

B.A.S.P.

Belleville After School Program

Student/Parent HANDBOOK
2026-2027 School Year

Belleville After School Program

(B.A.S.P.)

INTRODUCTION

Our goal and mission: The Program will provide affordable, accessible childcare services that enhance the physical, social, emotional, and educational development of children, with emphasis on help with homework in a safe, friendly environment.

BASP is a Kansas State licensed, non-profit corporation run by a volunteer board of interested citizens and qualified, paid staff. **The Parent Handbook is a valid part of the enrollment agreement between the Belleville After School Program and the parents of the children who are enrolled in the program.**

The program will provide quality childcare, which parents can rely upon throughout the calendar school year, as defined by USD 109. BASP is in session on full school days at East Elementary. While there is time allotted for homework, BASP is not strictly a homework program and parents/students will be responsible for the completion of homework.

DISCRIMINATION STATEMENT

The Program encourages children of all backgrounds to attend. The Program does not discriminate based on sex, disability, race, color, creed, religion, national origin or ethnic background.

INSURANCE STATEMENT

The Program carries minimal liability insurance but has no financial resources of its own. A policy for limited coverage of children is available for purchase through USD 109. Parents who wish to enroll should check with the school office.

VISITOR STATEMENT

Parents and community members are welcome to observe at the Program; however, they should check with the Director prior to their visit. For liability and supervision reasons it is not possible for children who visit the program to take part in activities.

Enrollment in the Belleville After School Program constitutes an understanding that you will abide by the policies and procedures listed as follows:

ENROLLMENT POLICY

- 1. Children must be in Kindergarten through 5th grade to be eligible for enrollment.**
- 2. Children will be enrolled on a first-come, first-served basis.**
- 3. Full-time children have precedence over part-time children.**
- 4. Children who cannot be immediately enrolled will be placed on a waiting list and enrolled when there are openings on a first-come, first-served basis.**
- 5. Children enrolled part-time may use the BASP drop-in procedure.**

ENROLLMENT PROCEDURE

- 1. Parents who wish to enroll their children will be provided with a set of enrollment forms. A completed set of forms is required for each child enrolled in the program.**
- 2. Children will be allowed to attend the program only after ALL forms have been completed and returned. If the parent has not submitted ALL completed forms by the date when the child is scheduled to start attending, the parent is still responsible for tuition in order to reserve the enrollment spot until such time as the completed forms are returned.**
- 3. All forms will be held in the strictest confidence.**
- 4. Parents will be asked to provide the following:**
 - a. Child Information Form-Departure Procedure**
 - b. Enrollment Agreement**
 - c. Homework Response Form**
 - d. Facebook Social Media Release Form**
 - e. Health History for Child Enrolled**
 - f. Authorization for Emergency Medical Care**
 - g. Parent Handbook Acknowledgement Form (AT THE END OF HANDBOOK)**
- 5. The Program expects all forms to be kept current. Parents must promptly inform the staff regarding any changes that concerns the program.**

ABSENCE POLICY

- 1.** If your child will **NOT** be attending the program because of illness, a scheduled appointment, or other type of absence, please notify the staff in advance by written statement, text message, or a voicemail on the BASP cell phone number.
- 2.** If you send a note to school that pertains to the program, address the note **“For BASP”** and **PLEASE**, date each note.

ARRIVAL & DEPARTURE PROCEDURES

1. The Program begins as soon as school is dismissed at 3:30 P.M. Children should arrive at the program promptly. If a child does not arrive as scheduled, the staff will contact the parents. If the parents cannot be reached, the staff will contact the child's emergency contacts. If the emergency contacts cannot be reached, the staff is required by law and per our license to contact appropriate authorities as required by our licensing standards.
2. The Program closes at 5:30 P.M. BASP will assess a late fee of \$5.00 for every 10 minutes past 5:30. The director will deal with repeated situations on an individual basis. If on tuition scholarship and late more than 3 times, your student will no longer be able to be part of the scholarship program.
3. Children will be allowed to leave the program with persons other than their parents or siblings **ONLY** if permission has been given to the staff on the Child's Information Form. If the staff does not know the person, they will be asked to show a valid ID. No additional contact is needed if the person is listed on the form.
4. If a parent finds it necessary for their child to be picked up by someone **NOT** listed on the Child Information Form, the parent will need to inform the staff by direct verbal communication (can be a phone call or voicemail) or written statement (can be a note, text, or email). If the staff has not heard from a parent, the child will **NOT** be allowed to leave with that person. The child will stay at BASP until contact can be made with a parent.
5. If parents need to make permanent arrival or departure changes, they must notify the staff by direct verbal communication or written statement prior to the date the change is effective. This shall also be added to the Child Information Form either by the parent or BASP staff.
6. The person picking up a child will need to sign them out on the daily form provided. The children may not sign themselves out when being picked up. The sign out sheet provides the staff with a record each day of who picked up the child.
7. Children are required to be picked up by an authorized adult and are not permitted to leave the program on their own.

WITHDRAWAL PROCEDURE

1. Parents wishing to withdraw their child from the program must complete a withdrawal form provided by the program director.
2. Parents wishing to withdraw their child from the program only for a specific day of the week must let the staff know by written statement. Parents will lose that reserved specific day.

PAYMENT POLICY

1. A tuition statement will be given to each child towards the end of each month. The statement will be on the back of the monthly newsletter.

PLEASE MAKE CHECKS PAYABLE TO "BASP"

2. Tuition payments are due **on or before the 15th day of each month** or a \$5.00 late fee will be assessed. Tuition reserves an entire month of childcare regardless of the actual number of sessions the child attends.
3. If USD 109 is canceled or dismissed early, there will be no BASP. *Tuition for these days will not be refunded.*
4. Tuition that is **NOT** paid by the **15th of the month** in which it is due will result in a notice being sent asking for payment.
5. **Failure to pay tuition by the end of each month may result in your child being dismissed from the program unless other arrangements have been made with the director.**
6. Parents will pay the bank charge for a non-sufficient funds check.

DROP-IN DAYS PROCEDURE

1. Any openings available up to the 48 allowed by the license will be used for "drop-in days". Drop-in days can only occur on any day that has openings. If you know your child will be absent, please inform staff immediately so that openings can be used for drop-in slots. This procedure is to help families that need an occasional day of care for their child but not on a permanent basis.
2. Please inform the staff as soon as possible about days wanting to drop-in, preferably by noon of the day wanting to attend. Confirmation is needed when leaving a voice message before attendance is assured.

HEALTH POLICY

1. If a child has any one of the following conditions the parent will be notified to pick up the child immediately: contagious disease, fever over 100F, vomiting or diarrhea, accident requiring medical attention.
2. If your child has a known medical condition (allergies, asthma, diabetes, headaches, etc.) please be sure the staff knows what to do if a problem should occur during program hours. Please make sure that any medication is available and that the appropriate forms for its use have been completed.
3. Whenever a child is to be given a prescription medicine the parent must provide the staff with a completed, signed Medication Authorization Form. The medicine must be provided in its original prescription container.
4. Whenever a child is to be given an over the counter medicine the parent must provide the staff with a completed, signed Medication Authorization Form. The medicine must be provided in its original container with the child's name written on the outside with a permanent marker.
5. If medication is to be kept at the program, no more than a one-month supply should remain at any time.

SAFETY POLICY

1. BASP will follow the school's procedures in all emergencies including, but not limited to: Tornado, Fire, Lockdown/Active Shooter, and missing child.
2. In case of an accident needing professional assistance, parents of the child will be called immediately. In serious cases the child will be taken to the hospital by emergency vehicle for treatment and the parent will be called as soon as possible.
3. The staff shall implement fire and tornado drills according to the license requirements.
4. Outdoor play will not be allowed when temperature (including wind chill) falls to a temperature not appropriate for outdoor activities.
5. The staff will determine what apparel is appropriate for outside play based on the weather that day. If your child does not have appropriate clothing for the weather, they will not be allowed to go outside for that day. Appropriate footwear, such as tennis shoes, is required for playground use. Flip-flops are not permitted; students may change into shoes or sit out if they do not have appropriate footwear.
6. In case of someone appearing on the premises with a firearm, the staff will remove the children to a safe area immediately and then call the police.
7. The program's license requires that staff to report suspected cases of child abuse. This includes the reporting of parents who appear to be impaired by *drugs or alcohol*.

DISCIPLINE POLICY

The BASP staff has set reasonable goals and expectations for the BASP children.

1. Written notification will be given to parents when severe behavior and/or blatant disrespect/mistreatment of others occurs at BASP. Students will have consequences for such behavior.
2. Verbal and written warning can be given prior to a strike.
3. If a student has 3 written strikes, the student will be removed from the program.
4. Severe behavior may lead to immediate dismissal from BASP, as determined by the BASP Director and Board of Directors.

ALL OTHER PROCEDURES

1. All doors at East Elementary will be locked at **all** times during the school day. BASP will unlock the south door up the stairs to the cafeteria for BASP pick up.
2. If USD 109 is canceled or dismissed early there will be no BASP. *Tuition for these days will not be refunded.*
3. Any personal property that remains after the session is over will be placed in the school's Lost & Found. Although the program attempts to help children stay organized, we cannot be responsible for lost items.

ELECTRONICS POLICY

1. BASP will be following the school's policy on electronics. ALL electronics (cell phones, smart and normal watches, etc.) must be turned off and kept in the student's book bag.
2. If there is a specific reason that the electronic needs to be on and with the student, please speak to the director and/or staff beforehand.

EXPECTATIONS

BASP has the expectation that students, during our program, will abide by the school rules that guide them during the school day.

PARENT'S EXPECTATIONS OF THE PROGRAM

Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. Communication with the staff about any and all concerns related to their child, or the program will be kept confidential and handled discreetly.
3. They will be told about any repeating misbehavior on the part of their child to help bring about improvement that benefits all those involved.

PROGRAM'S EXPECTATION OF THE PARENTS

The Program expects that parents will:

1. Read and abide by the Belleville After School Program Parent Handbook.
2. Keep the staff informed of any changes that pertain to their child and the program.
3. Pay attention to any communications from the staff.

CHILDREN'S EXPECTATIONS OF THE PROGRAM

Children may expect to:

1. Have a safe, supportive and consistent environment.
2. Use all the program equipment, materials and facilities on an equal basis.
3. Receive respectful treatment.
4. Have discipline that is fair and equal.
5. Receive nurturing care from staff members.

PROGRAM'S EXPECTATIONS OF THE CHILDREN

The Program expects that the children will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the day and while at the program.
3. Remain with the group and the staff.
4. Respect the materials, equipment, staff, and each other.
5. Respect the school teachers and staff that continue working in the building.

B.A.S.P. RULES

EVERYDAY

1. The adults you are with are in charge.
2. The regular school rules still apply.
3. Be respectful of others at all times.
4. Ask permission before you do things.

SNACK TIME

1. Sit at the table designated for snacks. When you are done with your snack, move to the designated “done” table.
2. Clean up your place at the table.

HOMEWORK TIME

1. Have homework in your bag-students will not be allowed to return to classrooms.
2. Use only B.A.S.P. homework supplies.
3. Raise your hand if you need help.
4. Be quiet and respectful of others.
5. Ask a staff member for permission before leaving the group.
6. Students who do not have homework will work quietly until homework time is over. You may color, read, do puzzles or look at Search & Find books.

PLAYGROUND RULES

Always use common sense and proper procedures when on the playground. Please follow the staff member's requests. If you follow these statements, you will have the privilege to continue to play on the playground equipment. The regular school rules still apply.

PLAYGROUND STRUCTURE

1. Enter and exit at the approved locations. (Staff members will point these locations out to the children).
2. Play tag on the ground **NOT** on the playground equipment.
3. Use the equipment for the purpose it was designed.

SLIDES

1. Only one person at a time on the steps or going down the slide.
2. Go down the slide in a sitting position facing forward.
3. Do not attempt to catch people at the bottom of the slide.
4. Do not play on the support poles of the slide.

SWINGS

1. One person per swing and remain seated while you swing.
2. Swing front and back, not sideways.
3. Do not jump out of the swing while it is in motion.

GENERAL RULES

1. No snowballing on school property!
2. Jump ropes are to be used for jumping or for line games, never around the neck or body.
3. Play touch or flag football only.
4. No bicycle riding, skateboards, scooters, roller blades or roller skates on the playground.
5. Stairs and railings are not playing equipment; please use them for the purpose they were intended for.
6. Ask an adult for permission to get a ball outside the fence.
7. Tetherball may be played according to the rules.
8. Playground items from home must be approved by the Director prior to use on the playground.
9. Notify staff if you become injured at the playground.

BELLEVILLE AFTER SCHOOL PROGRAM

2025-2026 SCHOOL YEAR

DAILY SCHEDULE

- 3:20-3:45 Students Arrive for Check-in at the Cafeteria & Free Play Time
- 3:45-4:00 Snack Time
- 4:00-4:30 Homework/Quiet Activity Time (sometimes longer depending on the needs of the child)
- 4:30-5:30 Recess/Free Time/Organized Activity (crafts, holiday party, playground and movies)

DAILY RATES

- Full-time (5 days a week) \$4.00 per day
- Part-time (4 days or fewer a week) \$4.50 per day
- Drop-in \$5.00 per day

****Rates Subject to Change at the Start of School Year -Pending Staff Requirements**

****There are scholarships available for families who need help; however, the spots are limited.**

Please ask for more details for a scholarship application.

Program Directors: Megan Palecek & Kayla Popelka

Program Contact Number: 785-527-3388

basp109@gmail.com

BASP BOARD Members 2024-2025

Tiffany Larkins -President
Amanda Jones - Vice President
Mandi Sandberg -Secretary
Trisha Zach -Treasurer
Courtney Dedon -Member
Torie Baxa -Member
Jillian Tuma -Member
Holly Aldridge -Member

Katie Struebing -School Principal

PARENT HANDBOOK ACKNOWLEDGMENT FORM

I, _____, (parent/guardian name) have read and understand the BASP Parent Handbook and agree to follow policies that are in place. **I understand that if these policies are not followed by myself or my child(ren) may be asked to leave the program.**

(Parent/Guardian Signature)

(Date)

Please list your child(ren) name below:

Return this form to the Director before or on the first day attending program