



Pentucket Regional School District Before & After School Program

BAGNALL- DONAGHUE- PAGE- SWEETSIR SCHOOLS
2023- 2024



PARENT HANDBOOK



Pentucket Regional School District

Before & After School Program

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Before & After School Program

Introduction:

Welcome to the Before & After School Program (BASP). This Program has been designed to provide supervision for children currently enrolled in grades K-6 @ PRSD only. Your child / children must attend the program within the school they are enrolled. All information contained in the parent handbook is intended to keep parents and guardians informed of the many policies and procedures in the BASP. The goal of the BASP is to provide a warm, safe and secure place for your children to explore and learn about the world around them. The BASP offers a variety of activities which include recreation and games, sports, inside and outside active play, arts and crafts, reading, music and free time. Homework time is available, please be aware that homework club is a time for your child / children to quietly complete some of their homework. The BASP staff does not check your child's homework; we only supervise and encourage them to stay on task. Please be sure to review completed homework with your child at home.

The BASP staff are friendly and competent individuals who are Epi pen certified, all adults on site are CPR/First Aid certified.

THE BASP AND THE SCHOOL ARE TWO SEPARATE ENTITIES. IF YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THE BASP, PLEASE CALL THE PROGRAM DIRECTLY.

Hours of Operation:

A.M. Session: 6:45am – 8:25am

P.M. Session: Dismissal – 5:30pm

The BASP is **not** available on snow days, holidays or vacations. We are also not available on most early release days.

Arrival & Departure Procedure:

You must walk your child / children to the program door each morning, ring the bell, staff will greet you and sign student / students in. Children are not allowed to walk into the A.M. session alone. When picking up at the end of the day, please be sure to make contact with the Site Coordinator if outside. If the program is inside, you must ring the bell, wait for staff to answer the door, staff will sign your child / children out of the program upon evening departure. Please be sure to pick up your children promptly by the BASP closing time of 5:30pm to avoid the late pick up fee. Time of arrival and departure are according to the BASP clock. Children are not allowed to dismiss themselves from the program.



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Pick Up Policy:

If someone other than the “regular” pick up person will be releasing your child / children from the ASP, please be aware of the following:

- “Regular” pick up person is defined as a person who picks up your child 3 or more times per week.
- The BASP must be notified by phone prior to pick up changes
- Your child / children will never be released to anyone without permission.
- Proper identification is required. License or state photo I.D.

Your child / children must always be signed out of the ASP each day by an adult. At no time may your child release themselves from the BASP.

Late Pick Up Policy:

A late fee of \$1.00 per minute per child is charged for overtime beyond 5:30 p.m. closing. **Pick up time is according to the clock in the ASP room.** Late fees are to be paid directly to the caregiver who must stay late with your child. If payment is not made, your child / children will not be allowed to attend until late fee is paid. At the discretion of the Director, if pick up is late on a consistent basis, termination may result.

Reporting Absences to the BASP:

You must call or text the BASP direct line if your child / children will not be attending the BASP on their scheduled day for any reason: sick, dismissed, play date, appointment, Brownies, Scouts, after school enrichment..Etc.Please make this call or text prior to 2:30 pm.

PLEASE DO NOT SEND A NOTE TO THE BASP THROUGH YOUR CHILD’S TEACHER. THE SCHOOL AND THE BASP ARE TWO SEPARATE ENTITIES.

IF YOU FAIL TO NOTIFY THE BASP OF YOUR CHILD’S ABSENCE FROM THE PROGRAM ON THEIR SCHEDULED DAY, THERE WILL BE A \$10 FEE ASSESSED EACH TIME THE STAFF MUST TRACK YOUR CHILD DOWN. IF YOU FAIL TO NOTIFY THE BASP MORE THAN 3 TIMES, TERMINATION FROM THE PROGRAM MAY RESULT. THIS FEE IS TO BE PAID IMMEDIATELY or THE FOLLOWING DAY. YOUR CHILD/CHILDREN’S ENROLLMENT WILL BE SUSPENDED UNTIL PAYMENT IS MADE.

This policy is extremely important. Each program has a large number of children that they are responsible for. When a parent “forgets” to notify the Site Coordinator of the child’s absence, not only is it stressful and unsafe, it also takes a number of staff members away from the program as they are tracking a child down. If more than one parent “forgets” to notify us, the situation becomes much more intense and difficult. You may call the BASP phone 24 hrs a day; the staff will check the messages upon arrival.



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Changes in Your Child/Children's Schedule:

If you need to change your child's schedule for any reason, the request must be put in writing and forwarded to the Director. Adding an "extra" day to your child's schedule must be approved by the Director. Staffing is done according to daily schedules.

If you need to withdraw from the program, the BASP requires a 2 week written notice. Tuition is not refundable.

This request must be submitted in writing to the Director. It is the responsibility of the parent/guardian to inform your child's teacher of any changes in your child's after school dismissal schedule.

After School Activities Sponsored by PTO, Scouts, Brownies etc:

You must notify the BASP in writing if you enroll your child/children in an activity that will begin directly following dismissal on their scheduled day. If your child/children are attending after school enrichment, MCAS support, Scouts, Brownies.....and then returning to the BASP, the activity must take place on school grounds. If your child leaves the school premises they are not allowed to return to the BASP following that event.

Please put this change in writing with the start and end date, as well as, the day of the week this will be happening.

Scheduled / Unscheduled – No school – Delayed Openings and School Closings:

The BASP **will not** be offered on snow days or holidays.

There will be **no program** offered on days when school is canceled due to weather or any other reason.

1. The BASP is **not available** when school is dismissed early due to water, heating, electrical problems, or weather.
2. The A.M. session will **NOT** be available when there is a 2 hour delay until 8:45.

Health and Safety:

If your child has a known medical condition, please notify the BASP. Please have medication available and proper forms completed if your child requires meds during BASP. If your child has a temp. over 100 degrees, is vomiting, has diarrhea, an accident (bathroom), lice, or is suspected to have a contagious illness, you will be notified to pick up your child.

PARENTS WILL ALWAYS BE CALLED WITH ANY FACE, EYE OR HEAD INJURY AS SOON AS SAFELY POSSIBLE.



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Distribution of Medication:

Whenever a child is to be given prescription or over the counter medication, the parent must provide the BASP Director with a completed and signed medication authorization form. If your child requires the use of an inhaler or an epi pen, one must be kept at the BASP; we do not have access to medications in the nurse's office. There is no nurse on site during after school hours.

1. Medication brought to the BASP must be provided in the original container with the Dr.'s instruction for use.
2. If the medication is to be kept at the BASP for treatment of a chronic condition, no more than a one month supply should remain at the BASP at any time.
3. Medication kept at the BASP will be stored in a locked container or on a shelf inaccessible to the children.

Snacks:

The BASP does provide a nut free afternoon snack. Your child may also bring a fruit or vegetable for an additional snack if they are hungry.

Fees and Payment Policy:

Cost for the Program is charged per month according to your schedule which is based on 2-5 days per week. The BASP requires a minimum sign up of 2 days per week. For your convenience, tuition is the same each month. The rate is based on your child / children's schedule, and follows the school day calendar, you are not charged for holidays, snow days, or other days when the program is not available. The monthly fee is payable regardless of non attendance, and is due on or before the 1st day of each month. If payment is late, a \$10.00 fee is charged, if tuition is not paid by the 1st of the month, your child's enrollment will be suspended until payment is made in full.

AM: monthly rate	PM: monthly rate	AM/PM combined
5 days- \$230	5 days- \$300	5 days- \$475
4 days- \$200	4 days- \$255	4 days- \$405
3 days- \$170	3 days- \$210	3 days- \$340
2 days- \$140	2 days- \$170	2 days- \$270

- **A \$50.00 non-refundable registration fee is required per child.**
- **Above rates are per child, per month.**
- **You will receive a confirmation of your enrollment along with your monthly tuition rate.**

Tuition payments should be paid on line at the PRSD website. Tax ID # 046-006-588

YOU WILL NOT RECEIVE A BILL unless you have added extra days to your schedule for any given month.



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Required Registration Forms:

There are a number of forms that must be completed before your child may attend.

- Signed and completed **Enrollment Form**
- Signed and completed **Handbook Agreement**
- Signed and completed **Fee Contract**
- Signed **medication form** (if required) along with necessary medication prior to start of program
- **\$50.00 annual registration fee per child – NON REFUNDABLE**

All forms, as well as any information added to the child's file shall remain confidential.

Please be aware that children are accepted into the BASP on a 1 month trial basis, but may be terminated prior to the end of the month if necessary.

Behavior Management, Discipline Policy and Termination

Students are encouraged to practice those social skills that will allow them to resolve conflicts and get their needs met without the use of harmful, aggressive or destructive behaviors. This is seen as a means of preventing behavioral difficulties between students and lessening the need for disciplinary action on the part of the staff.

When disciplinary situations occur that require intervention, an adult provides the child with clear explanations as to why specific behavior is inappropriate and help the child find alternative behavior that fits within the program guidelines for behavior. These guidelines revolve around concerns for the safety of all students, staff and for the materials within the center.

If a behavior continues with no improvement after consultations with parents, and behavior modifications by staff, the BASP may determine that the child's placement in the BASP is inappropriate for his or her developmental needs.

Children are accepted into the BASP on a one month trial.

A child may be terminated **immediately** from the BASP on the following grounds:

- A "weapon" of any kind is brought into the BASP
- BASP is unable to meet the needs of a child resulting in chronic disruption and/or unsafe situations for him/her or other children in the BASP.
- Sexual harassment toward staff or children
- bullying behavior
- Non payment of tuition or late fees

ALL SUSPENSIONS AND/OR TERMINATION IS AT THE DISCRETION OF THE DIRECTOR
Reasonable efforts will be made to assist children to adjust to the Program setting.



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If a child is unable to manage his or her behavior on a particular occasion, a staff member may ask him or her to sit out for a few minutes in order to regain control. Parents will be called and asked to remove their child who is unable to regain control or has physically or sexually harmed another child or staff, or displays bullying behavior.

The BASP rules include:

- Be Safe
- Be Kind
- Be Respectful
-

Levels of consequences:

1. Warning & reminder of the rule
2. Redirection to a designated area, Site Coordinator will choose activity for the remainder of the day / week etc.
3. A conduct report is completed if necessary
4. Develop plan of action if necessary
5. After 3 incidents requiring a Conduct Report and or parental involvement, discharge from BASP may occur.
6. If the behavior is extreme (sexual harassment toward staff or children, physical harm toward staff or children, or bullying behavior) the Director of the BASP will immediately make the decision to suspend or terminate the child from the BASP. This will happen regardless of any prior incidents or services currently in place. Reasonable efforts by staff will be made to help your child / children adjust to the program. If your child is not able to control their behavior in the program, termination will result. The BASP may not be an "appropriate fit" for all children. **Please respect the BASP discipline policy; it is in place for the safety of all children.**

IF A CHILD IS SUSPENDED FROM SCHOOL- (IN SCHOOL OR OUT OF SCHOOL) THEY ARE NOT ALLOWED TO ATTEND THE BASP DURING THAT TIME

Child / Children's personal belongings:

Children's personal clothing, school bags, etc, must be removed from the room at the end of each day. Any personal belongings remaining will be placed in a lost and found box. All unclaimed items will be donated to charity at the end of the school year. Children should not bring toys, electronics, or cell phones to the program.

Transportation:

Transportation is the responsibility of the parents.

Location:

The Sweetsir & Donaghue Before and After School Programs are located at the Donaghue School in the Cafeteria. Sweetsir students will take a bus from HRD to FNS at 8:15 am, and will return by bus from FNS to HRD for the PM session. The Page BASP is located in our own room in the basement; the Bagnall BASP is located in the cafe.



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Contacts:

If you have any questions or concerns at any time, please feel free to contact the District Director at:
1-978-479-3562 OR EMAIL: ldavis@prsd.org

PAGE BASP- Richelle – 1-978-265-6986
BAGNALL BASP- Mandi- 1-978-265-4543
DONAGHUE / SWEETSIR BASP- - 1-978-265-5864