In the case of an emergency where no previously authorized individuals are available to pick up the child, the parent/guardian may contact the program director in advance in writing to make special arrangements. Verification will also need to be messaged through brightwheel. The new authorized individual must show picture ID to check the child out.

### Morning Check-In/Out Procedures

- Parents are responsible for walking their child up to the door and checking their child into brightwheel in the morning using their brightwheel app and the QR code on our entrance door. All parents have been assigned their own personal check-in code via brightwheel. Please make sure you have checked your child in completely to ensure our records are accurate. If you can't remember your code, please notify your director.

- All children will be checked-out of our program through brightwheel by the BEC teachers at the time of dismissal to school.

## Afternoon Check-In/Out Procedures

- Each child will be checked-in upon arrival to our afternoon programs by their BEC teachers.
- Parents are responsible for checking their child out using their brightwheel app and the QR code on our entrance door. All parents/authorized pick-ups have been assigned their own personal check-out code via brightwheel. Please make sure you have checked your child out completely to ensure our records are accurate. If you can't remember your code, please notify your director.

## **ACCIDENTS & INJURIES**

BEC strives to prevent accidents and injuries. However, even with substantial preventative efforts taken, these events may still occur. Basic first aid supplies are available and all BEC employees have been trained in first aid, CPR and will follow Universal Precautions. BEC staff will notify parents if such situations occur.

## **MEDICAL EMERGENCIES**

In the event of a medical emergency, BEC staff will contact emergency medical services and the parent(s) of the child. If a parent or designated substitute cannot be immediately reached, BEC will reach out to each emergency contact(s) listed until someone has been notified. Parents/Guardians are responsible for medical insurance coverage.

## **BEHAVIOR MANAGEMENT**

BEC strives to enhance the social development of each child we serve. All BEC teachers endeavor to develop positive relationships with children based on mutual trust, honesty, and respect. BEC teachers appreciate and support the uniqueness of each child and will interact with children in a positive manner by doing the following: helping them feel welcome, comfortable, and supported; engaging them; recognizing their positive accomplishments; listening to what they say; responding to them with interest, acceptance, and appreciation; sharing skills and resources to help children solve problems; involving children in programming decisions; using positive language; and encouraging children to take on leadership roles.

Our goal is prevention and positive approaches to handling disruptive behavior. Our teachers will do their best to work through minor problems that may occur. However, child misbehavior is impossible to prevent completely. Children, usually curious and endlessly creative, are likely to do things parents and other caregivers have not expected. If a child's behavior requires discipline, BEC teachers will handle the inappropriate behavior by redirecting the child to another activity, guiding them through conflict resolution, allowing space and time, and communicating with them in a way that allows them to identify feelings and develop an understanding and respect for the feelings of others. BEC teachers will discuss the behavior problem with the parent(s) and complete a report as needed. If the behavior continues, the program director will schedule a meeting with the parent(s) and BEC teachers to discuss strategies for improvement. If the behavior persists, the parent(s) will be notified of a suspension or permanent removal from the program. If at any time BEC determines that the safety of any person or property is in question, BEC has the right to dismiss the child from the program immediately. If a child deliberately damages any property or equipment that BEC is responsible for, the child/parent will be responsible for the cost of replacement.

## **VISITS FROM GUESTS & NON-PARENTS**

Parents are encouraged to visit and participate in the program at any time during regular hours. BEC requires a parent to be present with any guests who visit their child and limit their interactions to only their child. While it may be tempting to correct or engage other children, BEC asks parents to notify BEC staff and allow them to address any concerns. BEC

does not allow parents to discipline or question children who are not their own. This applies to BEC programs or activities on or off-site. Failure to adhere to this policy could result in parental suspension or expulsion from the program.

## TRANSPORTATION

Transportation for field trips or special situations is arranged through the Baugo Community School District. BEC will ensure that anyone driving is at least 18 years of age and holds a valid driver’s license and that the vehicle has the proper safety features and all other items as required by Indiana law. BEC staff will be responsible for the supervision of all children while they are being transported and will continue to follow all provider eligibility standards during the transportation process. Parents may not drop off or pick up their child(ren) while BEC is on a field trip. Any exception to this policy must be requested and approved in writing 48 hours prior to the scheduled field trip. BEC may coordinate with other local programs to provide off-site enrichment activities. Parents must complete and sign a Field Trip Permission slip before the child can participate. Parents will be notified of field trips in advance through communications from the program director. BEC may or may not be able to offer alternative activities for those children who are unable to participate in the field trip.

## SAFE CONDITIONS

The following steps will be taken to ensure the safety of children in BEC’s care:

- Children will be actively supervised by qualified BEC staff at all times in accordance with the following Child/Staff Ratios listed below:

<u>Age of Children</u>	<u>Minimum Ratio of Staff to Children</u>
5 years to 10 years	1 staff for every 15 children
10 years and over	1 staff for every 20 children

- All BEC staff members pass through an exhaustive screening process, including a comprehensive criminal history check. In addition, staff participate in New Employee Orientation, receive Child Abuse Prevention training, Safety and Risk Management training, CPR/First Aid, and other ongoing training in crucial areas to ensure that they are qualified to work with children.
- BEC will not provide services in areas that are being remodeled and/or repaired. The school is responsible for maintaining all interior and exterior surfaces; however, BEC staff will conduct routine and regular inspections of relevant indoor and outdoor spaces to ensure BEC is not exposing any child to an identifiable safety hazard or other unsafe conditions.
- In addition to the interior and exterior surfaces where services are provided, BEC will inspect all equipment and furnishings to ensure safe conditions. This includes making sure that there are no sharp points or jagged edges, protruding nails or wires, loose and/or rusty parts, and/or other unsafe materials. If at any point the BEC staff has a concern, BEC will work diligently with school personnel to ensure all children are in a safe environment.
- As part of BEC’s routine practices, BEC staff members clean and sanitize the areas in which BEC provides services. This includes, but is not limited to, sweeping/mopping, wiping down surfaces, discarding trash, and other regular sanitary measures. These actions occur daily, weekly, and as needed when items become soiled or contaminated.
- BEC has worked cooperatively with the school to ensure that BEC staff members have and follow the school’s approved evacuation methods in the event of a fire, severe weather emergency, or other threats. BEC conducts regular drills to ensure all children are prepared for such emergencies.
- BEC prohibits the use of toxic substances by either the staff or the children and further prohibits the following items from the BEC program site: alcohol, guns, drugs, smoking, and violence.
- To ensure all children are free from confusing and/or unsafe encounters with strangers, BEC does not allow strangers near children. When necessary, BEC staff will ask for the identification of any unknown individuals who are attempting to contact children. If unable to ascertain an approved purpose, BEC staff will ask them to leave, move children to another area, and contact the authorities if necessary.

- If any BEC staff member suspects the person picking up a child to be intoxicated or impaired, BEC shall: separate the individual from the child, discourage the individual from leaving with the child, and let the individual know that if they leave with the child BEC must contact the police pursuant to state law.

## **ABUSE & NEGLECT REPORTING**

BEC staff members are considered mandatory reporters for child abuse and/or neglect. BEC staff members will notify CPS by calling the CPS hotline at 1-800-800-5556 if they have a reason to suspect a child is a victim of abuse and/or neglect.

## **ILLNESS & CONTAGIOUS DISEASES**

If a child becomes ill while at BEC, a staff member will contact parents/guardians to pick up their child. Children should be picked up promptly. Please make sure your child is picked up within one hour. Children with a contagious disease (chickenpox, fifth disease, head lice, impetigo, measles, mumps, strep throat, viral infections, etc) must be kept at home. Please inform your program director so that a general notice (names are kept confidential) may be communicated to other families who attend the program. It is important for a child to be free from all symptoms for 24 hours before returning to our program.

## **INCLEMENT WEATHER/EMERGENCIES**

BEC will open at 6:30am during most snow days and delays. However, in extreme cases where the driving conditions are too dangerous, we may open later or close. If you are ever unsure if we are open, please send us a message through brightwheel before arriving. You can also call or text 574-621-3084.

### **Emergency Situations**

BEC has implemented emergency procedures that include moving children to safe locations, checking attendance, notifying authorities, checking for injuries, and notifying parents. Evacuation procedures for persons with mobility challenges are included in the site's emergency plan. In the event of an emergency, please contact the program director. If a parent is unable to be reached during an emergency, BEC will coordinate any necessary care with the authorities until the parent is contacted.

## **Connect With Us**

### **PARENT SURVEYS & FEEDBACK**

BEC wants to hear regularly from all the parents and children we serve. To assist in gathering feedback, BEC conducts satisfaction surveys randomly. Parents and children are encouraged to voice their opinions. If you ever have any questions or suggestions for BEC programming, please feel free to speak directly with your BEC program director at 574-621-3084 or [baugoextendedcare@gmail.com](mailto:baugoextendedcare@gmail.com).

### **PARENT CONFERENCES**

Parents may request a conference with their program director or a member of BEC's staff as needed.

## BRIGHTWHEEL

Brightwheel is the app we use for managing each child's account. We strongly encourage each parent or authorized pick-up person to add a profile picture for themselves. This helps the BEC staff members recognize everyone quickly and easily.

There are many other great features for parents. Please use the link below for guidance in using some of these great features. Parents and other family members love being able to see what their child is doing while in our care. Also a great tool for parent-staff communication. [Brightwheel Overview Video](#)

## NEWS & SOCIAL MEDIA.

- Use the following URL to add BEC's [Calendar of Events](#) to your personal calendar.  
<https://calendar.google.com/calendar/ical/2751i6qjudkfdcomfit0mtq1ec%40group.calendar.google.com/private-382c076c8baaa1a6290c0f73cc487bff/basic.ics>
- Follow us on [Facebook](#) and [Instagram](#) to see all the fun we have. We also occasionally have giveaways and other events going on.

## SHARING POLICY CHANGES

BEC will do our best to keep parents informed about policy changes. We may send emails, brightwheel messages, and/or provide handouts at the program site to communicate any changes. Questions should be directed to your program director.

## VOLUNTEERING

Do you know someone interested in volunteering at BEC? We welcome volunteers with special skills and interests who want to work in a positive environment where children prosper. Volunteers must be 16 years or older. A volunteer application, background check, and other requirements must be completed in advance. Please contact your program director for more information.