



# Before & After Care Parent Handbook

Updated: May 2019



## INTRODUCTION

B&A Connections offers a developmentally appropriate before and after school program for students enrolled in grades Pre-K through fifth. This program is geared to meet the needs and characteristics of each child. Along with providing a safe and secure environment at Broken Arrow's early childhood centers and elementary school sites, B&A Connections' carefully planned activities encourage optimal physical, mental and social development, while fostering each child's positive self-image and sense of independence.

**MISSION STATEMENT:** To provide a safe, secure, enriching environment for all families.

*Although B&A Connections is affiliated with Broken Arrow Public Schools, this program is licensed through DHS and some policies and procedures may differ from those of Broken Arrow Public Schools.*

## PHILOSOPHY

The B&A Connections' planned curriculum reflects the developmental interests of children in grades Pre-K through fifth. Key elements of the program include:

### SOCIAL AND EMOTIONAL DEVELOPMENT

Peer relations increase in importance as children grow. Therefore, B&A Connections provides numerous opportunities to spend time with friends and in group activities. A positive approach to discipline is utilized; encouraging self-control and independence in resolving conflicts. By utilizing mixed age groups, leadership and cooperation are fostered.

### PHYSICAL DEVELOPMENT

Individual and team sports are a significant part of the B&A Connections program. Cooperation is emphasized over competition. Fine motor activities are also included in the curriculum.

### INTELLECTUAL DEVELOPMENT

"Hands-on" learning centers are a part of B&A's planned activities that encourage children to think, reason, question and experiment as they construct knowledge. Creativity in art, drama and writing is encouraged. Opportunities are also available for students to read or complete homework.

### WARM, CARING STAFF

The B&A Connections' trained staff have been employed to serve as role models for children. The

staff provides appropriate, challenging activities which are focused on the academic, social and emotional development of each child.

## PROGRAMS

### ELEMENTARY SITES

The Before School Program begins at 7:00 a.m. each school day and is an informal time of child-directed center based play. Breakfast for the elementary students is provided and generally begins by 8:15 a.m., though sites may vary. Students are released from B&A Connections at 8:45 a.m.

The After School Program begins immediately after the school dismissal bell and concludes each day at 6:00 p.m. A variety of stimulating projects and activities centered on weekly themes are provided at this time. A snack is also included, provided by child nutrition.

### ECC SITES

The Before School Program begins at 7:00 a.m. each school day and is an informal time of child-directed center based play. Students are escorted to their classrooms at 8:15 a.m. Breakfast is not provided, and students will eat in their classrooms with their teachers.

The After School Program begins immediately after the school dismissal bell and concludes each day at 6:00 p.m. A variety of stimulating projects and activities centered on weekly themes are provided at this time. A snack is provided by child nutrition.

### SUMMER CAMP

Summer camp is offered to current B&A students and to students who have completed Pre-K at one of the four Broken Arrow Public Schools ECC locations, who are promoting to kindergarten. **Students must be five years of age on or before Dec. 31 of the year prior to summer camp.** The hours of operation are 7:00 a.m. to 6:00 p.m. A wide variety of activities centered on weekly themes are provided, along with 2-3 field trips per week.

## OPEN DOOR POLICY

Parents/guardians are encouraged to visit and even participate in the B&A Connections Program. From talent shows & children's programs, to parent meetings with guest speakers and open houses, the B&A Connections Program encourages the involvement of the parent/guardian.

## COMMUNICATION

The majority of information is communicated via email. It is important to make sure the B&A Connections' business office has the most accurate email address on file, and to read the emails as soon as possible. Lesson plans and announcements will also be posted at each site on bulletin boards. Open and regular communication with the site director is highly encouraged.

## LICENSING

All site programs are licensed through the Department of Human Services (DHS). A licensing compliance file is available for viewing at any time, which is kept in a binder at each site location.

## DAYS CLOSED

B&A Connections' before and after programs are only open when school is in session. Please see the current school calendar for days that school is closed.

## SCHOOL CLOSING DUE TO WEATHER

When Broken Arrow Public Schools closes due to inclement weather, B&A Connections will be closed. Check local weather stations and the school district website for up-to-date information. Payment plans will not change due to weather closings, as any missed school days will be made up later in the school year.

## PERSONAL BELONGINGS

Students store personal belongings (books, sweaters, backpacks, etc.) in a laundry basket provided at each site.

*\* NOTE: Electronic games and/or mobile devices are not permitted at B&A Connections. Additionally, B&A Connections is not responsible for lost, stolen or broken items.*

## SPECIAL NEEDS

If your child receives services from the districts Special Services Department and attends a specific class to further their education, a meeting is required with the Director of B&A Connections or Lead Coordinator to ensure there is a clear understanding of the child's needs. Parents will be required to visit the program to ensure their child will thrive in our setting.

## HEALTH AND SAFETY

B&A Connections makes every effort to promote good health and to prevent the spread of infectious diseases.

Staff will administer medication under the following conditions:

- All medication must be provided by a parent. Any medicine must be given to the B&A Connections Site Director, along with a completed and signed authorization form.
- All prescription medicine must be prescribed for the child by a physician. It must be in the original container with the child's name on it. *(Note: DHS only allows B&A staff to administer the prescription on the medicine bottle. If the prescription changes, a new bottle must be provided.)*
- All medications will be kept in a safe place and out of reach. The responsibility of giving medication shall be assigned to one person on duty. If a student has medication that needs to be delivered to the school nurse, please communicate with the site director so the child's backpack can be stored away from children.
- Parents must provide documentation in writing for sun-screen or insect repellent to be applied to the student. It is preferred that the student apply the items, if age appropriate.

B&A Connections will not provide care to ill children. If a child has had diarrhea, vomiting, fever of 100.4°F or higher, undiagnosed rash, inflamed and matted eyes, or any sign of a contagious disease in the past 24 hours, the child is to be kept at home and is not to return to the program until completely recovered.

A child who becomes ill while at B&A Connections will be immediately isolated from the other children, and the parent will be notified to pick up the child within one hour. If off site, the parent will be given an exact location to pick up their student. Ill students will be provided an area to rest until a parent can arrive.

Parents will be notified of any injury that occurs at the B&A Connections program and will be called when there is any significant injury. In the case of an injury requiring immediate professional treatment, the staff will call 911. The paramedics will decide on the appropriate action. If the child needs emergency medical treatment, it will be at the nearest available medical facility. The parent/ guardian will be responsible for ALL medical charges.

Parents will be notified by a sign posted at the school site for any communicable disease or infestation, if Broken Arrow Public Schools has not notified all parents. For any other illnesses or infestations, B&A Connections will follow district guidelines.

Poison Exposure- Poison control will be called, and a parent will be immediately notified.

## EMERGENCY PLAN

Once a month, B&A Connections will conduct tornado, fire and intruder-on-campus drills to show children how to respond in the case of an emergency.

Staff will use their staff handbook and district emergency plans as needed for each situation.

## ENROLLMENT

Enrollment in the before and after care program is complete when the parent/guardian has:

- Completed the online registration and electronically signed the online Financial/Policy Contract
- Paid the non-refundable registration fee
- Read and agreed to all policies stated in the parent handbook
- Received an email for confirmation of enrollment from the business office

**WAIT LIST:** *If no openings are available at your student's school site, a waiting list will be maintained. If/when a student withdraws from B&A Connections, we will contact the first person on the waiting list by phone and email. Each person is given 24 hours to reply with confirmation that care is still needed. If we do not receive a response, we continue through the list according to the time/date stamp from each enrollment. We will keep this waiting list through April 1<sup>st</sup>.*

## TUITION

- Tuition is based on the amount of days scheduled during the academic calendar, and then divided into nine equal monthly payments paid September-May. The tuition rates will not change regardless of how many days students attend each month.
- Tuition is due on or before the first school day of each month.
- Fees are subject to change. Notice will be given to parents in the event of an increase.
- Tuition will be automatically posted on the 25<sup>th</sup> of each month, prior to the tuition due date.
- Tuition must be paid in full on or before the 8<sup>th</sup> of each month. If not received, a \$25 late fee per student will be

posted on the 9<sup>th</sup> day of that month. Tuition (plus applicable fees) must be paid in full by 5:00 p.m. on or before the 15<sup>th</sup> of each month. If not received, a dismissal notice will be sent on the 16<sup>th</sup> of the month and your student will be withdrawn from B&A Connections on that date.

- In the case of divorce or joint custody agreements where parents are court ordered to split the cost of child care expenses, the primary parent is responsible for the entire tuition and any applicable fees. It is up to the primary parent to collect the court-ordered portion that is due. B&A Connections will not bill two separate parties for any student. In the case of 50/50 agreements, the parent who enrolls and signs the Financial/Policy Contract will be the responsible party with access to the online parent portal.
- Please note that school site staff are not allowed to accept tuition payments.
- A copy of the Financial/Policy Contract electronically signed during enrollment is available upon request.

## PAYMENT METHODS ACCEPTED:

- Online Parent Portal via VISA/Mastercard/Discover or checking account
- Auto-Pay (Authorized through online enrollment or online parent portal)
- By mail with check or money order (NO CASH) to our business office (701 S Main St. Broken Arrow, OK 74012) or in person **by appointment only**

## PROGRAM FEES

### LATE FEES

- A \$25.00 late fee per student is assessed automatically on the 9<sup>th</sup> day of each month through the online billing system.
- Tuition (plus applicable fees) must be paid in full by 5:00 p.m. on or before the 15<sup>th</sup> of each month. If not received, a dismissal notice will be sent on the 16<sup>th</sup> of the month, and your child(ren) will be withdrawn from B&A Connections on that date.

### RETURN PAYMENT FEES

- All returned forms of payment will be assessed a \$25.00 return fee.
- The amount of the returned form of payment, plus the \$25.00 fee, must be paid within two business days after notification from the business office. *Failure to do so may result in the child(ren) being dismissed from B&A Connections.*
- After two returned forms of payment, payment will only be accepted by money order in the business office. Payments in the business office are by appointment only.
- Multiple returned forms of payment may result in your child(ren) being dismissed from B&A Connections.

## FINDER'S FEES

- The B&A Connections site director must be notified of any after care absence. A **\$5.00 finder's fee** will be assessed per incident in the event that there has been no notification. *Assessment of a fourth finder's fee within an academic year may result in the child(ren) being dismissed from B&A Connections.*
- If a child does not arrive to B&A Connections after school, parents will be called immediately, unless school office has notification of student dismissal prior to B&A Connections' program time.

## LATE PICKUP FEES

- Children must be picked up by 6:00 p.m. A **late charge of \$10.00 + \$1.00 per minute per child will be assessed beginning at 6:01 p.m.** Late pick up charges will be added to the tuition fee and will follow the payment deadlines as outlined in the tuition details. *A fourth late charge notice in an academic year may result in the child(ren) being dismissed from B&A Connections.*

## WITHDRAWAL AND PROGRAM CHANGES

A written/emailed withdrawal notice must be received in the B&A Connections business office a minimum of two weeks before a child leaves the program or makes any changes to their before and after care status. Tuition fees will continue to be invoiced until the written notice is received at the B&A Connections office. *School site staff will not accept any withdrawal notices.*

## B&A CONNECTIONS PROGRAM PROCEDURES

- A parent or authorized person must sign the child in each morning and sign the child out each night. *Please see the site director for location of the sign in/out sheet.*
- The parent who enrolled and is the primary account holder is required to provide B&A Connections with any and all court documents pertaining to the student, such as custody agreements, divorce decrees, etc. B&A Connections is a separate entity from the school office.
- A keypad code will be given to each parent/guardian to access the school site building when the building is locked. This code is to help provide as much security to our B&A Connections' students and staff as possible. Do not share this code with anyone unauthorized to drop-off/pick up your student. Do not share this code with your child. If the keypad code denies entrance at any time, parents can call the site phone that is listed on a sign by the keypad or listed online at [www.baschools.org/connections](http://www.baschools.org/connections).

- All authorized persons to pick up must be 16 years of age and must present a current photo ID at the time of pick up. A parent will be allowed to pick up his/her child, unless legal documents are on file with the B&A Connections business office that order otherwise.
- Parents/guardians must notify the site staff by calling the site cell phone number if they wish to allow any persons to pick up their student that is not listed on their current record.
- Parents/guardians are only granted access to the B&A Connections designated areas during drop off/pickup. Do not access any classrooms, hallways or other spaces that are not designated B&A program areas. *Trespassing in non-B&A areas may lead to dismissal from the program.*
- B&A must have a signed parent consent form granting permission for a child to participate in extracurricular activities during B&A hours. These activities include dance, sports, arts and other club-related activities.
- Children MUST be picked up by 6:00 p.m. Late fees will be assessed beginning at 6:01 p.m.
- Notify the site by calling the site cell phone number, regarding absences for after care. A child is considered missing if B&A has not been notified and all emergency numbers listed on the child's records will be called. B&A site cell phone numbers can be found on the website [www.baschools.org/connections](http://www.baschools.org/connections).
- In case of unexpected circumstances (inclement weather, illness, business, etc.) the parent must have an alternative pick-up plan. B&A Connection's employees may not transport children.
- If a child has not been picked up by 6:30 p.m. by an authorized adult, every effort will be made to contact persons designated as emergency contacts. If this is unsuccessful, the Broken Arrow Police Department will be called to handle the matter.
- Any caregiver who has reason to believe that a child has been abused is required by law to promptly contact the Oklahoma Department of Human Services.

## BEHAVIOR MANAGEMENT GOALS

A positive approach to guidance and discipline that fosters self-control and independence while maintaining a positive self-image will be utilized. Conscious Discipline is utilized for staff training. Because of the growing independence of school-age children, guidance in helping children resolve conflicts and solve problems is encouraged. The following methods will be used to accomplish this:

- Rules will be appropriate for the children's age and stage of development.
- Staff will act as positive role models.

- Both the group as a whole and the needs of the child as an individual will be taken into consideration.
- Rules will be consistently implemented.
- Rationale for rules will be explained and related to the child's well-being, and to the rights and safety of others.
- Staff will maintain an ongoing evaluation of themselves and the program as well as the children served.

The use of corporal punishment is never permitted. A child will not be subject to verbal abuse, humiliation or threats.

If behavior problems occur, the director will:

1. Discuss the concern with the child and model correct behavior.
2. Discuss the unacceptable behavior with the parent.
3. Write an incident report for parents to sign that addresses the child's inappropriate behavior. The parent's signature may be requested as acknowledgement of the receipt of the report.
4. Schedule a parent/teacher conference at the program site in order to establish a mutually agreed upon Behavior Intervention Plan.
5. Suspend services for one to three days if the inappropriate behavior continues.
6. Drop the child from the program if behavior continues after the child returns from the suspension. Parents will be required to make other child care arrangements for the school year.

## CAUSE FOR DISMISSAL

B&A Connections will not continue services for a child:

- When the child's behavior endangers him/herself or others.
- When intentional destruction of property occurs.
- When behavior is consistently disruptive to the entire program affecting all students.
- When the child leaves the site/program without permission.
- For non-payment, late payments, pick up fees or continuous late pick-up.
- If a parent or guardian physically or verbally abuses/threatens another child, parent or B&A employee.

- If a parent continually fails to follow policies and procedures of the program.

*\* The program reserves the right to dismiss any child if the staff determines that the program cannot meet the needs of the child. In extreme cases, the parent may be requested to pick the child up during program time. If a student is dismissed from B&A Connections for any reason, the student cannot be re-enrolled for one year from the date of dismissal.*

## SUMMER CAMP

Enrollment (*first come, first serve*) in the program is completed when the parent/guardian has:

- Completed the online registration and electronically signed the online Financial/Policy Contract and Field Trip Permission Form
- Paid the non-refundable registration fee
- Read and agreed to all policies stated in the parent handbook
- Received an email for confirmation of enrollment from the business office

*\* No waiting lists will be maintained for summer camp.*

Hours of Operation: 7:00 a.m. - 6:00 p.m.

Cost: Non-refundable registration fee per student due at enrollment. Weekly tuition per student for each full week of camp. All field trip and activity costs are included in the weekly tuition. This is a contract for the entire summer, and no withdrawals or cancellations will be accepted. No refunds will be given in the event of an absence. *\*Two vacation credits are allowed in full Monday-Friday increments and with the proper written notification to the business office.*

Breakfast/Lunch: Students will be provided a free, warm breakfast and lunch through Child Nutrition. Students are welcome to bring a sack lunch and drink, if they choose. *\* Students will still be required to bring a sack lunch and drink on FULL DAY field trips.*

Parent/guardian must provide: Required field trip items (refer to site-specific lists: such as socks, swim-suits, life vests, sunscreen, etc.)

Duration: Camp generally begins a week after the school year ends in May, and will end about two weeks before the new school year starts in August.

Field Trips: Please make sure your student arrives 30 minutes prior to scheduled trip departure time. B&A Connections will not receive children who arrive late after field trip departure. All staff will be on all field trips. Students will not be released to parents from the field trip location. Students must arrive back at the school site to be released.

All other general B&A Connections' policies and procedures will apply.

# B&A CONNECTIONS SITE CELL PHONES

## ELEMENTARY

Arrowhead 918-855-5022  
Aspen Creek 918-855-5706  
Country Lane Primary 918-855-5015  
Country Lane Intermediate 918-855-5107  
Creekwood 918-855-5025  
Highland Park 918-855-5024  
Leisure Park 918-855-5023  
Liberty 918-855-5019  
Lynn Wood 918-855-5017  
Oak Crest 918-855-5018  
Rhoades 918-855-5188  
Spring Creek 918-855-5016  
Timber Ridge 918-361-7837  
Vandever 918-855-5020  
Wolf Creek 918-855-5026

## EARLY CHILDHOOD CENTERS

Arrow Springs 918-855-5021  
Aspen Creek 918-697-2264  
Creekwood 918-697-2279  
Park Lane 918-697-2305

## B&A CONNECTIONS BUSINESS OFFICE

701 S. Main St.  
Broken Arrow, OK 74012  
918-259-7413

*There will be no discrimination in the District because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. Broken Arrow Public Schools will take all necessary steps to ensure that each school and work place in the District is free from unlawful discrimination or harassment. The following people within the District have been designated to handle inquiries regarding the District's non-discrimination policies, issues and concerns: • For all student issues related to Title VI of the Civil Rights Act of 1964, as amended (questions or complaints based on race, color, and national origin), the Associate Superintendent should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • For all student issues related to Title II of the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act of 2004 (IDEA) (for questions or complaints based on disability), the Superintendent or her/his designee should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • For all student issues related to Title IX, of the Education Amendments of 1972 (for questions or complaints based on sex, pregnancy, gender, gender expression or identity), the Athletic Director should be contacted at 918-259-4310 or at 1901 E. Albany, Broken Arrow, OK 74012. • For issues related to accessibility to facilities, services and activities pursuant to the Americans with Disabilities Act, the Chief Operating Officer should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • For all non-student and/or employment related issues (including questions or complaints based on age), or for any individual who has experienced some other form of discrimination, including discrimination not listed above, Chief Administrative Officer should be contacted at 918-259-5700 or at 701 South Main Street, Broken Arrow, OK 74012; • Inquiries concerning non-discrimination can also be made to, and outside assistance obtained from, the United States Department of Education's Office for Civil Rights. The contact information for the Kansas City Enforcement Office is: Office of Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106; Telephone: (816) 268-0550; TTY: (877) 521-2172; Facsimile: (816) 823-1404; Email: OCR.KansasCity@ed.gov.*

