



The Basement Program Policies and Procedures 2022-2023

Welcome Families

Welcome to The Basement's before and after school program for the 2022-2023 school year. This school year, the children will have the opportunity to relax, make new friends, develop new skills, enjoy various activities, and catch up on or complete homework assignments. You will find key information about our program in this handbook.

Program Location, Program Weeks, and Program Hours

Our program runs September 06 - June 07. The Basement is open from 7:00 a.m. - 6:00 p.m. The Basement will be located at Plymouth Middle School (PMS), 10011 36th Ave N Plymouth, MN 55441. We will use Door #3 for drop off and pick up..

Phone Information

The Basement office phone number is 763-504-4918. The cell phone number is 612-290-1647. Please call the site cell phone if you need an immediate response.

Drop-off Procedure

- Cars line up along the building at Door 3, located just past the main entrance near the flagpole
- Call the site cell phone to let us know you have arrived
- Staff will check your child in on the iPad.
- each child will wash their hands and pick an open space to go.

Pick Up Procedure

- Call the site cell phone and follow **phone pick up procedure**
- Cars line up along the building at Door 3, located just past the main entrance near the flagpole
- Please pull further up and be patient as your child gathers their belongings and walks to you
- Staff will sign your child out on the iPad

After School Procedure

Students will be released from the school day at 4:05pm. Each day, all students who will attend The Basement after school should meet in Room 601 by 4:10pm

Call in Procedure

If your student is not attending on a scheduled day, it is important that you notify staff via calling or emailing.

612-290-1647 Raquel.Patterson@Rdale.Org

Release of Students

Students will be released only to authorized pickups. Staff must be informed in advance if anyone else other than a parent/guardian is going to pick up your child. Please inform any authorized individuals, who may pick up, of the chosen password for your child.

Late Pick Ups

The Basement closes at 6:00 pm. A late fee of **\$1.00 per child is charged for each minute past 6:00 p.m.** If you know you are running late please call us and try to make other arrangements for your child's pick up.

Tuition and Fees

-Fees are based on a child's accepted contract submitted by the account holder.

Parents/Guardians are financially responsible for all days registered.

-Registration for the school year and summer are separate. The registration fee must be paid at the time of registration or your contract will not be accepted. Registration fees are non-refundable.

-The first school year payment is due approximately one week prior to the first day of school. All payments are due bi-weekly on Mondays.

-Payments may be made online at <https://rdale.ce.eleyo.com/> with check, credit or debit card or deductions from a bank account. Cash payments must be made at the billing office at 3725 Pilgrim Lane, Plymouth, MN 55441.

-Receipts for payment will be automatically emailed to the account holder when payment is received. Additional receipts may be printed from your account at <https://rdale.ce.eleyo.com/>

-Accounts that are not current will be accessed with a \$5 late payment fee if payment is not made within 3 days. Accounts that are not current on the last day of the bi-weekly cycle will be subject to termination.

-Changes to your current schedule will be accepted, pending availability, with a 10-day notice and should be submitted via your online account. A \$20 processing fee will be charged for all schedule changes.

-Withdrawal from the Adventure Club program also requires a 10 day notice and must be completed online at <https://rdale.ce.eleyo.com>

-Non-School Days are not included in the regular tuition and must be registered separately online at <https://rdale.ce.eleyo.com/>. The registration deadline for all non-school days will be 15 days prior to the start of the non-school day or 15 days prior to the first day of Winter break or Spring break. Space may still be available after the deadline so please check with your site supervisor.

Behavior/Incident Reports

Staff and students meet on the first day of school to determine rules and expectations. Students are expected to follow the rules, for the safety and enjoyment of all participants. Staff will notify families when there are behavior concerns. You may also receive an incident report informing you about any behavior issues that occur while your student is at The Basement. Staff may be required to fill out incident reports for any of the following reasons:

- Physical encounters that hurt another person
- Inappropriate language, songs or jokes including swearing, teasing, references to drugs, alcohol, abuse, racism, gender, bias, etc.
- Leaving the program area or group without permission.
- Vandalism to school or personal property.
- Invading, using, or taking other people's property without permission

Dress

- Tennis shoes are needed to play in the gym.
- Wear comfortable clothes to allow participation in all activities.
- Wear appropriate, non-revealing clothing
- Please plan accordingly with appropriate clothing, outdoor gear, and footwear for every day.

Medication

A child's health information must be completed at the time of registration. Please list any special needs your child might have that requires special attention and alert staff if your child has any allergy. We may administer medication only with a parent's/guardian's and doctor's signature on a District 281 permission slip. Medication must be in the original bottle and any pills that must be cut must be done so by the parent or guardian. Staff are trained in medication administration and will document all doses of medicine administered. Medication is stored in a locked location. Refrigeration may not be available at Adventure Club. If your child has a

medical accommodation plan, we ask that you provide Adventure Club with a copy so we can best meet the needs of your child.

Walks

Children may participate on walks to various locations. All walking trips are **OPTIONAL**. If your child participates in these activities, they should wear their Basement shirt and bring money to pay for their purchases (unless otherwise noted). The amount of money brought is determined by each family and is the responsibility of the student.

Meals and Snacks

The Basement offers a snack each afternoon at 4:10pm. Students can bring their snack from home if preferred. Snacks from home must not need refrigeration or heating. Super Snacks include juice and various packaged snack items from each food group.

Please notify us if your child has a special diet. You will be directed to fill out a special diet statement form before dietary accommodations can be made.

Non School Days

The Basement will continue to operate on non school days at Sandburg Middle School **ONLY**. For more information on non school day dates, or for registration information. Please visit the website at rdale.ce.eleyo.com

Electronics/Items from Home

Participants in The Basement program are welcome to bring cell phones and chromebooks daily. To bring electronics, you and your child will need to fill out **The Basement Cell Phone/Electronic Devices Agreement** form, attached to this packet, and students will need to follow the guidelines listed. If guidelines are not followed it will result in the loss of electronic usage before or after school. There will be space provided in the Adventure Club office for students to lock up their electronics if they choose to.

Anything Else ...

If you have any questions, comments, ideas, or concerns, please share them with The Basement staff. Your input is always welcome and appreciated.

Please fill out and return the form below to Basement staff or fill out the electronic form!

Child's Name _____

Password _____

Parent's Signature _____

The Basement Cell Phone/Electronic Devices Agreement

Participants in The Basement program are welcome to bring cell phones and other electronic devices daily but need to abide by the following contract.

Expectations:

- ✓ There will be times throughout the day that cell phones/devices will need to be put away- these times will be communicated by The Basement staff.
- ✓ Cell Phones/Electronic Devices may not be used to access media that includes inappropriate language, songs, pictures or jokes including swearing, teasing, references to drugs/alcohol, abuse, racism, gender, bias, sexual material, etc.
- ✓ Students will not be allowed to use social media while at the Basement that includes Facebook, Twitter, Instagram, Snapchat, etc.

Enforcement Steps:

First Offense: The device will be confiscated for the remainder of the day and the parent/guardian will be notified of the incident. The student will pick the device up from The Basement staff at the end of the day.

Second Offense: The device will be confiscated for the remainder of the day. The device may be picked up from The Basement staff at the end of that day only by the student's parent/guardian. In addition, the student may be required to participate in an individual or small group discussion facilitated by The Basement staff (and any individuals affected by the violation).

Third Offense: The device will be confiscated for the remainder of the day and must be picked up by the student's parents/guardians. The student will not be allowed to bring cell phones/electronic devices when attending The Basement.

I have read and understand the Cell Phone/Electronic Devices Agreement:

Parent Signature _____ Date _____

Student Signature _____ Date _____