



2020-2021
BASC FAMILY HANDBOOK

ST. LAURENCE CATHOLIC SCHOOL

2630 Austin Parkway, Sugar Land, Texas 77479

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BEFORE AND AFTER SCHOOL COMMUNITY PROGRAM (BASC) 2020-2021

The Before and After School Community Program Handbook is provided to inform parents and students of the procedures and policies of the St. Laurence Catholic School Before and After School Community Program. Parents are asked to carefully read all sections of the handbook and review them with their student(s). St. Laurence Catholic School Before and After School Community Program operates in accordance with the Archdiocesan Board of Education policy number 621 that reads:

“A school within the boundaries of the Archdiocese of Galveston-Houston that will be known, as a Catholic School, shall follow the regulations as set forth by the Catholic School Office.”

Catholic Schools in the Archdiocese of Galveston-Houston guarantee all students the rights, privileges, programs, and activities made available to the general student body. Catholic Schools do not discriminate on the basis of race, color, age, or national origin.

St. Laurence Catholic School also adheres to the guidelines established by the Texas Catholic Conference Education Department and maintains full accreditation status. We currently hold membership in the National Catholic Education Association.

St. Laurence Catholic School and the school principal retain the right to amend the Before and After School Community Program Handbook as needed. By no means is this handbook considered all-inclusive. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

The enrollment of a student(s) in St. Laurence Catholic School is considered to be an agreement on the part of the student and parents or guardians that they will comply with all school procedures, regulations, and policies including, but not limited to such procedures, regulations, and policies in this handbook. After reviewing this handbook with your student(s), sign the acknowledgment form. This form must be returned to a Before and After School Community Program staff member. Please sign one form per family.

“Jesus said, “Let the children come to me and do not stop them, because the Kingdom of Heaven belongs to such as these.”

Matthew 19:14

Revised 7/25/17

Mission Statement

The mission of the Before and After School Community Program in the Catholic Schools is to provide a safe, caring environment where respect for Christian values is evident before and after regular school hours. The well-being of the student is a priority in the Before and After School Community Program. The Before and After School Community

Program seeks to provide a well-planned atmosphere without being restrictive, as well as, one which is productive without being intense. The program seeks to provide for the students' needs for relaxation, recreation, and the opportunity to complete homework or required reading to succeed in their studies. A structured format with scheduled activities responds to these student needs.

PURPOSE

St. Laurence Catholic School Before and After School Community Program provides professional care, supervision, recreation, and enrichment activities. It serves parents who require before or after school activities for their children in a Christian environment. The Before and After School Community Program is an extension of the school day and is governed by all procedures and guidelines in this document as well as the Family Handbook.

The Before and After School Community Program at St. Laurence is **NOT** to be confused with a drop-in service. Texas Catholic Conference Education Department regulations state that only students enrolled in the school and registered in the Before and After School Community Program are permitted. The program allows children to experience a rich diversity of growth activities that are planned to compliment the philosophy and value systems of the school and family. Enrolled children will have the opportunity to enjoy educational and physical activities along with rest and study time. A child's age and grade level will determine the appropriate activities.

PERSONNEL

The Before and After School Community Program is directly supervised by the Before and After School Community Program Supervisor. Additional staff will be employed to meet the needs of the program. Since the program is an extension of the school curriculum, the school principal is responsible for the overall supervision and operation of the program through the Before and After School Community Supervisor and the Student Activities Coordinator.

ENROLLMENT

The Before and After School Community Program is open to all students enrolled in St. Laurence Catholic School whose parents desire a quality before and after school program. All families must be **registered for the** Before and After School Community Program by enrolling online and will be billed a non-refundable registration fee of \$30.00 for one child or \$50.00 for two or more children.

PROGRAM FEES

Fees are the sole support of the St. Laurence Catholic School Before and After School Community Program. It is not subsidized by the school or the parish. The following fee schedule will be used for the 2020-2021 school year:

There will only be one billing option for BASC this year: Pay-as-you-go.

Pay-as-you-go Daily Rate – paid online on FACTS through credit card or bank account only. You may choose auto pay with this option, but please note that FACTS will auto pay ALL INCIDENTAL BILLINGS when this option is selected. You will be billed on Monday for the past week’s usage, and will be due 10 days later. A 5% late fee (a \$10 minimum) will be applied if payment is not received by the due date, which will appear on your next bill. Payment due reminders are sent via FACTS.

- a. AM: 6:30-7:35 - \$7.50 flat rate
- b. PM: \$10.00 daily fee plus \$1/every 15 minutes after 4:00 p.m. with a cap at \$20 total for the day including AM and PM fees. Additional fees for noon dismissal days will be charged for those attending.
3. Late Pickup Fee - \$1/minute after 6:30 p.m.

PROGRAM SCHEDULE

The program operates 180 days, which is the school calendar year. The program will be closed on school holidays, staff development full days, school conference days and on some early dismissal days. Texas Catholic Conference Education Department guidelines prohibit the operation of the program on days other than school days. The hours of operation are 6:30 a.m. until 6:30 p.m.

Please note on your calendar that After School BASC will NOT be available on these 2 early dismissal days this year. The dates for the 1:15/1:30 dismissal are: December 18, and May 27. On early dismissal days, morning BASC will be available. These dates are also listed on the school calendar posted on the school website.

Other early dismissal days for staff development begin at noon and BASC will close at 5:00 PM. An additional fee will be charged for the noon dismissal days for children who need to stay. The dates are: Sept. 16, Oct 14, Nov 11, Feb 10, Apr 28 but watch the calendar for updates.

**ST. LAURENCE CATHOLIC SCHOOL
Early Childhood Before and After School Community Program**

6:30 AM **7:35 AM** **Children arrive, scan in, parents leave and go kids in Parish Hall**

Free play
Breakfast (breakfast brought from home)
Clean Up/disinfect

7:35 AM **8:00 AM** **Dismissal to classrooms**

3:20 PM **3:45 PM** **Transition time – all BASC students will be released from their classroom teacher last, after carpool is done to facilitate disinfecting rooms between groups of kids. Kinder in Parish hall, PK in BASC room.**

3:45 PM **4:00 PM** **Afternoon snack (provided by BASC or students may bring their own)**

Clean up
Restroom

4:30 PM **5:30 PM** **Free play (all centers* are open)**
Outdoor play in grassy areas, can not touch the climbing structures

Parish Hall (if raining) - Balls, trucks, building sets, music/movement

5:30 PM **5:45 PM** **Clean up**
Restroom

6:00 PM **All remaining BASC students at the ECC are walked to the Main Campus BASC for dismissal**

6:00 PM **6:30 PM** **Indoor Recreation, Games, Rest, Movies**

***CENTERS (ECC Campus): (Age Appropriate)**

K'nex Creative Construction Play, Lego's, Library Corner, Arts & Crafts, coloring sheets(using their own supplies), Puzzles,, Fisher Price Villages, Castles/Farm Sets, VIDEOS/DVDs

Disney (Winnie the Pooh, etc.) "G Rated", Dora the Explorer, Blue's Clues, The Wiggles, Magic School Bus, Veggie Tales, Odyssey, Kingsley, The Penguins, Videos from SLCS Library

ST. LAURENCE CATHOLIC SCHOOL
Main Campus Before and After School Community Program

6:30 AM **7:35 AM** **Children arrive, scan in, parents leave and go kids in Dining Hall**

**Free play, quiet study
Breakfast (breakfast brought from home)
Clean Up/disinfect**

**3:20 PM 3:45 PM All BASC students will be dismissed from their
classroom last, to facilitate cleaning between groups of kids
Afternoon snack (provided or they may bring their own)**

**Each grade will report to a different classroom for snack and study hall/brain break
activities**

**1st grade: BASC Rm 100
2nd grade: Rm 104
3rd grade: Dining Hall
4th grade: Rm 116
5th grade: Rm 219
6th grade: Rm 218
7th grade: Rm 217
8th grade: Rm former stream lab**

**4:15 PM 6:00 PM Outdoor Recreation/Organized Games/Arts & Crafts in
rotating groups as we can only have small groups on the playground at one time
and limited time due to weather. Groups will go back to their studyhalls after recess.**

**6:00 PM 6:30 PM All groups will merge in the BASC room at 6pm,
dependent on numbers**

Indoor Recreation, Games, Rest, Movies

BREAKFAST AND SNACK INFORMATION

Students arriving before school hours are encouraged to have breakfast at home. **However, students arriving between 6:30 a.m. and 7:20 a.m. may bring a nutritious breakfast from home . Breakfast must be completed by 7:25 a.m. NO breakfast will be provided in BASC. Food may be brought from home.**

Snacks will be served immediately after the 3:20 p.m. and 3:30 p.m. dismissals from school. All snacks will be individual, prepackaged snacks (no bulk items served in bowls) and **students will drink from their own water bottles.** If preferred, students may bring their own neat after school snack. A second snack may be served for students who are still in attendance after 6:00 p.m.

DRESS CODE

Since the Before and After School Community Program is an extension of the school day, students are required to follow uniform regulations listed in the Family Handbook.

At this time no students will be allowed to change out of their uniforms for any other activities.

If this changes later in the year we will update the parents of the change.

DROP OFF AND PICK UP

Parents MUST enter all the names of those who are given permission to pick up their child from BASC in FACTS (RenWeb). A photo ID is required for safety purposes and must be shown to the BASC Staff upon arrival. **If a person is not on the designated list or does not have their required ID number, they will not be allowed to pick up the student.** We ask that you not share these ID numbers with anyone other than the designated pick up person. They will be used for tracking purposes and overall safety of your child. If you have a non-parent/grandparent designated to pick up on a regular basis please email BASC@stlaurence.org.

ECC

Preschool and Kindergarten students check in in the foyer of the Parish Hall.

Main Campus

Students in grades one through eight are required to be escorted to the Before and After School Community Program in the dining hall by an adult who must sign them in using their barcode. The entrance for the Before and After School Community Program in the morning will be through the dining hall exterior foyer. **NO PARENTS ARE ALLOWED IN THE BUILDING.**

All Before and After School Community Program arrivals and departures AFTER 7:25 a.m. and BEFORE 4p.m. should follow appropriate carpool procedures. Students leaving at times other than the regular school dismissal time of 3:20 p.m. must be signed out by the parent, guardian, or authorized adult for pick up on the emergency sheet and in FACTS RenWeb. Children will not be released to persons not listed unless prior authorization is given either to the school office or directly to a Before and After School Community Program staff member. **A photo ID is required for picking up students in BASC.**

It is important that parents notify both the Before and After School Community Program and classroom teachers IN WRITING, or emailed; should a child's daily schedule change with regard to carpool or pick up person.

Before and After School Community Program students are expected to leave their classroom with all necessary homework materials and personal belongings. **No student is allowed to return to his/her classroom after dismissal.** BASC will provide PK-4th grade with pencil bags with crayons and pencils for their individual use. **NO SHARING OF BULK SUPPLIES.**

Once a student has been signed out of the Before and After School Community Program,

he/she is no longer the responsibility of the Before and After School Community Program staff and is not expected to return to the program that day. **When after school activities resume children attending a school related class or function would be permitted to return to the Before and After School Community Program after they have been signed out and would sign back into BASC until they are picked up by a parent.**

Children are expected to be signed out by their parents, using their barcode card upon their arrival to the exterior door of the first and second grade hallway. Pick up will not be at the BASC room door this year unless you are notified of a change.

NO PARENTS ALLOWED IN THE BUILDING, NO RESTROOMS, NO HELPING KIDS CHANGE CLOTHES,ETC...

Students should be picked up no later than 6:30 p.m. daily from the Main Campus Before and After School Community Program room. **This includes all preschool and kindergarten Before and After School Community Program students as they will be walked to the main campus each day at 6:00 p.m. for dismissal.**

In the event that a Before and After School Community Program student is not picked up by 6:30 p.m., the following steps will be taken:

- A) The situation will be considered an “emergency” and will be referred to as such in any subsequent telephone conversations or recorded messages.
- B) Telephone calls will be placed to both parents at work and at home.
- C) If Before and After School Community Program staff is unable to reach either parent, the emergency contacts listed will be contacted under the same “emergency” status.
- D) Failure to make arrangements to have the student picked up at this juncture will necessitate a telephone call to the school principal and/or pastor advising them of the situation.
- E) The Before and After School Community Program Supervisor and any combination of the above-mentioned administrators will determine further actions.
- F) Late Pick-Up Fees of \$1 per minute is charged for late pickup of students from the Before and After School Community and is non-refundable. *Charges begin at 6:30 p.m. for Before and After School Community Program. A Late Pick Up Form will be completed at the time of pick up. This fee will be billed to your FACTS account.*

Telephone calls concerning Before and After School Community Program students will be transferred to the Before and After School Community Program room before and after school by dialing (281) 980-0500 (ext. 5221 for Main Campus and ext. 5246 for ECC Campus). Same day changes in plans should be telephoned in directly. Failure to comply with drop off and pick up procedures may jeopardize your child’s participation in the program.

APPROPRIATE BEHAVIOR

Rules for appropriate behavior are the same as for the school. Children are expected to

respect staff, each other, materials, and the environment provided. Failure to do so jeopardizes the safety and well-being of others in the program. Failure of a child to maintain appropriate behavior may result in termination of services. Appropriate behavior is required at all times. Students are not permitted to use cell phones in BASC.

Each day, students are asked to make good behavioral choices, to share, and be fair in the Before and After School Community Program. The following consequences will be implemented on a daily basis for students who make inappropriate choices:

- (1) All: warning
- (2) Preschool: time out 1 minute/years of age
Elementary: loss of recess time as determined by the teacher in charge.
Middle School: loss of free time as determined by the teacher in charge
- (3) Preschool: note to parents
Elementary: discipline notice sent home to parents
Middle School: referral/refer to assistant principal
- (4) Elementary: call to parent
Middle School: referral/refer to assistant principal or administration/call to parent

COMMUNICATION

In the absence of a court order to the contrary, the Before and After School Community Program will release a student to his/her non-custodial parent. If there is a court order stipulating visitation rights/custody, it is the responsibility of the custodial parent to provide the Before and After School Community Program Supervisor with an official copy of the court order and/or a copy of the custody section of the divorce decree. An official copy from the court should also be on file in the principal's office.

STATEMENTS

Statements for tax purposes will be furnished upon request.

TERMINATION

The services of the Before and After School Community Program for any individual child may be terminated after consultation with the principal and pastor for reasons listed below. One week's written notice of cancellation will be issued

1. The abuse of the Before and After School Community Program hours resulting in continual late pick up..
2. Non-payment of fees for the program.
3. Failure of the child to maintain appropriate behavior, thus jeopardizing the safety and well-being of other individuals in the program.

HEALTH AND ACCIDENTS

A BASC emergency information sheet for each child must be on file with the Before and After School Community Program Personnel and Emergency Information must be kept up to date in FACTS RenWeb. Emergency and health records will be obtained from the school nurse. **Please keep your child's emergency information current.** If a minor injury occurs, the Before and After School Community Program staff and/or the school nurse will administer first aid measures pertaining to the injury. If the injury is major, first aid treatment will be administered and parents will be notified. If parents cannot be reached, contacts listed on the emergency information sheet will be notified. If no contact can be located, the staff, after consultation with the Before and After School Community Program Supervisor and Student Activities Coordinator or principal, will seek the necessary medical treatment for the child until parents can be reached.

Parents will inform the principal if their child has a serious or possibly life-threatening chronic illness or condition before entry into school. Prior to the first day of school, parents will meet with the nurse, principal, and appropriate staff to develop an "Individualized Health Care Plan" that will include instructions for the observation of the illness, care and treatment, medication orders, and special instructions such as calling EMS or parent notification.

Archdiocesan regulations are followed as to the administration of any medications to the student during the school day. Refer to the Family Handbook for procedures. For the protection of all students, the following guidelines have been set up and will be followed at all times. A child having one or more of the following symptoms will be sent home.

1. Fever of 100 degrees or higher
2. Vomiting
3. Diarrhea
4. Suspected contagious disease (e.g., pink eye, chicken pox, flu, etc.)
5. General malaise - feeling too ill to remain at school
6. Returning to school before completely well *

*Documentation of return date and time is forwarded from the school office to the Before and After School Community Program and the appropriate classroom teacher.

If your child presents any symptoms of COVID-19, they will be isolated in the clinic until picked up.

If your child has any of the above symptoms in the morning before coming to school, please keep your child at home. A student may not return to school until free of symptoms (e.g., elevated temperature, vomiting, and/or diarrhea) based on the current CDC guidelines.

ANIMAL (PET) POLICY

Animals are not allowed outside a car at school, this includes student arrival time to school and student dismissal time from school or extracurricular activities.

ST. LAURENCE CATHOLIC SCHOOL
Before and After School Community Program

ACKNOWLEDGMENT FORM

Please follow the link below to sign a google Form to acknowledge that you read the BASC Family Handbook.

<https://docs.google.com/forms/d/1Y1GkyOmeP4GazMAmMc-3ioxpHpcvf4LvlGawkiujwBg/edit?usp=sharing>

