



# **PARENT'S HANDBOOK CHILD CARE PROGRAM 2022-2023**

**Registration:** Forms can be printed from the BCA website and dropped off or mailed to the BCA Business Office at 600 Canal Blvd., Suite B Thibodaux, LA 70301

Registration will also take place at Supply Drop Off at BCA on August 3, 2022 from 3:00-6:00

**First Day – August 5, 2022  
(the First Day of School)**

**Dr. Melanie Becnel, Director  
Jessica Rosado, Principal**

## INTRODUCTION

The Child Care Program is a service provided by the Bayou Community Academy Charter School. It is a program of before and after school care for children to remain in the safe, secure, and familiar environment of their school while enjoying activities such as arts, crafts, indoor and outdoor games, to mention a few. Time is also set aside each day for the scholar to complete homework under adult supervision.

In summary, this program is designed to assist working parents through the convenience of an in-house Child Care Program.

All monies will be collected by homeroom teachers any day of the week.

## CHILD CARE PROGRAM FEES

	<u>1<sup>ST</sup> Child</u>	<u>2<sup>ND</sup> Child</u>	<u>3<sup>RD</sup> Child or More</u> (per child)
<b>Full-time weekly tuition</b>	\$30.00	\$25.00	\$20.00
<b><u>A.M. only weekly tuition</u></b>	\$20.00	\$15.00	\$10.00
<b>P.M. only weekly tuition</b>	\$25.00	\$20.00	\$15.00

All drop-in fees will be \$10.00 per day for morning or afternoon sessions or for both sessions. Additional scholars will be the same cost. **In the event that there is a two day school week, the daily rate for child care will be calculated by taking the weekly rate and dividing by five. This amount would be due for each day of the two days that school is in session.**

A **registration of \$10.00** is required and shall be paid before the scholar is allowed to enter the Child Care Program. **Parents can choose to pay monthly or weekly. Payments must be made on the first day of the school week that the scholar attends Child Care, which is typically Mondays unless the first day of the school week falls on a subsequent day.**

- \* **Child Care for before school is from 6:45-7:30 A.M.**
- \* **Child Care for after school is from 3:00 – 5:25 P.M.**

- Payment can be sent to school with your child in a labeled envelope indicating your child's name and "Child Care," which will be collected by the front office via their teacher's homeroom mail. Your child will receive a receipt by the end of the following school day.

## **CHILD CARE PROGRAM GENERAL INFORMATION**

1. Messages may be left with the secretary for the Child Care personnel Monday through Friday during school hours by calling the school at (985)446-3011 or you may contact the Child Care Coordinator during the hours that Child Care is in session at (985)271-5134.
2. The morning Child Care Program begins at 6:45 A.M. and ends when duty professionals arrive at 7:30 A.M.
3. The afternoon Child Care Program begins when the school dismissal bell rings at 3:00 P.M. and ends at 5:25 P.M. **Please be prompt when picking up your scholar.** If any scholar is not signed out by 5:25pm, the parents will be charged \$1.00 for every minute past 5:25pm. If the child is not signed out by 5:30pm, the parents will be notified the following day that they will no longer be able to utilize the Child Care Program on campus.
4. The Child Care Program operates Monday through Friday on regular school days.
5. The Child Care Program will not be open on holidays.
6. The Child Care Program will not be held on designated Professional Development Days. Parents will be notified of these days on the monthly school calendar.
7. The Child Care Program will be held in the Library of our school for Before Care and the East Cafeteria and designated classrooms for After Care.
8. For safety purposes, people who are dropping off scholars for Before Care or picking them up during After Care are asked not to leave their vehicle running in the parking lot.
9. **For scholar tuition and fees – refer to page 1. Parents can choose to pay monthly or weekly.**
10. Registration – A **\$10.00 registration** is required before the scholar starts the program. The fee must be paid for drop-in scholars as well. **A scholar must be registered in order to participate in the Child Care Program on a regular or drop-in basis.**
11. **Late fees – Scholars picked up after 5:25 P.M. will pay the following late fees: \$1.00 for each additional minute after 5:25 P.M. Please notify the school's secretary before 2:45pm or after please call the Child Care Coordinator at (985)271-5134 if you know that you will be late. This will be enforced. These payments must be made on the following Monday.**
12. **All fees are non-refundable; no refunds if the scholar is absent. Payment DOES NOT carry over to the next week.**

13. **No partial payment will be accepted.**
14. All fees must be paid on the first day of the school week that the child attends or the first day of the month. If payment is not received for two consecutive weeks, your scholar will not be allowed to attend Child Care. Once your debt is cleared, you may re-register your scholar for a fee of \$10.00. A \$25.00 charge will be assessed for all NSF checks and all future fees must be paid in cash.
15. Scholars must be dropped off and picked up by a parent/guardian. Scholars must be signed out in the afternoon by the parent/designated person. Only persons listed on the emergency form may sign out scholars. **A driver's license or picture ID will be monitored at every check-out.** In an emergency situation, if the only person who is available for pickup is someone who is not listed on the sign-out card, the Child Care coordinator must be notified by a signed statement listing the person given responsibility for signing out the scholar. The coordinator or support teacher must make a copy of the individual's driver's license before dismissing the scholar. A driver's license or picture ID will be required when signing a scholar out.
16. **Breakfast and Afternoon snacks** – Scholars who are eating breakfast on campus, must do so in the cafeteria. No breakfast items should be brought to Before Care. Parents may send their child with a healthy snack. **No nut or nut products allowed.**
17. Activities designated for 30-45 minutes time will be set aside each day for scholars in grades 1<sup>st</sup> through 8<sup>th</sup> for supervised homework time. If scholars are done with homework they will read a book until the end of the homework time. **It is the responsibility of the scholar to know what homework is to be done and to have all supplies.** The supervised homework time is not a tutoring service, but questions will be answered and homework will be monitored. Once that time is over, the scholars will participate in physical activities, board games, movie watching, etc.
18. **Parents are to submit the completed After School Care Special Needs form upon registration.**

### **CONDUCT POLICY AND DISCIPLINE PROCEDURE**

It shall be the policy of this day care program to promote a safe, secure and orderly environment which will serve to enhance the goals of Child Care. Scholars will be required to be well-behaved at all times. Under no circumstances will violent, disruptive and/or abusive behavior be tolerated. Violent behavior will be defined as anyone hitting another person, using vulgarities, throwing objects in any direction or at another person and destroying property. Scholars will be expected to act in an orderly and safe manner at all times. Scholars will not be allowed to chew gum or run in the building.

Depending on the severity of the problem, there will be four (4) steps taken to alleviate a behavior situation:

1. On the first offense, the coordinator and the principal/designee are informed of the problem. The coordinator will notify the parent when he/she picks up the scholar and advise him/her of the situation. There will be a written disciplinary report for the parent to sign.
2. On the second offense, the coordinator and the principal/designee are informed of the problem. The coordinator will again notify the parent and inform the parent of the situation. There will be a written disciplinary report for the parent to sign and a possibility of suspension will be discussed.
3. On the third offense, the coordinator and the principal/designee are informed of the problem. The coordinator will again notify the parent and inform the parent of the situation. There will be a written disciplinary report for the parent to sign. Depending on the severity, the scholar's parents may be asked to immediately pick up the scholar from school. The principal/designee will make contact with the parent the following day to determine the consequence.
4. After third parent contact, if behavior continues, the coordinator will again notify the parent and inform the parent of the situation. There will be a written disciplinary report for the parent to sign. Depending on the severity, the scholar's parents may be asked to immediately pick up the scholar from school. The principal/designee will make contact with the parent the following day to inform the parent of a possible major behavior report and the potential for dismissal from the Child Care Program.

Any of the above procedures may be waived, depending upon the seriousness of the offense(s). The principal/designee has the ultimate authority for disciplinary action.

Parents are responsible for any damages done by their scholar to Child Care or school property. Parents will be notified of the cost of any such damages in writing and will be required to sign a notice of disciplinary action.

### **EMERGENCY DISMISSAL AND SCHOOL CLOSING**

During the school year it may become necessary to dismiss the scholars early or to close the school due to an emergency situation. Our primary concern will be to ensure the safety of all scholars. The full cooperation of all scholars and parents is required should an early dismissal or school closing occur.

1. Please be sure that your scholar has accurate and current emergency information on file and that you inform the coordinator whenever the information needs to be revised.
2. Please make sure that your scholar knows both your home and work phone number or a working emergency number. Attach this information securely to a notebook or other item that your scholar uses frequently.

3. Please make emergency arrangements NOW and discuss them with your scholar so that he/she will know what to do.
4. The news media will be notified of emergency closure. Stay tuned to your local radio station. If Bayou Community Academy is closed due to an emergency situation, there will be no before or after school care.

# Bayou Community Academy

2022 - 2023

**TO:** Parents of BCA School Child Care Scholars  
**FROM:** Melanie Becnel , Director  
Jessica Rosado, Principal  
Whitney Landry, Administrative Assistant overseeing Child Care  
**RE:** After School Child Care – Special Care Needs

Bayou Community Academy operates a Non-Educational After School Care Service available to all BCA scholars beginning on August 5, 2022. This program provides an adult supervised child care service. The operational hours for After School Care are 3:00 P.M. to 5:25 P.M. Parents are responsible for picking up their child from After School Care. Parents are responsible for providing special services to scholars with special care needs. Please complete the information below and return to the Child Care Coordinator upon registration.

Scholar's Name \_\_\_\_\_ Homeroom Professional \_\_\_\_\_

\_\_\_\_\_ My child will participate in the BCA After School Care Program.

\_\_\_\_\_ Before School Care

\_\_\_\_\_ After School Care

\_\_\_\_\_ My child does not have special care needs during these hours.

\_\_\_\_\_ My child has special care needs during these hours. (Allergies, food allergies, etc.)

Condition: \_\_\_\_\_

The following accommodations will be provided to address the identified special care needs:

The Parent will provide:

The School will provide:

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Child Care Coordinator's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_