

BAC PAC



Before/After School Hours:

Monday-Friday 6:30-7:50 a.m.; 3:10-5:30 p.m.

Pre-K Students

Monday-Thursday 6:30-7:50 a.m.; 11:15 a.m.-5:30 p.m.

Friday 6:30 a.m.-5:30 p.m.

BACPAC

The **BACPAC** staff welcomes you and your child to our School Age Child Care Program. **BACPAC** provides a well-supervised, safe, educational, and positive experience for children in grades 4K-6. **BACPAC** accommodates working or non-working parents and is offered as a separate program outside of the school district's educational program. The children will have the opportunity to grow and develop in an enriching, multi-choice, safe, and fun environment. This community service program is supported in part by the payments made by parents for their children to attend the program

PHILOSOPHY AND GOALS

The Benton School District sees **BACPAC** as a service for children, their families, and the community. The goal of **BACPAC** is to provide quality care and developmentally appropriate practices for children in a safe, healthy, caring, and, fun environment.

PAYMENT POLICIES

You will be billed for the amount of time your child attends **BACPAC**. Please notify staff within 24 hours of any changes in your regular childcare schedule.

The cost of care is as follows:

- **\$2.00/hour per child**
- You will be billed bi-weekly, receive your bill on Wednesday, and it will be due on Friday.
- If payment is not received within 10 days after the billing date, child care services may be terminated, unless special arrangements have been made with the director. Pre-payment for childcare services will be required to re-enroll your child.

AFTER-HOURS LATE FEE POLICY

It is our desire to make **BACPAC** a great experience for parents, students, and staff. Please be respectful of the closing times and considerate of the staff.

- A late fee of \$1.00 per minute will be added to your bill if your child is not picked up by 5:30 pm. Three late pick-ups will result in the termination of childcare services. Emergencies will be taken into consideration.
- If you see you are going to be late, please make arrangements for someone to pick up your child and contact the **BACPAC** staff to let them know of this change, along with the name of the pick-up person. If you are unable to find someone to pick up your child, please contact the staff and tell us the time for your arrival.
- **BACPAC** Phone Number: **608.759.4002 x316**. Please put this number and extension into your phone.

HOURS AND SCHEDULE

Before/After School: Mon-Fri: 6:30-7:50 am; 3:10-5:30 pm

Pre-K Students

Monday-Thursday 6:30-7:50 a.m.; 11:15 a.m.-5:30 p.m.

Friday 6:30 a.m.-5:30 p.m.

EARLY RELEASE, DELAYS, & SCHOOL CANCELLATIONS

- Scheduled Early Dismissal: **Open**
- Early dismissal due to weather: **BACPAC will remain open.**
- School cancellation prior to the start of a day: **BACPAC Closed**
- On days when school is not scheduled, **BACPAC** will be closed.
- **TWO-HOUR DELAY: BACPAC** will open at 6:30 am and remain open all day.

AUTHORIZED FOR PICK-UP

All parents/guardians must fill out an *Authorized-For-Pick-Up* form. Only individuals on this form will be authorized to pick up your child from **BACPAC**. Staff may ask for a picture identification to verify the information from the form. If the names do not match, staff will not allow the child to leave until parents/guardians are notified.

If the authorized person appears to be under the influence of alcohol or other drugs or exhibits behavior that gives staff reasonable concern for the safety of the child, staff will make every effort not to release the child to that person for the safety and protection of the child. Staff will attempt to contact another authorized person on the list to come and pick up the child. If all attempts to contact another authorized person have been exhausted, staff will contact the police and/or social services for assistance. We want to make every effort to establish a safe release from the daycare program to the authorized individual.

ALERNATE ARRIVAL/RELEASE FORMS

If a parent/guardian wants a student to leave **BACPAC to meet them or to go to another location without adult supervision an Alternate Arrival/Release Form must be filled out, signed, and returned, to be kept with family registration paperwork.**

If there is an unsuspected change to a student's release schedule a parent/guardian or authorized pick-up person will call and speak to **BACPAC staff, giving them explicit instructions as to what the student is to do and where he is to go. If a parent/guardian or authorized pick-up person wants the student to meet them at the doors or somewhere in the building they must be there waiting for them.**

HEALTH POLICY

All children enrolled in **BACPAC** must be toilet trained. It is school policy that each parent signs a medical consent form for his or her child, authorizing medical treatment. The Benton School District reserves the right to call 911 for medical and traumatic emergencies. The staff will attempt to contact the parent/guardian. If they can't be reached, we will notify the emergency contacts as listed on the consent form.

BACPAC cannot care for an ill child. Staff will use their own discretion when making the decision that an ill child is sent home or to the designated emergency care provider when a child is observed as having the following symptoms:

- Temperature above normal
- Vomiting & diarrhea
- Contagious virus/rash
- Head lice
- Excessive cough
- Any other reason in which the administration feels it is necessary to remove the child for the safety of the other children.

BACPAC will provide nutritious snacks daily. If your child has dietary restrictions, send an acceptable snack with them each day.

All allergies will be addressed. Students who have asthma and use an inhaler should have it with them at **BACPAC**. Parents should provide an EpiPen for their child if needed.

DISRUPTIVE BEHAVIOR POLICY

- Staff will attempt to resolve behavioral problems in a kind, but firm manner, so as not to embarrass a child.
- If a problem cannot be resolved by staff, an administrator will meet with the child to resolve the problem.
- Child care services for this child may be terminated if the problem cannot be resolved.

PARENT COMMUNICATION

Please notify us immediately of any emergency or any changes in address, telephone numbers, employment, or authorized pick-up persons.

The staff will make every attempt to notify parents whenever a situation arises that we feel you should be aware of. Please keep staff informed of your needs, concerns, and feelings. We will do our best to quickly resolve any issues that arise.

Please accept our invitation to visit us at **BACPAC** or to schedule a parent-teacher conference. Call us at: 608.759.4002 x316.