

BAC/Zone 58
Parent/Student Handbook
2019-2020

*These policies are in place in addition to all of the district policies outlined in the WWS student handbook.

Table of Contents

Late Policy..... 2
Behavior Policy..... 3-4
Photo/video/audio Policy 5
Medication Policy..... 6
Fob Procedures..... 7
Safety Procedures.....8
Pick-up/drop-off Policy..... 9
Withdrawal Policy.....10
Weather Policy.....11
Contact Information..... 12
Parent Acceptance Page..... 13

Late Policy

Parents are encouraged to be on time for pick up at the end of the day. Pick up time is no later than 6:00 PM.

If you are late picking up your child, there is an additional fee.

The fee for the first and second late pick up is \$1.00 per minute.

The fee for the third, fourth, and fifth late pick up is \$5.00 a minute. After the fourth late pick up, you will be required to have a meeting by phone or in person with the BAC Director. If you are late four times, BAC and Zone 58 child care will be suspended until a meeting takes place and until all late fees are paid.

Your child may no longer be allowed to attend BAC/Zone 58 after the fifth late pick-up.

All late fees are billed through your EZChildTrack account.

Please note that if you ask someone else to pick up your child and that person is late, you are responsible for the late fees and the late pick up counts toward the allowed five incidents.

This policy will be strictly enforced.

Behavior Policy

BAC and Zone 58 follow all behavior policies outlined in the WWS Student Handbook. In addition to those policies, BAC/Zone 58 adhere to these guidelines:

It is expected that all students exhibit correct behavior while in BAC/Zone 58.

If your child should choose to make a bad behavior choice (physical aggression towards an adult or student, verbal aggression towards an adult or student, disrespect, failure to follow directives), he/she will receive either a documentation form or a write up.

Documentation forms are used for first incidents if the incident is not severe and can also be used to record other behaviors that need to be addressed.

Write-ups are used for more severe behaviors or for repeated behaviors that have not been corrected.

When a documentation or write-up is written, the parent will be required to sign to acknowledge receipt and awareness of the incident.

After a student receives two write-ups, the family will be required to meet with the BAC/Zone 58 Director to discuss ways to improve behavior.

When a third write-up is received, the child will be dismissed from BAC/Zone 58 until the beginning of the next school year.

The behavior phases are described in more detail on the following page.

2018-19 BAC and Zone 58 Behavior Policy

The discipline policy for BAC and Zone 58 will consist of four phases explained below:

Phase One: Parent receives and signs Behavior Documentation Sheet

_____ This sheet is filled out when there is an issue during BAC or Zone 58. It will be used when a child is warned about his/her behavior and the behavior is documented for the child's parent.

- The form will serve to inform or alert parents of behavior and will be signed.

Phase Two: First Write-Up

_____ When a child does not improve behavior after a documentation or when the child exhibits serious behaviors, a first write-up will be given.

- The Lead will discuss the incident with the parent and the parent will sign.

Phase Three: Second Write-Up with a Parent Conference

_____ When a child does not improve behavior after the first write-up, a second write-up will be issued and parents will sign.

- A conference will be scheduled with the parents, the Lead, and the Program Director to discuss the best way to correct behavior while in BAC/Zone 58.

Phase Four: Third Write-Up and Dismissal from BAC/Zone 58

_____ When a child does not improve behavior after the second write-up and parent meeting, a third write-up will be given.

- The child will be dismissed from BAC/Zone 58 until the beginning of the next school year.

Refusal by the parent to sign does not negate the steps in the process.

Photo/Video/Audio Policy

These guidelines are in addition to the policies outlined in the WWS Student Handbook regarding photos and video.

Staff Photo/Video/Audio Information:

Your child may occasionally be photographed or videotaped by staff for use within the BAC/Zone 58 program or for use in district materials. If you do not wish for your child to be included in these experiences, please notify the Lead in writing.

Parent/Family Member/Friends Photo/Video/Audio Taking and Use:

Family members and family friends are at no time permitted to take photos, audio, or video within the BAC/Zone 58 program. This is not only for the safety of your child but is also for the safety of all children within the program.

In the event that you are observed taking photos, video, or recording audio, you will kindly be asked to delete any files and to put away your phone.

If you have a specific reason to take photos, videos, or record audio, you need to request and receive approval from the BAC/Zone 58 Director before proceeding. Because of the safety of students, these requests will be reviewed thoroughly before possible approval is given.

This policy will be strictly enforced.

Medication Policy

Please review the specific medication policy from the WWS Student Handbook. In addition to the district guidelines, these policies are in place for BAC/Zone 58.

Collection of Medicines for the School Nurse:

Because our program opens before the school office opens and remains open after the school office closes, there may be a situation where you are required to leave medicines with the BAC staff.

In the event that you leave medicines that will be taken to the school office by the BAC/Zone 58 Lead, you and the Lead will both count the pills, record the number on a sheet, and sign off on the recording form. This medicine will then be kept in a locked box until the BAC/Zone 58 Lead takes the medicine to the school nurse. Upon receipt by the school nurse, the medicine will again be counted and the number will be recorded to verify quantity.

Please note that this should not be a routine practice but is offered for convenience.

Medicines to be taken at BAC/Zone 58:

If your child's physician has prescribed medicine that needs to be taken during BAC/Zone 58 hours, please bring the medicine to the Lead in the original packaging with prescription directions. The medicine will be recorded on an intake form and if it is in pill form, the quantity will be verified by both the Lead and the parent.

All medicines are stored in a locked area unless being carried by staff for quick use such as with an epipen or inhaler.

This policy will be strictly enforced.

Fob Procedures

Parents of children who are attending BAC/Zone 58 on a full year plan will receive a fob for building admittance while dropping off or picking up.

At the elementary level, fobs are active in the morning and in the evening. Times vary slightly at each building so please check with the lead teacher to find out specific times for your child's school. If a fob is not working, a number will be posted on the door to call for building access.

In the intermediate school, fobs are active in the morning and the evening. The Lead at WIS will be able to give you specific times that fobs are active. The Lead's number is posted on the door if a fob is not working.

For families who are using occasional care or Wednesday morning only care, fobs will not be issued. These families can access the program by calling the Lead's number.

Questions related to fobs should be directed to Donna Benedict at 317-867-8017.

Please note that the fobs should only be used to access the BAC/Zone 58 areas. Parents should not visit other areas of the building including teacher rooms while dropping off or picking up children.

Safety Procedures

All school safety policies as outlined in the WWS Student Handbook are followed in BAC/Zone 58. Please reference this resource for additional information regarding safety.

BAC/Zone 58 takes safety seriously! Because of this, we need the parents' help.

Please...

- Do NOT allow anyone else to follow you into the building. Unidentified people should enter through the school's front office for screening and to receive a visitor's tag.
- Always fob in and when picking your child up, ask to have your child sent to the sign out table rather than going to find your child.
- Notify the Lead if you see someone or something that appears to be suspicious either inside or outside the school building.

Fobs shut off at 5:45 pm to prevent entrance to the school by those participating in basketball, volleyball, and other evening sports. This helps to keep your child safe as well as keeping non-approved visitors from entering the building.

Pick Up/Drop Off Procedures

When dropping off your child, please use your assigned pin to check your child in. In the event that your pin does not work, please notify the Lead so that the information can be recorded on a check in sheet.

At pick up, use your assigned pin to check your child out. In the event that your pin does not work, please notify the lead teacher so that the information can be recorded on a check out sheet.

It is imperative that these records are maintained accurately so your assistance with pick up and drop off procedures is appreciated.

When you need someone else to drop off or pick up your child, please be sure the Lead is aware. It is essential that all possible people who may pick up be included on your child's authorized pick up list. When picking up, the person will need to have a photo ID to present to the Lead before the child can be released. Only the primary account holder will be able to request changes to the authorized pick up list. If changes need to be made to this list, please email your request to mychild@wws.k12.in.us.

We will not release your child to someone if you have not notified us in advance, if he/she is not on your child's approved pick-up list, or the individual does not have a photo ID to present to the Lead.

For safety reasons, we can not allow your child to enter in the morning without an adult to sign in, and we can not release your child at the end of the day unless an adult does not sign him or her out. Older siblings under the age of 18 are not permitted to check in or check out students.

This policy will be strictly enforced.

Withdrawal Policy

In the event that you need to withdraw your child from BAC/Zone 58, it is required that an email notification be received at least ten days in advance of the withdrawal date.

The email withdrawal notice should be sent to mychild@wws.k12.in.us

Failure to send an email at least ten days in advance of the withdrawal date will result in a charge to your account for the additional ten days.

This policy also applies to families who register children for BAC over the summer and then choose not to use the program.

If your plans change about using BAC, you are required to send a withdrawal notice to the email above to avoid being charged for the program.

This policy will be strictly enforced.

BAC/Zone 58 Weather Policy

BAC/Zone 58 will be open should the school district call a cancellation for weather.

While the program makes every effort to remain open, there are some extenuating circumstances out of our control that would cause an exception to this guideline.

- If Hamilton County is under a travel warning, BAC/Zone 58 will be closed.
- If there is an extreme weather condition, such as a polar vortex that makes it unsafe for students and staff to travel even if roads are clear, BAC/Zone 58 will be closed or may choose to delay the start time.
- If there is an unsafe situation in the building designated for use, such as a broken water pipe or no heat, BAC/Zone 58 will be closed or may choose to delay the start time.

Should there be an extenuating circumstance that makes it unsafe to open, BAC/Zone 58 will not issue a refund.

In the event that there is a two-hour delay called by the district, BAC/Zone 58 will open at the regular time.

You will receive a weather information sheet with more details after the school year starts.

Contact Information

Student Support Programs Director

Marci Derado

317-867-8069

deradom@wws.k12.in.us

Student Support Programs Administrative Coordinator

Kathy Petty

317-867-8008

pettyk@wws.k12.in.us

Student Support Programs Enrollment/Billing Support

Donna Benedict

317-867-8017

benedictd@wws.k12.in.us

<u>BAC Leads</u>	<u>Office Phone</u>	<u>Cell Phone</u>
Katherine Carpenter, CRES BAC Lead	317-867-6216	317-450-3632
Jared Skinner, CRES BAC Lead	317-867-6216	317-450-3632
Leeann Adams, MGES BAC Lead	317-896-4716	317-460-3016
Jessica Torres, MGES BAC Lead	317-896-4716	317-460-3016
Sheila Clark, MTES BAC Lead	317-867-8616	317-605-5962
Lisa Booher, OTES BAC Lead (K-1)	317-867-6416	317-452-0588
Stephanie Ragan, OTES BAC Lead (2-4)	317-867-6416	317-452-0588
Leslie London, SSES BAC Lead	317-867-7416	317-473-5105
Michelle Walker, WWES BAC Lead	317-867-7916	317-503-8500
Justin Gross, WIS Zone 58 Lead	317-867-6516	317-503-8514

Please reference the WWS Student Handbook for additional policies and procedures. This can be found on the individual school's website.

Parent Acknowledgment for Receipt and Agreement of All BAC/Zone 58 Policies and Procedures

I acknowledge that I have reviewed all of the policies and procedures outlined in this handbook including the areas below and have explained pertinent information to my child(ren).

- Late Policy
- Payment Schedule for BAC
- Payment Schedule for Zone 58
- Behavior Policy
- Photo/video/audio Policy
- Medication Policy and forms
- Fob Procedures
- Safety practices
- Pick-up/drop-off Policy
- Withdrawal Policy
- Weather Policy
- Contact Information

An electronic signature obtained from you during the online enrollment process through your EZ ChildTrack signifies acceptance of the policies and is required in order for your child to attend BAC/Zone 58.