



TO: PARENTS OF CHILDREN IN NEED OF SUMMER CARE
FROM: CINDY KARRIKER AND STAFF
SUBJECT: SUMMER CARE REGISTRATION PACKET
DATE: 1/17/2020

PARENTS,

Thank you for choosing the Mooresville Graded School District's Before & After School Summer Care Program. Attached you will find all the forms to enroll a child that is currently active in BASP for **Summer Care 2020**.

If your child was not enrolled in our program for the regular school year 2019-2020 please fill out a regular application in addition to this summer enrollment packet, located on the Registration, Enrollment and Medical Forms section of the website.

<https://www.mgsd.k12.nc.us/departments/before-and-after-school-program>

This regular application is **required prior to acceptance** into the summer care program. *All information needs to be filled out in its entirety and returned to the Program Director at Mooresville Intermediate School 1438 Coddle Creek Hwy, Mooresville NC 28115* (with a \$25.00 yearly registration fee for those students **not** currently enrolled with BASP, this is separate from the deposit) with your Summer Camp Registration.

THE PACKET INCLUDES THE FOLLOWING:

1. WELCOME TO SUMMER CARE 2020 LETTER, SUMMER AMENDMENTS, SITE MAP
 2. SUMMER CARE REGISTRATION FORM (Please print clearly) (80 student slots are available)
 3. FIELDTRIP CARD (***TWO PART, PLEASE FILL OUT BOTH SECTIONS***),
 4. AQUATIC POLICY FORM
 5. ***FIELD TRIPS Will not be published until Summer Care Starts due to the fact that most of our reservations can not be confirmed this early.*** Some of the possibilities from past summers have included swimming, bowling, On-Site presenters, Baseball game, Aquarium, visits to the animals (several different possibilities) Laser Tag, Greensboro and Durham Science Centers, Farm visits. As soon as the fieldtrips are confirmed we will post the list on our web page.
- ✦ Please be aware that we will operate Summer Care at East Mooresville Intermediate School for K – 6th.
 - ✦ The South, PV, MIS and RR BASP sites will be closed for the summer.
 - ✦ Enrollment is on a first come first serve basis. You will receive an email confirmation notice to verify that your application and deposit have been received and that we have reserved a space for your child or that you have been placed on the waiting list as soon as we get the applications entered – this could take up to three weeks.

**BASP SUMMER CAMP WILL BE
CLOSED JUNE 29-JULY 3, 2020**



IMPORTANT INFORMATION FOR SUMMER CARE

There will only be one site operating for summer care this year.

We will be at East Mooresville Intermediate School located at 1711 Landis Hwy.

May 27-June 26, July 6-24, 2020

Tuition bills/invoices will come out once this summer. Tuition will be line itemed by the week(1-8) on your invoice. Tuition is a flat rate, no refunds or adjustments. There will be a \$25.00 registration fee for those students **not** currently enrolled in BASP during the 2019/20 school year along with our regular application

(<https://www.mgsd.k12.nc.us/departments/before-and-after-school-program>) and is due at time of application. It is a requirement that you place a \$100.00 non-refundable deposit when you register for the Summer Care program. This amount will be applied to your account at the end of the **last full week of care** and is due at time of registration to secure your child's spot. The **Full Time rate is \$160.00 and Part Time rate is \$130.00 per week.** Tuition payments are due **the Friday before the scheduled week of care.** If tuition payment is not received by Friday, care may be denied on Monday when you arrive to drop off your child. The **summer tuition payments** will be accepted at the summer care site again this year or you may use the Online School Payment system.

Your May/June/July bill will be **EMAILED** the week of April 27th, so please check your email frequently during that week.

Summer Applications and Deposit Fees are to be remitted to:

Payable to: BASP

1438 Coddle Creek Hwy

Mooresville, NC 28115

And may be paid in person or online.

Weekly fees may be paid on site once beginning June 5, 2020.

****All students must arrive no later than 9:00 A.M.** If your child is not here by 9:00 you will be turned away for the day. Our activities begin at 9:00 and we want the children to have the time to enjoy themselves and not miss out on anything. The teachers have full classes, when a child arrives late this disrupts the activities and the teacher has to re-teach/explain everything that has been done up to that point making the other children wait, and causing them to redo attendance and lunch counts which are due by 9:15 every day. Exceptions to the arrival time will be: on fieldtrip days when we must leave earlier (students must arrive **no later** than the time posted at the sign in/out table on these days, we will not hold the bus), or if you have a doctor or dentist appointment – please let us know in advance and bring a school note from the appointment. **

The last day for students **at** South, PV, RR & MIS for this school year is Thursday May 21st, 2020. **Wednesday May 27th, 2020, South, Park View, Rocky River and MIS students attending Summer Care will need to attend East Mooresville Intermediate BASP.** Parents of South, PV, RR and MIS students, please make sure all arrangements have been made in advance so that records can be transferred for the summer. Care will resume at South, PV, RR and MIS August 4, 2020 at 6:30 A.M.

Summer 2020

WE WILL BE CLOSED THE WEEK OF June 29-July 3

You may add, change weeks or withdraw, **all in writing**, from this Summer Care plan up to **April 3rd**, without penalty. Any students **added after April 3rd** will be charged a \$10.00 processing fee. **Deposits are due with your child's registration forms. Once you have reserved your spot for a week you will be charged for that week regardless if your child attends or not.** We must schedule staff, make reservations and order supplies in advance. Thank you for your understanding.

Fieldtrip Eligibility:

If your child makes poor behavior choices resulting in a write up slip, this will make them ineligible for the next fieldtrip. Fieldtrips are a privilege and taking the children off campus requires a certain level of behavior expectations for their safety. If they cannot behave while on campus then we cannot trust them to behave off campus. If there is a group on campus then your child may stay with them while we are on our field trip, otherwise you will need to make separate arrangements for their care for that particular day. We will inform you if there is an available group for them to stay with on campus.

Important Information to Remember for Summer Care

Parents,

The staff and I have a few reminders for you for the summer.

- ✚ **Drop-off and Pick-up** At EMIS 5/27/20-6/26/20 and 7/6/20-7/24/20, please use the **REAR** parking lot (off of **WIGGINS RD.**) and take your child in the cafeteria through the door from the sidewalk outside the cafeteria. The sign in/out table will be located inside these doors for your arrival and departure. I have attached a map marked with the areas we will be using for your convenience.

- ✚ **Dress Code for the Summer** We will follow the School Dress Code for the summer, shorts must meet at the end of finger tips, no spaghetti strap tops or thin strap tank tops for boy or girls. Students must have tennis shoes with them everyday. No flip flops allowed. Students that have River Shoes (water sandals that have a back strap and or clip that keeps them on the foot) may wear these but they must have tennis shoes and socks in their bag to change into for outdoor activities and gym time. We will be doing a lot of messy crafts so please send your child in play clothes that won't hurt to get messed up. Please send a lightweight shirt to put over your child's bathing suit that they can swim in in the event that their sunscreen is not enough protection.

- ✚ **Arrival Time** Arrival time is 9:00 A.M. at the latest on regular days. On fieldtrip days the arrival time will be posted, children must be on campus 45 minutes prior to leave time. There are several days that we will be leaving before 9:00 A.M., please make sure you check the sign in/out table daily. There will not be any staff left on site for child care on fieldtrip days for safety supervision reasons.

- ✚ **Sunscreen** Sunscreen must be supplied from home and a permission slip completed and returned by May 8th to your site director. We will log and transport them to EMIS in advance of the first day of camp.

- ✚ **Map** I have included a map of your summer site for your convenience.

- ✚ **Payments** Payments are due the Friday before the week of care.

- ✚ **Cell Phone #** South, Park View, RR and MIS will have their cell phones at EMIS for the summer.
 - **South** Cell Phone 704-662-2697
 - **Park View** Cell Phone 704-663-9985
 - **RR** Cell Phone 704-345-2699
 - **MIS** Cell Phone 704-477-3803

- ✚ **EMIS Site: Cell Phone #** EMIS has their cell phone as well as EMIS' regular phone number.
 - **EMIS** Regular Number **704-658-2691 option 3** Cell Phone 704-345-2702

Thank you for your attention to these items.

Cindy Karriker

Etaisha Whittenburg, Shaneil Troutman, Missy Foley, Shawna Gallmon and Jai Peele

PLEASE REMEMBER that payments are due the FRIDAY BEFORE the week of care and that we will not allow any charging this summer. For security we are asking that you make your payment on FRIDAY MORNING so that we do not have any money on site during the weekend.

What NOT to bring from home:

Hand held digital devices,
Movies, Toys, unhealthy snacks

Signing in and

Signing out

Sign in

- @ Please note that we do not open before 6:30 A.M. by OUR CLOCK.
- @ Children must be on site by 9:00AM or by the posted Fieldtrip arrival time.
- @ Please allow yourself enough time in the morning to drop your child off because you must walk your child in and sign them in every day
- @ There will be a Location Chart to help you identify where to take your child each morning
- @ Please speak to the staff member on duty each morning so they know your child has arrived.

Sign Out

- @ Please note that we close at 6:00 P.M. and late fees will be charged at 6:01 P.M. by OUR CLOCK.
- @ Please speak to the staff member on duty each evening so they know your child is leaving.
- @ Please check the Sign Out table for receipts and notices.
- @ Remind for Summer Camp News text class code: 46e7dga to 81010

Drop-off and Pick-up At EMIS please use the back drive way and take your child into the cafeteria from the sidewalk beside the cafeteria as you approach the building. The sign in/out table will be located inside the door for your arrival and departure.

CONTACT NUMBERS:

South Elementary BASP
Cell: 704-662-2697

Park View Elementary BASP
Cell: 704-663-9985

EMIS BASP
Cell: 704-345-2702
Office: 704-658-2691 opt. 3

MIS BASP Phone
Cell: 704-477-3803
Business Office: 704-658-2681

RR BASP Phone
Cell: 704-345-2699

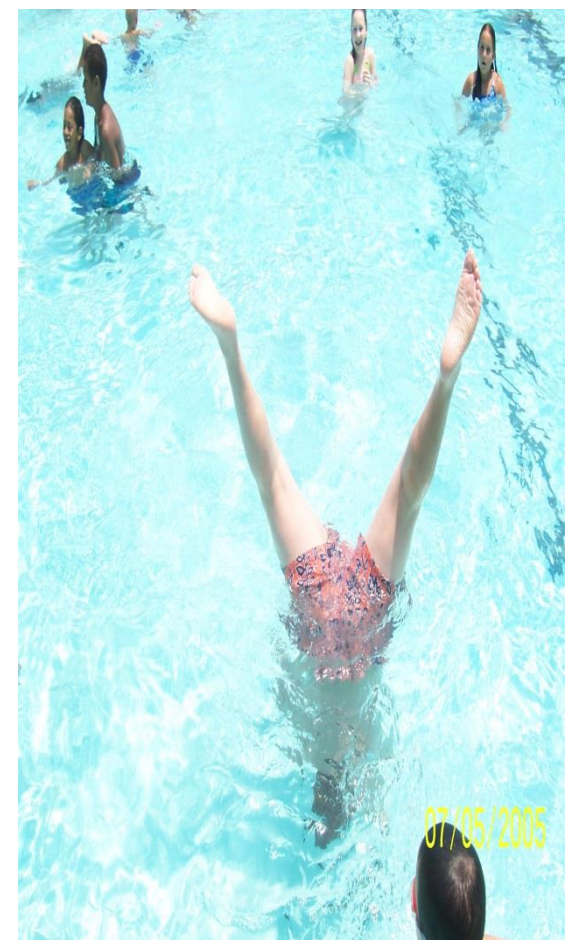
Dress Code:

- @ Tennis Shoes every day.
- @ No shoulder straps less than 3 fingers wide
- @ Shorts/Skirts no shorter than the tips of your fingers with your arm at your side.
- @ Skirts – wear shorts underneath.
- @ Wear Bathing suit under clothes to school on swim day – bring a change of clothes for after we get back, bring water shoes to change into.

Sunscreen Pump Spray Sunscreen must be supplied from home and a permission slip completed and returned to your Site Director by May 8th, 2020.



BASP Summer Instructions & Phone #'s



Parents,

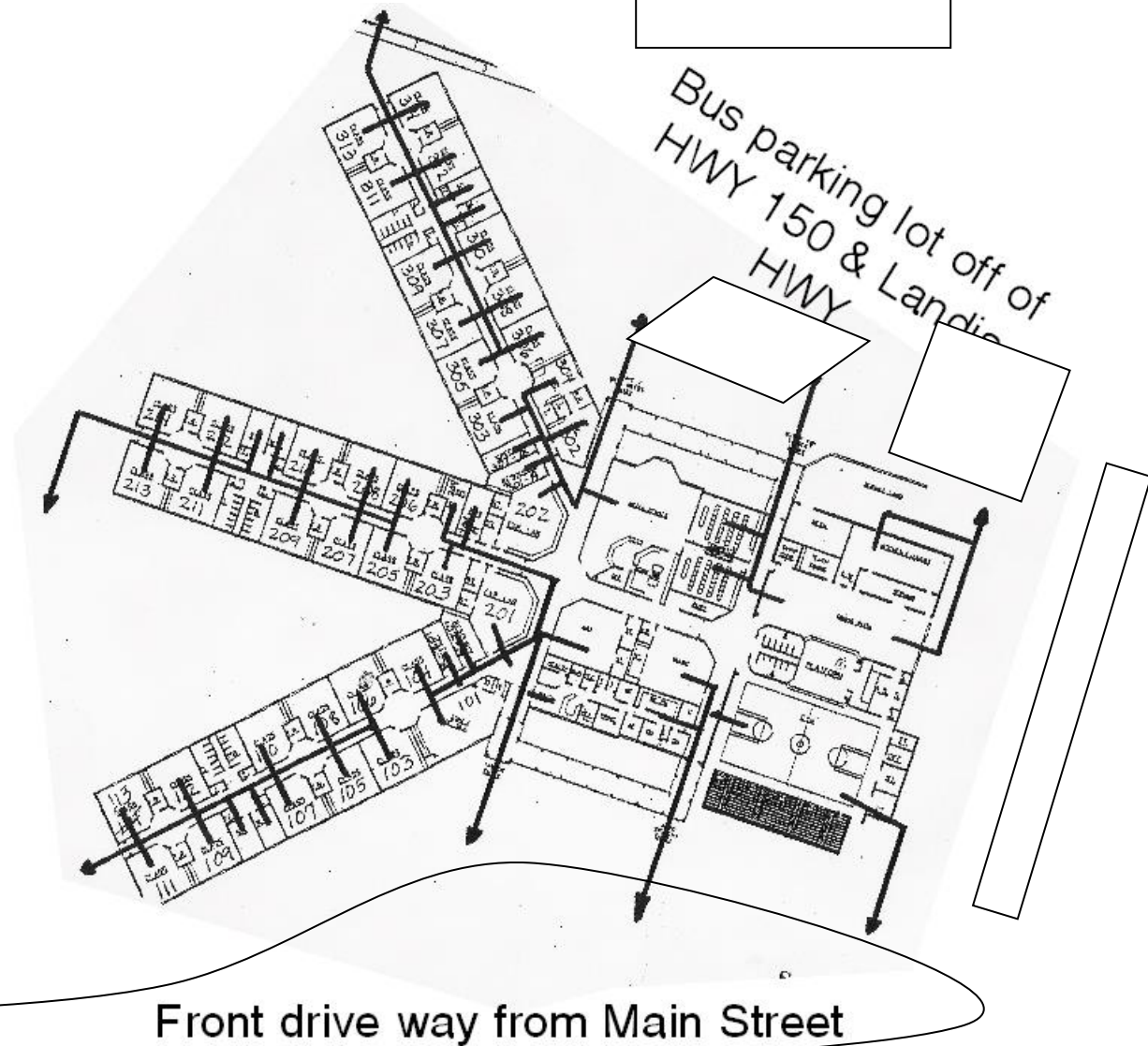
This summer the Summer Care Camp will be held at East Mooresville Intermediate School for K-6th grades. Our base of operation will be out of the Cafeteria. Please enter the building at the first covered double doors as you come down the drive and sign your child in and out at our announcement table every day located in the cafeteria. The BASP office is located at the end of the cafeteria or gym if you need to see a Site Director. There will be a Site Director on duty all day if you should need one.

Thank you for your assistance and we are looking forward to having your child with us this summer.

Cindy Karriker
Program Director

Playground

Playground



Front drive way from Main Street

2020
Mooreville Graded School District
Before & After School Program
Summer Care Registration Form

Name of Child(ren): _____ Grade just completed: _____

{PLEASE PRINT CLEARLY}

My child is a student at: **South** **Park View** **MIS** **RR** **EMIS**

Check the days you wish to register for: Circle ONE: **FULL TIME** **PART TIME**

	June 1, 2020 Monday	June 8, 2020 Monday	
	June 2, 2020 Tuesday	June 9, 2020 Tuesday	
May 27, 2020 Wednesday	June 3, 2020 Wednesday	June 10, 2020 Wednesday	
May 28, 2020 Thursday	June 4, 2020 Thursday	June 11, 2020 Thursday	
May 29, 2020 Friday	June 5, 2020 Friday	June 12, 2020 Friday	
June 15, 2020 Monday	June 22, 2020 Monday	CLOSED June 29, 2020 Monday	
June 16, 2020 Tuesday	June 23, 2020 Tuesday	CLOSED June 30, 2020 Tuesday	
June 17, 2020 Wednesday	June 24, 2020 Wednesday	CLOSED July 1, 2020 Wednesday	
June 18, 2020 Thursday	June 25, 2020 Thursday	CLOSED July 2, 2020 Thursday	
June 19, 2020 Friday	June 26, 2020 Friday	CLOSED July 3, 2020 Friday	
July 6, 2020 Monday	July 13, 2020 Monday	July 20, 2020 Monday	
July 7, 2020 Tuesday	July 14, 2020 Tuesday	July 21, 2020 Tuesday	
July 8, 2020 Wednesday	July 15, 2020 Wednesday	July 22, 2020 Wednesday	
July 9, 2020 Thursday	July 16, 2020 Thursday	July 23, 2020 Thursday	
July 10, 2020 Friday	July 17, 2020 Friday	July 24, 2020 Friday	
	LAST TUITION PAYMENT DUE		

	July 27, 2020 Monday	School Starts Back TUESDAY August 4, 2020
	July 28, 2020 Tuesday	
	July 29, 2020 Wednesday	
	July 30, 2020 Thursday	
	July 31, 2020 Friday	
BASP CLOSED		

★ **May 22 & 26 (BASP Teacher Workday),**
June 29-July 3 (Closed for Fourth of July), July 27-August 3 (BASP Teacher Workdays) ★

WE WILL BE CLOSED THE WEEK OF JUNE 29-JULY 3

During Summer Care, attendance has dictated that we combine sites to offset our operational costs. MIS, RR, South and Park View BASP's will combine and will operate at EMIS.

In order to have the Summer Care bills prepared and ready to Email the week of April 27th, the last day to make changes is April 3rd. **All forms and deposits are due with your registration forms in order to hold your slot.**

You may add or withdraw from this Summer care plan up until April 3rd without penalty. Any students added after April 3rd will be charged an additional \$10.00 processing fee.

Summer camp closes at the end of Business July 24; July 27-August 3rd are Teacher Work Days

Please submit the completed forms to the Program Director beginning February 3, 2020 at 1438 Coddle Creek Hwy. Mooreville, NC 28115 or scanned PDF to basp@mgsd.k12.nc.us

I certify that I have read and understand all Summer Care information and registration policies.

Parent/Guardian signature _____ Date: _____



Student Name/grade

Printed: _____

Before & After School Program
1438 Coddle Creek HWY.
Mooresville, NC 28115

Aquatic Activities are defined as activities that take place in, on or around a body of water such as swimming, swimming instruction, wading, visits to water parks and boating. On days of Aquatic activities the children will arrive on site wearing their swim attire with a change of clothes and towel in a separate bag.

Supervision of Aquatic Activities:

- ✓ For every 25 children participating in aquatic activities, there must be at least one person who has a current life guard training certificate. These certified lifeguards cannot be counted in the required staff-child ratio.
- ✓ The following staff-child ratio must be maintained during aquatic activities 5 years and older 1:13.
- ✓ Regardless of the number of children participating, a minimum of two staff members must supervise aquatic activities at all times.
- ✓ Staff must be positioned in pre-assigned areas that will allow them – at all times – to hear, see and respond quickly to children. This includes the water area, seating/ child separation from activity for discipline, bathroom and changing areas.
- ✓ Adequate supervision must be maintained at all times. Half the center staff needed to meet staff-child ratios must be in the water and the other half must be out of the water.

Discipline during Aquatic Activities:

- ✓ Children that exhibit behavior that is a danger to themselves or others during aquatic activities will be removed from the water and separated from the other children. Once the negative behavior has been addressed the child will have the opportunity to rejoin the group. If the behavior persists the child will be written up and will be excluded from the activity for the remainder of the visit and will not be allowed to attend the next fieldtrip. If the child is unable to behave while in the excluded area a parent will be called to pick up the child at the aquatic facility immediately.

Aquatic Safety Hazards:

- ✓ In the event of a threat of severe weather the teachers and children will seek shelter in a safe, secure place out of danger. The children will be instructed to exit the water and return to our area for head count during an emergency.
- ✓ Teachers will scan the area for hazards such as glass, broken items etc. prior to children entering the pool area. Children may enter the pool area once the hazard has been removed.
- ✓ Any obvious health risks such as release of bodily fluids in the pool will mean the group will be removed until the risk has been resolved.
- ✓ Teachers must ensure that the Facility's safety rules are posted and the children have been instructed on these rules at each visit.

Aquatic Field Trip and Transportation Policies and Procedures:

- ✓ Existing policies and procedures will be followed during times of aquatic play.

Parent signature: _____

Date: _____

STUDENT LAST NAME _____ FIRST NAME _____ GRADE (JUST FINISHED) _____
 SCHOOL SO PV RR MIS EMIS _____

**MOORESVILLE GRADED SCHOOL DISTRICT
 FIELD TRIP INFORMATION CARD**

ADDRESS _____
 BIRTHDATE _____ HOME PHONE _____

My child has my permission to participate in all field trip experiences for the summer. If some major injury should occur during the field trip, or during the school day, I give my permission for the adult in charge to take the necessary steps to provide for the welfare of my child.

ALLERGIES/MEDICATION _____

FAMILY DOCTOR _____ SCHOOL INSURANCE: YES _____ NO _____
 Address _____ FAMILY INSURANCE INFORMATION:
 Ins. Company _____
 Phone Number _____ Ins. Policy Number _____

IN CASE OF EMERGENCY CONTACT:
 Father: _____ Work Place: _____ Work # _____
 Mother: _____ Work Place: _____ Work # _____
 Name: _____ Home # _____ Work # _____
 Name: _____ Home # _____ Work # _____

PARENT'S SIGNATURE _____ DATE _____

PLEASE COMPLETE REVERSE SIDE OF THIS CARD

Child's Last Name First Name

**MOORESVILLE GRADED SCHOOL DISTRICT
 OFF-CAMPUS ACTIVITIES PERMISSION AND RELEASE**

I hereby give my permission for my child, _____ to participate in all field trip experiences for BASP summer session of 2020.

In the event of any injury or illness to my child, I hereby authorize the adult chaperones and/or employees, agents, or representatives of the Mooresville Graded School District to secure whatever medical treatment is necessary for my child's best interest. I understand that every effort will be made to contact me before any major treatment is provided to my child and that this consent is to prevent a dangerous delay in case an emergency does occur and I cannot be reached.

I certify that my child has the requisite level of capability and responsibility to participate in all field trip experiences for the school year. I understand that there are foreseeable, inherent risks associated with all field trip experiences. I further understand that the Mooresville Graded School District makes no representation whatsoever as to the condition of the swimming facilities nor the certification and qualification of any lifeguards who may be on duty. As such, I, the parent, guardian or custodian, and student (if applicable) fully assume the risk of granting this permission and agree and undertake to save and hold harmless the Mooresville Graded School District and the Mooresville Graded School District Board of Education and its employees, agents, and representatives from any and all claims whatsoever for damage to person and /or property that may result from the above named activity conducted off-campus.

Parent, Guardian, or Custodian's Signature _____ Date _____

Summer Care Policy Summary

This is a summary of the policies/changes that apply to Summer Care .
By signing below you are verifying that **you have read the entire Summer Care Packet, understand and agree** to the policies listed within this packet and have had the opportunity to ask questions regarding any item you found unclear. These policies are in addition to standing policies listed in the BASP Handbook.
This summary does not replace the need to thoroughly read the Summer Care Packet. There are details listed in the packet that may not be listed in this summary.

BASP Summer Camp will be closed June 29-July 3, 2020.

- 1 All forms must be complete **before** your child will be enrolled for the summer program. If there are any incomplete items then your child will be put on the waiting list until you are able to complete the missing information. Your slot will not be secure until all information is complete.
- 2 A \$100.00 **non-refundable** deposit is due with the application to hold your spot for the summer. This deposit will be applied to your last week of care.
- 3 Payment is due by the Friday before the scheduled week of care.
- 4 **Summer tuition payments** will be accepted on site June 5-July 17 OR ONLINE.
- 5 Full time rate is \$160.00 (4-5 days) Part time rate is \$130.00 (1-3 days).
- 6 **All students must arrive on site by 9:00 A.M on regular program days.**
- 7 On **Fieldtrip days your child must be here by the posted arrival time** or by 9:00 whichever is **earlier**.
- 8 You may add, change weeks or withdraw - **IN WRITING**- from this summer care plan up to April 3, 2020 without penalty. After this all dates are unchangable.
- 9 Any student **added** after April 3, 2020 will be charged a \$10.00 processing fee.
- 10 **Once you have reserved your spot for any given week you will be charged for that week regardless if your child attends or not.**
- 11 If your child is issued a write up slip they will be ineligible for the next fieldtrip.
- 12 **I have read the dress code and understand my child must have tennis shoes every day.**
- 13 We will be closed May 22 & 26, June 29 - July 3 and July 27-August 3, 2020.
- 14 I must supply pump spray on sunscreen for my child and it must be clearly labeled with their name.
- 15 In order for your child to swim at the pool they must have proper swim suits and must pass a swim test to go down the slides.
- 16 Please make sure you provide us with an email address for updates and billing information.

Signature of Parent/Guardian _____
Date _____

Date _____
Signature of Director (verifying that you provided question/answer opportunity for this parent/guardian)

Summer Application Addendum

As of Summer 2017 the Division of Child Development requirements changed and we have new information that needs to be in your child's file. Please complete the following information in its entirety and return with your summer application.

BEFORE & AFTER SCHOOL PROGRAM HEALTH ASSESSMENT

I. Personal Data

CHILD'S NAME _____

AGE _____ BIRTHDAY _____

PARENT (S)/GUARDIAN _____ PHONE _____

II. HEALTH AND BEHAVIORAL HISTORY

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to this application. The medical action plan must be completed by the child's parent and or health care professional. Is there a medical action plan needed for this child? (please request the forms from our staff or print them from our web page under Enrollment, Registration and Medical Forms)

Circle one: **Yes** **No**

Briefly list any **allergies**: (food, insect stings, medicines, pollens, etc.)

and the symptom and type of response required for **allergic reactions**:

List any conditions or health problems for which the child currently receives medical care, symptoms of and type of response for these health care needs or concerns.

List any types of medication taken for health care needs:

Diet Restrictions or preferences: (A diet order must be on file with our Child Nutrition service – please request more information from our staff)

Please share any other information that has a direct bearing on assuring safe medical treatment for your child

Child's Health Care Provider:

Doctor/agency _____ Phone _____

Parent signature _____ Date _____

Child's Full Given Name: _____ Date of Birth: _____

Address: _____ Zip Code: _____ Age: _____ Grade: _____

RELEASE INFORMATION:

_____ **NO ONE** except the parents/guardians are authorized to pick up the child from MGSD BASP

_____ **NAMES OF OTHER AUTHORIZED PERSONS WHO MAY PICK UP THE CHILD:**

1 _____ Relationship: _____ Phone Number: _____

Address: _____

2 _____ Relationship: _____ Phone Number: _____

Address: _____

3 _____ Relationship: _____ Phone Number: _____

Address: _____

DATE: _____ Parent Signature _____