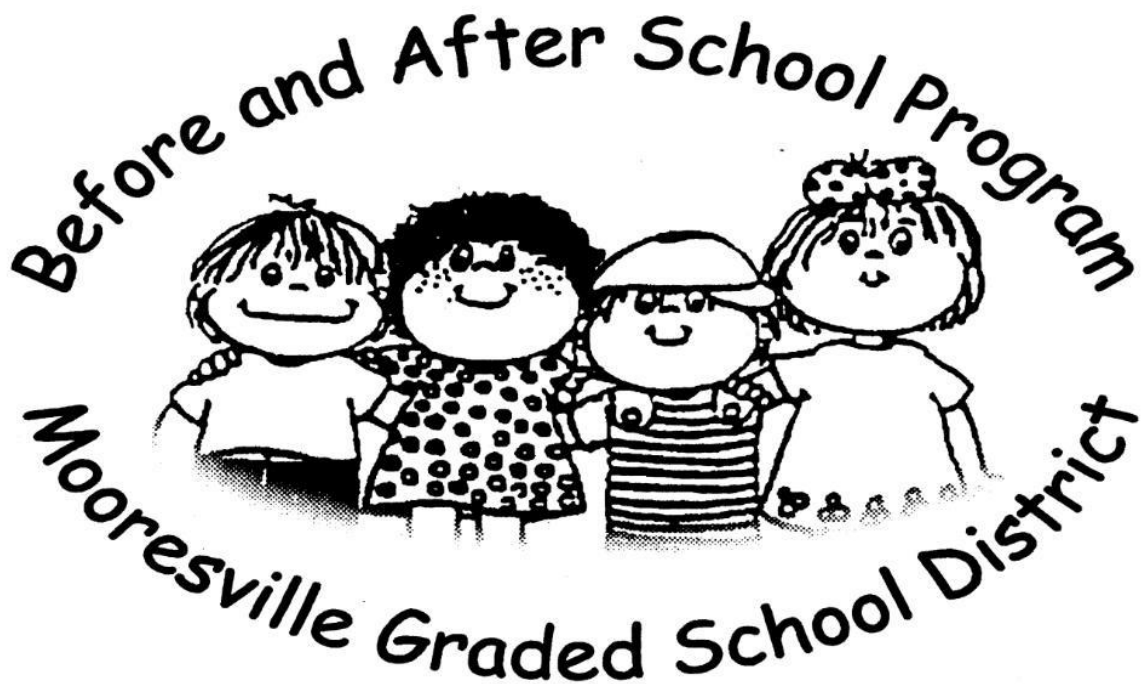


# PARENT HANDBOOK



SOUTH ELEMENTARY SCHOOL  
PARK VIEW ELEMENTARY SCHOOL  
ROCKY RIVER ELEMENTARY SCHOOL  
MOORESVILLE INTERMEDIATE SCHOOL  
EAST MOORESVILLE INTERMEDIATE  
SCHOOL

REVISED February, 2024

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[mgsd.k12.nc.us/departments/before-and-after-school-program](https://mgsd.k12.nc.us/departments/before-and-after-school-program)

You will find copies of all forms we require with hard signatures as well as links to our online payment option and other information at this address.

# **WELCOME TO THE MOORESVILLE GRADED SCHOOL DISTRICT BEFORE & AFTER SCHOOL PROGRAM**

In a growing number of families both parents or the single parent, work or have commitments outside the home. School age children often need care and supervision when parents are not home.

Family well-being is assisted when parents know their children are receiving quality care. The Before and After School Programs (BASP'S) of the Mooresville Graded School District are designed to provide this family support with school age child care programs at conveniently located, well-staffed sites. The programs provide supervision and structured activities before and after school and during student vacation days. Location of programs at the K-5 Elementary and Intermediate Schools allows access to school playgrounds, equipment, gymnasiums, and audio-visual materials while the students remain in a familiar, child-friendly environment.

## **Mission**

- Support and strengthen relationships between school and family by providing site-based school-age child care programs.

## **Goals**

- Provide supervised care for children, kindergarten through fifth grade.
- Provide school age care programs at convenient locations and for reasonable costs.
- Provide care options for children at advantageous times for working parents.
- Provide developmentally appropriate activities for children that are also safe, enriching, recreational, and fun.

## **Program Description**

- A written schedule of activities for each group of children indicating routines and blocks of time is posted and followed.
- Schedules encourage a balance between student-directed and structured adult led activities with periods of active play alternating with quieter activities.
- Outdoor play, weather permitting, is a focus of each daily schedule.
- Each day, children are provided at least 4 different activity options including table and active games, dramatic play, art, crafts, and other interest choices.

- Curriculum and activities are designed to promote independence, self-reliance, and enhanced social skills while helping students learn to listen, follow directions, and solve problems.
- Snacks are served each day, and time is provided for homework.

## **Environment for support of a Before & After School Program**

- Programs are self-sustaining. A minimum number of students must actively attend a program to offset the operational costs. Program sites may change as enrollment and/or attendance dictate. ***During Holiday and Summer Care attendance and staffing may dictate that we combine sites to offset costs.***
- **Fees must be paid in advance and accounts must be maintained promptly. Fees are due on the first day of the month and will be assessed a late fee of \$15.00 if not received by the tenth of the month. Stop Service notices will be issued to any account not paid by the tenth of the month.**
- **Fees are not adjusted due to absences or weather.**
- An application, medical form, immunization record, a signed discipline statement, and an inclement weather dismissal form must be in place for each child. The application must confirm the child's **accident insurance**, include the names of persons to whom the child may be released, provide specific information about the child and contain signed authorization for emergency medical care when indicated. By state regulations you must also list the child's Doctor and contact number along with your hospital preference. (A copy of your child's immunization records are required to be on file in the child's school records.)
- Program participants are subject to all applicable school rules and policies of the Mooresville Graded School District. It is our policy that all BASP participants must be toilet trained before attending our program. Participants must be wearing underwear with very few accidents. We understand that children will occasionally have accidents but this should happen infrequently (a child having 2-3 daily accidents would not be considered toilet trained. Also please note that wearing pull-ups is not considered toilet trained).
- Each quarter the programs have an afternoon where families are invited to participate in an activity on site.
- Day to day program information is sent out via email or Parent Square (the district communication tool).

## Hours of Operation

### Regular School Days

Before School        **6:30 A.M.** until classes begin  
After School        from the time children are dismissed from school until  
**6:00 P.M.**

### All day Programs

Student Holidays (located at RR), Summer Sessions (located at EMIS)

6:30 A.M. – 6:00 P.M.

## Special Weather-Related Situations

- When Mooresville Graded School District schools are closed for weather or other emergency conditions the **Before and After School Programs are closed.**
- When a **Delayed School Opening** is announced, **the Before School Programs will open on the announced delayed school schedule.**
- If after a delay, **SCHOOL IS CALLED OFF DUE TO WORSENING CONDITIONS, BASP will close. Staff must have the name and phone number of a locally accessible person who will come for your child.**
- If school has begun for the day and dismissed early **for weather or other conditions, the After School Programs will not operate. Your child's classroom teacher must be provided with the child's emergency dismissal information.**
- If a teacher planning day instead of a regular school day is announced, the **Before and After School Programs will be closed.**

## Enrollment

Enrollment is open to Mooresville Graded School District students, kindergarten through fifth grade (students must have attended their first day of class prior to beginning BASP) and is restricted to regular users. Regular users are those students whose parents/guardians have completed the application process and the student attends BASP on a consistent basis each week. Summer Camp participation is on a full time basis only, no part time care will be available beginning with the summer of 2022.

Students with development limitations are enrolled based on the capability of the program to provide adequate services and/or care. Each student is considered on an individual basis. It is our policy that all BASP participants must be toilet trained before attending our program. Participants must be wearing underwear with very few accidents. We understand that children

will occasionally have accidents but this should happen infrequently (a child having 2-3 daily accidents would not be considered toilet trained. Also please note that wearing pull-ups is not considered toilet trained).

If you would like to check out our program please call the Site Director to arrange a time for a visit.

## Registration

Children attending the Before & After School Program must be registered with the Site Director and Program Director and *must be enrolled and have attended his/her first day of school at South, Park View, Rocky River, Mooresville Intermediate or East Mooresville Intermediate School*. Prior registration is a pre-requisite for all care arrangements including full time, holiday/teacher workdays and summer care(full time only) and **must be confirmed from the BASP Office Staff prior to attending**. **All fees must be paid in advance and accounts must be maintained promptly. We do not offer drop in care or holiday only care.**

Fall 2024 Registration information will be posted on our website

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

**Summer Camp Registration** begins in February/March (Date TBA on our webpage)

**Fall Kindergarten Registration** begins in February 19, 2024. Kindergarten registration links will be posted on our web page.

**1st- 5th Grade Fall Registration** begins in April/May (Date TBA on our webpage)

**ALL REGISTRATION IS ON A FIRST COME, FIRST SERVE BASIS AND ALL PARTICIPANTS MUST FILL OUT A NEW APPLICATION EACH YEAR.**

## Locations

Mooresville Graded School District provides Before and After school care at 5 sites.

- **Park View Before & After School Program** 704-658-2691 (option 1)  
Park View Elementary School (cell # 704-663-9985)  
217 West McNeely Avenue
- **South Before & After School Program** 704-658-2691 (option 2)  
South Elementary School (cell # 704-252-2672)  
839 South Magnolia Street

- Rocky River Elementary School Before & After School Program  
Rocky River Elementary School  
483 Rocky River Rd. 704-658-2691 (option 5)  
(cell # 704-345-2699)
- Mooresville Intermediate School Before & After School Program  
Mooresville Intermediate School  
1438 Coddle Creek Highway 704-658-2691 (option 4)  
(cell # 704-477-3803)
- East Mooresville Intermediate School Before & After School Program  
East Mooresville Intermediate School  
1711 Landis Hwy. 704-658-2691 (option 3)  
(cell # 704-345-2702)

Please call the selected program or the BASP Program Director at (704-658-2691 (option 6)) to make appropriate arrangements.

## Staff

There is a Site Director or designee at each location each afternoon. Additional support staff is provided to maintain a ratio of at least one adult for every twenty-five children. Program planning and implementation, enrollment of children, daily attendance records, and purchasing supplies for activities are performed under the direction and leadership of the site director. Parent concerns may be addressed to the individual site directors first then to the Program Director at 704-658-2691 opt. 6 if necessary.

Parents are encouraged to get to know BASP personnel and share, as appropriate, any information that would enhance the ability of BASP staff to care for the student. Staff will make every effort to communicate with you about your child's experiences with us. Please take time to meet your child's BASP teacher to start that relationship, we look forward to working with you.

## Snack

A snack is provided every afternoon for each child. Two snacks are provided during all day program operation. Snack menus are posted in the After School Program area.

The Site Director should be informed concerning a student's specific dietary restrictions or allergies. Accommodations for snack alternatives will be arranged upon completion of a dietary restriction form with the Child Nutrition Service (Cafeteria). This form is available on our website under Medical Forms.

**No snacks are provided for the Before School Program.** Students may purchase breakfast each regular school day from the Child Nutrition Service.



The BASP programs do not provide lunch during the school year. When the cafeteria is closed, students must bring a nutritious bag lunch consisting of the following components: a serving of each: protein/meat, vegetable, fruit, grain and dairy. We will provide one serving of fluid milk for their lunch.

## **Medication Administration**

When it is necessary for a student to receive medication while attending the Before & After School Program, MGSD policy will be followed. Students will be sent to the school office to receive medication whenever possible. In cases where it is necessary for the student to receive medication when the school office is closed, duplicate documentation and records must be furnished to BASP staff. Procedures for the administration of medication are outlined as follows:

- A Medication Administration Consent Form signed by a physician is on file at the program site.
- The medication to be administered is in the original container.
- The child's name must be on the container in the form of the original prescription label from the pharmacy.
- Clear and concise written directions for the administration of the medication are provided to the program.
- Medical Action Plans are also required to accompany the medication forms giving us additional information on how to specifically care for your individual child.
- **All medication and medical forms must be complete and on file prior to the first day of school.** Any medicine/forms not on file by the required date will incur a temporary suspension of the child from the program until medication/forms are returned.

## **Behavior/Discipline**

Children are expected to observe applicable school rules and regulations. The Student Conduct and Discipline Handbook for Mooresville Graded School District will be the final arbiter for behavior management matters. General discipline/behavior modification issues will be the responsibility of the site director and the program assistants. Some cases may be referred to the school principal or assistant principal for consultation and/or resolution. The site principal will be routinely informed in cases involving student suspension.

The philosophy of the BASP behavior/discipline policy is premised on behavior that promotes the welfare and safety of students, as well as behavior that fosters self-respect and respect for others. Behavior modification strategies such as talking to the child about the unacceptable behavior, removal of the child from the group or activity, limiting privileges, assigning consequences, soliciting parent intervention and support, and

finally, suspension and/or dismissal from the program are employed. Corporal punitive punishments are not alternatives.

Parents contacted about their child's behavior are expected to cooperate with and assist the staff in modifying/eliminating the inappropriate behavior.

## **Suspension**

Suspension will occur when the child's inappropriate behavior continues after repeated opportunities to conform to acceptable standards of conduct. See the behavior discipline policy for the successive stages and time periods of suspension. Immediate suspension may occur when the child's behavior warrants such extreme action.

## **Dismissal**

Dismissal will occur at any time a child's behavior is deemed detrimental to his or her well-being or to the well-being of others in the program, and in situations when repeated continuous behavior modification procedures have not resulted in behavior improvement.

Other situations that may lead to a child's dismissal from the program include:

- Parents habitual or excessive lateness (picking up children after the program's scheduled dismissal time)
- Parents repeated failure to promptly pay program fees.

## **Insurance**

**The Before & After School Program does not provide accident insurance. *Participating students must be able to show proof of accident insurance.*** Students may be covered by the parent's personal policy, or parents may purchase coverage under the school student accident insurance option provided by the Mooresville Graded School District.

## **Phones**

Phone numbers for each program are as follows:

- **South Before & After School Program**          **704-658-2691**  
  **(Option 2)**  
  **(Cell #704-252-2672)**
  
- **Park View Before & After School Program**    **704-658-2691**  
  **(Option 1)**  
  **(Cell #704-663-9985)**
  
- **Rocky River Before & After School Program**     **704-658-2691**  
  **(Option 5)**  
  **(Cell #704-345-2699)**
  
- **Mooresville Intermediate BASP**                        **704-658-2691**  
  **(Option 4)**  
  **(Cell #704-477-3803)**
  
- **East Mooresville Intermediate BASP**                 **704-658-2691**  
  **(Option 3)**  
  **(Cell #704-345-2702)**

Use these numbers to contact BASP staff during morning and afternoon program hours. Messages for program staff about student attendance, pick-up, etc., may be left at the above numbers (which have voice mail).

## Arrival/Departure of students

Parents will deliver children to the program site for the Before School or all day programs and sign them in **and let the staff know they have arrived for the day**. On regular school days, the before school staff will dismiss the children to breakfast or to regular classrooms at the appointed time.

After school students report *directly* to the After School Program site upon dismissal from the classroom. **Students are not permitted to return to the classrooms or instructional areas without written permission from a classroom teacher and consent from the After School staff**. Teachers are to inform BASP staff when students are being kept after school.

The Director and all Before and After school staff are responsible for ensuring that every student is supervised at all times. Students may not leave a supervised area without securing permission from the staff person on duty.

Children are not allowed to leave the program unless they are picked up by the parent/guardian or by a designee over the age of 16. **A parent with sole custody of the child/children must provide the program with a copy of court documents. Children will only be released to persons listed on the child's application as authorized by the parent/guardian. Staff will request to view a driver's license to verify identity of persons other than known parent/guardian. Authorization from parent/guardian is required *in writing* when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child.**

The central pick up point for children is the After School Program rooms (generally the school cafeteria or the multi-purpose room). When children are engaged in activities in other locations, child-find information will be posted in the student sign-out area. **The parent/parent designee will sign the student in and out each day in the sign-in/out books and check the area for important announcements/information that need to be communicated about the programs or a digital sign in/out process will be used by staff. Parents must also notify the group leader/teacher that the child is leaving.**

**On All Day Care Days and Summer Camp 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 (during summer camp) 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 in the Parent Square notification sent out, 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.

## Special School Day Drop Off Times

Please note that individual sites have specific cut off times for daily school day arrivals for safety reasons. Each school will have their times posted at their sign in and out tables. These times are set to prevent our parents and students from crossing moving school traffic for safety considerations. We appreciate your assistance in keeping everyone safe.

### Cut Off Times For:

	AM Drop Off	PM Pick Up Begins
Rocky River	8:00 AM	4:00 PM
South	8:00 AM	4:00 PM
Park View	8:00 AM	4:00 PM
EMIS	7:45 AM	4:00 PM
MIS	7:45 AM	4:00 PM

- ❖ **Absences** – If your child will be absent from the program for the day or an extended period of time please contact the program Site Director by email or leave a voice mail message at the site. Your communication will prevent us from going to look for your child.

## In Case of Illness

The Before & After School Programs have **no provision for the care of sick children**. Should a child arrive at or become ill during program hours, the parent will be notified to immediately come for the child. Steps will be taken for the child's temporary comfort. Facility limitations make these arrangements impractical for long periods, so parental cooperation for speedy pick up of ill children is crucial. Parents, especially those who work out of town, must furnish the program with alternative phone numbers of persons to call when the parent is inaccessible or cannot be reached. This person(s) must be able to pick up the child if the need arises and should live within a reasonable distance from the school. **It is also an expectation that parents/guardians will inform the person(s) of his/her designation concerning the child.**

Slight injuries that occur during program hours will receive simple first aid treatment from a staff person and a written note to the parent. In the event of serious injury, parents will be notified immediately, and prudent steps will be taken for the student to receive medical intervention according to the MGSD Emergency Plan Posted in the program office. **Parents must**

**immediately inform BASP personnel when phone or other emergency notification procedures change.**

If a child contracts a communicable disease other than a cold, parents should notify the school and program staff. The school and program must also be notified when a child contracts a chronic illness. Re-admission to the program by a child recovering from a communicable disease or chronic illness may be subject to a doctor's statement, and must be accompanied by the student's return to regular classes.

## **Costs**

The Before & After School Programs are self-supporting, fee-based programs. Fee schedules are reviewed by the Board of Education and are subject to annual revision to produce revenues for program costs. **Fees are due in advance of service, and there is no provision for charging.**

**Fees must be paid in advance of the first day of the child's enrollment (first payment includes one month's charge plus registration fee). There after payments are monthly, in advance. Fees are due on the first day of the month and will be assessed a late fee of \$15.00 if not received by the tenth of the month. Stop Service notices will be issued to any account not paid by the tenth of the month.**

If payments are habitually late, the child may be dismissed from the program. **The collection of student fees is performed under the direction and leadership of the MGSD financial department.**

Fees do not include the cost of breakfast and/or lunch.

Fees may be paid by cash, check, money order at the Mooresville Intermediate BASP Office or through our online payment service – the link is located on the left side of our webpage.

## **Questions or Concerns:**

If you have questions or concerns please start with your child's BASP Teacher. If you are unable to get resolution there, see the Site Director. If the Site Director is unable to answer your question they will contact the Program Director for guidance.

## **Specific Before & After School Program fee options are outlined as follows:**

### **Registration Fee**

A yearly registration fee, per child, of twenty-five dollars (\$25.00) is required upon enrollment.

### **Monthly Fees**

Monthly Fees apply to students attending the program on a weekly schedule and remain the same whether the child is present or not. Fees are **not** altered for **student holidays, or weather closings**. There will be additional charges for the following time periods which are not included in the monthly fee:

**There will be an additional charge for the following time as noted (This is not included in the monthly budgeted amount, these times are for purchase if you register for them):**

Fall Break is October 14 – 18, 2024 \$170.00

**NO CARE AVAILABLE DECEMBER 23, 2024-January 2, 2025**

Spring Break is March 10-14, 2025 \$170.00 (**if** your child will need care during this time.) These optional times **are not** factored into the formula/budget amount for the year.

**\*NOTE: PLEASE SEE BILLING CHART ON PAGE 23 FOR YOUR MONTHLY CHARGE.**

- *Second/third children in the same family, attending the BASP on the same schedule qualifies for a \$20.00 per child/per month discount.*

## **ALL DAY CARE REGISTRATION**

An online Pre-registration form for Teacher Work Days and Breaks will be sent to your email in advance of the scheduled day – Slots are limited to 60 and are first come first serve.

**Holiday only or Drop-in Care is not available.**

## **Late Pick-up Fees**

The Before & After School Program opens and closes by the school clock. Late fees are assessed per child, are due immediately to the Site Director, and are outlined as follows:

<b>• Pick-up Time From/To</b>	<b>Late Fee</b>
6:01-6:10 P.M. (any portion)	\$10.00
6:11-6:20 P.M (any portion)	Additional \$10.00
6:21-6:30 P.M. (any portion)	Additional \$10.00

After 6:30 P.M., late fees continue to accrue at the rate of ***\$1.00 per minute.*** Habitual or excessive late pick-up may result in the child's dismissal from the program.

If a late arrival is anticipated, parents should inform the program office as soon as possible. (This does not exempt you from accruing late charges.) After 6:00 P.M., BASP staff will initiate immediate steps to contact a parent or other designee to come for the child unless there is notice of parent/designee's impending arrival. Parents must be aware of this policy and make every attempt to communicate anticipated arrival.

Parents must also periodically review and/or update the names of person(s) to come for the child when parent cannot be reached. **It is also an expectation that parents will inform the person(s) of his/her designation concerning the child.**

**Considerations for child safety and welfare further dictate that students remaining at a program site after 7:00 P.M. or over one hour after any closing will be cause to contact the Mooresville Police Department or Social Services. Such action will only be indicated in situations where all prudent and reasonable efforts to communicate with parent/designees are completely exhausted, and no connection with parent/designees can be anticipated.**



# Summer Camp Information

## Summer Program Fees

Summer Care attendance is optional and care must be prearranged with the Site Director and Program Director. Forms to pre-register for Summer Care are available on line at

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

Look under Summer Camp Information

beginning in February. A \$100.00 non-refundable deposit is due **as soon as you receive confirmation of a slot for your child** to hold your reservation. We will only hold your spot for 24 hours. This deposit will be applied to your account the last week your child is registered for care.

Fees for care are a flat rate and inclusive for all summer program activities. Summer Camp will operate Monday through Thursday. **Parents will be called to pick up a child who arrives without prior registration arrangements.**

- **Fees for child who attends Summer Care 2024 program:**  
\$170.00 per week  
**Fees for Summer Care 2025: TBA**

Please be aware of the following: If you choose not to allow your child to participate in a field trip there may not be staff available to stay on site, you may need to make other arrangements for your child on these days.

## Summer Fieldtrip Participation Eligibility

Beginning in 2007 we instituted the following rule change regarding fieldtrip attendance: 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 can not behave while on campus then we can not 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.

## **How to change your Plan of Care (POC)**

All changes in school year POC are to be made in writing with a 1 week notice **prior** to the effective date and beginning at the start of the week. Summer Camp POC – last day to make changes is posted in the Summer Camp Application.

## **How to withdraw from registered care**

**Holidays** (Fall Break, Spring Break, Teacher Work days)

You may withdraw ***in writing*** from a ***Student Holiday*** up to ten (10) business days prior to the holiday without penalty. **Any withdrawals after this time will still be charged due to scheduling and staffing requirements.**

**Summer 2024 – Registration begins in February/March – Date - TBA**

You may withdraw ***in writing*** from the Summer Care program up to April 1, 2024 however your deposit will be forfeited.

**Schedule changes** for summer care must also be made prior to April 1, 2024. Beginning May 1, 2008 once you reserved your spot for a week you will be charged for that week regardless if your child attends or not.

## **Total Withdrawal from the Program**

Please understand that if you choose to completely withdraw your child from the program that you must give a one week notice and that such notice must be given directly to the Site Director (and a copy sent to the Program Director) **in writing**. Also understand that you are obligated to pay these fees during the one-week notice period even if your child does not attend during that time.

## **Returned Check Fee**

Returned checks are subject to a \$25.00 charge. It is the parent's responsibility to make an immediate correction of this deficiency. BASP staff is not authorized to re-deposit returned checks. The amount of the check and fee must be paid by cash or money order.

If there are more than two returned checks on any account BASP reserves the right to request that future payments be made in cash or through our online payment option.

## Receipts

If you need a receipt for tax purposes or flex care reimbursement there are two ways this can be done. The most complete way is the invoice. It has all the information needed to be used as your receipt: Site address, tax ID #, care dates, check #, and amount paid. You will receive an invoice once a month. Keep this for your records. The second way is to request an individual receipt. These have the Site address, tax ID #, check # and amount paid but no care dates. Once you decide which will suit your needs best, please send a written request to the Program Director with the type of receipt you need. All efforts will be made to get individual receipts back to you via email as soon as possible. **Receipts for cash will be handed back to you at the time of payment or emailed, please remember that cash payments need to be made at Mooresville Intermediate BASP (Program Director's Office).**

## Late Payment Fees

A fee of \$15.00 will apply to any fee/payment not paid within ten days of due date.

- **Fees are due on the first day of the month and will be assessed a late fee of \$15.00 if not received by the tenth of the month. Stop Service notices will be issued to any account not paid by the tenth of the month.**

## Total Withdrawal from the Program

Please understand that if you choose to completely withdraw your child from the program that you must give a one week notice and that such notice must be given directly to the Site Director (and a copy sent to the Program Director) **in writing**. Also understand that you are obligated to pay these fees during the one-week notice period even if your child does not attend during that time.

## Refunds

Unused pre-paid fees are refundable only upon proper completion of withdrawal procedures.

## **Mailing Address**

The correct mailing address is:

**BASP  
ATTENTION: Program Director  
1438 Coddle Creek Highway  
 Mooresville, NC 28115**

## **More Program Information**

Enrollment information may be obtained from our website

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

Parents are invited to visit any of the programs during program hours. Please call to arrange a time with the Site Director, then check in with the site director upon your arrival to the program.

A calendar showing holiday closing dates for our program is attached. For further information about the program, please call the school or program where you plan to enroll your child, or call the Program Director at 704-658-2691(option 6).

Revised February 2024

**K-5**

**MOORESVILLE GRADED SCHOOL DISTRICT  
BEFORE AND AFTER SCHOOL PROGRAM**

**DISCIPLINE/BEHAVIOR STATEMENT**

**CHILD'S NAME** \_\_\_\_\_ **Parent Copy** \_\_\_\_\_

**DATE ENROLLED:** \_\_\_\_\_

**THIS INFORMATION HAS BEEN RECEIVED BY:**

\_\_\_\_\_  
PARENT'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DIRECTOR'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
CHILD'S SIGNATURE

\_\_\_\_\_  
DATE

The Mooresville Graded School District Before & After School Program discipline policies are based on the belief that staff and children have the right to a safe environment that fosters mutual respect, individual responsibility, group and individual cooperation. Program participants are subject to all applicable school rules and policies of the Mooresville Graded School District.

**BASP discipline is premised on the following conditions:**

- Expectations and rules are clearly communicated and outcomes, both positive and negative are explained.
- Parent support is solicited to strengthen positive behavior and to help modify inappropriate behavior.

**Basic behavior expectations include the following:**

- Student must keep hands, feet, and objects to himself/herself.
- Student must show respect for staff and other students.
- Student must use acceptable and appropriate language.
- Student must remain with his/her assigned group in all situations.
- Student voice level/movement must be appropriate to the activity/setting.

Behavior management strategies that promote a positive self-concept and student self-discipline are goals of the program. Punitive measures or force are not alternatives for student/staff interaction. Other means of guiding behavior, such as separation of the child from the group and/or limitation of privileges are used. Time out from activity or group may also involve parent or director contact and a written report of infraction.

**Suspension** exists as an option for any repeated, continual behavior. It may be invoked for a first offense when serious rule infractions occur. Suspension is invoked as a temporary or a permanent consequence for the child who repeatedly refused to respond to program rules or to the behavior modification procedures sanctioned by the program.

Continued unacceptable behavior or actions, which threaten the safety and welfare of the child or other children, will not be tolerated. When repeated efforts by the program staff to modify student behavior along with parent interventions are still resulting in disruptive or unsafe behavior, a student may be dismissed from the program.

### **Positive Recognition**

Students may earn recognition for model behavior. However, a student will not be rewarded for actions or behavior that is a part of what he/she should do. Some examples of positive reinforcement may include:

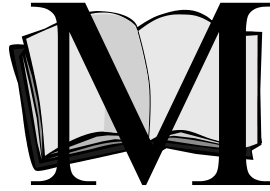
- ❑ Verbal praise and recognition
- ❑ Good notes to the child and/or the parents
- ❑ Simple treats, privileges, or access to special supplies

### **Consequences for Inappropriate Behavior**

- ❑ Unacceptable, inappropriate actions or responses will result in negative consequences. Staff members will document, share and file incidents of unacceptable behavior. Suspension or expulsion from BASP does not necessarily remove a student from the regular instructional program.

A signed copy of this statement is a required component of each child's registration packet. Parents may find an additional copy of the policy as an addendum to the BASP Parent Handbook.

Other incidents not listed herein may be addressed by consulting the Mooresville Graded School District's Discipline Handbook.



## BASP CALENDAR 2024-2025

### Summer Program

<p>May 29 - June 18 &amp; 20-27 2024</p> <p>July 8-25</p> <p>August 7, 2024</p> <p>September 3, 2024</p> <p><b>October 14-18, 2024</b></p> <p>November 1, 2024</p> <p>November 26, 2024</p> <p>December 20, 2024</p> <p>January 3, 2025</p> <p>February 10, 2025</p> <p><b>March 10-14, 2025</b></p> <p>May 21, 2025</p> <p><u>Summer Program</u></p> <p>May 28 - June 27, 2025</p>	<p>Open all Day at EMIS (4 day weeks)</p> <p>Open all Day at EMIS</p> <p>BASP Opens</p> <p>* Open all Day At Rocky River only</p> <p>* Open all Day At Rocky River only</p> <p>* Open all Day At Rocky River only</p> <p>1:06 dismissal BASP CLOSE AT 2:30</p> <p>1:06 dismissal</p> <p>* Open all Day At Rocky River only</p> <p>* Open all Day At Rocky River only</p> <p>* Open all Day At Rocky River only</p> <p>1:06 dismissal</p> <p>Open all Day At EMIS (4 day weeks)</p>	<p>Summer Program (at EMIS)</p> <p>Summer Program (at EMIS)</p> <p>First Day of School</p> <p>Student Holiday (at RR)</p> <p><u>Fall Break (at RR)</u></p> <p>Student Holiday (at RR)</p> <p>Holiday Early Dismissal Day (Parade Day)</p> <p>Holiday Early Dismissal Day</p> <p>Student Holiday (at RR)</p> <p>Student Holiday (at RR)</p> <p><u>Spring Break (at RR)</u></p> <p><u>Last Day of School</u></p> <p>Summer Program (at EMIS)</p>
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\* = Pack a Nutritious lunch from home

Please note Student Holiday Care site will be  
Rocky River BASP

<b>June 19, 2024</b>	<b>CLOSED</b>
<b>July 1-5, 2024</b>	<b>CLOSED ALL WEEK</b>
<b>July 26-August 6, 2024</b>	<b>CLOSED</b>
<b>September 2, 2024</b>	<b>CLOSED</b>
<b>November 11, 2024</b>	<b>CLOSED</b>
<b>November 27-29, 2023</b>	<b>CLOSED</b>
<b>December 23-January 2, 2025</b>	<b>CLOSED</b>
<b>January 20, 2025</b>	<b>CLOSED</b>
<b>April 18 &amp; 21, 2025</b>	<b>CLOSED</b>
<b>May 22-27, 2025</b>	<b>CLOSED</b>

- JUNETEENTH HOLIDAY**
- FOURTH OF JULY HOLIDAY**
- BASP TEACHER WORKDAYS**
- LABOR DAY**
- VETERANS DAY**
- THANKSGIVING**
- CHRISTMAS HOLIDAYS**
- MARTIN LUTHER KING DAY**
- EASTER HOLIDAY**
- BASP TEACHER WORKDAYS /MEMORIAL DAY**

## **BILLING RATES**

**2024-2025**

**Billing is an equal, budgeted amount each month - for the school year – rates do not change for December.**

	<b><u>Registration Fee</u></b>	<b><u>Monthly Payment</u></b>
Before School	\$25.00	Tuition \$ 125.00 a month
After School	\$25.00	Tuition \$ 250.00 a month
Before & After School	\$25.00	Tuition \$ 300.00 a month

**There will be an additional charge for Fall and Spring Break (This is not included in the monthly budgeted amount, this time is for purchase if you register for it):**

Fall Break is October 14 – 18, 2024 \$170.00

**NO CARE AVAILABLE DECEMBER 23, 2024-January 2, 2025**

Spring Break is March 10-14, 2025 \$170.00 (**if** your child will need care during this time.) These optional times **are not** factored into the formula/budget amount for the year.

### **Summer Program Fees**

Summer Care attendance is optional and care must be pre-arranged with the Program Director. Forms to pre-register for Summer Care will be available Online from our web page under Summer Camp Information beginning in February/March. Fees are a flat rate and inclusive for all summer program activities. Summer Camp will run Monday – Thursday.

**Fees for Summer Care 2024** \$ 170.00 per week

**Fees for Summer Care 2025** TBA