

**The B.A.S.E Program  
Bison After School Enrichment**

# **Parent Handbook 2008-2009**

**New Buffalo Elementary School  
12291 Lubke Road  
New Buffalo, MI. 49117  
269.469.6060**

**“The Right Choice for Today’s Education”**

B Be kind

I Invest yourself

S Stay safe

O Outstanding attitude

N Non-violent solutions

**The B.A.S.E Program  
Bison After School Enrichment**

**Philosophy**

New Buffalo Area Schools After School Program's responsibility is to provide a safe, healthy, loving, and educational environment for the students. We are committed to supporting parents and their children. We offer a nurturing environment where the children feel valued and successful, placing a special emphasis on love and acceptance. We believe in fostering self esteem, independence, and team work. This atmosphere contributes to the social, emotional, intellectual, and physical development of each and every child.

The B.A.S.E team is committed to excellence. We work cooperatively to make learning rewarding and fun. A hands-on approach is integrated into our daily schedule. We recognize that we are caring for your most prized possessions and acknowledge the importance of this job. We believe that united together, we the teachers and you the parents can help your children develop their full potential, better their future, and contribute to our world.

## **Purpose**

To provide after school care for New Buffalo Area School students.

## **Services Available**

2:50pm - 6:00pm Monday – Friday  
11:25pm - 6:00pm Half Days

\*The B.A.S.E Program is an after school extension of the school day. Therefore, we are not open when there is no school.

## **Location**

New Buffalo Elementary School  
12291 Lubke Road  
New Buffalo, MI. 49117  
269.469.6060 Elementary Office  
269.469.6085 B.A.S.E Office

## **Registration**

Parent(s) is/are required to register their child each year for the B.A.S.E Program. Only students enrolled in the NBAS are eligible to participate.

The emergency card, registration card, health form, parent contract, and student contract must be completed before the student can attend.

## **Late Policy**

The B.A.S.E Program closes at 6:00pm. Three documented late pick-ups will result in a written warning. The following late pick up will result in a late fee. The late fee is one dollar a minute for every minute after 6:10pm. If tardiness still continues, the student may be dismissed from the program for one week. If the late fee payment is not received and tardiness continues to be a problem, the student will be permanently excused from program.

## **Sign In/Sign Out Procedures**

For your child's safety, The B.A.S.E Program requires that each child be signed in by a B.A.S.E Aide and signed out by a parent or person designated on the emergency card. Your child's sign in/sign out sheet should include the time and the initials of the B.A.S.E Aide, parent, or person designated to pick up. Please make sure a B.A.S.E Aide sees you when you pick up your child.

\*Identification will be checked for those persons with whom the staff is unfamiliar.

## **Attendance**

The B.A.S.E Program is responsible for your child once he/she is signed in after school. Your child should go directly to the after school activities unless they have made previous arrangements. If a child attends the program regularly, the staff should be informed of any deviations.

## **Lunch**

Your child is to bring a lunch on half-days of school. Be sure to label lunch containers with your child's name.

## **Snack**

A snack will be provided after school. Please see a B.A.S.E Aide for a schedule of snack times and a menu for snacks provided. Please bring any allergies to our attention immediately. Allergies will be posted for all staff.

## **Transportation**

Middle School students will be transported by bus to the Elementary School to participate in the after school activities.

## **School Closing**

The B.A.S.E Program is closed when New Buffalo Area Schools are closed due to inclement weather. Please tune into your local television or radio stations for school closing updates.

## **Half-Days**

On half days, the B.A.S.E Program will be open from school dismissal until 6:00pm. For staffing purposes, sign up sheets will be posted for these days. Please sign up as soon as possible.

## **Medication**

Our staff will dispense medication to your child if needed only when the following conditions exist:

- Medicine is in its original container, labeled with dosage amount and additional directions
- There is another adult to witness the dispensing of the medication.
- The site must have on file, a medication form signed by both doctor and parent
- Any medication that has been dispensed will be logged on a medication form listing date, time, dosage amount, and witness signature.

## **Personal Property**

Students are encouraged to leave items of value at home. This may include items such as jewelry, expensive clothing, electronic equipment, cell phones and video games. The school cannot be responsible for their safekeeping nor be liable for loss or damage to personal valuables.

Thank you for your cooperation.

## **Discipline**

The B.A.S.E Program is part of the New Buffalo Area School System. Each student is expected to follow New Buffalo Area School's Code of Conduct to ensure a safe and conducive learning environment.

Our caring, concerned staff promotes good behavior of all students. When a problem occurs, the staff uses positive methods of discipline and cooperation. Redirection and discussion of feelings regarding the specific problem that occurred are two methods most commonly used.

Inappropriate behavior will be brought to the attention of the parent who arrives at pick up time. In extreme situations, a parent will be notified by telephone at home or at work.

Chronic disruptive behavior will be dealt with in writing. An incident report will be given to the parent to read and sign. Numerous incident reports will require a meeting with staff, student and parent.

## **Dismissal from Program**

The following circumstance may result in your child being dismissed from our care:

- Excessive late pick ups
- A child who intentionally physically harms another student or staff member
- A child who is suspended from school will also be dismissed from our program for the duration of the suspension.

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**Parent Contract**

As of \_\_\_\_\_, The B.A.S.E Program agrees to provide care for the following children:

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

Name: \_\_\_\_\_ D.O.B \_\_\_\_\_

The following schedule has been requested:

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I \_\_\_\_\_ have read the parent handbook which I understand and agree to abide by. I also understand that if I do not follow the policies and procedures of this handbook that my child may be dismissed from this program.

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_

**The B.A.S.E Program  
Bison After School Program**

**Student Contract**

I understand the code of conduct for The B.A.S.E Program.

I agree to follow the policies and procedures as directed by the staff.

I promise to be myself and have fun each and every day!

Name: \_\_\_\_\_ Date: \_\_\_\_\_

