

Whittier Before and After School Program

218 West Park Ave.

Wheaton, IL 60187

630-462-0279

PLEASE KEEP THIS LETTER FOR YOUR RECORDS

Welcome to the Before/After School Program –BASP!

Our objective is to provide quality childcare for children in kindergarten through the fifth grade, before and after school. We offer an environment that is fun, safe, stimulating and nurturing and we feel sure that your child will enjoy their time in the program!

Our program opens at 7:00 a.m. Students come to the BASP room and sign themselves in to register their attendance. A healthy breakfast is offered every morning. Following breakfast we have a wonderful variety of activities for the children to do either in the BASP room, outside (weather permitting) or in the gym. Dismissal is at 9:00 a.m. At that time the children will join their classmates in their classroom lines outside.

The afternoon session opens at 3:30 p.m. and the children are to report directly to the BASP room after they have gathered their things together (coats, backpacks, etc.). Again, they sign themselves in to register their attendance and a variety of snacks are served. As in the morning, various activities are made available to the children. A quiet place will be available for those who wish to read or work on homework. The afternoon session ends promptly at 6:00 p.m. **You will need to sign your child out each evening. Children will only be released to their parent or guardian unless written permission is given to release them to another adult.**

In order to avoid paying a late charge of \$10.00, BASP payments should be made each week (no later than Friday please), for the current week. Failure to pay in a timely manner may result in a child's suspension from the program. When you enroll your child(ren) in the program, you have reserved a place for your child based upon the schedule you have given the director. When your child is not in attendance during a session that you have signed them up for, you are still responsible for fees for that day unless "reasonable" notice is given to the director, either in writing, by phone or via email. **Always notify the director of your child's absence, please.**

There is a late fee of \$1.00 per minute past 6:00 p.m. payable to "Whittier BASP" for late pick-up. Obviously there will be times when emergencies or weather problems may cause you to be late, please call us when these situations arise. If we have not heard from you by 6:30 p.m. we will notify your emergency contact(s) to come pick up your child(ren). In the event no one is available to pick up your child(ren), we will notify the Wheaton Police Department. *Please know we will exhaust all possibilities before we reach this step!*

We hold the same behavior expectations as the school. A BASP Behavior Contract is to be signed by both students and parents and will be enforced. We do this to insure that all children are reminded of our rules and also to let them know that together we all make BASP a safe and fun place to be!

Forms must be completed and returned to me prior to the first day your child attends the program.

If you have any questions, or concerns please feel free to call me or contact me via email.

Linda Wallace

Director, Whittier BASP

llwallace@cusd200.org

BASP ph# 630-462-0279

**CUSD 200 Before and After School Program
Health and Emergency Contact Form**

Child's Name _____ Date of birth _____

Nearest relative or friend who will take charge of your child(ren), if necessary:

Name _____ phone number _____

Name _____ phone number _____

Child's physician _____ phone number _____

Does your child have any health concerns? Yes _____ No _____

If yes, please describe:

List any medications given to your child regularly _____

List any known food allergies _____

List any foods your child cannot eat _____

Please list below other individuals who are authorized to pick up your child(ren).

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

Name _____ Relationship _____

Address _____ Phone _____

I do hereby authorize the Before and After School Program to release my child(ren) to above listed persons in the event that I am unable to pick them up.

Parent/ Guardian Signature _____ Date _____

BASP BEHAVIOR CONTRACT

THE PURPOSE OF THIS CONTRACT IS TO DEFINE THE RULES OF THE BEFORE AND AFTER SCHOOL PROGRAM. THE RULES ARE AS FOLLOWS:

- ✓ No hurting others, physically or verbally.
- ✓ Respect others and their belongings.
- ✓ No name calling.
- ✓ Stay within the designated "play area", within sight of BASP staff.
- ✓ No leaving the room or area of activity without permission.
- ✓ No running in the room or hallways.
- ✓ Stay in your seat while eating.
- ✓ Use good manners while eating.
- ✓ No inappropriate language or gestures.
- ✓ Keep your hands to yourself.
- ✓ Clean up after yourself.
- ✓ No unnecessary screaming or yelling indoors.
- ✓ Use BASP materials appropriately.
- ✓ No inappropriate use of the computer.
- ✓ HAVE FUN!!!!

THE CONSEQUENCES FOR BREAKING THE ABOVE RULES ARE AS FOLLOWS;

The child will receive one verbal reminder. Subsequent warnings will be written up. The write up slip will be signed by the BASP director, the child and the parent. After the third write up, the parent will be called in for a conference with the director, the child, and the principal. If another incident occurs with this child he/she will be asked to leave the program for two weeks. The next incident will result in the dismissal from the program entirely.

I _____ have read and fully understand the above contract and its consequences.

Student's signature

Parent/Guardian signature