

BAC/Zone 58
Parent/Student Handbook

2022-2023

*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
Break Care Policy.....	12
Contact Information.....	13-14
Parent Acceptance Page.....	15

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 on regular school days.

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.

BAC/Zone 58 Behavior-Suspension-Expulsion Policy

BAC/Zone 58 programs encourage and teach the WWS Guiding Principles: Be respectful, Be responsible, Be honest, Be compassionate, Be hardworking.

BAC/Zone 58 is a Westfield Washington Schools' program and student behavior is governed by the WWS Student Handbook. As a fee-based program, participation is a privilege and not a guarantee. A Five Level Intervention Plan is used in the infrequent event that one child's behavior interferes with a safe and positive BAC/Zone 58 experience for other children. Level Five is exclusion from the program.

In the case of extremely aggressive or inappropriate behavior, the Director of Student Support Programs may immediately exclude a child from attending BAC/Zone 58 following a Parent Conference.

BAC/Zone 58's goal is to keep children in the program. With staff and parent support, efforts will be made to improve behavior in the event that the child is exhibiting negative behaviors that are impacting other students' BAC/Zone 58 experiences.

Program leads have received training on providing positive behavior supports and offering choices to correct inappropriate behaviors. In some instances, a child may be given an individual behavior plan with specific goals for the child.

These behaviors are considered extreme and will result in a documentation or write-up:

- A. Severe physical aggression against other students or staff (intentional hitting, punching, kicking, spitting, biting, etc...)
- B. Severe verbal aggression against other students or staff (cursing, screaming refusals, threats, etc...)
- C. Repeated refusal to follow classroom directions and rules
- D. Any behavior that puts the child or others in the room at risk (jumping off furniture, throwing toys or school supplies, improper use of playground equipment, etc...)

The next page of this document includes the five level intervention plan.

BAC/Zone 58 Behavior-Suspension-Expulsion Plan

Five Level Intervention Plan

When a child exhibits an extreme behavior as defined on the Behavior-Suspension- Expulsion Policy, these steps will be followed:

Level One: Documentation

1. A child is given a time-out for a predetermined amount of time. This will be in a supervised area.
2. A child will lose a BAC/Zone 58 privilege if he/she is not using the materials correctly
3. Removal from an activity
4. The child's family will be notified of the incident with a documentation form
5. Warning of one day exclusion from the program with unacceptable behavior

Level Two: First Write-Up

1. Any interventions identified in Level One
2. One day exclusion from the program
3. Mandatory conference with parent, BAC/Zone 58 Lead, and Program Director or Assistant Director before returning to BAC or Zone 58. Program staff and family members will share concerns and plans for changing unacceptable behavior
4. An individual behavior plan will be created to support the child's needs
5. Warning of possible three day suspension with unacceptable behavior
6. Child will not be able to attend full-day or break care sessions if enrolled

Level Three: Second Write-Up

1. Any of the interventions from previous levels
2. Three day exclusion from BAC/Zone 58
3. Mandatory conference with parent, BAC/Zone 58 Lead, and Program Director or Assistant Director before returning to BAC or Zone 58. Behavior plan will be reviewed/revied as needed
4. Warning of possible five day suspension with unacceptable behavior

Level Four: Third Write-Up

1. Review of documentation of behaviors and interventions from previous levels
2. Five day exclusion from BAC/Zone 58
3. Mandatory conference with parent, BAC/Zone 58 Lead, and Program Director or Assistant Director before returning to BAC or Zone 58. Behavior plan will be reviewed/revied as needed
4. Warning of possible expulsion from BAC/Zone 58 until August 2023

Level Five: Fourth Write-Up

1. Expulsion from BAC/Zone 58 until August 2023

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 will be doing drop off and pick up at the curb except for Shamrock Springs which will have a fob to access the building. In the event that a parent is allowed to enter the building for drop off or pick up, we will follow the procedures outlined below.

Parents of children who are attending BAC/Zone 58 on a full year plan may receive a fob for building admittance while dropping off or picking up if visitors are allowed in the building.

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 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 before 7/15 and at 317-896-4803 after 7/15.

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. In the event that parents are able to enter the building, 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

Parent drop off and pick up is at the curb except for Shamrock Springs. The program staff will input the parents' pin at drop off and pick up. In the event that you are in the building and decide to drop off or pick up, the procedures below will be followed:

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 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 signs 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 business 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 business 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. **The start time on school cancellation/eLearning days will be 7:15 AM.**

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 7:15 AM.**

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

Non-school Days and Break Care Policy

BAC/Zone 58 are open for most school holidays and non-school days during the 2022-23 year.

Extra registration is required for non-school days. This registration opens on May 2, 2022. Children will not be able to attend on non-school days (ex: extended learning days, days before start and end of the school year) unless they are registered. Open enrollment (or withdrawal requests) are available up until 14 days prior to the start of each non-school day.

Parents can register children after 8/11/2022 for 2022-23 break care plans(fall break, Thanksgiving, Winter Break, Spring Break) which require an additional enrollment. Open enrollment (or withdrawal requests) are available up until 14 days prior to the start of each break care time.

In order to provide adequate supervision during non-school days and breaks, BAC/Zone 58 may be offered at a school that is different from your home site.

If you have registered your child for any of the full days during non-school day or break care and choose to cancel the enrollment, you must email your request to mychild@wws.k12.in.us at least 14 days prior to avoid charges.

We cannot accommodate late enrollment requests or drop ins on full days due to staffing and planning.

The 2022-23 BAC and Zone 58 fees schedule provides additional information and pricing for non-school days and break care.

Contact Information

Before 7/15/2022:

Student Support Programs Director

Marci Derado

317-867-8069

deradom@wws.k12.in.us

Student Support Programs Assistant Director

Leeann Adams

317-867-8025

adamsl@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

Parent Communication Email

mychild@wws.k12.in.us

Mailing Address

1143 E 181st Street

Westfield, IN 46074

BAC Leads

CRES: Nicole Harris or Jared Skinner

MGES: Austin Smith or Aubreigh Pasquino

MTES: Sheila Clark

OTES: Lisa Booher (K-1) or Stephanie Ragan (2-4)

SSES: Leslie London

WWES: Michelle Walker

WIS: Clayton Hynes

Office Phone

Cell Phone

317-867-6216

317-450-3632

317-896-4716

317-460-3016

317-867-8616

317-605-5962

317-867-6416

317-452-0588

317-867-7416

317-473-5105

317-867-7916

317-503-8500

317-867-6516

317-503-8514

After 7/15/2022:

Student Support Programs Director

Marci Derado

317-896-4810

deradom@wws.k12.in.us

Student Support Programs Assistant Director

Leeann Adams

317-896-4816

adamsl@wws.k12.in.us

Student Support Programs Administrative Coordinator

Kathy Petty

317-896-4808

pettyk@wws.k12.in.us

Student Support Programs Enrollment/Billing Support

Donna Benedict

317-896-4803

benedictd@wws.k12.in.us

Parent Communication Email

mychild@wws.k12.in.us

Mailing Address:

19500 Tomlinson Road, Suite A

Westfield, IN 46074

BAC Leads: The phone numbers will remain the same for the BAC leads.

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
- Break Care 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.