



**YOUTH ACTION COMMUNITY COUNCIL
OF BOONE COUNTY, INC.**

ADDRESSING THE NEEDS OF BOONE COUNTY YOUTH AND THEIR FAMILIES

1122 N. Lebanon St.
Lebanon, IN 46052
(765) 482-0498
(765) 482-0674 fax

Before & After School Program

PARENT HANDBOOK



Dear Parents,

Welcome to the Youth Action Community Council (YACC) Before and After School Programs (BASE). We are proud you have chosen us to provide a fun, safe and enjoyable experience for your child. We employ caring and qualified leaders who are not only well trained but who are positive role models for your child. Leaders are adequately trained through in-house staff trainings, and are certified in First Aid and CPR.

We are proud of our leaders! Their dedication and energy is directed towards providing your child with a rewarding Before and After School experience. The program is structured and well supervised with activities that include arts and crafts, games, sports activities, local outings, special events, homework time and much more! These programs provide a unique learning experience and fun atmosphere for children during before/after school hours.

This Parent Handbook is to familiarize you with Youth Action Community Council Before and After School Programs policies and procedures and to help answer any questions you might have. This handbook contains important before/after school information that relates to both the child and the parent. Please be sure to read this handbook with your child.

We welcome your input and encourage you to contact us any time during the school year at the phone numbers listed on the following page. We are looking forward to a great year with your child!

Sincerely,

YACC Management and Staff



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GENERAL INFORMATION

- Your child must have a registration filled out and that is valid for the duration of the school year.
- Your child does not have to attend for all of the days registered, however no fee adjustments will be made for days not attended. You will be charged as per registration unless your child attends for days above registration amount which will be charged at emergency rate payable prior to attendance or single session attendance rate with prepaid card.
- A two week notice will be required for program withdrawal. A minimum of a two week fee will be charged for failure to give a two week notice of withdraw.
- You will be allowed one change to your registration attendance per year with a full two week notice.
- The Before and After School Program enrollment is for the entire school year. The Before School Program runs from 6:30 AM until the start of school. The After School Program is scheduled from school dismissal until 6:00 PM.
- The program is offered on all school days including early release days, but not on teacher's in-service training or school holidays.
- Youth Action Community Council offers programs on teacher's in-service and school holidays for a separate fee. Please refer to the YACC web site: www.bccn.boone.in.us/yacc for complete information.
- A snack is included each day, before and after school, as part of the program. Do not send a separate snack with your child to the BASE program unless there are special circumstances and the BASE Staff has been notified.
- During the school year, we will update the web site with information on upcoming programs and activities.
- All attendance has to be prepaid.

CONTACT NUMBERS

Registration and information: 765 482 0498 Ext 16

EMERGENCY PHONE NUMBERS

Please call the registration number above for non-emergency situations.
Please use these numbers only during the time of the program.

Jane Taylor – **765 894 6769**

Pascal Fettig – **765 366 1050**

REGISTRATION (All attendance are on a pre-paid basis)

Enrollment in the Before and After School Program is for the **entire school year—not including teacher in-service, fall, winter or spring breaks**. . A \$100 non-refundable down-payment is due at the time of registration. A \$35.00 registration fee will be derived from your deposit with the remainder applied to your child’s last week attendance fee. For your convenience, the annual fee can be divided into equal monthly payments not including teacher in-service, fall, winter or spring break fees. Advance payments are accepted at any time. Monthly payments after initial registration can be made at the Youth Action Community council office (1122 N. Lebanon st. Lebanon Indiana 46052), by mail, or by phone (Credit card or E-checks). Payment can be set up with automatic reoccurring bank or credit card debits, by completing appropriate authorization forms. Registration hours are Monday-Friday, 9:00 AM-4:00 PM.

If you are registered for the Monthly payments, they are due by the 25th of the preceding month. (Example, October payment is due by September 25th). Payments received after the 25th of each month will be charged a \$10 late fee. Students whose balance has not been paid before the first of each month cannot be admitted into the program.

If you are set up on a weekly payment program, payments are due by the Friday preceding the week of attendance. Payments received after the deadline will be charged a \$10 late fee. . Students whose balance has not been paid before the first of each week cannot be admitted into the program. Thank you for your understanding and cooperation. Participants receiving financial assistance from state/federal programs will be required to pay the entire portion of their fee at time of registration.

REQUIRED FORMS

Parents are required to complete the following for each child enrolled:

1. Child Identification Record Form (parents must inform staff and keep information updated).
2. Parental consent of Release for Emergency Care Form (which must be notarized).
3. Medication Record Form if your child requires any type of medication...even aspirin. This is a requirement and program policy which must be done each year.

We ask that you inform staff throughout the year of any changes in information on your child’s Identification form by contacting staff at 765 482 0498. It is vital to keep all phone numbers and addresses current for the safety of your child.

MONTHLY AND WEEKLY PAYMENTS

After the initial registration, ALL payments may be made in person, by mail, by phone or online.

Online Payment: COMING SOON

Registration must be valid for the **entire month** you are paying for. To use Online Registration, payment must be made using a **VISA** or **MasterCard**.

1. Go to www.bccn.boone.in.us/yacc web site and click “Online Services.”

Mail-In Payment:

1. Envelope should include a check made payable to the “Youth Action Community Council” or the credit card information. Account name, child’s name and school attended must be included in envelope.

2. Mail-in payments must be received within the same guidelines as previously stated.

3. Mail to:
Youth Action Community Council
1122 North Lebanon Street
Lebanon, Indiana 46052

BEFORE / AFTER SCHOOL PROGRAM REFUND POLICY

1. Fees will not be refunded after two (2) weeks from date of receipt or if used. Fee refund requests must be submitted in writing within the two-week issued deadline.
2. Please direct refund requests in writing to the Registration Office, 1122 N. Lebanon Street, Lebanon Indiana 46052.
3. **Requests for refunds must be received in writing five business days prior to the start of the program.** Upon review, refunds will be issued minus a \$5.00 administrative fee or 100% credit toward a future program.
4. Down payments are non-refundable and non-transferable.
5. No refunds will be issued after the program begins -- exception medical, see below.
 - a) A medical form signed by a doctor stating that the participant is unable to participate for the remainder of the program will entitle the participant to a pro-rated refund minus a \$5.00 administrative fee or a 100% pro-rated credit to be used toward a future program. The amount of credit will be pro-rated if the program has begun at the time of the request. No medical refunds will be issued for programs lasting less than one week.
6. A credit is valid for one year from the start of the program.

ATTENDANCE

1. If a child will not be present at the After School Program, the parent **MUST** notify staff by note or phone call **no later than 12:00 Noon**. Call 765 482 0498.
2. Children detained by or assisting teachers after school must first report to their BASE leader.
3. For those children not accounted for (by note or phone call), the site supervisor will then call parent/guardian home, work and emergency numbers to determine their whereabouts.
4. If no answer is received, the site supervisor will then report the circumstances to the Lebanon Police Department or Boone County sheriff's Department. Children enrolled in YACC After School Programs do not become the responsibility of the After School Staff until they reach the program's designated area, i.e. school designated BASE area. If a registered child does not show, the Site Supervisor checks the school's absentee sheets and student sign-out book. If the student appears on one of these lists, their whereabouts are considered accounted for. However, a child marked present in school and not signed out by a parent, is not accounted for and their whereabouts must be determined.

THE ABOVE POLICY IS FOR THE SAFETY OF YOUR CHILD YOUR COOPERATION IS VITAL

PARTICIPATION

Children are encouraged to participate in activities. If they are sick or injured the parents will be notified and the child will be sent home.

Late Pick-Up Policy / Fees

Please remember, BASE closing time is 6:00 PM. Our employees have important family responsibilities to attend to and must be able to leave by 6:0 PM each evening. A fee of \$1.00 per minute per child, beginning at 6:01 PM will be charged if you are late

from picking up your child from the program. The school clock will be the official time. This fee will be due immediately and paid to the BASE Staff. A late pick-up report form will be filled out by the BASE Staff for you to sign upon your arrival and payment. Your child's participation could be terminated for repeated late pick-ups and outstanding fees.

If you are going to be late in picking up your child, you must call your BASE Staff at the phone number provided at the end of this handbook. NOTE: A late fee will still be charged, as mentioned in the above paragraph.

IF YOUR CHILD IS NOT PICKED UP ON TIME, A LATE FEE WILL BE ASSESSED AS INDICATED IN THE LATE FEE POLICY OF THIS HANDBOOK.

Sign-In Procedure

The children are required to be signed in by a parent or a designated adult as they arrive at the program. Because the BASE program does not begin until 6:30 AM, your child should to be allowed to enter the building before 6:30 AM.

Sign-out Procedure

Only those individuals authorized in advance by the parents will be allowed to pick up children. No child will be dismissed until signed out by a parent or authorized individual. BASE Staff may require I.D. to be shown for any non-parent pick up of a child. Authorized individuals should be at least 16 years old. Parents will provide the names of individuals authorized to pick up children at the time of enrollment, and will provide additions and/or changes in writing. If there is someone absolutely not allowed to pick up your child, please list the individual's name on your enrollment form where indicated and advise the BASE Staff about this individual.

School Cancellations and Delays

On snow days, when school is closed, the BASE program will not operate. When school closes during the day before regular dismissal time due to severe weather problems, the BASE program will NOT be held that afternoon. You are responsible to make sure your child is picked up from school by that day's early dismissal.

When the BASE program is already in session and school is then closed because of adverse weather conditions, we reserve the right to call your emergency number and ask you to make arrangements for your child to be picked up as soon as possible.

BASE will operate on fog and snow delays. Please listen to the radio Radio Mom 91.1 FM or TV for cancellation or delay notices or feel free to call your BASE Staff or the BASE Office if you have questions about delays or cancellations.

BASE Staff Cell Phone Numbers

For Emergency Purposes Only

Central 894-0592

Harney 894-0581

Perry Worth 894-0588

Stokes 894-0583

Granville Wells 894-0582

Thorntown 894-0591

Note: A cell phone has been supplied for each BASE Site. Please do not let your child have access to these phone numbers. The cell phones should be used in emergency situations only. Please do not call the school office to leave a message for BASE. It is not the school's responsibility. Your child will not be allowed to speak to you on the cell telephones.

CODE OF CONDUCT

Please carefully review the Code of Conduct with your child. In fairness to all participants, we expect appropriate behavior at our program. Disciplinary measures will be taken when necessary.

1. Participants may not leave the BASE without permission.
2. Participants must stay in the program's designated area.
3. Participants will be courteous to fellow participants and staff.
4. Participants will respect city, school property, and all facilities therein.
5. Participants will respect and properly use all equipment.
6. No cursing, profanity or swearing. No name-calling, fighting or roughhousing.
7. Participants must obey leaders and rules at all times. Flagrant disrespect will not be tolerated.
8. Participants must have permission from leader to use the bathroom, get drinks, etc.
9. No guests allowed at the BASE.
10. Participants must take part in activities and have FUN!!

FAILURE TO OBEY THE PRECEDING RULES MAY RESULT IN DISCIPLINARY ACTION.

DISCIPLINE POLICY

1. If participant exhibits persistent behavior, the child will first be warned. We will try to reason positively with the child/discuss behavior.
2. If behavior persists, the child will be isolated from the activity, but within eyesight of the leader. Parent will be informed of the behavior.
3. After reporting to the Recreation Coordinator I and Site Supervisor of the continual misbehavior, a Speed Message will be sent home with the child by the to inform parents of the situation. This Speed Message must be signed by parent(s) and returned with the child before the child is allowed back into the program.
4. If the misbehavior of the child persists, the parents will be notified of suspension from the program for one (1) day to two (2) weeks at the discretion of the Recreation Coordinator I/Site Supervisor. In extreme cases, a child may be removed from the program entirely. All suspensions begin the following day.
5. The Lebanon Police Department or Boone County Sheriff may be called if the participant becomes uncontrollable.
We will never use physical punishment. **Spanking is prohibited.** We will secure other participants in dangerous situations.
6. **Children are not to be subject to discipline which is severe, humiliating, frightening, or associated with food, rest, or toileting.**
7. There are no refunds or partial refunds for children being suspended or asked to be removed from the program.

The Coordinator or Site Supervisor will schedule parent conferences when:

1. Your child exhibits a pattern of disruptive behavior that interferes with the quality of the program or management of other children.
2. The staff observes unusual patterns of behavior or participation.

PLEASE NOTE: The BASE follows a “Zero Tolerance Policy” with weapons (knives, guns, etc.) and/or threats. Any behavior that is deemed malicious or violent or results in property or equipment damage and/or injury will result in immediate suspension, or termination of participation, and possibly notification to the Lebanon Police Department or Boone County Sheriff’s Department. The number of days of suspension will be determined by the severity of the act. The parent will be responsible for payment for any damaged and/or destroyed property or equipment. Due to the nature of the disciplinary action, we reserve the right to implement whichever steps we deem necessary. There will be no refunds for suspensions or termination due to discipline problems.

PARENT INFORMATION

Keeping our parents informed and parents keeping US informed are very important to the success of the Before and After School Program.

Parents must contact the appropriate staff when:

1. Information on your child’s Identification Form or Medication Record Form has changed.
2. Someone other than those listed on your child’s Identification Form will be picking up your child.
3. A child normally picked up from the program will be walking or riding a bike home.
4. A child cannot be picked up on time.
5. An incident or change occurs in your child’s life that alters his/her attitude or behavior or cause emotional upset (i.e. divorce, loss of a pet, death in the family).
6. Your child has a contagious disease (i.e. head lice, pink eye, chicken pox).

Parents will be contacted immediately when:

1. Your child has received an injury that could require immediate medical attention.
2. Your child exhibits a medical condition that could be contagious or threatening to others in the program.
3. Your child is ill and unable to participate in planned activities.
4. Your child must be picked up for unacceptable behavior.

Parents will be notified at pick-up time when:

1. We want to share your child’s accomplishments and positive social experiences.
2. Your child receives a minor injury that does not require the service of a professional in the medical field.
3. Your child complains of a non-emergency condition or symptom.
4. Your child exhibits unusual or inappropriate behavior.

ACCIDENT NOTIFICATION

In case of an accident involving your child, the BASE staff will notify the parent. If it is a severe situation, the parent or another emergency contact person will be notified immediately. In minor cases, the parent(s) will be informed when picking up their child. In each instance, an Accident Notification Form will be filled out by staff and require a parent’s/pick up person’s signature. A copy of the form will be given to the parent.

MEDICATIONS

If your child takes **any medication** (even aspirin) during program hours, we must have dosage/dispersion details and your signature on the **Medication Record Form**. Please make these arrangements with the Site Supervisor on or prior to your child's first day of the program or immediately thereafter if the situation changes.

The following information is required on the Medication Record Form:

1. Child's name, parents' names, home and work telephone numbers.
2. Times that the child is to get the medicine.
3. Dosage amount for each time given.
4. Waiver, signature and date stating that you are giving our staff permission to dispense medication to your child.
5. Staff will record the time and date medication is dispensed.

MEDICINE MUST BE IN ORIGINAL CONTAINER, MARKED WITH NAME OF PATIENT/CHILD, MEDICINE AND DOSAGE.

CLOTHING

We understand that your children are dressed each day for school, but please keep in mind that they will be playing at the end of the day and should have the appropriate attire for the BASE program and the activities they will experience. Please refer to your Informer for the type of activities they will have each day...this will help determine appropriate attire. We do require that children in the program wear the appropriate footwear (sneakers or shoes). **No sandals or open-toed shoes are allowed.** These shoes restrict their involvement in certain activities and can be a safety issue. Please refer to your Informer for special requests: i.e., swim suits and towels.

LOST AND FOUND

Each program will maintain a lost and found area at the school site. Do not send expensive personal items to the program. **Have your child leave all toys, games, cards, etc. at home except on announced game days. We are not responsible for the loss or damage of any items that your child may bring to the program.** At the end of each session, all lost and found items not claimed will be discarded or donated.

REPORTING CHILD ABUSE

Youth Action Community Council of Boone County, Inc. operating as the BASE Program is required by law to report any suspected neglect or child abuse.

THE ABOVE POLICY IS FOR THE SAFETY OF YOUR CHILD, YOUR UNDERSTANDING AND COOPERATION IS VITAL

EVALUATIONS

Parent evaluations will be sent out periodically throughout the school year. Please take the time to fill this out and return. We encourage your input. Parent evaluations are an extremely valuable tool in maintaining a high quality program.