

**2024-2025
BOOST PARENT/GUARDIAN HANDBOOK**



**Give your
family a
BOOST with
Bulldogs
Out of School
Time!**



**310 Stadium Drive
Brownsburg, IN 46112
317-852-5726**



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BROWNSBURG COMMUNITY SCHOOL CORPORATION

Office of Bulldogs Out of School Time "BOOST" Mission, Values, and Philosophy Statement

WELCOME

Welcome to Brownsburg Community School Corporation's Bulldogs Out of School "BOOST" program. It is an honor to be a part of the growth and development of your student. We are looking forward to this new program and the new friends and memories that will be made by having fun and learning together.

Our staff is committed to providing a fun and safe environment for your student. We offer participants homework support, physical activities, and social enrichment opportunities.

It is our belief that well-informed students and parents/guardians promote a positive environment. In this handbook, we have included specific information regarding some of the BOOST Program procedures and general information to help students and families enjoy a pleasant and productive experience. Parents/Guardians and students are encouraged to review this handbook together and use it as a reference during the school year.

After reviewing this handbook, if you have further questions, please contact the BOOST Program Manager at 317-852-5726.

OUR MISSION:

Enrich and prepare student achievement by providing an inclusive, safe, and high-quality learning environment, and by building connections between school, family, and community.

OUR VALUES:

Our programs and staff will:

- Provide a safe environment of high-quality exploration.
- Foster excitement for lifelong learning and achievement.
- Ensure that student academic and behavioral success is expected, encouraged, and celebrated.
- Provide diverse and inclusive programs that serve all students.

OUR PHILOSOPHY:

We believe in encouraging students to grow academically and socially. BOOST embraces learning outside the classroom in a safe and inclusive environment designed to engage students in active exploration.

At BOOST our goals are to:

- Provide high quality programs with an emphasis on social enrichment and academic support.
- Empower every student to achieve their full potential and thrive beyond the school day.
- Provide positive staff/student interaction, communication, and guidance in a safe environment.

**The BOOST program does not receive any Federal financial assistance.
BOOST is a financially self-sustaining program, relying solely on enrollment funds.**



HOURS OF OPERATION

School Attending (K-6)	Site of BOOST	M-F Morning M/Tu/Thu/F Afternoon	Wed Afternoon (Early Release)
Brown	Brown	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
Cardinal/Delaware Trail	Cardinal	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
Crossroads	Crossroads	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
Eagle*/White Lick	White Lick	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
Reagan/Lincoln	Reagan	6:30 AM - 8:30 AM 3:40 PM - 6:00 PM	3:10 PM - 6:00 PM
EMS*/WMS*	Crossroads	6:30 AM - 7:35 AM 2:35 PM - 6:00 PM	2:05 PM - 6:00 PM

*Students will be transported to/from the BOOST site to/from the attending school by BCSC buses.

Two-Hour Delays: BOOST will remain open for regular program hours and remain in session until the school day begins.

School Cancellations: BOOST will close. Refunds will be issued to those registered for the day.

FULL DAY COVERAGE

BOOST is open all BCSC school days THAT ARE IN OPERATION for before and after school care. BOOST will offer full day coverage from 6:30 AM - 6:00 PM on the dates below for the 2024-25 SY when school is not in session. Please see posted rates for these dates in the FEES/OPTIONS section.

Events	Dates of BOOST Full Day Coverage - 6:30 AM - 6:00 PM
School Holiday Coverage	11/27/24, 1/20/25, 2/17/25
Fall Break	10/21/24 - 10/25/24
Winter Break	12/23/24, 12/26/24, 12/27/24, 12/30/24, 1/2/25, 1/3/25, 1/6/25
Spring Break	3/31/25 - 4/4/25

CONTACT INFORMATION

Brown Elementary	317-852-1008	BOOST_Brown@brownsburg.k12.in.us
Cardinal/Delaware Trail	317-852-1008	BOOST_Cardinal@brownsburg.k12.in.us
Crossroads/EMS/WMS	317-852-1008	BOOST_Crossroads@brownsburg.k12.in.us
Eagle/White Lick Elementary	317-852-1008	BOOST_Whitelick@brownsburg.k12.in.us
Reagan/Lincoln Elementary	317-852-1008	BOOST_Reagan@brownsburg.k12.in.us



PAYMENT OF FEES

Fees are billed on Friday of each week. Accounts are considered delinquent if not paid in full by 8:00 AM on the following Wednesday. Account owners with outstanding balances as of 8:00am on Wednesday will be notified that their account is in default and their child will be ineligible to continue to attend the program effective the first day of the following week.

Payments may be made by using the following options:

- Preferred Payment Online by credit card - My ProCare - www.myprocare.com
- Card or Check Only (no cash) in person at the BOOST office, located at 310 Stadium Drive, Monday-Friday 7:30 AM - 4:30 PM. Site Managers will not accept payment at the BOOST school sites.

FEES/OPTIONS

BOOST offers a 3 session part-time care option (AM or PM) per week or a 3 session full-time care option (AM and PM) per week, any 3 days of the week. BOOST also offers a 5 session part-time care option (AM or PM) per week or a 5 session full-time care option (AM and PM) per week. Care must be scheduled by 5:00 pm each Friday prior to the week of care. BOOST does not offer a drop-in option.

2024-2025 BOOST PROGRAMS	AM DAILY RATE	PM DAILY RATE
AM or PM Daily Rate	\$13.91	\$17.37
AM and PM Daily Rate	\$31.28	
Full Day / Out of School Daily Rate	\$47.78	
Consistent Daily Care for 2024-25 SY 180 School Days (20% discount)	\$2,003.40	\$2,500.85
	does not include full day/out of school days	
Late Pick-Up Fee*		\$3.00/minute past 6 PM
Finder's Fee*	\$5.00/absence that is not communicated in advance	
Non-Refundable Annual Registration Fee*	\$65.00	
*Registration fees, Late pick-up fees, and Finder's fees are NOT reduced by the free and reduced assistance program.		

FREE AND REDUCED ASSISTANCE PROGRAM

Students who are approved for the free and reduced assistance program offered through the IDOE, qualify for BOOST morning and/or afternoon programming at a free or reduced rate. Applications will be verified through the state application process. Once the application is approved by the IDOE, the discount will be determined if the student will receive free or reduced rates for the BOOST program. If you feel that you may qualify, please apply at: www.myschoolapps.com/Application.

FAMILIES AGREE TO

- Keep all enrollment information current, especially contact numbers, email addresses and authorized pick-up list.
- Maintain account balances according to the BOOST billing cycle.
- Escort their student(s) to the Extended Day Program area and sign them in with a staff member.
Do not drop off students outside.
- Pick up and sign out their student(s) no later than 6:00 PM.
- Show picture identification every time at pick-up.
- Only allow authorized persons to pick up their student(s) from BOOST.

STUDENTS AGREE TO

Follow BOOST Rules:

- Be Kind, Be Responsible, Be Respectful, and Be Safe
- Use listening ears with team members and peers
- Keep hands and feet to yourself
- Always ask before leaving the room & follow bathroom procedures
- Practice good sportsmanship and try your best in every activity
- Electronics, toys, food, and games from home will be left in your backpack
- Clean up after yourself
- Follow school rules when at BOOST
- Make friends and have fun!

REGISTRATION & REQUIRED WAIVERS

All participants MUST complete our online program registration form, sign the Parent/Guardian Contract, sign the BOOST Parent/Guardian Handbook Acknowledgement, and pay the annual registration fee of \$65.00 prior to attending the BOOST program. In addition, all balances MUST be kept up to date in order to continue using the BOOST program. Registration and payments can be completed online at www.myprocare.com.

DROP-OFF & PICK-UP PROCEDURES

For the safety of participants and staff, all program doors are locked for the duration of the program operating hours. Parents/guardians are required to escort the participant to and from the program entrance to sign in and out each day and will be prompted to enter the participant's assigned On-Site Security Code issued by Procure on the program iPad. BOOST will not accept legal responsibility for a student unless a parent/guardian or authorized person signs the student in and out of the program.

- Only authorized individuals listed on our registration software will be allowed to pick-up your child from BOOST. Photo identification of the authorized adult will be required every day at pick up.
- Failure to follow pick up or drop off procedures may result in a student's termination from the program.
- In the event of custody restrictions, certified court documents outlining proof of legal restrictions must be filed with the office of BOOST.

ADULT CONDUCT

BOOST reserves the right to remove a participant from the program with no refund eligibility based upon the inappropriate behavior of a parent or guardian. Inappropriate behavior may include, but is not limited to:

- Abusive, threatening, profane or harassing communication, either in person, by e-mail or text/voicemail/phone or other written or verbal communication
- Physically aggressive or confrontational behavior that poses a risk to the safety of staff, participants or others
- Defamatory, offensive or derogatory comments regarding the program or program staff made publicly to others
- Attempting to discipline another child that is not your own or confront another parent/guardian about their child's behavior in the program

MEDICATION POLICY

If your child needs to take any medication during program hours, you must complete a Medication Dispensing Authorization Form. The prescribed medication must be in its original container clearly labeled with participant's name and dosage. All medications dropped off at our program will be stored in locked storage onsite and returned to parents/guardians at the end of each week. Site managers are trained for medicine dispensing and may only dispense prescription medications. Staff are not permitted to dispense the first dose of a new medication or any fever-reducing medication. If a participant refuses to take medication, staff will not force the child to take it. This incident will be documented, and staff will notify the parent/guardian via phone call. Please note, BOOST does not have direct access to any medication stored in the school nurse's office.

POSSESSIONS, ELECTRONICS, AND CELL PHONES

Students should dress for indoor and outdoor play. Please label all belongings and frequently check the lost and found area. Items brought to the program by your student must be labeled and we expect students to be responsible for their belongings. Please do not send personal items to the program such as toys, money, stuffed animals, video games, trading cards, electronics, etc. We are not responsible for any misplaced, damaged, or stolen items. Students are not permitted to use such items during BOOST. The possession and use of personal electronic items, such as iPads, cell phones, handheld video games, etc., during any program is prohibited. If an electronic item is confiscated, staff will store this item securely at the front desk and return it to a parent/guardian at the end of day. Cell phone use by participants is prohibited. Please do not attempt to contact your child via their personal phone. Instead, call or text the program phone.

BOOST STAFF/HEALTH/SAFETY

The health and safety of participants is our top priority. All team members are trained in American Red Cross CPR/AED, First Aid. For minor injuries which occur during program hours, staff will respond with appropriate first aid care, document the accident using an Accident Report and notify a parent/guardian. For injuries which require emergency medical treatment, 911 will be called immediately, staff will notify the parent/guardian or emergency contact shortly after and complete an Accident Report with details regarding how the injury occurred and the care given. If the participant must be transported by emergency medical personnel, a full-time staff member will accompany the child to the hospital until a parent/guardian arrives.

To avoid the spread of communicable diseases and illness, please keep your child at home if your child currently has or has had a temperature above 100 F degrees or above in the past 24-hours. In the event that your child begins to display or develop symptoms such as a fever, rash, diarrhea or vomiting during program hours, your child will be separated from the rest of the participants. Staff will notify the parent/guardian or emergency contact and arrangements must be made to pick up the child immediately.

ACCIDENTS AND INJURIES

If a student has a MINOR INJURY, a staff person will inform the parents/guardians upon arrival at the program.

If a SERIOUS ACCIDENT occurs, a staff person will contact the parent/guardian immediately so that the student may receive necessary medical treatment.

If an EMERGENCY occurs, and immediate attention is needed, the staff will call 911 and then immediately contact the parent/guardian. Paramedics will decide on the appropriate action. If the student needs emergency treatment, the paramedics will move the student to the nearest facility. It is the responsibility of parents/guardians to keep all emergency information current.

EMERGENCY PREPAREDNESS

All BOOST sites practice emergency drills, and the BOOST program follows all BCSC emergency procedures that include moving children to safe locations, checking attendance, notifying authorities, checking for injuries, and notifying parents/guardians. Evacuation procedures for persons with mobility challenges are included in the site's emergency plan. If a parent/guardian is unable to contact the BOOST Program during the emergency, we will coordinate any necessary care with the authorities until the parent/guardian is contacted.

SEVERE WEATHER & CANCELLATIONS

Parents/guardians will be notified via text and email with any program cancellations or changes to the schedule. BOOST follows all established Brownsburg Community School Corporation (BCSC) policies and procedures in the event of a fire, tornado, weather emergency, natural disaster, extreme temperatures, air quality alerts, or other emergency-related situations.

- **Two-Hour Delays:** BOOST will remain open for regular program hours and remain in session until the school day begins.
- **School Cancellations:** BOOST will close. Refunds will be issued to those registered for the day.
- **Extreme Heat/Air Quality Alerts:** Outdoor programming may be modified if temperature/air quality index levels fall outside of the healthy recommended guidelines for children.
- **Severe Weather Warnings:** Upon an issued warning, staff and participants will immediately seek shelter. In accordance to BCSC policies, participants may not be released from the program until the severe weather warning has been lifted.

BREAKFAST AND SNACKS

BCSC Nutrition Services offers breakfast on each school day beginning at 8:30 AM for elementary and 7:20 AM at the Middle Schools. Please make payment arrangements through the Nutrition Services Department or the My School Bucks app. BOOST will not be providing breakfast or a morning snack before school. If your student needs to eat before the breakfast serving time at 8:30 AM, please provide breakfast prior to drop-off. If food from home is brought to BOOST, there is no sharing of food permitted.

Snacks are available to all students in the BOOST afternoon program. Snacks are intended to be nutritious and to give your student energy, not to be a full meal. The cost of snack is included in program fees. If food from home is brought to BOOST, there is no sharing of food permitted.

BOOST does not provide drinks in the morning or afternoon program. It is strongly encouraged that your student is sent with a refillable water bottle each day that is labeled with their name.

Full day coverage, when offered, morning and afternoon snack will be provided. Please provide a packed lunch from home for your child.

MANDATED REPORTING POLICY

By participating in the BOOST programming you acknowledge that all staff members are considered Mandated Reporters by the State of Indiana and are required by law to immediately report any suspicion of child abuse or neglect to the Department of Child Services (DCS). BOOST does not determine whether or not an investigation is conducted by DCS. If a report to DCS triggers an investigation, BOOST will cooperate fully with authorities. Because of the confidential nature of such an investigation, BOOST will not comment publicly about the nature of the allegations or the status of the investigation.



ENROLLMENT

The BOOST program serves students who are Brownsburg Community School Corporation students. The program welcomes all students in kindergarten through sixth grade to enroll. Enrollment is satisfied when the online enrollment application, required waivers are acknowledged, and a \$65.00 non-refundable annual enrollment fee is received online at www.myprocare.com or at the BOOST Program Office.

Due to liability and staffing, students attending the BOOST Program may not bring friends or guests who are not enrolled in the program.

For assistance with the BOOST Program enrollment process, please email: rhuff@brownsburg.k12.in.us, call (317)852-5726, or in person at 310 Stadium Drive, Brownsburg, IN 46112.

All students must be re-enrolled each school year. All families are encouraged to enroll early.

LATE PICK-UP FEE

Late fees of \$3.00 per minute will be automatically charged beginning one minute past the closing time of 6:00 PM according to the program tablet. Late fees will be invoiced weekly and must be paid in full before your child may attend any future programs.

FINDER'S FEE

To ensure that every child makes it safely to the appropriate destination at school dismissal, it is imperative that you communicate any last minute changes to your child's afternoon schedule to staff via text, email or call PRIOR to school dismissal. Failure to communicate a change in your child's afternoon schedule may result in a \$5.00 Finder's Fee.

REFUND POLICY

REFUND REQUEST FOR BOOST WEEKLY CARE

Any refund requests made for BOOST will be denied. Exceptions will be considered if the participant misses four (4) or more consecutive days within the same calendar week due to illness, injury, or death of an immediate family member. You may be eligible for a refund at the sole discretion of BOOST. A refund request must be submitted in writing via email to the Site Manager. Eligibility and refund amount will be determined by BOOST administrative office. Additional documentation may be required as evidence of such circumstances and a refund will not be granted without submission of the documentation requested by BOOST.

REFUND REQUEST FOR FULL DAY/BREAK CARE

Applicable to all refund requests: A 15% administrative fee will be charged per registrant of total fees paid towards the registrant's removal from the program. If a registrant requests a refund at a minimum of 14 days prior to the start date of a program, a 100% refund will be provided less the administrative fee. Refund request made 4-13 days prior to the program start date will be provided a 50% refund less the administrative fee. All refund requests made 3 days prior to or after the program start date will be denied a refund. BOOST is under no obligation to take extra steps to find a replacement or additional enrollee for the registrant's removal from the program.

BEHAVIOR EXPECTATIONS

All staff receive training in behavior management, risk management, childhood and adolescent development, and social emotional learning to promote a safe and positive environment. With the use of positive reinforcement, redirection, natural consequences and/or removal from an activity, staff reinforce expectations and promote desired behaviors.

BEHAVIOR INTERVENTIONS

Parent involvement and collaboration is crucial to the success of all behavior interventions and the success of the child. When a participant chooses to behave in ways that are unsafe, disruptive, disrespectful, or physically harmful to themselves or others, staff will determine the appropriate course of action by first identifying whether the behavior is considered low-risk, moderate-risk, high-risk, or serious safety risk behavior. All moderate, high-risk, and serious safety risk behaviors will be documented and shared with parents/guardians for review. If necessary, staff may request a parent conference to address behavior concerns and establish a behavior plan. In the event that a participant's behavior poses a serious safety risk to themselves or others, or an undesired behavior continues despite the intervention of staff, BOOST reserves the right to immediately suspend or remove the participant from the program with no refund eligibility. BOOST reserves the right to review past incidents throughout the year to determine further disciplinary action. At no time will staff use any form of physical or corporal punishment including spanking, hitting, deprivation of food, subjecting a child to ridicule or threats, etc. Staff are required to maintain confidentiality of all participants in our program and are strictly prohibited from sharing or discussing any sensitive information regarding other participant behavior or behavior plans with you.

BEHAVIOR MANAGEMENT PLAN

We believe when students receive positive, non-threatening and understanding interactions with adults they develop positive self-esteem, self-discipline and problem-solving abilities. Staff will guide conflict resolution through communication that allows development in understanding and respect for others.

The goal is to establish and maintain a friendly, fun, and safe environment in the BOOST Program. The Extended Day Program uses Positive Behavior Intervention and Supports (PBIS) as a set of ideas and tools to improve student behavior. Examples of PBIS include:

- Rewarding positive behaviors
- Staff acting as positive role models
- Appropriate expectations for student development
- Expectations which are consistently implemented
- Redirecting students to other activities
- Consulting with parents/guardians

It is our goal that all students be able to safely and successfully participate in the BOOST Program.

If a student is involved in any behavior that disrupts program structure or affects the safety of students or staff, the following plan will be followed:



Behavior Intervention Process

	BEHAVIORS	1ST OCCURENCE	2ND OCCURENCE	3RD OCCURENCE	4TH OCCURENCE
LOW RISK	<ul style="list-style-type: none"> • Minor impact to self or others • Non-compliance • Attention-seeking, lying, teasing, cheating • Small verbal conflicts with others • Short-lived, temporary behaviors 	<ul style="list-style-type: none"> • Verbal redirection • Re-state expectations • Contact Parents 	<ul style="list-style-type: none"> • Verbal Redirection • Re-teach expectation • Practice expectation with child • Documentation Log • Contact parents 	<ul style="list-style-type: none"> • Verbal redirection • Natural consequence • Documentation Log • Contact parents 	<ul style="list-style-type: none"> • 1st Incident Report • Inform parents • Schedule parent conference & establish behavior • Move to "Moderate Risk" if behavior is continued after interventions. Starting at 2nd Incident Report.
MODERATE RISK	<ul style="list-style-type: none"> • Negative impact on self/others • Rude, inappropriate or disruptive behavior • Blatant disrespect for staff • Roughhousing, unsafe play • Exclusion, manipulation, bullying type behaviors 	<ul style="list-style-type: none"> • Verbal redirection • Re-state expectation • Natural consequence • Documentation Log • Contact parents 	<ul style="list-style-type: none"> • Verbal redirection • Re-teach expectation • Natural consequence • 1st Incident Report • Parent Conference 	<ul style="list-style-type: none"> • 2nd Incident Report • 1-2 day suspension • Contact parents • Adjust Behavior Plan 	<ul style="list-style-type: none"> • 3rd Incident Report • 3-5 day suspension • Parent Conference • Revisit Behavior Plan • Move to "High Risk" if behavior is continued after interventions. Starting at 3rd Incident Report.
HIGH RISK	<ul style="list-style-type: none"> • Poses a serious risk to self/others • Self-injury • Elopement • Physical fighting/aggression • Threats of violence & hate speech • Vandalism/ Theft • Safety risk to self or others 	<ul style="list-style-type: none"> • 1st Incident Report • Parent/child conference • Establish behavior plan • Suspension 1-2 days • Meet 2 weeks later to assess progress of behavior plan and make adjustments 	<ul style="list-style-type: none"> • 2nd Incident Report • Suspension 3-5 days • Review all incident reports and revisit behavior plan with parents to make adjustments 	<ul style="list-style-type: none"> • 3rd Incident Report • 5+ day suspension • Parent Conference • Referral to Senior Management regarding potential removal from program for remainder of year 	<ul style="list-style-type: none"> • If a student returns to the program after a 3rd "High Risk" behavior occurrence, any future occurrences will result in immediate removal from the program.
SERIOUS SAFETY RISK	<ul style="list-style-type: none"> • Student Behavior/Needs are a serious risk to the safety of self/others. Behaviors/Needs demand a higher level of response and support than provided by the program. 	<ul style="list-style-type: none"> • Parent Conference • Referral to Senior Management regarding potential removal from program. 	<p>**All behavior plans should include proactive steps (changing seats, drawing notebook, fidgets, etc.) and reactive strategies that best support the student and the program.</p> <p>**Students who engage in high risk behavior may be at the referral to senior management to determine action steps depending on the severity of the behavior. This means behaviors that are severe may not work through all the steps. Safety for all students and staff is the most important.</p>		



B • A • R • K

BE RESPECTFUL

ACT RESPONSIBLY

REMEMBER SAFETY

KINDNESS MATTERS

	BE RESPECTFUL	ACT RESPONSIBLY	REMEMBER SAFETY	KINDNESS MATTERS
CAFETERIA	Voice Level 2 Follow Directions Use Personal Space	Get Food Supplies Leave a Clean Table, Chair, and Floor	Walk to Your Destination Sit with Feet Under the Table Eat Your Own Food	Use Table Manners Use Kind Conversation
PLAYGROUND	Respect School Property Take Turns Play by the Rules	Line Up When Whistle Blows Use Kelso's Wheel Clean Up Equipment	Body to Yourself Use Equipment Correctly Stay on the Playground	Show Sportsmanship Include Everyone Use Kind Words
HALLWAY	Voice Level 0 Follow Directions	Walk Directly to Destination Stay in Your Line	Body to Yourself Face Forward When Walking Use Personal Space	Keep Hallway Clean
BATHROOM	Voice Level 0 Respect Privacy	Use the Restroom Wash Your Hands Keep Restroom Clean	Wait Your Turn	Use Your Manners
CLASSROOM	Follow Directions Use Materials Correctly Active Listening (whole body or SLANT)	Stay on Task Complete Work	Body to Yourself Safe Actions	Accept Others' Opinions Include Everyone Use Kind Words
BUS	Voice Level 1 Follow the Bus Rules Listen to the Bus Driver	Keep Belongings in Backpack	Body to Yourself Stay in Your Seat	Use Kind Words Use Your Manners

2024-2025 BOOST PARENT/GUARDIAN CONTRACT



I acknowledge, understand and agree to the following regarding my child's participation in BOOST as set forth in this Parent/Guardian Contract:

1. I understand that BOOST programs are voluntary activities organized and conducted by BOOST for the benefit of the parents and students attending Brownsburg Community School Corporation.
2. I will take whatever action necessary to ensure my child understands and adheres to all rules, policies, and procedures as outlined by BOOST including, but not limited to those contained in this Parent/Guardian Handbook, other official BOOST publications, and any and all subsequent updates. Failure to follow any of the rules, policies, and procedures set forth by BOOST may result in the loss of any paid fees, the expulsion or prohibition of my child from current and future programs, as well as any other consequences deemed appropriate by BOOST.
3. I will accurately complete all required registration information requested by BOOST, prior to my child attending BOOST, and I have disclosed all sufficient information about my student in order to be successful in the BOOST program. I understand that BOOST will run reporting with BCSC Special Education Department to verify all student information is correct and entered accurately.
4. I acknowledge that under Indiana law, all staff members of BOOST are mandated reporters and are required to report suspected child abuse or neglect to the Department of Child Services (DCS) immediately. If a report to DCS triggers an investigation, BOOST will cooperate fully with DCS and authorities.
5. I or a designated adult will escort my child into the program each day and check in with the procure pin pan provided. I will make and handle any and all arrangements for transportation to/from the BOOST program. I will pick up my child within the established operating hours of the program. Late fees of \$3 per minute will be charged to my household account beginning one minute past closing time.
6. I understand that if my child is showing or developing symptoms such as fever, rash, diarrhea, or vomiting, I will not send my child to the program. I will not send my child if he/she currently has or has had a temperature above 100 F degrees or above in the past 24-hour period prior to attendance. If any of the above symptoms develop during the program, I will be contacted and I will make necessary arrangements to pick up my child immediately.
7. If my child needs to take any medication during the day, I will complete a Medication Dispensing Authorization Form and supply the prescribed medication in its original container during drop off. I understand that staff members are not allowed to give the first dosage of any medication. If my child refuses medication, it will be documented and I will receive a phone call to discuss the incident.
8. I will be responsible for any medical care, transportation expenses, or additional expenses incurred on my child's behalf during his/her participation in the program.
9. I will meet immediately with BOOST staff members upon request.
10. I will pay all court costs and attorney's fees associated with the collection of delinquent fees.
11. I understand that any cancellations or refund requests made after the program has started will not be eligible for a refund of any amount owed or already paid. Any program openings filled after the program has started will be subject to payment in full requirement and will not be eligible for any refunds.
12. I agree to INDEMNIFY, HOLD HARMLESS, AND DEFEND BOOST and BCSC, their employees, agents, elected and appointed officials, and directors in any action or proceeding against all claims, lawsuits, losses, damages, actions, suits, proceedings, claims and expenses, including attorney's fees and costs arising from or relating in any respect to either me or my minor child's participation in the program or my assistance at the program or my breach of this contract, regardless of whether the act or omission complained of was caused in whole or in part by the negligence in any form of the BOOST or BCSC.
13. This is a full release and waiver of any and all liability that may now or forever be attributed to BOOST or BCSC resulting from the program and/or my child's participation in the program. This Contract cannot be changed except by written amendment approved by BOOST which specifically refers to this Contract. I have read and fully understand this Contract and agree to be bound by its terms. I understand that by signing this document I may be waiving certain legal rights, including the right to sue the BOOST program or the Brownsburg Community School Corporation or any of its employees, agents, officials, and directors. I have read this document and sign this document freely and willingly.

Parent/Guardian Name (printed) _____

Parent/Guardian (signature) _____

Child Name(s) (printed) _____

2024-2025 BOOST PARENT/GUARDIAN HANDBOOK ACKNOWLEDGEMENT



After reading the Parent/Guardian Handbook, please sign the appropriate lines below and return this form to your Site Manager by email or in person. By signing below, I hereby acknowledge that I have completely read and fully understand the contents of the BOOST Parent/Guardian Handbook. I agree to follow the rules, guidelines and policies outlined in the BOOST Parent/Guardian Handbook. I understand that BOOST reserves the right to amend any policies and procedures whenever necessary, and that I will abide by any changes made. Any amendments made to the Parent/Guardian Handbook will be distributed by BOOST.

Parent/Guardian Name (printed) _____

Parent/Guardian (signature) _____

Child's Name(s) (printed) _____



2024-2025 SY BOOST CARE CALENDAR

BEFORE/AFTER SCHOOL CARE

NO BOOST CARE

FULL DAY BOOST CARE

July '24						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August '24						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October '24						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November '24						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December '24						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January '25						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March '25						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April '25						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May '25						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June '25						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					