

Berkshire Local Schools

Before and After School Badgercare Program

Parent Handbook



The Berkshire Before and After School Badgercare Program:

It is a supervised program held at the Berkshire Schools Campus within the Early Childhood Center that provides a safe and secure environment for children.

Activities include:

Arts & crafts, indoor/outdoor games, STEM activities, homework help, and more.

The mission:

To enhance the quality of life for our students as participating members of a richly diverse society. With emphasis on being socially and economically inclusive, the program helps youth to realize their potential for growth, development, and leadership.

Director:

Bill Kermavner

Phone: 440.834.3380 x2108

Email: bill.kermavner@berkshireschools.org

Secretary:

Amy Dawson

Phone: 440.834.3380 x1163

Email: amy.dawson@berkshireschools.org

The room can be reached Monday-Friday
3:10 a.m.- 5:30 p.m.
by calling (440) 834.3380

Program Details

Hours: The program opens at 6:30 a.m. at the BECC Building. Staff will walk students to the adjacent Elementary building at 7:50 a.m. After school, students are picked up from their assigned area of the Elementary by staff and walked back to the BECC building at 3:10 p.m. We are open till 5:30 p.m.

Rates: The cost is \$5/hour per student. Payments are collected before attendance in prepayment installments of twenty (20) hours, which is one hundred (\$100.00) dollars. There is a two (2)- hour minimum/weekly charge. If the child is picked up after 5:30:00 p.m., there will be a surcharge of \$3.75 for each additional 5 minutes.

Registration: A Berkshire Schools Before and After School Badgercare Program Registration form must be completed for each child, and a registration fee of \$50.00 per student/\$75.00 for two students (min. \$90.00 per family).

Calendar: The program will follow the Berkshire School Calendar.

Holiday/Summer Fun Days: Additional Fun Days are available on a first-come, first-served basis to potty-trained BECC preschool students and their families. We will open it up to K-4 if space is available. If fewer than five students are registered, then we will cancel for that day (see Funday Calendar).

Contact Information: Director, Bill Kermavner
Bill.Kermavner@berkshireschools.org,
440 834-3380 ext.2108

Payment Policies: A registration and emergency medical form must be completed by the parent/guardian before a child attends. A pre-payment of twenty (20) hours (\$100.00) dollars is due by the first day of attendance. Payment can be made via your child's Infinite Campus Portal, or checks can be made payable to Berkshire BOE and record the child's name and Badgercare Program under Memo. Payments are to be paid by the parent to the Supervisor. Do NOT send payment in your child's backpack.

Student Arrival and Release: Parents must enter the building and sign in their child in the morning and sign out in the afternoon. Failure of a parent to sign out children before leaving in the evening will result in being charged until 5:30 p.m.

Parents may designate another responsible adult to pick up the child if previous authorization has been supplied to the Program Supervisor. The Supervisor will require current identification (ID card with photo) before releasing a child to any person designated on the registration/emergency form, No child will be released without proper identification. Parents who have a custodial situation or a restraining order in effect that restricts a particular family member from contact with a child must supply the director with copies of the complete court document.

Attendance: Good communication between the parent and staff is essential for the safety of your children. The PM directive of your child should always be in the form of a note for the elementary school office (If the child is in the Elementary building) AND one for the BECC office.

Berkshire Badgercare staff cannot accept phone calls or any requests to cancel the PM attendance note during the school day. Please notify the BECC office before the start of the school day via email or Class Dojo Message to the BECC office. (440) 834.3380 Ext: 1163

We will accept phone calls for emergency purposes to "SEND the child to Aftercare" before 2:00 p.m. It is the parent/guardian's responsibility to keep the school offices (Elementary and BECC) informed of their child's Before/After Care schedule in a timely manner so that we can get everyone safely to their proper destination.

Emergency: The following procedures will be followed if your child is injured while in our care: Call 911 (if necessary) or call the Parent/Guardian or person listed as the emergency contact on the registration form.

- Make the child comfortable until medical help/parent arrives
- Should a child feel ill during our care, they will be moved to a safe place to rest away from the other children until the parent arrives.
- Parents/Guardians or a designated person from the registration/emergency form are required to pick up the injured/ill child within 60 minutes.

Daily Schedule: BadgerCare activities will include group or individual games, opportunities for quiet time or homework/study support, arts and crafts, STEM activities, and self-directed activities. With adult supervision, children will have access to the gymnasium or playground. Limited age-appropriate videos will also be shown. One afternoon snack is provided.

- Breakfast is not included with BeforeCare.
 - Please ensure your child is fed before they arrive, OR pack a breakfast, and we will provide them time to eat.
- Please make sure your child has the necessary supplies for homework assignments and that you communicate homework directives to your child.
- Afternoon snack(s) will be provided, there will be a snack calendar posted with a choice of two different options for students each day.
- Children with special dietary needs should pack a snack for afternoon Badgercare.

Code of Conduct: Students are expected to follow the same behavior expectations at Badgercare that they do during the regular school day. They need to follow the directions of the staff and play safely with the other children, respecting the rights and feelings of others. Disruptive/inappropriate behavior will result in parent notification and progressive discipline action from time-out to removal from the program.

- Our childcare behavioral policy is designed to help children become independent and caring by learning self-control, decision-making skills, and responsibility for their actions. We believe that children should be treated with the same respect that we, as adults, wish to be treated.

- Our goals are to help children develop positive self-esteem, respect for themselves and the rights of others, and socially acceptable ways of expressing their needs and feelings. This is accomplished through positive guidance and loving discipline when necessary.
- Our staff uses guidelines and techniques to help children develop self-discipline and reduce problems before they start:
 - A learning environment that promotes consistent routines and well-defined expectations.
 - Use of praise through kind words and actions (hugs, smiles) to reinforce desirable behaviors.
 - Redirection to another activity/positive behavior choice in a calm and nurturing manner when a child displays undesirable behaviors.
- If a child causes physical or emotional harm to others or demonstrates emotional stress that leads to an inability or disruption of learning, the child will be directed to a classroom calming corner. Ongoing daily instruction is provided on the proper use of the calming corner, which includes identification of feelings and self-regulation strategies. The staff will help the student return to an appropriate activity when the student is ready. The teacher will engage in conversation with the child regarding feelings/triggers and alternative, appropriate behaviors at a time when the child has calmed down.
- Children will be helped to negotiate conflicts through the use of words and problem-solving strategies.
- Children will be encouraged to verbalize their feelings
- Staff will utilize constructive language by phrasing guidelines for behavior positively: “Please walk in the classroom” instead of “Don’t run.”

Note: Although each problem that arises calls for unique solutions, the above guidelines provide clear boundaries and guidance for staff and children.

Lost and Found: Lost and found items will be kept at the BECC building entrance. Items unclaimed will be donated quarterly. Any items with names will be returned to the person as best we can.

Dress: The Berkshire School’s dress code is in effect in the Badgercare Program. Students will go outside when possible and should dress appropriately for weather conditions in all seasons.

Snow Day Policy: The Badgercare program will follow Berkshire schools' calamity days. If the district is called off due to inclement weather or other emergencies, the Badgercare Program will also be closed.

Late Pick-up Policy: If the child is picked up after 5:30 p.m., there will be a surcharge of \$3.75 for each additional 5 minutes.

Emergency Plan for Evacuation: We will follow emergency evacuation routes posted in all classrooms and hallways. We will practice/review safety procedures monthly, following the district’s emergency procedures.

Medication: Students are not allowed to carry medicine to the Badgercare Program.

- Please fill out a Medication Administration Request Form:
 - Must be provided for each medication.
 - Forms are available in the school offices and under District Forms on the Berkshire Schools website.
 - A new form is required each school year.
 - All Medication Administration Requests, for both prescription and over-the-counter medications, must be filled out and signed by the prescribing physician.
- Medications provided to the school must be:
 - Brought to school by a parent or adult family member
 - In the original container
 - Labeled with the student's name, the name of the medication, the dose, the time to administer, and any directions for use.
 - Over-the-counter medications must be in a small, sealed, original container. Please direct questions to Mrs. Jayme Kollman, RN, LSN, Berkshire School Nurse, jayme.kollman@berkshireschools.org 440-834-3380 x3307
- [Berkshire Schools Medication Policy](#)
- [Medication Administration Request Form](#)

Mildly Ill Children: A “mildly ill child” means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms of communicable disease. A mildly ill child might not feel well enough to participate in activities. A mildly ill child will be observed within the group, and if symptoms persist or worsen, the parent will be called to pick up the child.

Management of Communicable Diseases: Staff members are trained to recognize the common signs of communicable disease and other illnesses. The staff members will follow the Ohio Department of Health “Communicable Disease Chart” for appropriate management of suspected illnesses. Badgercare staff are also trained in the area of hand-washing and disinfection procedures.

The following precautions shall be taken for children suspected of having a communicable disease:

- The program shall immediately notify the parent/guardian of the child's condition when a child has been observed with signs/symptoms of illness.
- A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent/guardian:
 - Diarrhea (three or more abnormally loose stools within a twenty-four-hour period);
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - Difficult or rapid breathing;
 - Yellowish skin or eyes;

- Redness of the eye or eyelid, thick and purulent (pus) eye discharge, matted eyelashes, burning, itching, or eye pain;
 - A temperature of one hundred degrees Fahrenheit taken by the auxiliary method, when in combination with other signs of illness.
 - Untreated infected skin patch(es);
 - Unusually dark urine and/or gray or white stool;
 - Stiff neck with an elevated temperature;
 - Evidence of untreated lice, scabies, or other parasitic infestation;
 - Sore throat or difficulty swallowing; or
 - Vomiting more than once or when accompanied by any other sign or symptom of illness.
- A child with any of the following signs or symptoms of illness shall be immediately isolated in a room or portion of the room not being used in the preschool program within sight and hearing of an adult at all times:
 - Unusual spots or rashes; or
 - Elevated temperature.

The child shall be made comfortable and watched carefully. Decisions regarding whether the child should be discharged immediately or at some other time during the day will be determined considering what is in the best interest of the child and the children in the class.

- A child isolated due to a suspected communicable disease shall be:
 - Cared for in a room or portion of a room not being used by the preschool program
 - Within sight or hearing of a staff member
 - Made as comfortable as possible
 - Observed for worsening condition
 - Discharged to parent, guardian, or person designated by the parent or guardian as soon as possible.

Equipment in the classroom will be washed and disinfected with an appropriate germicidal detergent, depending on the nature of the disease or illness.

Injury Prevention & Management: First aid training is completed by lead instructors and may be utilized in case of emergency. Safety rules will be posted in the classroom and reviewed/enforced to uphold the safety of all.

Child Abuse Policy: All preschool staff members are required by law to report all suspected cases of child abuse or neglect to the Ohio Department of Human Services. The BECC preschool staff have been trained in child abuse recognition.

Communication: Staff will communicate through email and the Class Dojo App regarding special events and verbally at pick up or drop off. Other communication may be adopted based on parent preferences and availability.