



Baypoint Preparatory Academy

Childcare Parent Handbook 2017/18

The Baypoint Preparatory Academy Childcare Program is designed to assist parents with the childcare needs of their BPA students during the school year when school is in session. Childcare is offered before school and after school for grades K-6. We also offer childcare on minimum days. There is no childcare offered on school holidays or on full in-service days. Enrollment is optional. Parents/guardians will incur fees if they utilize the program.

Note: Childcare is offered on a first-come/first served basis contingent upon ratios and space available.

ADMISSION

Enrollment, based on space available, is open to any enrolled student who attends BPA grades K-6. Students who are in grades 7 and above are on a case by case basis. Enrollment shall be granted without discrimination with regard to sex, race, color, creed, religion, disability, or national origin. All applications are accepted on a first come, first serve basis. A waiting list will determine new admissions when the program is full. Priority will be given to siblings of those students already enrolled in childcare.

STAFFING

All staff and substitutes are employees of Baypoint Preparatory Academy. Trained staff provides an organized, well-supervised and caring environment that is both educational and enjoyable. Please know that we value the trust you have placed in us and take our responsibility seriously. Your child's safety, development, and character are our top priority.

REGISTRATION FORMS

Prior to attending the childcare program, your registration form, including at least two local emergency contacts is required. Children must be registered **each** school year. Please keep telephone numbers current by informing BPA childcare staff in writing of any changes. Your child's safety could depend on having correct information in your child's file.

A **non-refundable registration fee** is required to enroll in the Childcare Program each school year. The registration fee for 2017/2018 is **\$25.00 per family**.

HOURS

Before School Care	6:30am- 8:30am
After School Care	3:15pm – 6:15pm
Minimum Day After School Care	12:30pm- 3:30pm

MONTHLY TUITION / SCHEDULED STUDENTS

For scheduled students the total monthly tuition is due on or before the first day of each month and is due whether or not you receive a statement. Scheduled fees are based on enrollment and not attendance.

Credit is not issued for days missed due to illness, vacation or outside activities. Tuition is non-refundable and non-transferable. Payments must be made online via Tuition Express. Tuition rates and due dates are set forth in the “Childcare Rates” schedule available on our website or from Childcare Staff.

FULL-TIME AND PART-TIME PARTICIPANTS SCHEDULES

In order to receive the lower scheduled rate, days of attendance must be determined at the time of registration. Our childcare program is staffed based on scheduled enrollment. The designated days can be changed by completing the “Student Change Request Form” and submitting the form to Childcare staff. Please give a minimum of three working days to process the student change. Changes to your child’s schedule are subject to childcare availability. An increase in related tuition fees must be paid prior to the effective date of the change. One program change per school year will be free. Subsequent changes will be assessed a \$10 administrative charge. **If a scheduled day is missed, it is an absence and no credit will be given for another day.**

REGISTERED DROP-IN CARE

Drop-in care for **registered students** is available for periodic participation. Registration paperwork must be turned in and the registration fee paid online prior to the first day of childcare attendance. The registered drop-in care cost is listed on the rate sheet. Registered drop-ins are charged a higher rate than registered, scheduled students. Please give as much notice as possible when drop-in care is needed. Registered drop-ins will be billed the following week for time used. Payment for drop-in care is due the week following the drop-in, even if a statement is not received. Please log in to your Tuition Express account to view your balance.

UNREGISTERED DROP-IN CARE

Drop-in care for unregistered students is for **emergencies only**. The purpose of this option is to provide parents a safe place for their child even if they are not enrolled in our program and only temporary childcare is needed. Payment for unregistered drop-ins is due at pick up.

PAYMENT OPTIONS

Childcare payments are made online through Tuition Express. A simple registration is required. The online payment registration form can be found on the last page of the handbook. Once it is completed and turned in a unique Tuition Express ID number will be generated and emailed to you. The ID number is used to login and make payments at TuitionExpress.com. Forms may be emailed to kbrown@baypoint.academy or dropped off in the school office.

LATE PAYMENTS

Payments received on or after **5 business days** from the due date will incur a late charge of \$10.00 per family. Any family carrying a balance for 30 days may be dropped from the program. If a payment is not received the

account may be turned over to a collection agency for further processing. No child will continue in the program unless all past due balances are paid. If a family has been dropped from the program and the student checks in to childcare, the student will be taken to the School office and the parents/guardians or emergency contact will be contacted. The student must be picked up immediately.

Families who have had their account turned over to a collection agency may be readmitted upon verification that the account balance has been paid in full to the contracted collection agency. Thereafter, monthly tuition must be paid prior to or on the due date or the child(ren) will be dropped. Parent/Guardian(s) that are consistently late in paying childcare fees will be subject to having their child(ren) dropped from the program.

SIGNING IN AND OUT

Parents/authorized person must accompany the child to the Before School program to sign their child(ren) in and to determine that there is adult supervision prior to leaving the premises. Parents/authorized persons must sign the child(ren) out of childcare each day.

NO STUDENT MAY SIGN HIMSELF OR HERSELF IN OR OUT OF CHILDCARE.

LATE PICK UP

Childcare closes at 6:15 pm. A late pick-up fee of **\$1.00 per minute per child/student** will be charged after 6:15 pm. This fee is due immediately. A three-day grace period will be extended if requested only if the account is in good standing. Your child(ren) will be dropped from the program after five (5) late pick-ups.

If your child is not picked up by 7:00 pm your child/student will be considered abandoned and the appropriate authorities will be called. On any one occurrence of a late pick-up of one hour or more your child is subject to being dropped from the program.

ILLNESS/INJURIES

Please, do not bring your child to the program if he/she has missed the day at school, has a cold, cough, runny nose or eyes, fever, has vomited within the last 24 hours or any other signs of illness. It is important to notify staff of any illness that may be communicable. Students who are sent home from school due to illness are not permitted to return and attend childcare that day.

Students who are ill will be refused admission. If a student becomes ill while in childcare, parents will be immediately notified to come and pick up their child. When a student's temperature reaches 100 degrees, parents will be contacted and must pick up their child within the hour. If the parent/guardian(s) cannot be reached, staff will telephone the emergency contacts in the order they are written. Students must remain at home until they have been fever free for 24 hours.

The childcare staff is trained in basic first aid procedures. Parents/Guardians contacted by telephone regarding an illness or injury will be responsible for deciding if medical attention is needed. If parents/guardians cannot be reached, emergency personnel will be contacted. If a student is seriously ill or injured, the following steps will be taken:

- Give basic first aid

- Call parents/guardians
- Call paramedics
- Notify the Baypoint Preparatory Academy Office

MEDICATION

If your child requires any medication, whether prescribed by a physician or over-the-counter, while attending the childcare before and/or after school programs, a “Medication Authorization Form,” signed by the physician, MUST be on file at the childcare site. This form is available on the BPA website under “Health Office” or through the School Office. All medication must be in the original container and the directions MUST be legible. At no time may students carry any medication on his/her person or in his/her possession with the exception of an inhaler. Please notify childcare staff in writing if your child carries an inhaler so precautions can be taken to prevent other students from accessing the inhaler.

Please also notify childcare staff in writing if your child requires access to an EpiPen or has a 504 plan.

ATTENDANCE/ABSENCES

Parents/guardians whose child(ren) participate in an outside activity (tutoring, scouts, sports practice, helping a teacher, etc.) during scheduled childcare hours, must notify the Childcare Program in writing. The written notice must contain the name of the person picking up the child and the effective dates and times. The person picking up the child must be added to the authorized pickup list. The authorized person is required to sign the child out of the childcare facility. If the child is returning to the childcare facility during scheduled childcare hours, the authorized person must sign the child back into the childcare facility. There is no reduction in tuition or refunds for days missed due to illness, vacation or outside activities. When you enroll, you are reserving time, space, and staff for your child whether he/she is in attendance or not.

BEHAVIOR/DISCIPLINE

Students in the BPA Childcare Program will be subject to the behavioral expectations and disciplinary measures found in the BPA Parent/Student Handbook. Failure to adhere to these rules will result in a suspension from childcare for 1-5 days or the loss of childcare services. There will be no refund of tuition paid for days missed as a result of disciplinary action.

CLOTHING

Students in childcare are required to be clothed in accordance with the BPA Dress Code. Failure to adhere to the BPA dress code may result in the loss of childcare services.

COMMUNICATION

We encourage open communication between the family and our staff. Informal written notes are always welcome, and staff is always available for a brief chat with parents although parents should expect that staff will place supervision of children before parent inquires. Email communication is encouraged. If you have a concern that warrants additional time, please contact the School Office for an appointment so that full attention may be given to you. Issues or concerns regarding another child in the program must be addressed to the

childcare lead. Enrollment may be discontinued for a child(ren) whose parent/guardian approaches other students regarding their actions and/or behavior.

A message can be left for the Childcare Staff at any time by calling the school office at (951) 658-1700 between 8am-4:00pm. The Childcare Before and After Hours number is (951) 658-1700 X 240. Please remember that the childcare telephone is a business number. We are happy to give messages to your child if your plans or those for your child have changed. However, we do not allow children to use the telephone to make social plans or chat with parents/guardians, siblings, or friends.

SAFETY/DISASTER

Before school and during after school care, all students will be kept in childcare until parents/guardians or another authorized person picks them up. An adult authorized by the parent/guardian to pick up a child/student will be required to present photo identification before the child is released to them. Anyone that is not on the authorized pick-up list will be turned away. Please keep your pick-up list current and make any additions or deletions in writing.

In the event of an emergency or natural disaster, such as an earthquake or flood, staff will follow the school site disaster plan.

PERSONAL BELONGINGS

Students may not bring personal belongings to the BPA childcare sites unless the Childcare Staff has given permission.

- No iPods or other mp3 players
- No electronic games or devices
- No phones
- No large sums of money
- No valuable items
- No toys

The BPA Childcare Program and Baypoint Preparatory Academy **are not liable for any lost, stolen or damaged items** brought to childcare whether permission has been given or not.

PICKING CHILDREN UP

Only those who have been authorized by parents/guardians on childcare enrollment forms may pick up students attending childcare. Staff will question those with whom they are unfamiliar and check his/her photo identification. Children will not be released to anyone without proper identification. If someone who is not listed on the student's childcare enrollment forms is coming to pick up your child, **PLEASE NOTIFY THE STAFF, IN WRITING, and IN ADVANCE**. In the case of a "true emergency", you may telephone the childcare staff with the needed information. You will receive a call back confirming this information.

SNACKS

After school care children are provided with a snack each day. If your child has any dietary restrictions, it is important to include this information on the childcare enrollment forms. If your child requires more than a small snack in the afternoon, please be sure to pack some extra food items. If there are children in the program with severe food allergies, the BPA Childcare Program reserves the right to prohibit those items being brought

by any child. Children attending the Before School program may bring a breakfast snack. Children are not allowed to bring candy, gum, soda or caffeinated beverages to the childcare program.

WITHDRAWAL FROM THE PROGRAM

If you decide to withdraw your child(ren) from the BPA Childcare Program, we require **THREE DAYS WRITTEN NOTICE** by filling out the “Change Request Form”. This allows us time to make any needed changes in organization, staff and program. *Tuition is charged for this period.* Forms are available on our website or from the childcare staff.

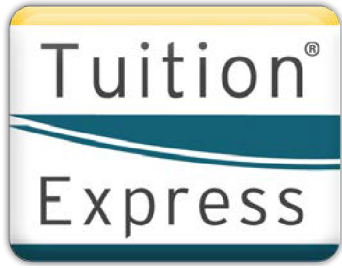
BPA Childcare Program is intended to be self-supporting. If at any point it is determined that the program is not paying for itself, it will be discontinued. Parents will receive at least thirty day notice if this should become necessary.

Baypoint Preparatory Academy
26089 Girard St
Hemet, CA 92544

School Office (951) 658-1700
Fax number (951) 658-0723
Website: www.baypoint.academy

Childcare Program Contact: Katelyn Brown
Childcare Phone Number: (951) 658-1700 ext. 240
kbrown@baypoint.academy

Billing / Scheduling Contact: Katelyn Brown
Phone Number (951) 658-1700
kbrown@baypoint.academy



AUTOMATED PAYMENT PROCESSING

Safe - Convenient - Easy

We are excited to offer the safety, convenience and ease of Tuition Express Online Payments. You can process on-time tuition and fee payments with your credit card at www.tuitionexpress.com

TUITIONEXPRESS.COM REGISTRATION

As a customer of Baypoint Preparatory Academy Childcare, I (we) wish to register at www.tuitionexpress.com for the purpose of making Online Payments using a credit card.

Cardholder Name

Phone #

Student Name(s)

Cardholder Address

City

State

Zip

Cardholder Signature

Date

Website Registration Code: _____ (Please select a 4 digit PIN that will be used when you register at TuitionExpress.com)

For Official Use Only
Date Received
Employee Signature

BAYPOINT PREPARATORY ACADEMY

2017-18 Childcare Registration

Child's Name: _____ ******Start date****:** _____

Grade: _____ Teacher: _____ Room #: _____ Date of Birth: _____

Street Address: _____ City: _____ Zip Code: _____

Home Phone: _____ **Best Contact Phone #:** _____

Billing Email: _____

Mother/Guardian Name: _____ Mother/Guardian Email: _____

Mother/Guardian Cell Phone: _____ Mother/Guardian Work Phone: _____

Father/Guardian Name: _____ Father/Guardian Email: _____

Father/Guardian Cell Phone: _____ Father/Guardian Work Phone: _____

The following BPA student(s) may pick up my child for me:

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Any changes to those authorized to pick up your child must be in writing on the Childcare Change Form.

Emergency Contact: _____

Relationship: _____

Phone # _____

Emergency Contact: _____

Relationship: _____

Phone # _____

Child may **NOT** be released to: _____ **Please note that we must have a copy of the legal court document.**

May we photograph your child for the purpose of displaying on the BPA website and/or in publications? Yes No

Please indicate any allergies, health issues or medications we need to be aware of: None

If your child requires any medication, prescribed by a physician or over-the-counter, a Medication Authorization Form, signed by the physician, must be on file at the childcare site. This form is available through the BPA Office or on our website.

1 Please **check** the program(s) you would like to enroll in and 2 **check** the days your child will attend.

Before School Care 6:30-8:30AM

M T W TH F

After School Care 3:15-6:15PM

M T W TH F

Minimum Day After School Care 12:30-3:30PM

W

No Scheduled Days: **Drop-In Care as needed at the higher rates**

A *non-refundable* Annual Registration Fee of \$25 per family will be billed once your registration is processed.

I agree to abide by the policies of the BPA Childcare Handbook as well as those of the BPA Parent-Student Handbook.

Parent/Guardian Signature: _____ Date: _____

2017/18 Childcare Rates

Registration fee \$25 per family

Monthly Fee Schedule for Registered, Scheduled Students attending Monday-Friday and Minimum Day when applicable					
2017/18	Monthly Fees Before and After School Care 6:30am-8:30am 3:15-6:15pm	Monthly Fees Before School Care 6:30am-8:30am	Monthly Fees After School Care 3:15pm-6:15pm	Before School Care with Minimum Day	After School Care with Minimum Day
August	\$117.00	\$54.00	\$81.00	N/A	N/A
September	\$247.00	\$114.00	\$171.00	N/A	N/A
October	\$293.80	\$132.00	\$198.00	\$141.00	\$207.00
November	\$215.80	\$96.00	\$144.00	\$105.00	\$153.00
December	\$150.80	\$66.00	\$99.00	\$75.00	\$108.00
January	\$208.00	\$96.00	\$144.00	N/A	N/A
February	\$234.00	\$108.00	\$162.00	N/A	N/A
March	\$293.80	\$132.00	\$198.00	\$141.00	\$207.00
April	\$215.80	\$96.00	\$144.00	\$105.00	\$153.00
May	\$293.80	\$132.00	\$198.00	\$141.00	\$207.00
June	\$130.00	\$60.00	\$60.00	N/A	N/A

Registered, Scheduled Daily Rates This is how the monthly rates are calculated.	
Before and After School Care	Daily: \$13.00
Before School Care	Daily: \$6.00
After School Care	Daily: \$9.00

2017/18 Childcare Rates
Registration fee \$25 per family
Baypoint Preparatory Academy
2017/18 Childcare Change Form

All changes require at least three business days' notice.

Child's Name: _____ Grade: _____ Effective Date*: _____

*Effective date is three business days from today. Tuition will be charged during this period.

Parent/Guardian Name(s): _____ Phone #: (_____) _____

BPA will allow one change of program during the school year at no charge.

Subsequent changes will be assessed a \$10 fee.

Changes to authorized pick up persons are always free.

Withdrawing from the program

Reason for dropping:

Change to Schedule

Description of change: _____

NEW Schedule: **Check** the program(s) and **Circle** the days requested.

- | | |
|--|------------|
| <input type="checkbox"/> Before and After School Care 6:30AM-8:30AM, 3:15PM-6:15PM | M T W Th F |
| <input type="checkbox"/> Before School Care 6:30AM-8:30AM | M T W Th F |
| <input type="checkbox"/> After School Care 3:15-6:15PM | M T W Th F |
| <input type="checkbox"/> Minimum Day After School Care 12:30-3:30PM | W |
| <input type="checkbox"/> Drop In as needed ONLY at higher rate | M T W Th F |

Change to Authorized Pick Up Persons

Add or Remove

Name: _____ Phone # (_____) _____

Relationship to child: _____

Parent/Guardian Signature: _____ **Date:** _____