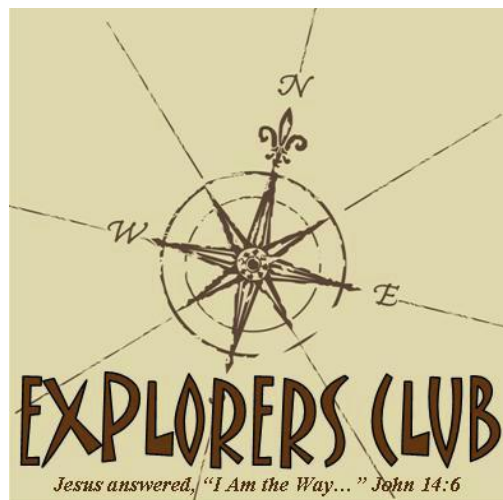


BSBA
Explorers Club
Parent / Student Handbook



2016-2017

It is our hope that this handbook will assist you in understanding the policies and procedures of the Explorers Club program. Thank you in advance for your cooperation. Should you have any questions, please feel free to contact us. It's a blessing for us to have your children be a part of Explorers Club!

Hours of Operation:

7:00am – 8:00am – Before School Session

3:00pm – 6:00pm – After School Session (preschool-8th grade)

How to Reach Us:

Explorers Club Cell Phone: (813) 767-2608

Explorers Club ELC (preschool) Cell Phone: (813) 767-3893

PLEASE PROGRAM THE CELL NUMBERS INTO YOUR CELL PHONE

Explorers Club in Rm B230: (813) 689-9183 ext. 289 (direct land line) Please note, this phone does not accept messages.

Diann Bryan, Explorers Club Director:

E-mail: dbryan@bsbacademy.com

For accounting and schedule inquiries please email: expclub@bsbacademy.com.

Academy Office: 689-9183 ext. 255 or 259

Academy Office Hours: 7:45am – 4pm

Registration Forms

(Available on line and in the Academy office)

A 2016 / 17 registration form must be completed for each student and returned to the Academy office.

- Registrations received *after* August 1 will be subject to a 3-day processing period prior to the first day of attendance in the program. **All enrollment intentions must be pre-scheduled.**

Picking up your Child

PICK UP LOCATIONS: All afternoon Explorers Club students must be picked up at the “Preschool” entrance which is on the East side of campus facing Bell Shoals Road. These doors will be locked for security. Please call the Explorers Club cell phone when you are close to the school and we will have your child ready for you to pick up at the preschool entrance. Please program these numbers into your cell phone.

(813) 767-2608

(813) 767-3893

SECURITY: No person other than those who appear on the registration form will be allowed to pick up your child. If you will not be picking up your child, call the Explorer Club cell phone (813-767-2608) to let us know of the change. We will ask to see a photo ID, if we are not familiar with the person picking up your child.

LATE PICK UP FEES

In accordance with Academy policy, a late pick up fee of **\$1.00 per minute per child** will be assessed if your child is still present after his / her Explorers Club session has ended. Habitual tardiness at pick-up time will result in dismissal from the program.

Before School Session (7:00am -8:00am)

Preschool – 8th grade

Between 7:00 a.m. – 7:50a.m. please bring your child to the SEC entrance (circular covered drive) on the West side of campus. **Students must be escorted by a parent to the awaiting morning care staff. Students may not be dropped off at any other doors on campus. Only students who are on the morning roster will be allowed to attend.** Please give your child breakfast prior to his / her arrival in the Morning Care session.

After School Session (3:00pm – 6:00pm)

Preschool – 8th grade

SNACK A healthy snack and drink will be provided each day. It is very important that we are aware of any food allergies your child may have. Your child may bring a snack from home if preferred.

HOMEWORK TIME is provided daily for all students who have homework.

ITEMS BROUGHT IN FROM HOME will be the responsibility of the student. Explorers Club will not be liable for damaged or lost items brought from home

Preschoolers

EXTRA CHANGE OF CLOTHES

Please send a **change of clothes in a marked gallon Ziploc bag for Explorers Club.** This is in addition to the set you will send in for your child's preschool teacher. Additional clothing will be returned at the end of the school year.

NOTE: In accordance with Academy policy it is necessary that children be completely potty trained prior to participation in the Explorers Club program.

General Rules of Conduct

Playground Rules

1. Kind hands when using the playground equipment.
2. Remember to be patient and wait your turn.
3. When playing on the slide or swings, all children are to be sitting upright.
4. One child at a time is to go down the slide.
5. Mulch is not to be kicked or thrown.

Inside Rules

1. "Inside voices" only.
2. Respect church/school property.
3. Damage to church/school property will be immediately addressed and parents may be responsible for costs of damages incurred.
4. Outdoor toys will remain outside or in the gym.
5. The general BSBA procedures will be followed. (See the BSBA handbook.)

First Aid Procedures

*** Food allergies must be in writing and submitted with registration packet.***

1. Medications the child needs to take need to be given to the director, along with a form that has the child's name, time the medicine is to be administered, quantity, and any other instructions.
2. Explorers Club personnel will not otherwise administer drugs without parent or physician permission.
3. If your child is injured while at Explorers Club our staff may give immediate first aid care, attempt to contact parent/guardian, or call the emergency contact numbers on the child's registration form.
4. If you cannot be contacted soon enough, emergency care will be called and a staff member will accompany your child to the Emergency Room.
5. If your child has any special health needs or something that needs staff attention, please alert the Explorers Club Director.
6. An accident / incident report form will be completed for minor injuries and a copy given to the parent/ guardian.

Health Regulations

Upon the recommendation of the American Academy of Pediatrics, a child should not attend school when any of the following exists:

1. Fever above 99.0 in the last 24 hours.
2. Vomiting or diarrhea.
3. Yellow or green mucus indicating infection
4. Common cold-from onset of symptoms through two days
5. Sore throat
6. Persistent coughing
7. Any unexplained rash
8. Any skin infection-lice, boils, ringworm, or scabies
9. Pink eye or other eye infection

Children should remain home for at least 24 hours after these symptoms have subsided. This will help ensure that the illness has actually passed and that your child will be well enough to resume school activities.

If a child becomes ill during Explorers Club hours, one of our staff members will contact the parent and/or the person designated by you so that the child may be picked up immediately.

Payment Procedures

- You may pay by cash or check MADE OUT TO BSBA.
- *Students for which we have not received advance payment will not be allowed to attend Explorers Club and will be taken to the Academy office where their parents will be called to pick them up. Late pick up fees may apply.*

PAYMENT DUE DATES

Payments are required **in advance of attendance**. Charges will be applied on the 10th of each month in advance of the next month's attendance. **Payments will be due no later than the 20th of the month, unless otherwise indicated.**

Payments will be due as follows:

August 1	For August –
August 20	For September
September 20	For October
October 20	For November
November 20	For December
December 10	For January
January 20	For February
February 20	For March
March 20	For April
April 20	For May

If the due date falls on a school holiday or weekend, the payment will be due the next school day.

ACCOUNTS PAST DUE BY SIX WEEKS will require that a letter be submitted to the BSBA Education Steering Committee. They will determine a course of action. If your account is two payments in arrears, your student(s) will not be allowed to attend Explorers Club until your account is made current.

MONTHLY SCHEDULE FORM

This form is *essential* in assisting us in communicating with your child's teacher the dismissal plans you choose for your child, so that teachers know which children will go to carline and which will go to Explorers Club on any given day. This form also assists us in knowing how many children to expect each day for staffing and supply purposes.

- **If your schedule will remain the same from month to month** you will only need to complete the form for the first complete month your child will attend, and will **not** need to submit a new form each month thereafter. (Please check the box on the form which states that your schedule will remain the same for the remainder of the school year.)
- **If your schedule varies from month to month, it is required that the Monthly Schedule Form be completed and returned with your payment no later than the 20th each month.** These forms will be available online, and in the Academy office. This form will need to accompany your payment and will be due on the 10th of each month. If you have a special circumstance regarding your schedule, please call the office, and we will be glad to discuss this with you.
- If your child is **not scheduled** to go to Explorers Club on any given day, your child will be taken to carline. If your child is not picked up in carline, he / she will be taken to the Academy office where you will be called to pick him / her up. Late pick up fees will apply. **Your child will not be automatically taken to Explorers Club if not picked up in carline.**

CHANGES TO YOUR SCHEDULE

We understand that occasionally it may be necessary for you to change your Explorers Club schedule. For the safety of your child, it is very important that dismissal information is shared between parent, teacher and Explorers Club staff. If you need to make a change, you must BOTH:

1. **Email your child's teacher** to let them know of your change in dismissal plans. Please do not put the responsibility on your child to notify his/her teacher. This may cause confusion and uncertainty if your child does not remember where he / she is to go at the end of the school day.
2. Please **also copy (cc) the email to Explorers Club expclub@bsbacademy.com** because it is important that our staff is aware of your change of plans
3. Please notify the teacher and Explorers of your change of plans at least **24 hours in advance** and absolutely no later than noon the day of the change. Teachers and Explorers Club may not be able to check emails after noon due to scheduling issues.

“Courtesy Care” Option

Courtesy Care is designed for families who occasionally have a need for before or after school care but do not need it on a consistent basis every month.

- After School Care: \$25.00 per day (additional children \$15.00)
- Before School Care: \$10.00 per day (additional children \$5.00)
- Courtesy Care Registration form is available online and in Academy Office.

- Students must register and pay for “Courtesy Care” **one day in advance** of attendance. **We will not be able to accommodate last minute attendance.**
- Courtesy care is limited to 4 days per month. Attendance in excess of four days will be charged the “Part Time” rate for Explorers Club.
- If attending on an early release day, please pack lunch. Lunchroom will be closed.
- Late pick up fees of \$1.00 per minute per child will be charged for pick up after 6:00pm.
- Please note that students who have not registered and paid for “Courtesy Care” one day in advance will be taken to the Academy office at Academy dismissal time. Late pick up charges will apply.

Five Days Grace

If you are paying the full time rate (4-5 days per week) and your child has at least five absences on pre-scheduled days within one month, credit may be given toward your next payment for the difference between the full time and part time rate. **You must request this credit in writing, listing the dates of your child’s absences.** The five day grace policy will not be able to be applied in the month of May, because it is the last month of the school year. This policy only applies to those paying the full time rate.

Holidays

The BSBA Explorers Club program is meant to “extend” care and supervision of your children beyond the regular school hours of the day. Since we are not a day care, we are not open on school holidays. When BSBA is closed, Explorers Club is also closed, unless otherwise notified. Please refer to the current school calendar on the website.

Early Release Days

Explorers Club will be available from noon – 6pm to those who are registered in the program, who have indicated their attendance on their monthly schedule form. There is no additional charge for the extra hours of care on Early Release days. **Please remember to pack lunch for your child on Early Release Days because the lunchroom will be closed.**

*Middle Schoolers have early release days during exam week. Please be sure to notify us of your plans for exam week if you have a Middle Schooler, so that we know if you will need care from noon to 3pm on those days.

Bell Shoals Baptist Academy Explorers Club Handbook Acknowledgement Form 2016 / 17

Please complete this form (one per family) and return with your registration form..
If you have more than one child in the program, please list all participating children side
by side on the lines indicated.

Student(s) Name(s)

Grade (s)

Our signatures indicate that we have received, read, and understand the 2016-17
Explorers Club Handbook and agree to abide by the policies and procedures within.

Student(s) Signature(s) (grades 1-8 only)

Date

Parent / Guardian Signature

Date