

2026-2027 BOOST PARENT/GUARDIAN HANDBOOK



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



310 Stadium Drive
Brownsburg, IN 46112
317-852-1008

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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 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 students. We offer participants creative play, 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 Office at 317-852-1008

OUR MISSION

Our mission is to provide a safe, nurturing, and inspiring environment where every child feels valued, supported, and encouraged to explore their unique potential.

OUR VALUES

Our programs and staff will:

- Provide a safe environment of high-quality exploration.
- Foster excitement for lifelong learning and achievement.
- Provide diverse and inclusive programs that serve all students.

OUR PHILOSOPHY

BOOST embraces learning outside the classroom in a safe and inclusive environment designed to engage students in active exploration.

OUR GOALS

- Provide high-quality programs with an emphasis on social enrichment and behavioral 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.



HOURS OF OPERATION

School Attending (K-6)	Site of BOOST	M-F Morning M/Tu/Thu/F Afternoon	Wed Afternoon (Early Release)
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/Brown*	Eagle	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
White Lick	White Lick	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 school attending by BCSC buses.			
A.M. Dropoff: Please note that BOOST drop-off ends promptly at 8:20 a.m. If you arrive after 8:20 a.m., you will need to proceed through the regular school drop-off line.			
Two-Hour Delays: BOOST will remain open for regular program hours and remain in session until the school day begins. BOOST does allow drop-in attendance for a 2-hour delay only. The student must be registered with BOOST prior to attendance.			
School Cancellations: BOOST will close. No charge if scheduled.			

CONTACT INFORMATION

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



FULL DAY BREAKS

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 2026-27 SY when school is not in session. Please see posted rates for these dates in the FEES/OPTIONS section.

All students who are attending full-day BOOST should not be dropped off without checking in with a BOOST staff member inside when you arrive.

6:30am-8:45am - Drop off window

3:30pm-6:00pm - Pick up window

We will not be staffing the door outside of these windows, and they will remain locked. If you need to drop off or pick up outside of these times, please let a BOOST staff member know ahead of time and call us at 317-852-1008.

1. There are no discounts or refunds for BOOST full days.
2. Please label EVERYTHING with your student's name (backpack, lunch bag, water bottle, extra clothes)
3. NO TOYS FROM HOME - They create distraction, cause trouble with other kids, and get damaged or lost. Please do not bring toys from home. BOOST provides a lot of toys to play with. This is a BOOST policy listed in the handbook.
4. Please pack lunch, any additional snacks needed, water bottle, and a change of clothes. BOOST will provide morning and afternoon snacks. No sharing of food is allowed.
5. PRESCRIPTION MEDICATION - If your student(s) needs prescription medication, please bring medication in the original container, along with the medication form.

2026-2027 BOOST FULL DAYS	Dates of BOOST Full Day Coverage - 6:30 AM - 6:00 PM
School Holiday Single-Day Break	11/25/26, 1/18/27, 2/15/27
Fall Break	10/12/26 - 10/16/26 & 10/19/26 - 10/23/26
Winter Break	12/21/26 – 12/23/26, 12/28/26 – 12/30/26, 1/4/27
Spring Break	3/29/27 – 4/2/27 & 4/5/27 – 4/9/27



PAYMENT OF FEES

Daily fees are billed on the Monday following the week of attendance for AM and PM sessions. Payment in full is due by Friday at 5:00 p.m. Accounts with an outstanding balance for more than 21 days will not be permitted to attend BOOST until the balance is paid in full. If payment is not received within 30 days of the invoice date, a \$25.00 late fee per child will be applied to the account.

Payments may be made by using the following options:

- Preferred Payment Online by credit card
- 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. Please call the BOOST office at 317-852-1008 to setup auto payments.

FEES/OPTIONS

BOOST offers a 3-session minimum (AM or PM) per week. **Care must be scheduled by 5:00 pm each Friday, before the week of care. BOOST does not offer a drop-in option. The BOOST program does not receive any Federal financial assistance. BOOST is a financially self-sustaining program, relying on enrollment funds.**

2026-2027 BOOST PROGRAMS	AM DAILY RATE	PM DAILY RATE
AM or PM Daily Rate	\$14.76	\$18.43
AM and PM Daily Rate	\$33.19	
Full Day / Out of School Daily Rate*	\$50.69	
Consistent Daily Care for 2026-27 SY 180 School Days (20% discount)	\$2,125.44	\$2,653.92
	does not include full day/out of school days MUST BE PAID IN FULL BY 8/10/26	
Late Pick-Up Fee*		\$5.00/minute past 6PM
Non-Refundable Annual Registration Fee*	\$65.00	
*Registration fees, Late pick-up fees, & Full-Day Care Options are non-refundable and 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. NO DISCOUNTS OFFERED ON THE FULL-DAY CARE RATE.

FAMILIES AGREE TO:

- Keep all enrollment information current, including contact numbers, email addresses, and authorized pick-up list.
- Maintain account balances according to the BOOST billing cycle.
- Escort their student(s) to the check-in 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 when asked at pick-up.
- Only allow authorized persons to pick up their student(s) from BOOST.
- If you use a shared PIN number for pick-up, you take responsibility for those persons to have authorized pick up for your student.
 - Ensure that copies of all current IEPs and 504 Plans are maintained on file with BOOST.
 - Contact your Site Manager first with any changes, questions, or concerns.

STUDENTS AGREE TO FOLLOW BOOST RULES:

- Be Respectful, Act Responsibly, Remember Safety, Kindness Matters (B.A.R.K)
- Use listening ears with team members and peers
- Hands and feet must be kept to yourself, including other children and staff
- Always ask before leaving the room
- Follow bathroom procedures
- Practice good sportsmanship and try your best in every activity
- Electronics, toys, 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 [Home - Brownsburg Community School Corporation](#).

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 MSB Activities 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.

- Show picture identification when asked 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.
- Please do not pick up your student(s) until the school's car rider line has cleared from dismissal.
- For staff and student safety, please do not enter the building further than check-in/check-out. Please wait for your student to come to you at pick up.
- The BOOST program closes promptly at 6:00 p.m. each evening. Late fees of \$5 per minute will be assessed beginning one minute past closing time. Late fees are intended for periodic or emergency situations only. If you are unable to consistently commit to the 6:00 p.m. pickup time, your child will not be eligible to participate in the BOOST program.

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, 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
- Entering BOOST areas where other children are present, when asked not to by a staff member

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 the 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 school year. 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 that BOOST does not have direct access to any medication stored in the school nurse's office.**

Tylenol - Children's Tylenol will be kept on site. If a student gets a fever, and a parent/guardian is delayed in picking their student up, a dose of Children's Tylenol can be given with the parent/guardian verbal permission. The dose of the medication will be determined based off the directions on the medication bottle.

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 tablets, cell phones, handheld video games, etc., during the BOOST program is prohibited. If an electronic item is confiscated, staff will store the item securely at the front desk and return it to a parent/guardian at the end of the day. Cell phone use by participants is prohibited. Please do not attempt to contact your child via their personal phone. Instead, call the BOOST office at 317-852-1008.

BOOST STAFF/HEALTH/SAFETY

The health and safety of participants is our top priority. All Site Managers are trained in American Red Cross CPR/AED, and First Aid. For minor injuries that occur during program hours, staff will respond with appropriate first aid care, document the accident using an Accident Report, and notify a parent/guardian.

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 of 100° F degrees or above in the past 24-hours. If 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, 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.

EMERGENCY PREPAREDNESS

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 people 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 ParentSquare of 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. BOOST will accept drop-in students on two-hour delays, however your student must be registered with the program in advance.
- **School Cancellations:** BOOST will close. No charges will be posted on the account 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.

MANDATED REPORTING POLICY

By participating in the BOOST program, 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 is completed, the required waivers are acknowledged, and a \$65.00 non-refundable annual enrollment fee per student is paid online or at the BOOST Program Office.

Due to liability and staffing, ALL students must be officially enrolled in the BOOST Program before attending. This includes BCSC staff children. For assistance with the BOOST Program enrollment process, please contact the BOOST office at 317-852-1008.

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

BREAKFAST AND SNACKS

BCSC Nutrition Services offers breakfast on each school day beginning at 8:30 AM for elementary students. Please make payment arrangements through the Nutrition Services Department or the My School Bucks app. BOOST does not provide breakfast or a morning snack before school. If your student needs to eat before breakfast before the serving time of 8:30 AM, please provide breakfast before 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 curb hunger and give your student energy, not to serve as 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 clearly labeled with their name.
- Full day coverage, when offered, morning and afternoon snacks will be provided. Please provide a packed lunch from home for your child.

LATE PICK-UP FEE

Late fees of \$5.00 per minute will be automatically charged beginning one minute past the closing time of 6:00 PM, according to the time on the program tablet. Late fees will be invoiced weekly and must be paid in full before your child may attend any future programs. Late fees are intended for periodic or emergencies only. If you are unable to consistently commit to the 6:00 p.m. pickup time, your child will not be eligible to participate in the BOOST program.

TRANSPORTATION CHANGES

Please communicate any transportation changes to your building's front office. The building will communicate any daily changes with the BOOST Site Manager.

REFUND POLICY

BOOST does not offer refunds once payment is made in full. This includes the registration fees, the consistent care discount, and the full-day care fees.

BEHAVIOR EXPECTATIONS

All Site Managers 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 participants' 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 that 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:

Bulldogs Out of School Time Boost Behavior Intervention Process

BEHAVIORS	1ST OCCURRENCE	2ND OCCURRENCE	3RD OCCURRENCE	4TH OCCURRENCE
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 • 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

BE RESPECTFUL

A

ACT RESPONSIBLY

R

REMEMBER SAFETY

K

KINDNESS MATTERS

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



2026-2027 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 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 pin pad provided. I will make and handle all arrangements for transportation to/from the BOOST program. I will pick up my child within the program's established operating hours. The BOOST program closes promptly at 6:00 p.m. each evening. Late fees of \$5 per minute will be assessed beginning one minute past closing time. Late fees are intended for periodic or emergency situations only. If I am unable to consistently commit to the 6:00 p.m. pickup time, my child will not be eligible to participate in the BOOST program.
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 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.

12. 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 signed this document freely and willingly.

Parent/Guardian Name (printed) _____

Parent/Guardian (signature) _____

Child Name(s) (printed) _____



2025-2026 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) _____

