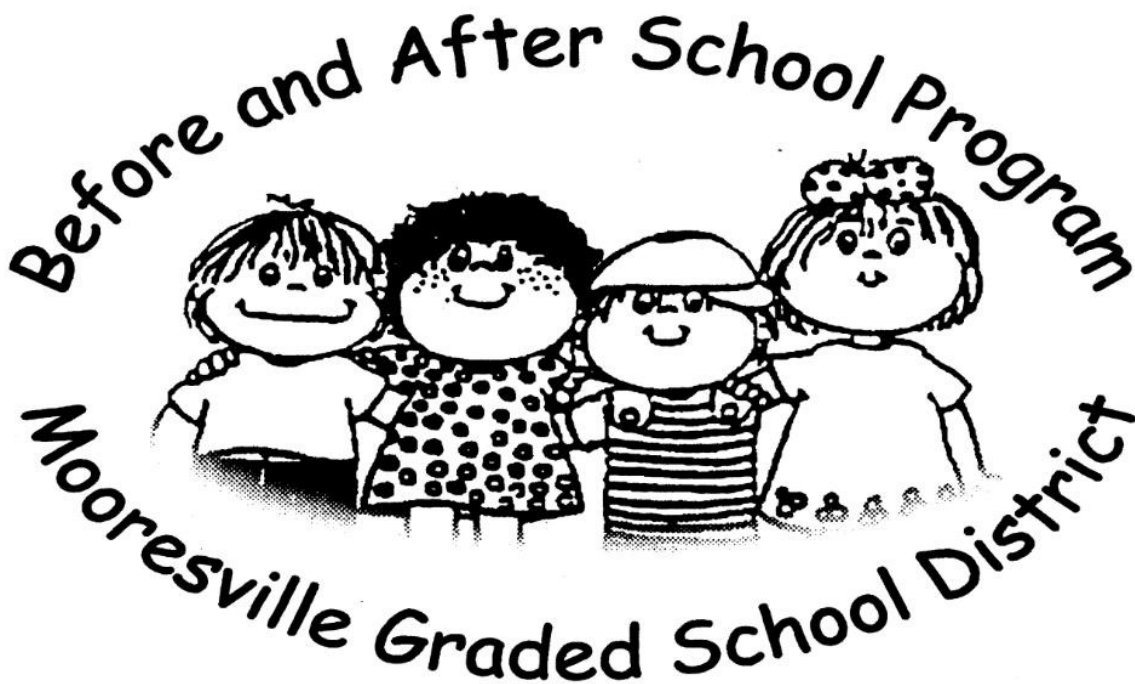


PARENT HANDBOOK



SOUTH ELEMENTARY SCHOOL
PARK VIEW ELEMENTARY SCHOOL
ROCKY RIVER ELEMENTARY SCHOOL
MOORESVILLE INTERMEDIATE SCHOOL
EAST MOORESVILLE INTERMEDIATE
SCHOOL

REVISED January, 2017

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WELCOME TO THE MOORESVILLE GRADED SCHOOL DISTRICT BEFORE & AFTER SCHOOL PROGRAM

In a growing number of families both parents or the single parent, work or have commitments outside the home. School age children often need care and supervision when parents are not home.

Family well being is assisted when parents know their children are receiving quality care. The Before and After School Programs (BASP'S) of the Mooresville Graded School District are designed to provide this family support with school age child care programs at conveniently located, well-staffed sites. The programs provide supervision and structured activities before and after school and during student vacation days. Location of programs at the K-6 elementary and intermediate schools allows access to school playgrounds, equipment, gymnasiums, and audio-visual materials while the students remain in a familiar, child-friendly environment.

Mission

- Support and strengthen relationships between school and family by providing site-based school-age child care programs.

Goals

- Provide supervised care for children, kindergarten through sixth grade.
- Provide school age care programs at convenient locations and for reasonable costs.
- Provide care options for children at advantageous times for working parents.
- Provide developmentally appropriate activities for children that are also safe, enriching, recreational, and fun.

Program Description

- A written schedule of activities for each group of children indicating routines and blocks of time is posted and followed.

- Schedules encourage a balance between student-directed and structured adult led activities with periods of active play alternating with quieter activities.
- Outdoor play, weather permitting, is a focus of each daily schedule.
- Each day, children are provided at least 4 different activity options including table and active games, dramatic play, art, crafts, and other interest choices.
- Curriculum and activities are designed to promote independence, self-reliance, and enhanced social skills while helping students learn to listen, follow directions, and solve problems.
- Snacks are served each day, and time is provided for homework.

Environment for support of a Before & After School Program

- Programs are self-sustaining. A minimum number of students must actively attend a program to offset the operational costs. Program sites may change as enrollment and/or attendance dictate. ***During Holiday and Summer Care attendance and staffing may dictate that we combine sites to offset costs.***
- **Fees must be paid in advance and accounts must be maintained promptly. Fees are due on the first day of the month and will be assessed a late fee of \$15.00 if not received by the tenth of the month. Stop Service notices will be issued to any account not paid by the tenth of the month.**
- **Fees are not adjusted due to absences.**
- An application, medical form, immunization record, a signed discipline statement, and an inclement weather dismissal form must be in place for each child. The application must confirm the child's **accident insurance**, include the names of persons to whom the child may be released, provide specific information about the child and contain signed authorization for emergency medical care when indicated. (A copy of your child's immunization records are required to be on file in the child's school records.)
- Program participants are subject to all applicable school rules and policies of the Mooresville Graded School District.

Hours of Operation

Regular School Days

Before School **6:30 A.M.** until classes begin
After School from the time children are dismissed from school
 until **6:00 P.M.**

All day Programs

Student Holidays (located at MIS), Summer Sessions (located at EMIS)

6:30 A.M. – 6:00 P.M.

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.**

Enrollment

Enrollment is open to Mooresville Graded School District students, kindergarten through sixth grade (students must have attended their first day of class prior to beginning BASP) and is restricted to regular users. Regular users are those students whose parents/guardians have completed the application process and the student attends BASP on a consistent or pre-arranged part-time basis ranging from one to five days per week.

Students with development limitations are enrolled based on the capability of the program to provide adequate services and/or care. Each student is considered on an individual basis.

Registration

Children attending the Before & After School Program must be registered with the Site Director and Program Director and *must be enrolled and have attended his/her first day of school at South, Park View, Rocky River, Mooresville Intermediate or East Mooresville Intermediate School*. Prior registration is a pre-requisite for all care arrangements including full time, part-time, holiday and summer care. A form to pre-register for student holiday care is included in the application packet. Part-time care must be scheduled in advance of expected service. **All fees must be paid in advance and accounts must be maintained promptly.**

Forms may be obtained from our website at:

<http://www.mgsd.k12.nc.us/page.cfm?p=2537>

Locations

Mooresville Graded School District provides before and after school care at four sites.

- **Park View Before & After School Program** 704-658-2691 (option 1)
Park View Elementary School (cell # 704-663-9985)
217 West McNeely Avenue
- **South Before & After School Program** 704-658-2691 (option 2)
South Elementary School (cell # 704-662-2697)
839 South Magnolia Street
- **Rocky River Elementary School** 704-658-2691 (option 4)
Mooresville Intermediate School BASP (cell # 704-345-2699)
483 Rocky River Road
- **Mooresville Intermediate School** 704-658-2691 (option 4)
Before & After School Program (cell # 704-345-2699)
Mooresville Intermediate School
1438 Coddle Creek Highway
- **East Mooresville Intermediate School** 704-658-2691 (option 3)
Before & After School Program (cell # 704-345-2702)
East Mooresville Intermediate School
1711 Landis HWY

Please call the selected program or the BASP Program Director at (704-658-2691 (option 5)) to make appropriate arrangements.

Staff

There is a site director or designee at each location each afternoon. Additional support staff is provided to maintain a favorable ratio of at least one adult for every fifteen children. Program planning and implementation, enrollment of children, daily attendance records, and purchasing supplies for activities are performed under the direction and leadership of the site director. Parent concerns may be addressed to the individual site directors first then to the program director at 704-658-2691 opt. 5 if necessary.

Parents are encouraged to get to know BASP personnel and share, as appropriate any information that would enhance the ability of BASP staff to care for the student.

Snack

A snack is provided every afternoon for each child. Two snacks are provided during all day program operation. Snack menus are posted in the After School Program area.

The site director should be informed concerning a student's specific dietary restrictions or allergies. Accommodations for snack alternatives will be arranged upon completion of a dietary restriction form with the Child Nutrition Service (Cafeteria).

No snacks are provided for the Before School Program.

Students may purchase breakfast each regular school day from the Child Nutrition Service.

The BASP programs do not provide lunch during the school year. When the cafeteria is closed, students must bring a nutritious bag lunch consisting of the following components.

Medication Administration

When it is necessary for a student to receive medication while attending the Before & After School Program, MGSD policy will be followed. Students will be sent to the school office to receive medication whenever possible. In cases where it is necessary for the student to receive medication when the school office is closed, duplicate documentation and records must be furnished to BASP staff. Procedures for the administration of medication are outlined as follows:

- A Medication Administration Consent Form signed by a physician is on file at the program site.

- The medication to be administered is in the original container.
- The child's name must be on the container.
- Clear and concise written directions for the administration of the medication are provided to the program.

Behavior/Discipline

Children are expected to observe applicable school rules and regulations. The Student Conduct and Discipline Handbook for Mooresville Graded School District will be the final arbiter for behavior management matters. General discipline/behavior modification issues will be the responsibility of the site director and the program assistants. Some cases may be referred to the school principal or assistant principal for consultation and/or resolution. The site principal will be routinely informed in cases involving student suspension.

The philosophy of the BASP behavior/discipline policy is premised on behavior that promotes the welfare and safety of students, as well as behavior that fosters self-respect and respect for others. Behavior modification strategies such as talking to the child about the unacceptable behavior, removal of the child from the group or activity, limiting privileges, assigning consequences, soliciting parent intervention and support, and finally, suspension and/or dismissal from the program are employed. Corporal punitive punishments are not alternatives.

Parents contacted about their child's behavior are expected to cooperate with and assist the staff in modifying/eliminating the inappropriate behavior.

Suspension

Suspension will occur when the child's inappropriate behavior continues after repeated opportunities to conform to acceptable standards of conduct. See the behavior discipline policy for the successive stages and time periods of suspension. Immediate suspension may occur when the child's behavior warrants such extreme action.

Dismissal

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 in the

program, and in situations when repeated continuous behavior modification procedures have not resulted in behavior improvement.

Other situations that may lead to a child's dismissal from the program include:

- Parents habitual or excessive lateness (picking up children after the program's scheduled dismissal time)
- Parents repeated failure to promptly pay program fees.

Insurance

The Before & After School Program does not provide accident insurance. *Participating students must be able to show proof of accident insurance.* Students may be covered by the parent's personal policy, or parents may purchase coverage under the school student accident insurance option provided by the Mooresville Graded School District.

Phones

Phone numbers for each program are as follows:

- **South Before & After School Program** **704-658-2691**
 (Option 2)
 (Cell #704-662-2697)

- **Park View Before & After School Program** **704-658-2691**
 (Option 1)
 (Cell #704-663-9985)

- **Rocky River (Mooresville Intermediate BASP)** **704-658-2691**
 (Option 4)
 (Cell #704-345-2699)

- **Mooresville Intermediate BASP** **704-658-2691**
 (Option 4)
 (Cell #704-345-2699)

- **East Mooresville Intermediate BASP** **704-658-2691**
 (Option 3)
 (Cell #704-345-2702)

Use these numbers to contact BASP staff during morning and afternoon program hours. Messages for program staff about student attendance, pick-up, etc., may be left at the above numbers (which have voice mail).

Arrival/Departure of students

Parents will deliver children to the program site for the Before School or all day programs and sign them in and take their child to the designated group leader/teacher and let said teacher know they have arrived for the day. On regular school days, the before school staff will dismiss the children to breakfast or to regular classrooms at the appointed time.

After school students report *directly* to the After School Program site upon dismissal from the classroom. **Students are not permitted to return to the classrooms or instructional areas without written permission from a classroom teacher and consent from the After School staff.** Teachers are to inform BASP staff when students are being kept after school.

The director and all before and after school staff are responsible for insuring that every student is supervised at all times. Students may not leave a supervised area without securing permission from the staff person on duty.

Children are not allowed to leave the program unless they are picked up by the parent/guardian or by a designee over the age of 16. **A parent with sole custody of the child/children must provide the program with a copy of court documents. Children will only be released to persons listed on the child's application as authorized by the parent/guardian. Staff will request to view a driver's license to verify identity of other persons other than know parent/guardian. Authorization from parent/guardian is required *in writing* when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child.**

The central pick up point for children is the After School Program rooms (generally the school cafeteria or the multi-purpose room). When children are engaged in activities in other locations, child-find information will be posted in the student sign-out area. **The parent/parent designee will sign the student in and out each day in the sign-in/out books and check the area for important announcements/information that need to be communicated about the programs. Parents must also notify the group leader/teacher that the child is leaving.**

- ❖ **Absences** – If your child will be absent from the program for the day or an extended period of time please contact the program site director or leave a voice mail message at the site. Your communication will prevent us from going to look for your child.

In Case of Illness

The Before & After School Programs have **no provision for the care of sick children**. Should a child arrive at or become ill during program hours, the parent will be notified to immediately come for the child. Steps will be taken for the child's temporary comfort. Facility limitations make these arrangements impractical for long periods, so parental cooperation for speedy pick up of ill children is crucial. Parents, especially those who work out of town, must furnish the program with alternative phone numbers of persons to call when the parent is inaccessible or cannot be reached. This person(s) must be able to pick up the child if the need arises and should live within a reasonable distance from the school. **It is also an expectation that parents/guardians will inform the person(s) of his/her designation concerning the child.**

Slight injuries that occur during program hours will receive simple first aid treatment from a staff person and a written note to the parent. In the event of serious injury, parents will be notified immediately, and prudent steps will be taken for the student to receive medical intervention according to the MGSD Emergency Plan Posted in the program office. **Parents must immediately inform BASP personnel when phone or other emergency notification procedures change.**

If a child contracts a communicable disease other than a cold, parents should notify the school and program staff. The school and program must also be notified when a child contracts a chronic illness. Re-admission to the program by a child recovering from a communicable disease or chronic illness may be subject to a doctor's statement, and must be accompanied by the student's return to regular classes.

Costs

The Before & After School Programs are Non-Profit, fee-based programs and are self-supporting. Fee schedules are reviewed by the Board of Education and are subject to annual revision to produce revenues for program costs. **Fees are due in advance of service, and there is no provision for charging.**

Fees must be paid in advance of the first day of the child's enrollment (first payment includes one months charge plus registration fee). There after payments are monthly, in advance. Fees are due on the first day of the month and will be assessed a late fee of \$15.00 if not received by the tenth of the month.

Stop Service notices will be issued to any account not paid by the tenth of the month.

If payments are habitually late, the child may be dismissed from the program. **The collection of student fees is performed under the direction and leadership of the MGSD financial department.**

Fees do not include the cost of breakfast and/or lunch.
Fees may be paid by cash, check, money order or through our online payment service.

Specific Before & After School Program fee options are outlined as follows:

Registration Fee

A yearly registration fee of twenty-five dollars (\$25.00) is required upon enrollment.

Monthly *Full-time* Fees

Monthly Full-time Fees apply to students attending the program on a 4-5 day weekly schedule and remain the same whether the child is present or not. Fees are **not** altered for **student holidays, or weather closings**. There will be additional charges for the following time periods which are not included in the monthly fee:

There will be an additional All Day weekly charge for the following week:

NO CARE AVAILABLE DURING THE 2 WEEK CHRISTMAS BREAK

Spring Break is April 3-6: FT=\$150.00, PT=\$120.00

(if your child will need care during this time.) These optional times **are not** factored into the formula/budget amount for the year.

***NOTE: PLEASE SEE BILLING CHART ON PAGE 22 FOR YOUR MONTHLY CHARGE.**

- *Second/third children in the same family, attending the BASP on the same schedule qualifies for a \$20.00 per child/per month discount.*
- *A 10% discount will be applied for those participants who pre-pay the full semester fee within the first payment period at the beginning of each semester.*

Monthly *Part-time* Fees

This flat rate fee option may be used for the student attending 1-3 days per week. This rate is the same for 1, 2, or 3 days. Part-time care must include student pre-registration and arrangements for expected care must be made in advance. Fees are **not** altered for **weather closings**. There will be an additional charge for All Day Care if your child will need care during this time. Please see All Day Program Fees for these fees.

***NOTE: PLEASE SEE BILLING CHART ON PAGE 25 FOR YOUR MONTHLY CHARGE.**

All-day Program Fees for Part-time Students only

Per Day/Per Week Fees (planning days, holidays) Attendance is optional and care must be prearranged with the Site Director and Program Director. A form to pre-register your child for planning days/holiday care is included in the application packet. ***Parents will be called to pickup a child who arrives without prior attendance arrangements.***

- **Fees for part-time child who attends all-day program:**

Per Teacher Work day (part time students only) (\$40.00)

There will be an additional All Day weekly charge for the following week:

NO CARE AVAILABLE DURING THE 2 WEEK CHRISTMAS BREAK

Spring Break is April 3-6: FT=\$150.00, PT=\$120.00

Holiday only or Drop-in Care is not available.

Summer Camp Information

Summer Program Fees

Summer Care attendance is optional and care must be prearranged with the Site Director and Program Director. Forms to pre-register for Summer Care are available on line at

<http://www.mgsd.k12.nc.us/page.cfm?p=2537>

beginning in March. A \$100.00 non-refundable deposit is due **with** your application to hold a space for your child. This deposit will be applied to your account the last week your child is registered for care.

Full-time care and part-time care arrangements are available. Fees for Full-time and Part-time are a flat rate and inclusive for all summer program activities. **Parents will be called to pick up a child who arrives without prior registration arrangements.**

- **Fees for child who attends Summer Care 2017 program:**

Part-time (1-3 days)	\$120.00
Full-time (4-5 days)	\$150.00

Fees for Summer Care 2018: TBA (expect an increase.)

*****Please be aware of the following: If you choose not to allow your child to participate in a field trip there may not be staff available to stay on site, you may need to make other arrangements for your child on these days.

Summer Fieldtrip Participation Eligibility

Beginning in 2007 we instituted the following rule change regarding fieldtrip attendance: If your child makes poor behavior choices resulting in a write up slip, this will make them ineligible for the next fieldtrip. Fieldtrips are a privilege and taking the children off campus requires a certain level of behavior expectations for their safety. If they can not behave while on campus then we can not trust them to behave off campus. If there is a group on campus then your child may stay with them while we are on our field trip, otherwise you will need to make separate arrangements for their care for that particular day. We will inform you if there is an available group for them to stay with on campus.

Early Release Day (Staff Development days)

Thursday, February 16, 2017

Dear Parent/Guardian,

This year the School Board has included 3 early release days to your child's school calendar for staff development days. Early release will occur at 1:06 on October 4, March 14 and May 9. If your child will require child care services on these days please inquire at the Before & After School Program site at your school. For those students not enrolled in normal Before and After School Care, Dr. Mauney waived the registration fee for those students that only need care on these 3 days. However you must complete the BASP Application form and turn it in prior to the Early Release Day along with your payment for the day (further instruction listed below). **Care is contingent upon space availability.** The cost of care per day is as follows: If you need care between 1:06-3:30 the rate is \$10.00, if you need care between 1:06-6:00 the rate is \$20.00. Transportation will not be provided; all students must be picked up from the school no later than

6:00 p.m. Late fees start at 6:01 and are assessed at the rate of \$10 from 6:01-6:10, an additional \$10 from 6:11-6:20, and an additional \$10 from 6:21-6:30. From 6:30-7:00 the rate is a \$1.00 per minute, in cash at the time of pick up.

The Before and After School Program operates 5 licensed sites located at the following schools:

Park View Elementary School BASP (4 Stars) – Missy Foley - 704-658-2691 opt. 1

East Mooresville Intermediate School BASP (4 Stars)-Shawna Gallmon - 704-658-2691 opt. 3

South Elementary School BASP (4 Stars) - Vickie Beale - 704-658-2691 opt. 2

Mooresville Intermediate School BASP (4 Stars) Etaisha Whittenburg - 704-658-2691 opt. 4

Rocky River Elementary School BASP (4 Stars) x X – () - opt. x

Activities at each site include the following: snack (provided by Child Nutrition) - homework time, gym, outside time, centers (board games, crafts, dramatic play, blocks etc.) Parents/Guardian or designated pick up person (16 yrs. old or older) must come in to sign the child out for the day.

If you wish to register your child for care, please contact the Site Director at your child’s school to pick up paperwork. All appropriate forms must be on file in advance to reserve your place. You must pre-register in writing or by email for each early release day at least 4 weeks in advance of the date of service. Payments are due 2 weeks prior to the date of care and are non refundable. Space is limited at each site so please register early.

Early Release Date	Last day to register	Last day to Pay
Oct. 4, 2017	Sept 6, 2017	Sept. 20, 2017
Mar. 14, 2018	Feb 14, 2018	Feb 28, 2018
May 9, 2018	Apr. 11, 2018	Apr 25, 2018

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.

How to withdraw from registered care

Holidays (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.**

Summer 2017

You may withdraw ***in writing*** from the Summer Care program up to May 4, 2017 without penalty. After May 4, the deposit will be forfeited.

Schedule changes for summer care must also be made prior to May 4, 2017. Beginning May 1, 2008 once you reserved your spot for a week you will be charged for that week regardless if your child attends or not.

Withdrawal from the Program

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

Late Pick-up Fees

The Before & After School Program opens and closes by the school clock. Late fees are assessed per child, are due immediately to the Site Director, and are outlined as follows:

Pick-up Time From/To	Late Fee
6:01-6:10 P.M. (any portion)	\$10.00
6:11-6:20 P.M (any portion)	Additional \$10.00
6:21-6:30 P.M. (any portion)	Additional \$10.00

After 6:30 P.M., late fees continue to accrue at the rate of **\$1.00 per minute**. Habitual or excessive late pick-up may result in the child's dismissal from the program.

If a late arrival is anticipated, parents should inform the program office as soon as possible. (This does not exempt you from accruing late charges.) After 6:00 P.M., BASP staff will initiate immediate steps to contact a parent or other designee to come for the child unless there is notice of parent/designee's impending arrival. Parents must be aware of this policy and make every attempt to communicate anticipated arrival.

Parents must also periodically review and/or update the names of person(s) to come for the child when parent cannot be reached. **It is also an expectation that parents will inform the person(s) of his/her designation concerning the child.**

Considerations for child safety and welfare further dictate that students remaining at a program site after 7:00 P.M. or over one hour after any closing will be cause to contact the Mooresville Police Department or Social Services. Such action will only be indicated in situations where all prudent and reasonable efforts to communicate with parent/designees are completely exhausted, and no connection with parent/designees can be anticipated.

Returned Check Fee

Returned checks are subject to a \$25.00 charge. It is the parent's responsibility to make an immediate correction of this deficiency. BASP staff is not authorized to re-deposit returned checks. The amount of the check and fee must be paid by cash or money order. If there are more than two returned checks on any account BASP reserves the right to request that future payments be made in cash or through our online payment option.

Receipts

If you need a receipt for tax purposes or flex care reimbursement there are two ways this can be done. The most complete way is the invoice. It has all the information needed to be used as your receipt: Site address, tax ID #, care dates, check #, and amount paid. You will receive an invoice once a month. Keep this for your records. The second way is to request an individual receipt. These have the Site address, tax ID #, check # and amount paid but no care dates. Once you decide which will suit your needs best, please send a written request to the Program Director with the type of receipt you need. All efforts will be made to get individual receipts back to your Site Director as soon as possible. **Receipts for cash will be handed back to you at the time of payment, please remember that cash payments need to be made at Mooresville Intermediate BASP (Program Director's Office).**

Late Payment Fees

A fee of \$15.00 will apply to any fee/payment not paid within ten days of due date.

- **Fees are due on the first day of the month and will be assessed a late fee of \$15.00 if not received by the tenth of the month. Stop Service notices will be issued to any account not paid by the tenth of the month.**

Withdrawal from the Program

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

Refunds

Unused pre-paid fees are refundable only upon proper completion of withdrawal procedures.

Mailing Address

The correct mailing address is:

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

More Program Information

Enrollment information and student applications may be obtained at each K-6 school office, or from the South, Park View, Rocky River, East Mooresville Intermediate or Mooresville Intermediate Before & After School Program offices or from our website

(<http://www.mgsd.k12.nc.us/page.cfm?p=2537>)

Parents are invited to visit any of the programs during program hours. Please check in with the site director upon your arrival to the program.

A calendar showing holiday closing dates for our program is attached. For further information about the program, please call the school or program where you plan to enroll your child, or call the Program Director at 704-658-2691(option 5).

Revised Jan. 2017

K-6

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

DISCIPLINE/BEHAVIOR STATEMENT

CHILD'S NAME _____ **Parent Copy** _____

DATE ENROLLED: _____

THIS INFORMATION HAS BEEN RECEIVED BY:

PARENT'S SIGNATURE
DATE

DATE

DIRECTOR'S SIGNATURE

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. Program participants are subject to all applicable school rules and policies of the Mooresville Graded School District.

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 is a part of what he/she should do. Some examples of positive reinforcement may include:

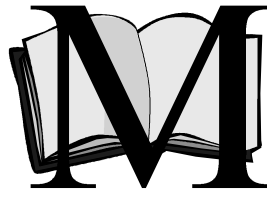
- ❑ Verbal praise and recognition
- ❑ Good notes to the child and/or the parents
- ❑ Simple treats, privileges, or access to special supplies

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.



BASP 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

ON THE FOLLOWING DAYS, THE BASP 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
DECEMBER 20-29, 2017	

BILLING RATES
2017-2018

Full Time

Registration Fee Monthly Payment

Before School	\$25.00	Tuition \$120.00 a month
After School	\$25.00	Tuition \$210.00 a month
Before & After School	\$25.00	Tuition \$245.00 a month

There will be an additional All Day weekly charge for the following weeks:

NO CARE AVAILABLE DURING THE 2 WEEK CHRISTMAS BREAK

April 18-21: FT=\$150.00, PT=\$120.00

Part Time

Registration Fee Monthly Payment

Before School	\$25.00	Tuition \$98.00 a month
After School	\$25.00	Tuition \$165.00 a month
Before & After School	\$25.00	Tuition \$198.00 a month

There will be an additional All Day weekly charge for the following weeks:

NO CARE AVAILABLE DURING THE 2 WEEK CHRISTMAS BREAK

April 3-6: FT=\$150.00, PT=\$120.00

All Day Care

Fees for part-time child who attends All Day Care program:

Per Teacher Work Day (\$40.00)

Early Release Day Care Option

If your child is not enrolled in our program but will need care on the Early Release days you may enroll your child, per Early Release Day, for a fee of \$10.00- pick-up time must be by 3:30, or \$20.00 – pick-up time must be by 6:00. All regular application procedures must be followed and payments must be made in advance – see Instructions on page 12 of this handbook.

Summer Program Fees

Summer Care attendance is optional and care must be prearranged with the Site Director and Program Director. Forms to pre-register for Summer Care are available from each Site Director beginning in March. Full-time care and part-time care arrangements are available. Fees for Full-time and Part-time are a flat rate and inclusive for all summer program activities.

Fees for Summer Care 2017

Part-time	(1-3 days)	\$120.00
Full-time	(4-5 days)	\$150.00

Fees for Summer Care 2018 TBA (expect an increase)

Thursday, February 16, 2017

Dear Parents,

Thank you for choosing the Mooresville Graded School District's Before & After School Program for your child care arrangements. The staff and I are looking forward to having your child with us this year. We have a lot of fun activities planned to keep the children active and engaged this year.

We want to inform you of a new Before & After School site for Rocky River Elementary. We will have a child care facility on the campus of Rocky River Elementary School this year.

Mooresville Intermediate School BASP (MIS BASP) will operate as a 4-6 site. Rocky River BASP will operate as a K-3 site.

If you have any questions or concerns please feel free to contact me. The staff and I want to thank you for sharing your child with us this year and we look forward to working with you.

Sincerely yours,

A handwritten signature in cursive script that reads "Cindy Karriker".

Cindy Karriker
Program Director
MGSD Before & After School Program