



# Parent Handbook 2019

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## **DAYS & HOURS OF OPERATION**

The B&A program is held at PVMS. AM program begins at 7:00 AM and ends at 8:00 AM. PM program begins at the end of the school day and runs until 6:00 PM. PRES and PVIS operate on a half-day schedule on Thursdays therefore the B&A will be open from the end of their day until 6:00 PM The B&A will also operate for the SGA and Middle School monthly early release days starting at 11:30.

The B&A program follows the PVS calendar and operates on days when school is in session.

The program begins on the first day of school and ends on the last day of school. Please refer to the school calendar for specific dates.

## **EMERGENCY DELAYS, DISMISSALS & CLOSINGS**

Schools are sometimes closed for emergency conditions such as snowstorms, facility problems, etc. In these situations:

- If PVSD Schools are closed for the day, B&A is closed.
- If the start of school is delayed, the B&A before school program begins one hour before the delay schedule.
- If the elementary, middle, or high schools are dismissed early for an emergency, B&A may operate early if the campus where the B&A is housed is not affected. If the campus is affected B&A is closed.

Parents must make alternate arrangements for days when B&A is closed and ensure their child is aware of the plan. Parents are asked to monitor the local news media for cancellation, delay, and early dismissal information. A message concerning school closings/early dismissals will be sent vis school reach phone call.

## **PARENT COMMUNICATION RIGHTS AND RESPONSIBILITIES**

All parents/guardians listed on the B&A registration packet have the following rights and responsibilities:

- to be included in general communications from the B&A and Site Director
- to be included in communications and/or receive information from the B&A Site Director regarding your child's program attendance and/or behavior during the program
- to be included in communications regarding the financial status of your child(ren)'s account

These rights remain in effect unless B&A is provided with a copy of a court order or decree that specifically authorizes restrictions of any of these parental rights (in the determination of the Site Director), and the Site Director is provided with a copy of the court order or decree restricting these rights.

## **ATTENDANCE, SIGN IN & SIGN OUT**

### **ARRIVAL PROCEDURE**

After school, children are to immediately report to the B&A building or other designated area to check in with staff. Children are greeted by staff as they arrive off the bus and attendance is taken. B&A cannot assume responsibility for a child until he or she has checked in. Before school, children must be accompanied into the building no earlier than 7:00 AM and signed in by their parent/guardian. Children may not be dropped off at the entrance of the building or be sent inside alone. Staff must be made aware of each child's presence before the parent departs. Parents are responsible for the supervision of their child before sign-in. Children who do not

arrive at the before school program on their scheduled day will not be traced. (See trace procedure below.)

### **DEPARTURE PROCEDURE**

Written permission is necessary for a child to leave the B&A program without an adult. This would only be an option if the student was to attend other activities on the campus, i.e.

Basketball game, tournaments... Therefore, a student may sign in at the B&A after school and wait till the other activities start to sign themselves out because they have written permission from their parent/guardian. Once the student has signed out, the B&A staff are no longer responsible for the child.

### **RELEASE AT PICK-UP**

Children will be released only to those persons specified on the registration form. At least one emergency contact listed on the B&A registration form must also be listed for emergency pick-up situations. Designated pick-up persons must be 18 years old or above. If a person not listed on the registration form must pick up the child in an emergency situation, parents are to provide an email from the address on file with B&A, or a signed note giving the person permission to pick up the child. Phone calls will be accepted to grant permission only if they can be readily verified through emergency pick up safety word listed on the B&A registration form or a return phone call. Staff will check the identification of anyone they do not recognize. Please inform anyone picking up your child of this policy so they are aware we must see a photo ID before releasing the child. Any person who is suspected of being impaired by alcohol or drugs will be asked to call another designated person to pick up the child. The police may be called if necessary. Your child's safety is our priority!

## **WALKER POLICY**

B&A will not permit any student to walk home from the program because we are on a state recognized hazardous route.

## **CUSTODY ISSUES**

All parents/guardians listed on the B&A registration form shall be authorized to pick up his/her child on any day that B&A is in session and will be permitted to designate others to pick up his/her child on any day that B&A is in session -- unless B&A is provided with a copy of a court order or decree that authorizes restriction of these parental rights and the Site Director is apprised of the court order or decree.

For parents with joint or shared custody, either parent will be permitted to pick up the child on any day B&A is in session and to designate others to pick up the child on any day B&A is in session.

If one parent is the legal custodian of a child, only the parent with legal custody will be permitted to designate others to pick up the child, so long as a court order or decree provided to B&A supports such a determination.

For parents with shared or joint custody, in the case of an emergency, we will generally try to contact the custodial parent first. But, if we do not reach the custodial parent, we will contact the other parent. Also, in an emergency, we may not have time to look up whose day it is to have custody. If you have questions or concerns regarding these issues and our policy, or if you have a court order requiring otherwise, please contact the B&A Site Director.

## **STAFFING & SUPERVISION**

B&A staff are well-qualified specialists who are committed to providing a warm, supportive environment to enhance the child's self-image. All staff members have a sincere interest in children.

A major responsibility of staff is to provide for the health and safety of each child. Staff members are alert to the safety and supervision needs of the children, anticipate possible hazards, and take appropriate preventive measures.

We intend that no child will be left alone or unsupervised with the following exceptions:

Running errands inside the building, Using the restroom, Helping a teacher (with permission)...

A staff member will be able to see or hear the children at all times and will check on the children consistently.

Our adult staff members must attain a background check prior to working with any students.

B&A hires high school students as student mentors. These staff members will not work without an adult staff member scheduled. They must be a Sophomore in High School to qualify to apply for the mentor program.

B&A does permit 8th and 9th-grade students to be Jr. Mentors, however, they are not paid staff and will work with students from Pre-K to 3rd grade only. They will not be left alone with students. Jr. Mentors will qualify for a reduced charge see Tuition and Payment Information for this.

## **DAILY SCHEDULE**

The daily schedule is flexible enough to provide adaptability but structured enough to provide predictability for the children.

### **Schedule:**

#### **BEFORE SCHOOL**

- 7:00 Arrival of students (free play)
- 7:30 - 8:00 Homework and activities
- 8:00 Departure for school

#### **AFTER SCHOOL**

SGA and PVMS dismissal at 2:40 PM

PRES and PVIS dismissal at 3:40 PM

- 2:45-3:40 Arrival of SGA and PVMS students: outdoor play, homework
- 3:40 - 4:40 Activity Time (choice of scheduled small group activities):
  - Creative Arts Activities (arts & crafts, drama, music, etc.)
  - Physical Activities/Sports (fitness, team games, dance, etc.)
  - Special Interest Activities
    - Enrichment activities (science & nature, math, literacy, etc.)
    - Hobbies (cooking, electronics, sewing, construction, collections, etc.)
    - Special events (celebrations, performances, special guests, etc.)
- 4:40-5:30 Free Play
- 5:30-6:00 Clean up and preparation for departure
- 6:00 Program ends

## **OUTDOOR PLAY**

B&A provides outdoor play periods for the children each day as the weather permits. In inclement weather, indoor large muscle activities will be provided. The outdoor play period may be canceled or the length of time adjusted for extreme temperatures or threatening weather.

Outdoor play will not be provided when there are non-weather related safety issues outside.

When an air quality alert is issued, children will not remain outdoors for extended periods and strenuous outdoor activity will be avoided. Please see that children are dressed appropriately for active play for both indoors and outdoors. This includes appropriate shoes for active play, and hats, gloves, and boots for winter snow play.

## **LEAP**

LEAP (Living Everyday with Active Play) is B&A's commitment to promoting healthy lifestyles by focusing on physical activity and nutrition. Through LEAP every child participates in at least 15 minutes of physical activity each day at the B&A. Some examples of LEAP activities are: walking, relay races, group games, calisthenics, jump rope, running, dance, and other fun physical activities.

## **SNACK**

A healthy USDA approved snack will be available each afternoon. This snack is not intended to be a meal. If your child does not like the food served or you would like your child to have more, please feel free to send a healthy snack with your child. If children bring a snack from home they may be seated in a designated area if the site has peanut allergy concerns.

## **MOVIES**

Only G and PG rated movies will be shown to the children. Parents must specify on the registration form which movie ratings their child has permission to see.

## **FIELD TRIPS & TRANSPORTATION OF CHILDREN (Summer Recreation Only)**

When possible, children may enjoy periodic field trips away from the site. Transportation will be provided by contracted school buses. Parents will receive specific information before each field trip, including the destination, the means of transportation to be used and any cost associated with the trip. B&A summer recreation registration form shall act as the permission slip for trips.

If a student will not be participating in the trip B&A staff shall be notified. A person trained in first aid, CPR, and management of communicable disease, a first aid kit, emergency forms, medications and health records for each child will be available on all trips. Each B&A staff member will have specific children they are responsible for supervising during the trip.

Attendance will be taken before departure from B&A, upon arrival at the field trip destination, periodically at the field trip site, before departing from the field trip site, and upon returning to B&A Site. Adult volunteers may also be in attendance to assist with the field trip but are not directly responsible for the supervision of the children. Swimming field trips to area pools will be supervised by certified lifeguards or water safety instructors and B&A staff. Since all staff are needed for field trip supervision, if a child cannot attend a scheduled field trip, parents must make other childcare arrangements for that day. No credits or refunds will be given in this situation.

## **HOMEWORK POLICY**

B&A is not an academic extension of the school day but we appreciate all the demands on school-age children and their families, and we have a commitment to their academic learning.

Although B&A believes that homework is ultimately the child's responsibility, we will do all we can to encourage children to work on it at B&A. Our daily schedule includes 20-30 minutes of quiet time Monday through Thursday for homework or reading. During this time, B&A staff will be available to provide some assistance if needed, but cannot be expected to check children's work for accuracy or completeness or to provide individual tutoring for children.

## **TECHNOLOGY POLICY**

Students grades 4-8th are permitted to bring their own devices to the B&A. Items include but are not limited to Cell Phones, Tablets, and laptops. The B&A has a secure internet available that will turn on at 3:00 PM.

Students grades Pre-K-3rd are permitted to have their own devices on Thursdays only. They will be given a specific block of time in which they are permitted to use them. Please do not send them with their devices if it is not permitted by the child's school.

\*The B&A accepts no responsibility for lost, stolen or broken devices. Bring at your own risk.

## **MANAGEMENT POLICY**

The goal at B&A is for children to learn self-discipline so they may function independently in a socially acceptable manner. Self-control and social skills are developed by guiding the children through everyday activities and interactions with others. Rules and limits are set for three main reasons: to prevent possible harm to self or others, to prevent damage to property, and to prevent infringement on the rights of others. To provide a safe and secure environment for everyone, the following rules have been developed which will be in effect at all times:

- Show respect for people and property.
- Follow good safety practices.
- Follow directions the first time they are given.

In addition, B&A will have specific rules which will be posted and discussed with the children.

School rules will also be in effect to provide consistency for the children throughout their day.

The environment of the program will be structured to help children remember limits. Children will be treated with respect so they may, in turn, learn to respect others. Positive language will be used to provide simple, consistent explanations. Reasonable efforts will be made to help children adjust to the B&A group setting.

Children will be taught to be responsible for their actions; they make the choice to follow the rules and enjoy the rewards or to disregard the rules and accept the consequences. Appropriate behavior will be encouraged by verbal praise, rewards, and positive communications with parents.

Children exhibiting inappropriate behavior will be redirected to an appropriate activity or provided with natural or logical consequences. A child who is having problems playing within

the guidelines of the program may be removed to a non-stimulating, supervised area for a period of time to regain control.

Parents will be informed of their child's behavior at B&A and every attempt will be made to work together with the parents and the child to correct serious or recurrent behavior situations. If a child's behavior frequently requires extra attention from a staff member, parents may be called upon to participate in a partnership to develop a special behavior management plan.

### **INCIDENT REPORTS**

In cases of serious or recurrent misbehavior, an incident report will be written. Examples may include but are not limited to causing a physical injury, taunting, and name-calling, encouraging others to exclude a child from a group, threatening physical harm, and damaging property.

Should a child's inappropriate activity or behavior result in damage to any B&A owned or leased property, B&A reserves the right to assess the parent or legal guardian for any and all amounts necessary to repair or replace the damaged items or property.

An incident report is intended to inform parents or legal guardians about inappropriate behavior. Staff will discuss the incident with parents or legal guardians, who are asked to sign the report, review it with the child, and discuss better ways to deal with the situation. A copy of the incident report will be given to the parents and a copy will be placed on file. Please remember that it is not acceptable for a parent or legal guardian to engage in an argument with or threaten B&A staff and/or children. Examples of such behavior include but are not limited to loud voices, foul language, threatening physical harm, or inflicting physical harm. This type of behavior may result in disenrollment from the program.

## **SUSPENSION**

In cases of serious or recurrent incidents, parents may be called to pick up their child. Following an opportunity for the child to explain his or her actions, a suspension may be imposed. A parent conference may be required before the child returns to the program. Payment will be due for the time a child is suspended (not to exceed five school days). After a suspension, if the child's behavior continues to be inappropriate, the child's enrollment may be discontinued.

## **DISENROLLMENT**

If at any time, B&A determines that a child is unable to benefit from the program, unable to abide by the B&A rules, or the child's behavior is unsafe or unmanageable, the child's enrollment may be discontinued. In such cases, B&A will communicate with the parent or legal guardian prior to disenrollment. A child whose enrollment has been discontinued for any reason may seek entrance in future years however, B&A reserves the right to refuse reentrance to the program.

## **BULLYING**

Bullying behavior will not be tolerated at B&A. Certain conditions must exist in order to define a situation as bullying. Children may joke around with each other, call each other names, or at times engage in some physical contact and yet these incidents are not labeled as "bullying" when they occur between certain children. The difference lies in the relationship of the bully and the victim, and in the frequency and intent of the interaction. Bullying includes more than one intentional act of one child toward another that causes the other child mental or physical harm and is sufficiently severe, persistent, or pervasive that it creates an intimidating or abusive environment for the other children. If it is determined by B&A that a child is involved in

bullying, disciplinary action will be taken, including warnings, consequences, restrictions, conferences, suspensions and/or disenrollment.

### **ACCIDENTS, EMERGENCIES & SAFETY OF CHILDREN**

The safety of the children is of greatest concern at B&A. Several procedures have been devised to assure the safety of the children:

- A telephone is available for emergencies
- A staff member trained in first aid, communicable diseases, CPR, and child abuse/neglect recognition and prevention is on-site at all times. In the case of a minor accident/injury, B&A staff will administer basic first aid. For a more serious injury, first aid will be administered, and the parent will be contacted immediately to assist in deciding an appropriate course of action. If an injury is life-threatening, medical services will be contacted, parents will be notified, and a staff member will accompany the child to the hospital with all available health records. Parents are required to grant permission for emergency transportation at the time registration forms are submitted.
- A written incident/injury report will be completed and given to the person picking up the child whenever a child:
  - has an illness, accident or injury which requires first aid or receives a bump or blow to the head
  - is transported by the emergency services
  - is involved in an unexpected event which jeopardizes safety

If a child requires emergency transportation, the report will be available within 24 hours.

- If transportation is required for an emergency situation, it will be provided by the emergency services or the parent depending on the nature of the emergency.
- Monthly fire drills will be conducted for all children and staff. A written plan explaining the action to be taken in case of fire, severe weather alerts, or general emergencies will be followed. This plan includes a diagram of evacuation routes and is posted in each area used by B&A. In the event of an environmental threat or threat of violence, children will be secured in a safe area, the proper authorities will be contacted, and their directions will be followed. Parents will be informed as soon as the situation allows.
- In the event of an emergency evacuation due to fire, weather conditions, utility emergencies, etc., the children may walk or be transported by school bus to a designated emergency destination. A sign will be posted at the B&A site indicating the location where you can pick up your child.

Parents will be contacted as soon as possible. If a parent cannot be reached, the emergency contacts listed on the registration form will be called.

## **IMMUNIZATION**

All children enrolled in B&A follow the immunization policy of the PVSD

## **MEDICATION POLICY**

Due to storage and safety concerns at B&A, it is strongly recommended that all medications be administered at home or during the school day. Medication will not be administered by any B&A staff member at any time.

## **SPECIAL NEEDS POLICY**

It is the intent of B&A to provide group childcare services to children, without regard to disability. Enrollment of children with disabilities will be made as long as the child is determined to be a qualified child with a disability. Factors include that the child will not:

- constitute a direct threat to the health or safety of himself or herself or others in a group childcare setting, or
- require supervision, educational services, and/or personal services beyond that reasonably expected of the existing staff, or services not provided for children without disabilities, or
- require specialized equipment not present in or available to the program.

Reasonable accommodations will be made to meet the special needs of the child. However, accommodations that would fundamentally alter the nature of or create an undue financial burden on the program, such as one-on-one care, cannot be made. Parents must provide all pertinent information regarding the child's special needs, and complete a written medical/physical care plan to assist the staff in the care of the child.

Evaluation of qualifications will be undertaken on a case-by-case basis. Input from the parents and the Program Director will be taken into consideration. Initial enrollment decisions will be based on reasonable judgment concerning the likelihood that the child's participation in a group child care setting can provide adequate educational, physical, and social adjustment, given the nature and extent of the disability. Initial enrollment may be provisional for a period to be stated by the Director at the time of enrollment. Continued enrollment may be reconsidered at any time, for any child, based on the above-listed factors.

## **PARENT PARTICIPATION**

Parents are welcome to visit and observe the program at any time and are encouraged to participate whenever possible in the activities at B&A. Parents may wish to attend field trips and special events, share a special interest with the children, help with various projects, or simply stop in to enjoy the daily fun! When visiting, please notify the Program Director of your presence. The Program Director is available to discuss a child's needs and parents are encouraged to share any thoughts and information about their child at any time. However, due to staff responsibilities and schedules, parents are asked to make appointments with the Program Director whenever it is necessary to engage in lengthy conversations.

Parents are encouraged to inform B&A of any questions, suggestions, or concerns they may have. Concerns should first be addressed on-site with the Program Director. Every effort will be made to resolve it at this point. If the situation cannot be resolved on-site, the Program Administrator may be contacted and a conference may be arranged.

To keep parents advised about B&A, information will be shared through informal discussions, conferences, emails, newsletters, and via the parent table. The parent table includes posted information. Please check daily.

## **ENROLLMENT POLICIES AND PROCEDURES**

In order to be eligible to attend the Before and After School program or to be on a waiting list, a child must be toilet trained and enrolled in a Pre-K through Eight-grade class in one of the Pojoaque Valley Schools.

Completed enrollment forms and the first tuition payment must be received by the child's first day of attendance. Please visit the PVSD website (<https://pvs.k12.nm.us/>) for specific start dates.

Falsification of information on registration forms or required paperwork is grounds for rejecting an application or immediate disenrollment. Any changes in enrollment information must be communicated to B&A immediately so that current information is always on file.

### **WAITING LISTS**

Enrollment may be limited. If it is determined that we have reached capacity a waiting list may be started at which point families may request to be added to the waitlist.

### **DISCONTINUATION OF ENROLLMENT**

A child's enrollment may be discontinued or enrollment may be denied by B&A for any of the following reasons:

- Tuition or other fees are more than seven days past due
- Recurrent late pick-ups or late payments
- Falsifying information on registration forms or required paperwork
- B&A determines that the child is unable to abide by the B&A rules, or the child's behavior is unsafe or unmanageable, or the child is unable to benefit from the program, or the program is unable to meet the needs of the child in a group childcare setting.
- B&A determines that the behavior of the parent is inappropriate in the presence of children at B&A, in the presence of B&A staff, or directed at B&A staff; the parent is unable or unwilling to work respectfully, cordially and cooperatively with the staff and other parents to resolve a problem, or the parent is unwilling to accept the resolution recommended by B&A staff. Please understand that by enrolling, parents commit to work cooperatively with B&A staff on all matters.

A child whose enrollment has been discontinued for any reason may seek entrance in future years however B&A reserves the right to not accept the student back in the program. If a child's enrollment is discontinued due to the behavior of his/her parent/guardian, the parent/guardian may be precluded from entering the B&A premises and/or from enrolling his/her children in the future. This decision is entirely at the discretion of B&A.

### **WITHDRAWING & CHANGING DAYS OF ATTENDANCE**

B&A must be notified in writing by the 15th of the month to withdraw from the program or to change days of attendance for the following month. If a notice of withdrawal is not given by the 15th of the month, half of the next monthly payment is required. No refunds will be made for withdrawal from the program. Changes in days of attendance will be made if space in the program permits and will be effective the first week of the following month. Please email [baschool@pvs.k12.nm.us](mailto:baschool@pvs.k12.nm.us) as soon as possible to withdraw or to request changes.

### **DROP-IN CARE**

Drop-in care is available, payment is due the day of attendance. The fee for drop-in service is \$15 per child per day for AM and \$15 per child per day for PM.

### **TUITION & PAYMENT INFORMATION**

Tuition is an annual rate divided into ten monthly installments. The amount of the payment due each month is the same, regardless of the number of days of school or attendance. Holidays and other scheduled school days off are not included in the calculation of the annual rate. There will be no credits or refunds for inclement weather, other school cancelation days or absences.

The first monthly payment is due upon confirmation of enrollment and must be received prior to attending the program. Thereafter, payments are due the first Monday of each month, August through May. Please see the list of due dates at the Parent Table.

A tuition payment schedule listing tuition rates and dates due is available on the Parent Table.

Tuition may be paid by cash, check, money order, or Credit/Debit card\* made payable to B&A Program. Please write your child's name in the memo portion of your check.

*\*Be aware that there is a 2.75% fee attached to the use of a credit or debit card.*

Divorced/separated parents are jointly and separately liable for tuition to B&A. Certainly, parents may agree between themselves who will pay what share of tuition, but B&A requires a commitment from both parents that tuition will be paid in a timely manner to provide for continuity of care for your child/children. By enrolling, both parents agree to stay current with tuition and will be informed if tuition is late or overdue.

**Tuition Cost:**

- One time supply fee of \$15 (paid at the time of enrollment)
- AM service: \$40 per Month (\*full-year \$360)
- PM service: \$60 per Month (\*full-year \$540)
- Both AM/PM service: \$100 per Month (\*\$900)
- Drop-In: \$15 (due the day of)

*\*The full-year paid upfront will receive a 10% discount.*

## **FINANCIAL ASSISTANCE**

We offer a \$5 discount for any additional children **if paying on time**. In addition an agreement may be made for reduced tuition if the students' guardian is financially unable to meet the cost. This can be determined on a case by case basis. Additional information may be required to qualify. This may include but is not limited to: Annual salary of all working in the household, monthly review of financial ability, other financial information. Please talk with the Site Director if you are in need of assistance.

## **RECEIPTS & FEDERAL IDENTIFICATION NUMBER**

All payments will receive a receipt immediately. Please do not leave the facility without your receipt in hand. It is strongly suggested you take a picture of the receipt to have on hand as needed.

An annual statement of tuition paid, although not required by law, will be distributed as a courtesy to currently enrolled families for tax purposes in late January upon request.

The PVSD federal identification number is 85-0166355.

## **ADDITIONAL CHARGES FINANCIAL RESPONSIBILITY**

As with tuition, parents are jointly and separately liable for payment of additional fees. B&A requires a commitment from both parents to make sure fees are paid in a timely manner to ensure continuity of care for your child(ren).

## **LATE PAYMENT FEE**

Tuition payments are due the first Monday of each month August through May. A late payment fee of \$15 will be assessed for any payment that is not received by the last school day of that week (usually a Friday). If payment is not received by the last day of the 2nd week after the

tuition due date your child(ren) will be suspended for one week or until payment is made that week. If the account is not paid in full during the week of the suspension, your child(ren)'s enrollment will be discontinued. Reinstatement is available only if space is available in the program, the account is paid in full (including late fees), is paid, and the family signs a payment agreement form. Excessive late payments may result in discontinuation of enrollment.

### **LATE PICK-UP FEE**

B&A staff members have evening responsibilities and are not expected to remain past 6:00 PM. Although no child would ever be left unattended, a fee of \$5 will be assessed for each five (5) minute increments after 6:00 PM a parent is late (e.g., 6:01 arrival = \$5 fee; 6:06 arrival = \$10 fee).

If a child has not been picked up by 6:30 PM and attempts to contact parents and emergency contacts have been unsuccessful, the police and Santa Fe County Children Youth and Family Services (CYFD) may be called. B&A reserves the right to suspend and/or terminate enrollment for recurrent late pick-up.

### **RETURNED CHECK FEE**

A fee of \$30 will be assessed for each returned check or non-sufficient funds notification. The amount of the returned check plus the \$30 fee must be paid by money order or cash. Should there be a second returned check, all future payments will be required to be made by money order or cash only.

## **DONATION POLICY**

The B&A program runs solely off student payments and therefore we are open to receiving any and all donations both material and financial. Some items needed include, but are not limited to:

- Athletic equipment
- Art / Craft Supplies
- Electronics (DVD players, radios, etc.)
- Movies in DVD format
- Furniture
- Cleaning supplies
- Indoor games / Puzzles
- Printer paper / ink
- etc.

## **ADDITIONAL INFORMATION**

Unless the parent or legal guardian informs B&A, in writing, to the contrary, the parent or legal guardian gives B&A permission to use and/or publish your child's photograph and/or likeness, your child's name, and/or your child's work (including but not limited to artwork, drawings, writings, poetry, crafts, etc.) in the media, newspapers, the internet, newsletters, videos, publicity materials, and/or any other format or medium.

The B&A telephone must be available for emergencies. For this reason, children are permitted to use the phone only for emergencies at the discretion of the B&A staff, and parents are asked to call their children only when it is absolutely necessary.

Although staff will make every effort to help children keep track of their personal belongings, the final responsibility rests with the child. Appropriate items may be brought to the program, but if they are lost, stolen, or broken, B&A cannot be held responsible for replacement or repair. This includes any electronic devices which may be used at B&A only during designated time and dates.

B&A reserves the right to search the child's belongings if the need arises and/or there is reasonable suspicion of inappropriate or dangerous items.. In an effort to provide consistency for the children, the B&A staff will have on-going communication with the school staff. By enrolling your child at B&A, you consent to this communication. A parent may take photos of his/her child or children at B&A-sponsored events. However, parents may not post any photos from B&A events on the internet or on social media if they include other children (children for whom you are not the parent or legal guardian). Many parents do not wish their child's photo to be on the internet or on social media, and B&A respects their wishes.

## **THANK YOU**

Thank you for choosing the Before and After School program as your childcare provider. The fact that you have enrolled your child and are reading this handbook demonstrates your genuine concern for the welfare of your child. We appreciate the opportunity to work with you and your child; and we will make every effort to see that your family enjoys a positive experience with B&A.