

# **BASP HANDBOOK**

**August 2018**



## **Little Clippers Child Development Center LLC**

415 Deer View Avenue  
Tiffin, IA 52340  
319-545-4033

Tiffin, North Bend, Oxford & Amana Elementary

### **Hours of Operation**

Monday-Friday

Before School: 6:30 a.m. to 7:45 a.m. (Tiffin 8:00 a.m.)

After School: 3:00 p.m.-5:30 p.m.

After School (Wednesdays): 1:00 p.m-5:30 p.m.

## **Our Philosophy:**

Thank you for your interest in the Little Clippers Child Development Center. We hope that our program of quality child care may be a real benefit to your child and family.

Little Clippers offers a school based program to children in Preschool through fifth grade. Because these children are receiving their educational support from the CCA school system our emphasis is on social, developmental and leisure activities. We provide care before and after school, on school conference days, spring breaks, and during the summer (certain locations).

Our major concern is the well-being of all our children. We will direct and plan a daily program that is developmentally appropriate for all grade levels. Activities are specifically designed to be varied and flexible and planned to be enjoyable, stimulating and motivating.

## **Registration Fee:**

At the time of registration there is an annual \$50.00 **non-refundable** program registration fee (per child) that accompanies the enrollment application (\$25 for returning enrollees). This registration fee helps provide the program with the everyday materials that run the program.

Before Little Clippers can reserve your child a spot in the BASP **ALL** required paperwork must be turned in first.

## **Enrollment Procedures:**

A child will be admitted to the BASP program when all necessary (state required) forms are completed. Parents must complete an Enrollment Form, a Health Statement, Emergency Contact Form, Photograph & Travel Consent Form and provide a signed Immunization Record before the start of the first day. \*\*\*Registration must be completed every year. Enrollment will not carry over into the next school year.

All forms are good for one year and need to be completed each year thereafter.

The following paperwork is required **BEFORE** we can reserve your child's spot:

- 1.) Enrollment Application and registration fee payment
- 2.) Financial Agreement
- 3.) Consents and Releases Form
- 4.) Emergency Contact Form
- 5.) Copy of Child's Immunizations
- 6.) Health Statement (1st – 5th Graders)  
(This is filled out and signed by the child's Parent/Guardian)
- 7.) Physical (Preschool & Kindergarten): physicals are only valid for one year from visit date, and must be updated thereafter.  
(This is filled out and signed by the child's physician)

**\*\*\*Little Clippers and CCA schools cannot share ANY child's paperwork!  
Therefore all required papers needs to be provided to us by a parent.**

## **Child Health/Behavior Information:**

When filling out your child's required paperwork please make sure you provide and list all necessary health and behavior information. Little Clippers and Clear Creek Amana Community Schools cannot provide each other with any child's information or papers regardless of enrollment. Therefore, it is imperative that you, the parent or guardian, provide this information to us.

If your child requires the use of any medications, inhaler, EpiPen or has any allergies please state this on your child's health statement or physical. This is something we must know and be aware of. Do not assume we know or will know from their elementary school.

In order for your child to receive medications at BASP, staff will present you with a Medication Permission form. This form requires a signature by the child's parent or guardian giving us the permission to administer the medication if or when needed.

If your child carries an inhaler with them in their backpack, this has to be communicated to Little Clippers. In addition to the completion of the Medication Permission form, staff will place the child's backpack in a secure location, so that it is not accessible to other children, but still easily available to staff (this is required to do by DHS).

If your child has an EpiPen or a severe allergy this needs to be informed to us immediately. Addition to the Medication Permission form, Little Clippers will need a valid Allergy Action Plan signed by the child's physician as well as a separate EpiPen for the BASP.

If your child has been diagnosed with anything health or behavior related, this as well, needs to be communicated. Please provide us with any behavior or health action plans.

## **School Age Information:**

Before and After School is provided to children enrolled in Preschool to 5th grade. The Before and After School Program is housed in the BASP and/or preschool room 1 hour prior to the time students are allowed to be dropped off at school (6:30 a.m.) and 2.5 hours after students are officially dismissed (3:10 p.m. on Monday through Friday) ending at 5:30 p.m.

There is a \$50.00 **non-refundable** Registration (\$25.00 for returning enrollees).

- Before School Care \$70.00/month, is provided 1.5 hours prior to the time students are allowed to be dropped off at school (6:30 a.m.)
- After School Care \$140.00/month is provided 2.5 hours after students are officially dismissed (3:10 p.m. on Monday through Friday) ending at 5:30 p.m.
- Both Before & After School \$190.00/month

- Tuition for preschoolers (4 year olds) is a fixed rate of \$242.00/month. This is fixed meaning, no matter what they are enrolled for (Ex: Before school only or after school only or both before and after school), tuition is \$242.00/month.

**\*\*\* Tuition rates will not be prorated for partial weeks of school.**

On scheduled school closing days, there will be a sign-up sheet located at the Little Clippers Center. These days include Parent Teacher Conferences and the Week of Spring Break (March). Parents/Guardians must contact the Main Office in order to sign up. This sign up list ensures a childcare spot for your child. If you do not sign up on scheduled closing you forfeit your spot. Also, payment for scheduled school days is due AHEAD of time.

- \$40/day for no school days **in addition** to normal monthly tuition, or \$155.00/week (Spring Break)

## **When Are Payments Due?**

Tuition payments are due on the 1<sup>st</sup> of each month. The balance for each month is due no later than the 5th. A late fee of \$5.00 (per child) per day will accrue after the 5th at 6:00pm of each month, if balance is not paid. If at any time you have questions regarding your Before & After School account, please do not hesitate to call the Main Office at 319-545-4033.

**\*\*\*Tuition is a fixed monthly rate, therefore Little Clippers **does not** send out monthly bills. Parents are responsible to make sure tuition is paid on the first of each month.**

## **Payment Options:**

Payments must be made monthly. As a reminder, the parent or guardian who registered the student is responsible for the payment of fees. Payments must be made from either using automatic withdrawal or the online parent portal. Little Clippers Directors can assist you with setting up ACH or the parent portal.

## **Non-Sufficient Funds Policy:**

We must charge a \$25.00 fee for every returned ACH or transaction by the bank because of non-sufficient funds, stopped payments, or closed accounts. We ask that you provide reimbursement to Little Clippers for the uncollected check before your child will be permitted to return to the program. Only a money order, certified check, or cash will be accepted. This policy also applies to membership bank drafts. Re-enrollment will be by re-registration and again a registration fee applies, only if space is available.

## **Late PICK-UP Policy:**

The 5:30 p.m. closing time must be respected. In rare instances when a parent or another designated individual is more than a few minutes late; staff members will initiate the following procedure:

1. Call the child's home and parents' place of work.
2. If no response, call adults designated on the "Emergency Contact Form" to see if someone will come pick up the child.
3. If no arrangement can be made, call the 24 hour abuse hotline number 1-800-362-2178 and they will contact the local Human Services authorities who deal with the matter as child abuse and come to the center to investigate. Abandonment is a form of neglect and therefore considered child abuse.
4. \*\*\*A late fee will be assessed and charged, \$5.00 for every five minutes or fraction thereof that the child remains in our care after 5:30 p.m. Late pick-up forms are to be filled out by employee and signed by the parent and left on the office desk.

\*For consistency, the program will use the clock at the program site for a time reference, and this fee must be included in your next payment. After three late arrivals, we will ask that you make other arrangements for Before & After School care for your child.

## **Clocking Children In and Out:**

Little Clippers uses a software called Procure (a childcare management software) to store information, track attendance, payments and much more. Each elementary has their own (touchscreen) laptop with this software. Parents are required to use this to sign their child in when arriving at Before School Program and sign their child out before departure from After School Program. This is mandatory and must be done.

## **Pick-Up Permission:**

When someone other than a parent/guardian who is listed on a child's enrollment forms as such will be picking a child up from the school, a Pick-Up Permission Form should be filled out, and left with the BASP staff. This will keep us from calling you to get verbal permission. Please inform the individual to bring identification. These forms are available on the parent board when needed. No child will be released without a completed form or phone call.

## **Snack:**

Little Clippers follows the State of Iowa's Child and Adult Care Food Program (CACFP). The program is designed to give children a broad experience with food and encourage them to try all food groups with the goal of establishing healthy eating practices that they will carry into adulthood. Little Clippers kitchen staff prepares all of the meals and snacks to meet the CACFP standards. Children enrolled in the after school program are offered a healthy, CACFP approved snack, already included in the tuition cost.

## **Toys:**

We ask that children **DO NOT** bring toys from home to Little Clippers programs as these can be more difficult to share. We cannot be responsible for any such items which might be lost or broken. Exceptions of course are soft dolls, teddy bears, or “favorite” blankets which may be a comfort for napping. We do NOT allow toy guns/weapons at Little Clippers.

## **School Related Weather Policies:**

### **1 hour late start**

The before/after school, pre-school, and daycares will open **1 hour later** than the normal opening time at all centers.

### **2 hour late start**

The before/after school, pre-school, and daycares will open **2 hours later** than the normal opening time at all centers.

### **Early release (winter weather)**

When school is released early due to winter weather, the before/after school, pre-school, and daycares at North Bend Elementary, Tiffin Elementary, Oxford Elementary and Amana Elementary will close **one hour** after the release time.

### **Early release (heat)**

When school is released early due to heat, the before/after school, pre-school, and daycares will remain open for normal business hours at all centers.

### **School cancelled due to weather**

When school is cancelled due to weather, the before/after school, pre-school, and daycare will all be closed for the day at all centers.

\*Please see Page 3 “School Age Information” for care on planned no school days.

## **Informing Parents:**

If a child needs to leave the center or we feel they need to be seen by medical personnel, but they do not require emergency transportation, we will ask that the parent come and get the child from the center, within 45 minutes of contact with parent or guardian. The child will remain in the direct supervision of our staff until the child’s ride arrives.

When minor accidents occur we will provide an Accident/Incident Report with details on the incident and the steps that were taken and what employee was responding to their child’s needs and writing the report. Incident forms will also be completed if a child displays inappropriate sexualized behavior. The forms will be completed, and parents notified, if their child has been involved. When these instances occur, teachers and staff will provide a greater level of supervision with the child(ren) involved. A parent signature on the report is required. A copy of the written documentation will be given to you and a copy will be kept in the child’s folder.

## **Child Abuse:**

Section 232.69 of the Iowa Code requires that every employee of a licensed daycare or preschool facility who, in the course of employment, reasonably believes a child has suffered sexual abuse, physical abuse, mental injury, child prostitution, denial of critical care, the presence of an illegal drug in the child or the person responsible for the care of a child and in the presence of the child, manufacturer's a dangerous substance shall immediately report the suspected abuse directly to the Department of Human Services.

## **Behavior Guidelines:**

To provide a safe, positive learning environment, staff will assist each child in becoming familiar with child care rules and expectations. When a child's behavior does not meet acceptable standards, we will consider the following circumstances:

- The child's age and developmental level
- The child's past behavior and pattern of behavior
- The seriousness of the problem / harm

There are certain behaviors that are clearly unacceptable. Disciplinary action will be taken when:

- Hurts another child or adult
- Destroys toys, books, etc.
- Fails to recognize the authority of an adult and is disrespectful verbally or physically.
- Uses inappropriate language

If a child has difficulty in following these guidelines, the following techniques will be used to reinforce expectations:

- Time-out is given
- Suspended privileges from special activities
- Parent/staff meeting

These guidelines are provided to assure the safety and welfare of children and staff. Parents, children and care providers are expected to show mutual respect in resolving unacceptable behavior.

*\*\*\* However, as a last resort, we reserve the right to send a child home if he/she poses a threat to themselves, staff or other children and if they continually damage or destroy daycare/school property.*

## **Dismissal Procedures:**

If a child is exhibiting consistently disruptive or dangerous behavior as deemed by the director, we may ask you to withdraw your child.

If center policies are not respected; such as hours of operation, the updating of forms, health policy, etc. or if fees are not paid within the time allotment and notice of late fees and payment are ignored, your child will be discharged from our center.

## **Grievance:**

We want you to be confident that your child is being well cared for and having a fun experience. If there is ever a time you have a concern regarding your child, we want to encourage you to address your concern with a teacher. The Little Clippers staff encourages informal resolution of complaints. If additional help is needed either party may ask for assistance from the BASP Director or Supervisor. If you have concerns regarding aspects of the program or policies, please contact Little Clippers Director or Assistant Director. You can reach them at (319)545-4033.