



Please attach a check to the application for the amount of your child's tuition + \$25.00 registration fee
 Made payable to: B.A.S.P.
 Registration must be confirmed before student is allowed to attend

Dear Parents:

Thank you for your interest in the Before & After School Program (B.A.S.P.) which offers school-based child care on schedules that are responsive to parent need. Options include before and/or after school care on regular school days and all-day care to registered children on student holidays, teacher planning days and extended vacation times. Holiday closings follow the Mooresville Graded School District calendar with program availability during most extended holidays.

BASP sites at Park View Elementary, South Elementary, Rocky River Elementary, Mooresville Intermediate and East Mooresville Intermediate are open to students enrolled in kindergarten through sixth grade (school specific grade levels) . Parents provide student transportation to B.A.S.P. school programs and to all-day sessions.

The program is designed to provide safe environments where children may enjoy wholesome activities that enhance their social, educational and personal development. All B.A.S.P. Programs are licensed by the North Carolina Department of Human Resources, Division of Child Development.

Students participating in B.A.S.P. must have *accidental insurance coverage*. The child may be covered by parent's personal policy or by the school accident insurance offered every fall by the Mooresville Graded School District. The program does not provide separate accident insurance.

Students may be registered for full-time or part-time participation. To register, **complete and return the attached packet to the site director at the school your child will attend. Application forms must be complete before the student will be accepted to attend their first day in the program.**

LOCATIONS:	Park View School	217 West McNeely Ave.	(704-658-2691 option 1)
	South School	839 South Magnolia St.	(704-658-2691 option 2)
	Rocky River Elem.	483 Rocky River Rd.	(704-658-2691 option 4)
	Mooresville Intermediate School	1438 Coddle Creek Highway	(704-658-2691 option 4)
	East Mooresville Intermediate School	1711 Landis HWY	(704-658-2691 option 3)
HOURS:	6:30 A.M.-Beginning of School Dismissal bell - 6:00 P.M.		
	or		
	6:30 A.M.-6:00 P.M.	(All Day Sessions)	

Programs will not operate when school closes due to emergency conditions or inclement weather. See inclement weather policy.

1438 Coddle Creek Hwy. * Mooresville, North Carolina 28115 * 704/658-2681 * Fax: 704/799-2965

Every Child, Every Day

PROGRAM: Enrichment (dramatic play, arts/crafts, science, music, and games)
Tutorial (homework)
Physical Education (active games/fitness)
Daily Snacks (breakfast available from Child Nutrition Services)

FEES: **Fees are due before the child's enrollment will be confirmed.**
Registration fee is \$25.00 yearly.
Thereafter, payments are due on a monthly basis, on the first of the month for the month.
Second/third children in the same family attending the program on the same schedule receive a \$20.00 per child **per month** discount.

Full-time Fees: Before School Program (only)	\$ 120.00 a Month
After School Program (only)	\$ 210.00 a Month
Before & After School	\$ 245.00 a Month

Full-time fees remain the same whether the child is present or not.

Part-time Fees:(Part-time, 1-3 days per week, flat rate)

Before School Program (only)	\$ 98.00 a Month
After School Program (only)	\$ 165.00 a Month
Before & After School	\$ 198.00 a Month

Part-time fees remain the same whether the child is present or not.

All-day Fees: Part-time Fee (1-3 days)	\$ 120.00
Weekly Fee (4-5 days)	\$ 150.00

Summer 2017 Fees: Part-time Fee	\$120.00	Summer 2018 Fees: TBA
Full-time Fee	\$150.00	

***Late fees are assessed when children are picked up after 6:00 pm. (See posted schedule for charges)**

For further information, please call Park View Before & After School Program (658-2691 opt. 1), South Before & After School Program (658-2691 opt. 2), Rocky River Elementary Before & After School Program, (658-2691 opt. 4) Mooresville Intermediate School Before & After School Program (658-2691 opt. 4) or East Mooresville Intermediate School Before & After School Program (658-2691 opt. 3) after 2:00 pm on school days, or you may leave a message any time on the voice mail for your child's site and someone will return your call as soon as possible.

Please refer to the Parent Handbook (the link is on our web page) for complete details of policies and procedures.

Sincerely,

Cindy Karriker
BASP Program Director

Attachments

B.A.S.P. APPLICATION

Please check the school your child will attend MIS__ PV__ RR__ SO__ EMIS__ Application Date ___/___/___
Start Date ___/___/___

Phone number to call for Blackboard Messages: - - -

Any information left blank can be reason to deny application.

PLEASE INCLUDE AREA CODES FOR ALL PHONE NUMBERS

Child's Full Given Name: _____ Date of Birth: _____

Address: _____ Zip Code: _____ Age: _____ Grade: _____
Teacher: _____

Enrollment Status: Check Boxes that Apply: MALE FEMALE

<input type="checkbox"/> Full-time (4-5 days) <input type="checkbox"/> Part-time (1-3 days) <input type="checkbox"/> Early Release Day only
<input type="checkbox"/> Before & After School <input type="checkbox"/> After School Only <input type="checkbox"/> Before School Only
<input type="checkbox"/> Student Holidays <input type="checkbox"/> Summer Care (Registration begins/packets available in March)

FAMILY INFORMATION

E-MAIL(Mother / Father)

Father/Guardian Name _____ Home Phone: () - _____
Address _____ Cell Phone: () - _____
Where Employed _____ Business Phone: () - _____

Mother/Guardian Name _____ Home Phone: () - _____
Address _____ Cell Phone: () - _____
Where Employed _____ Business Phone: () - _____

If parents are divorced, who has custody? _____ Mother _____ Father _____ Joint Custody

CHILD'S INSURANCE COMPANY & POLICY # : _____

RELEASE INFORMATION:

_____**NO ONE** except the parents/guardians are authorized to pick up the child from MGSD BASP

NAMES OF OTHER AUTHORIZED PERSONS WHO MAY PICK UP THE CHILD:

1 _____ Relationship: _____ Phone Number: _____
Address: _____
2 _____ Relationship: _____ Phone Number: _____
Address: _____
3 _____ Relationship: _____ Phone Number: _____
Address: _____

INFORMATION ABOUT THE CHILD: ALLERGIES AND/OR MEDICAL CONDITIONS. BE SPECIFIC.

OTHER INFORMATION THAT MAY BE HELPFUL TO YOUR CHILD'S ADJUSTMENT TO OUR PROGRAM SUCH AS PLAY, EATING HABITS, SPECIAL FEARS, SPECIAL LIKES, DISLIKES, OTHER:

EMERGENCY INFORMATION

NAME/CHILD'S DOCTOR: _____ OFFICE PHONE: _____
NAME/CHILD'S DENTIST: _____ OFFICE PHONE: _____

HOSPITAL PREFERENCE(LAKE NORMAN REGIONAL WILL BE USED FOR EMERGENCIES): _____

IN EMERGENCY, WHEN FATHER/MOTHER/GUARDIAN CANNOT BE CONTACTED, CALL:

NAME: _____ RELATIONSHIP: _____ WORK PHONE _____
HOME PHONE _____
CELL PHONE _____
NAME: _____ RELATIONSHIP: _____ WORK PHONE _____
HOME PHONE _____
CELL PHONE _____

Child's Name _____ School: SO ___ PV ___ RR ___ MIS ___ EMIS ___

COMPUTER USE RELEASE

I ___ GIVE ___ DO NOT GIVE my permission for my child to use the computer/Internet during Before & After School Care. I ___ HAVE ___ HAVE NOT read and signed a copy of the Terms and Conditions for Use of the Internet form for my child and this document is on file in the school office.

VIDEOTAPE/PHOTOGRAPH RELEASE

I ___ GIVE ___ DO NOT GIVE my permission to videotape/photograph my child to be used as a communication tool for the learning environment of Mooresville Graded School District. I understand I will be contacted if the need to display video/photos outside the Mooresville Graded School System arises. (Examples of Before & After School use: by staff for scrapbooks, display for bulletin board showing examples of what the children do during the program, or for use in craft projects, occasionally by journalist doing reports on child care, etc.)

APPLICATION FORMS:

I certify that all information I have provided on this application form is true and accurate. I understand that providing false or incomplete information will be cause for dismissal from the Mooresville Graded School District's Before & After School Program. I also certify that I have read the parent handbook and have been given the opportunity to ask questions.

DATE SIGNATURE PARENT/GUARDIAN

WITHDRAWAL STATEMENT: (you are signing that you understand the procedure)

I understand that if I choose to withdraw my child from the program that I must give a one week notice and that such notice must be given directly to the Site Director (and a copy sent to the Program Director) **in writing**. I understand that I am obligated to pay these fees during the one-week notice period even if my child does not attend during that time.

DATE SIGNATURE PARENT/GUARDIAN

I agree the acting site director may authorize the physician of his/her choice to provide emergency care in the event parents and /or family physician cannot be contacted immediately.

DATE SIGNATURE PARENT/GUARDIAN

SITE DIRECTORS:

I, as the site director, agree to secure transportation to an appropriate medical resource in the event of an emergency. I will not administer drugs or medication without specific instructions from the physician or the child's parent/guardian or full-time custodian.

DATE DIRECTOR'S SIGNATURE

**MOORESVILLE GRADED SCHOOL DISTRICT
BEFORE & AFTER SCHOOL PROGRAM**

HEALTH ASSESSMENT

BEFORE & AFTER SCHOOL PROGRAM

I. Personal Data

CHILD'S NAME _____

AGE _____ BIRTHDAY _____

PARENT (S)/GUARDIAN _____ PHONE _____

II. HEALTH AND BEHAVIORAL HISTORY

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to this application. The medical action plan must be completed by the child's parent and or health care professional. Is there a medical action plan needed for this child? (please request the forms from our staff or print them from our web page under Enrollment, Registration and Medical Forms)

Circle one: **Yes** **No**

Briefly list any **allergies**: (food, insect stings, medicines, pollens, etc.)

and the symptom and type of response required for **allergic reactions**:

List any conditions or health problems for which the child currently receives medical care, symptoms of and type of response for these health care needs or concerns.

List any types of medication taken for health care needs:

Diet Restrictions or preferences: (A diet order must be on file with our Child Nutrition service – please request more information from our staff)

Please share any other information that has a direct bearing on assuring safe medical treatment for your child

Child's Health Care Provider:

Doctor/agency _____ Phone _____

Parent signature _____ Date _____

IMMUNIZATION HISTORY:

The child care operator or health official must enter the day immunization was received in the space below **or attach a copy of the immunization record to this space.** G.S. 130A-155 requires all child care facilities to have this information on file.

ENTER DATE OF EACH DOSE- MONTH/DATE/YEAR

VACCINE	#1	#2	#3	#4	#5
(5)DTP/DTaP/DT (circle which)	*	*	*	*	*
(4)Polio	*	*	*	*	
(4)HIB	*	*	*	*	
(3)Hepatitis B	*	*	*		
(2)MMR	*	*			
(2)VARICELLA	*	*			
(4)PCV	*	*	*	*	

On file in Site's School Office.

Required by state law for children born on or after 7/1/15.

**MOORESVILLE GRADED SCHOOL DISTRICT
BEFORE AND AFTER SCHOOL PROGRAM**

DISCIPLINE/BEHAVIOR STATEMENT

CHILD'S NAME: _____

DATE ENROLLED: _____

THIS INFORMATION HAS BEEN RECEIVED BY:

PARENT'S SIGNATURE

DATE

DIRECTOR'S SIGNATURE

DATE

CHILD'S SIGNATURE

DATE

The Mooresville Graded School District Before & After School Program discipline policies are based on the belief that staff and children have the right to a safe environment that fosters mutual respect, individual responsibility, group and individual cooperation. BASP students are in the school setting and must observe all applicable school rules and regulations.

BASP discipline is premised on the following conditions:

- Expectations and rules are clearly communicated and outcomes, both positive and negative are explained.
- Parent support is solicited to strengthen positive behavior and to help modify inappropriate behavior.

Basic behavior expectations include the following:

- Student must keep hands, feet, and objects to himself/herself.
- Student must show respect for staff and other students.
- Student must use acceptable and appropriate language.
- Student must remain with his/her assigned group in all situations.
- Student voice level/movement must be appropriate to the activity/setting.

Behavior management strategies that promote a positive self-concept and student self-discipline are goals of the program. Punitive measures or force are not alternatives for student/staff interaction. Other means of guiding behavior, such as separation of the child from the group and/or limitation of privileges are used. Time out from activity or group may also involve parent or director contact and a written report of infraction.

Suspension exists as an option for any repeated, continual behavior. It may be invoked for a first offense when serious rule infractions occur. Suspension is invoked as a temporary or a permanent consequence for the child who repeatedly refused to respond to program rules or to the behavior modification procedures sanctioned by the program.

Continued unacceptable behavior or actions, which threaten the safety and welfare of the child or other children, will not be tolerated. When repeated efforts by the program staff to modify student behavior along with parent interventions are still resulting in disruptive or unsafe behavior, a student may be dismissed from the program.

Positive Recognition

Students may earn recognition for model behavior. However, a student will not be rewarded for actions or behavior that are a part of what he/she should do. Some examples of positive reinforcement may include:

- ❑ Verbal praise and recognition
- ❑ Good notes to the child and/or the parents
- ❑ Simple treats, privileges, or access to special supplies

Consequences for Inappropriate Behavior

- ❑ Unacceptable, inappropriate actions or responses will result in negative consequences. Staff members will document, share and file incidents of unacceptable behavior. Suspension or expulsion from BASP does not necessarily remove a student from the regular instructional program.

A signed copy of this statement is a required component of each child's registration packet. Parents may find an additional copy of the policy as an addendum to the BASP Parent Handbook.

Other incidents not listed herein may be addressed by consulting the Mooresville Graded School District's Discipline Handbook.

IMPORTANT!

INCLEMENT WEATHER DISMISSAL FORM

PLEASE RETURN WITHIN FIVE (5) WORKING DAYS

When school is dismissed early due to developing hazardous weather conditions, the **Before and After School Programs are closed, and BASP STAFF WILL NOT REPORT TO SCHOOL. Please see page 4 of the program handbook for specific weather related details.** Your child's classroom teacher must have an **alternative dismissal plan for your child/children** in these circumstances.

Hazardous weather conditions may also necessitate rapid dismissal from After School. When parents work out of town, conditions where they are may not appear threatening and timely pick-up may be delayed due to distance. Decisions to begin early dismissal are based on weather conditions here.

To provide for the safety and welfare of the students, parents who work out-of-town must provide the program name(s) of in-town designee(s) who can pick-up their child/children. Parents may arrange pick-up by another program parent who works locally or other responsible party/parties who are readily available to secure the child/children.

PLEASE FILL IN ALL INFORMATION COMPLETELY AND RETURN THIS FORM TO BASP STAFF IMMEDIATELY

This form facilitates a more rapid dismissal than having to pull each child's file.

Names/Child/Children enrolled in BASP:

Check the appropriate response and complete form as indicated.

- Parents work locally and are readily available to provide pick-up of child/children from BASP in the event hazardous weather necessitates early program dismissal.
- In the event of early dismissal due to inclement weather or emergency conditions, I have arranged with these *locally situated persons* who fully ACCEPT the RESPONSIBILITY, of picking up my child/children from BASP.

NAME

PHONE NUMBER

1. _____

2. _____

3. _____

Parent/Guardian Signature

Day Phone #

Date

2017-2018
Mooreville Graded School District
Before & After School Program
1st Semester Student Holiday Registration Form

Name of Child: _____

School: Park View South Rocky River MIS EMIS

Check Student Holidays you wish to register for:

_____ October 4 (Wednesday – Early Release Day /Staff Development Day)

___,___,___ October 30-November 1 (Monday –Wednesday)

_____ November 21 (Tuesday- Holiday Early Release Day/ Parade Day Thanksgiving Break)

_____ November 22 (Wednesday)

Care is not available on September 4 (Labor Day), November 10 (Veterans Day),
November 23-24(Thanksgiving), December 20-29(Christmas).

During Student Holidays attendance dictates that we combine sites to offset the operational costs. **All Breaks will be at MIS for the 2017/2018 School Year.**

You may add or withdraw from a Student Holiday up to ten (10) business days prior to the holiday without penalty. **Any withdrawals after this time will still be charged.**

Please submit the completed form to your Site Director with your application.

I certify that I have read and understand all Student Holiday information and registration policies.

Parent/Guardian signature _____ Date: _____

Please make a copy for your records

2017-2018
Mooresville Graded School District
Before & After School Program
2nd Semester Student Holiday Registration Form

Name of Child: _____

School: Park View South Rocky River MIS EMIS

Check Student Holidays you wish to register for:

_____ January 2 (Tuesday)

_____ January 22 (Monday)

_____ February 19 (Monday)

_____ March 14 (Wednesday – Early Release Day /Staff Development Day)

_____ April 3-6 (Tuesday-Friday) Spring Break

 ___ **Full Time** ___ **Part Time** **Spring Break**

_____ May 9 (Wednesday – Early Release Day /Staff Development Day)

_____ June 7 (Thursday – Last Day of School Early Release Day 11:06)

Care is not available on January 1, (New Year’s Day), January 15 (Martin Luther King Day), March 30 & April 2 (Easter Holiday), May 28 (Memorial Day) and June 8 (BASP Planning days).

During Student Holidays attendance dictates that we combine sites to offset the operational costs. **All Breaks will be at MIS for the 2017/2018 School Year.**

You may add or withdraw from a Student Holiday up to ten (10) business days prior to the holiday without penalty. **Any withdrawals after this time will still be charged.**

Please submit the completed form to your Site Director with your application.

I certify that I have read and understand all Student Holiday information and registration policies.

Parent/Guardian signature _____ Date: _____

Please make a copy for your records



Parents,

The Division of Child Development requires us to provide you with a copy of the following publication "Summary: **NORTH CAROLINA CHILD CARE LAW AND RULES**". This publication summarizes information that you need to be aware of concerning licensed Child Care and contains information on how to contact the Division of Child Development.

We are required to have documentation with your child's application that you received a copy of this publication.

I have viewed a copy of the summary: **NORTH CAROLINA CHILD CARE LAW AND RULES** on the Division Of Child Development web site at:

http://ncchildcare.nc.gov/pdf_forms/SummaryNorthCarolinaChildCareLawforFCCC.pdf

Parent/Guardian Signature

Date

Child's Name **(please print)**

BASP Policy Summary

This is a summary of the policies/changes that apply for BASP.

By signing below you are verifying that **you have read the entire BASP packet and Handbook, understand and agree** to the policies listed within this packet and have had the opportunity to ask questions regarding any item you found unclear.

This summary does not replace the need to thoroughly read the BASP Packet. There are details listed in the packet that may not be listed in this summary.

- 1 All forms must be complete **before** your child will be enrolled in our program. If there are any incomplete items then your child will be put on the waiting list until you are able to complete the missing information. Your slot will not be secure until all information is complete.
- 2 Hours of Operation: **Regular School Days 6:30 A.M.** until classes begin and from the dismissal bell until **6:00 P.M.** **ALL DAY PROGRAMS: 6:30 A.M.-6:00 P.M.**
- 3 Dismissal will occur at any time a child's behavior is deemed detrimental to his or her well-being or to the well-being of others or when behavior modification procedures do not correct inappropriate actions. Dismissal may occur for habitual or excessive lateness or repeated failure to promptly pay program fees.
- 4 Parent/Guardian must sign the child in and out every day.
- 5 **Fees must be paid in advance of the first day of the child's enrollment. Fees are due on the first day of the month and are late by the tenth of the month. Late fees are assessed at 6:01 P.M. on the 10th.**
- 6 **The BASP rate schedule is listed on the last page of the parent handbook.**
- 7 **Summer Care Registration begins at the beginning of March each year. You must fill out a separate registration packet for Summer Care.**
- 8 **How to change your Plan of Care (POC): All changes in POC are to be made in writing with a 1 week notice prior to the effective date and beginning at the start of the week.** (not withdrawing from the program)
- 9 **How to withdraw from registered All Day Care:** Holidays (Christmas Break, Spring Break, Teacher Work days) You may withdraw **in writing** from a Student Holiday up to ten (10) business days prior to the holiday without penalty. **Any withdrawals after this time will still be charged due to scheduling and staffing requirements.**
- 10 Late Pick-up Fees: Please read page 15 in the Parent Handbook
- 11 Payments are **ONLY HANDLED AT THE BASP OFFICE LOCATED AT** 1438 Coddle Creek Highway. (Mooresville Intermediate School)
- 12 **Please make sure you sign the withdrawal statement on the second page of the application packet acknowledging you understand the one week notice rule.**
- 13 Please note that the Mailing address is:

BASP
Attention: Program Director
1438 Coddle Creek Highway
Mooresville, NC 28115

Signature of Parent/Guardian _____

Date _____

Date _____
Signature of Director (verifying that you provided question/answer opportunity for this parent/guardian)



TO: BASP PARENTS
FROM: CINDY KARRIKER, BASP PROGRAM DIRECTOR
SUBJECT: INCLEMENT WEATHER AND BASP
DATE: TUESDAY, FEBRUARY 21, 2017

KEEP THIS PAGE FOR YOUR REFRIGERATOR

Please make note of the following information regarding operation times or closings for the Before & After School Program in the event of inclement weather.

SPECIAL WEATHER-RELATED SITUATIONS

- When Mooresville Graded School District schools are closed for weather or other emergency conditions the **Before and After School Programs are closed.**
- When a **Delayed School Opening** is announced, the **Before School Programs will open on the announced delayed school schedule.**
- If after a delay, **SCHOOL IS CALLED OFF DUE TO WORSENING CONDITIONS, BASP will close. Staff must have the name and phone number of a locally accessible person who will come for your child.**
- If school has begun for the day and dismissed early **for weather or other conditions, the After School Programs will not operate. Your child's classroom teacher must be provided with the child's emergency dismissal information.**
- If a teacher planning day instead of a regular school day is announced, the **Before and After School Programs will be closed.**



KEEP THIS FOR YOUR REFRIGERATOR

B.A.S.P. CALENDAR 2017-2018

During Holiday and Summer Care attendance and staffing may dictate that we combine sites to offset costs.

Summer Program

June 12-30, July 10-Aug.18, 2017		Open all Day at EMIS	Summer Program (at EMIS)
August 28, 2017		BASP Opens	First Day of School
October 4, 2017		1:06 dismissal	Early Release Day
October 30 - November 1, 2017	★	Open all Day At MIS only	Student Holiday (at MIS)
November 21, 2017		1:06 dismissal	Holiday Early Dismissal Day (Parade Day)
November 22, 2017	★	Open all Day At MIS only	Student Holiday (at MIS)
December 19, 2017		1:06 dismissal	Holiday Early Release Day
January 2, 2018	★	Open all Day At MIS only	Student Holiday (at MIS)
January 22, 2018	★	Open all Day At MIS only	Student Holiday (at MIS)
February 19, 2018		Open all Day At MIS only	Student Holiday (at MIS)
March 14, 2018		1:06 dismissal	Early Release Day
April 3 - 6, 2018	★	Open all Day At MIS only	<u>Spring Break (at MIS)</u>
May 9, 2018		1:06 dismissal	Early Release Day
June 7, 2018	★	11:06 Dismissal	Last Day of School
<u>Summer Program</u>			
June 11-29, 2018		Open all Day At EMIS	Summer Program (at EMIS)

★ = Pack a Nutritious lunch from home

Please note
Student Holiday Care site will be MIS

DAYS LISTED IN BOLD B.A.S.P. WILL BE CLOSED:

July 3-6, 2017	January 1, 2018
AUGUST 21-25, 2017	January 15, 2018
September 4, 2017	March 30-April 2, 2018
November 10, 2017	May 28, 2018
November 23-24, 2017	June 8, 2018