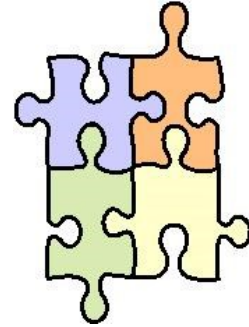


# BASE: PreK Handbook 2015-2016

Where fun and learning collide!





**Purpose of BASE: PreK**

The BASE program will provide a safe, nurturing, and fun atmosphere before and after school for children of families enrolled at St. Elizabeth Ann Seton School.

**Objectives of BASE**

This program will meet the social, emotional, spiritual, and physical needs of PreK children.

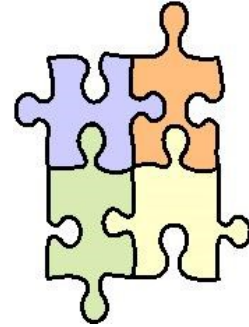
There are two goals for this program: to offer students the opportunity for personal and academic growth.

Within these two goals, there are three objectives that this program will focus on.

1. To increase the student's ability to improve their academic achievements by helping the student complete homework assignments, improve the student's academic performance, and improve the student's attitude toward homework.
2. To increase the student's lifetime recreational skills by increasing their existing skills in a variety of recreational activities and by exposing them to new lifetime recreational activities.
3. To increase the student's self management skills through learning self control, developing organizational skills and learning responsibility.

**BASE Staffing**

The BASE program will have adequate staffing with a preferred ratio of 15:1. Staffing will be determined after preliminary enrollment is completed and commitment has been made by SEAS school families.



### **Drop-off and Pick-up Procedures**

Parents must bring their child/ren into the school each morning. All parents must sign in their child/ren to BASE each morning. Please also make sure the staff is aware of your child/ren being dropped off.

Parents must pick up their child/ren each afternoon. All parents must sign out their child/ren at this time. Children will be released only to those who are authorized to pick them up as indicated on the enrollment form. If someone other than an authorized person will pick up a child, prior written permission is required stating the name and telephone number of the person who will pick up the child.

### **School Closings**

In cases of very severe weather, hazardous road conditions, or unforeseen events, BASE will not be in session. If Hastings Public School and SEAS school close, the BASE program will close as well. Please listen to the local radio station **KDWA-1460 the school Facebook page** for updated information on school closings. **Sessions missed due to bad weather**



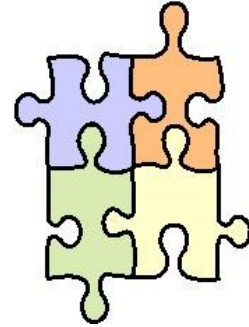
**will not be reimbursed, unless we will be making up the missed day.** In the event of a delayed start BASE will be in session at the normal time, but if school closes, then BASE also closes and students must be picked up in a timely manner.

### **Communication with Parents**

There will be a monthly information folder that will be handed out to the parents the 3rd week of each month at pick-up/drop-off. This folder will include monthly payment forms and calendars as well as other important information.

E-mails will also be used as the primary communication from the director.





**PREK BASE Fees for 2015-2016**

PREK BASE Hours (regular school days) 6:30-8:30 a.m. & 2:45 - 6:00 p.m.

BASE Hours (full day option\*) 6:30 a.m. – 6:00 p.m.

**FEES:**

**Annual Registration fee (per family) \$50**

A.M. (6:30-8:30) \$ 5

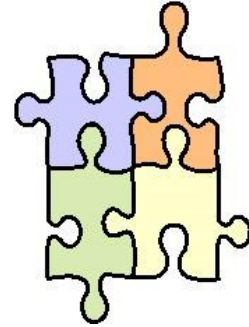
P.M. (2:45-6:00) \$15

Please note that if your child is sick or absent from BASE, parents will not receive credit or money back.

Payment and calendars will be due the 28th of the month for the following month.

Drop-ins require 24 hour notice, on a space available basis.





If possible, please notify staff if you will be late picking up your child/ren. However, there will be an additional late charge. The late charges are as follows:

**Late Pick up** (after 6 p.m.) \$1/minute

After 6:30 p.m. the Coordinator and parent will be contacted. If parents cannot be reached, the director will call the emergency contact. Further action will be taken by the director if deemed necessary. Time will be according to the BASE room clock.

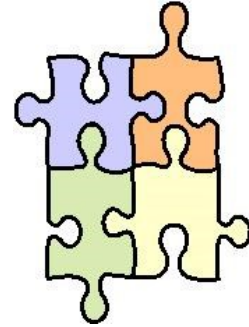
### **Payments and Calendars**

It is imperative that parents complete and return payments and calendars on schedule. This will allow us to have adequate staff and programs for your child/ren.

Parents are required to fill out a BASE payment form and calendar every month to notify the director when your child/ren will be attending. These forms will be given to parents in their information folder the 3rd week of each month. The family folder with payments and calendars need to be returned to Mrs. Erredge by the 28th of the month for the following month's services.

Please make checks payable to SEAS School and indicate BASE in the memo line. Parents will receive an electronic reminder if payment and calendar have not been received by the 26th of each month. Delinquent accounts may result in late fees (see pg. 7) and/or dismissal from the BASE Program. Please contact our school principal with any financial issues.





### **Emergency Procedures & First Aid**

All staff members are trained in First Aid techniques and CPR

### **BASE Behavior Management**

For safety and fun it is important that children follow the school rules while at BASE. It is the program's belief that discipline be handled in a fair and compassionate way.

The BASE program will be following the school discipline policy which is modeled after the works of Jim Fay (Love and Logic.) This model helps students develop mutual respect, cooperation, and responsibility.

If an infraction occurs, the student will receive a verbal warning. If it continues, the student will be removed from BASE activities until the care giver deems appropriate. If the student behavior continues he or she will be removed from all BASE activities and Plan of Responsible Action form will be completed by the student. Certain behaviors that are severe or endanger the safety of the program and other children will result in immediate removal from BASE activities. BASE staff reserves the right to modify this behavior plan to fit the needs of the individual student. **\*Please see the school student handbook for greater details.\***

