PREMIER CHARTER SCHOOL

Before and After Care

Welcome to Premier Charter School's Before and After Care Program

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Welcome to the Before and After Care (BAC) Program for students attending Premier Charter School. Our Family Handbook is designed to familiarize you with the BAC Program's policies and procedures. Please review this handbook carefully, and if you have any questions, please feel free to reach out to Eugenia Jones. The procedures within this handbook are not to exclude or replace Premier Charter School's policies. BAC will update and amend its procedures and policies as situations warrant.

Goals and Philosophy of the BAC Program

· Provide a safe, fun, enriching and well-supervised environment.
· Provide a character education-based program, emphasizing respect for self, others, property and personal responsibility.
· Provide a quality program which is complementary to the school experience.
· Provide an environment that is accepting of every child and is encouraging and welcoming of diversity.
· Have confidence in every child's needs.
· Provide an age-appropriate atmosphere and age-appropriate activities which stimulate and build skills in children socially, cognitively, emotionally, and physically.
· Establish and maintain an open line of communication between parents/guardians, children, and staff.
· Provide an environment which is inviting, comfortable, and attractive to the children, and is organized and manageable by the children.
· Build self-esteem by allowing the students the freedom to help choose and initiate activities and by teaching them to use their words to solve conflict.

Snow Days/Late Start

When school is canceled due to inclement weather, BAC will **NOT** operate programming. If an unscheduled early dismissal occurs due to inclement weather, BAC will **NOT** operate an afternoon program. We encourage all families to have alternate plans for childcare on severe weather days. If an unscheduled late start occurs for any reason, BAC will **NOT** operate the before care program.

Registration/Enrollment

The registration form for the BAC Program is available on the Premier Charter School website at www.premiercharterschool.org. **Enrollment is offered on a first-come, first-served basis during the designated application period, with limited spaces available at each grade level.** Once capacity has been reached or the application period has ended, any additional applications will be placed on a waitlist. As openings become available, students will be offered enrollment in the order their completed applications were received. There will be sibling preference based on the grade level needed and space availability. Families will be

notified of their acceptance into the program as spots become available. Questions regarding your child's status on the waitlist can be sent to bac@premiercharrtershool.org .

Please be aware previous year's balances must be in good standing(current and not past due) before fully being accepted into the BAC program.

If you have questions regarding this requirement or any outstanding balance, please contact Eugenia Jones, BAC Director at bac@premiercharterschool.org.

Please note registration is considered complete when the enrollment form is completed, this handbook is received, and your previous year's balance is in good standing.

Please notify the BAC Director of any changes in your enrollment information such as address, phone numbers, or authorized pick-ups. Current and accurate information is for the safety of your child. Legal documents pertinent to your child's enrollment must be kept on file with the BAC Director and main office. The student's enrollment files will be retained in their permanent student file in the school office.

Billing and Payment Information

The BAC program asks that tuition is paid one month in advance of care. **Tuition that is 4 weeks past due may result in removal from the program. Cash, personal checks, money orders, credit or debit payments will be accepted. You can make credit/debit card payments toward your tuition by accessing your parent portal. The link to the parent portal can be found on the PCS website. If paying by check or money order, please write your child's name in the memo section and payable to Premier Charter School (or PCS). If paying by cash, please place it in an envelope with your child's name on the outside and note that it is for BAC.

Upon request, billing information will be released to a child's parent/guardian unless legal documentation has indicated otherwise. If you have more than one child enrolled in the BAC program there is a sibling discount. A $15 fee will be assessed for any returned checks. Should we receive more than **ONE** returned check towards your child's tuition, we will no longer be able to accept checks for the remainder of the school year.

Families must be within good standings from the previous school year to apply for the next school year. Families must not be more than 4 weeks behind on payments or it will result in removal from the BAC program.

BAC tuition is based on a family's Free/Reduced Meal Application. A **CURRENT** Meal Application MUST be on file in the PCS office to receive the discounted rates.

FY 26-27 Before and After Care Billing Chart

Full Time					
Before Care Payment Options	Year (179 Days)	Year - Sibiling Discount	Monthly (10 mos)	Monthly - Sibling Discount	Weekly (5 days)
Full	471.00	282.60	47.10	28.30	13.10
Reduced Meals	329.00	197.40	32.90	19.70	9.10
Free Meals	143.00	85.80	14.30	8.60	4.00
After Care Payment Options					
Full	1,871.00	1,122.60	187.10	112.30	52.20
Reduced Meals	562.00	337.20	56.20	33.70	14.30
Free Meals	329.00	197.40	32.90	19.70	9.10
Before & After Care Payment Options					
Full	2,342.00	1,405.20	234.20	140.60	65.30
Reduced Meals	891.00	534.60	89.10	53.40	23.40
Free Meals	472.00	283.20	47.20	28.30	13.10

Part Time (up to 3 days)					
P/T Before Care Payment Options (3 Days)	Year (107 days)	Year - Sibiling Discount	Monthly (10 mos)	Monthly - Sibling Discount	Weekly (3 days)
Full	288.00	172.80	28.80	17.30	8.00
Reduced Meals	235.00	141.00	23.50	14.10	6.70
Free Meals	131.00	78.60	13.10	7.90	4.00
After Care Payment Options (3 Days)					
Full	1,127.00	676.20	112.70	67.60	31.30
Reduced Meals	379.00	227.40	37.90	22.70	10.30
Free Meals	235.00	141.00	23.50	14.10	6.70
Before & After Care Payment Options (3 Days)					
Full	1,415.00	849.00	141.50	84.90	39.30
Reduced Meals	614.00	368.40	61.40	36.80	17.00
Free Meals	366.00	219.60	36.60	22.00	10.70

BAC Hours of Operation

Our Before Care program operates from 6:00 a.m. until school begins. Our After Care Program operates from school dismissal (2:00pm or 3:20pm) until 6:00 pm on Monday-Friday.

Scheduled Half Days (12:00 P.M) of School and Early Release Days (2:00 P.M.)

BAC will not provide after care on scheduled half days. We will still have Before Care. BAC will provide Before and Aftercare on early release days (2:00 pm dismissal)

***In the event school is dismissed early due to inclement weather, a water main break, power outage, etc. the aftercare program or regularly scheduled afternoon program will NOT operate. Please make sure alternate arrangements have been made for your child should a scheduled afternoon BAC program be canceled due to an unscheduled early release.**

Admit/Release Policies and Authorized Pick-ups

- Children **MUST** be signed in and out of the BAC program every day by a parent or adult authorized pick-up with a full signature. Students utilizing the BAC program **MAY NOT** be dropped off outside the building and allowed to walk into the building without an adult before school. There are no exceptions to this rule. This is a safety issue and a requirement from the State of Missouri. If this occurs more than 3 times, the student will receive a one day suspension from the BAC program.
- In the event of a parent's divorce or separation, we are required to release the child to either parent unless legal documentation states otherwise. Parents/guardians should submit to the director any pertinent legal documentation to prevent an unauthorized pickup by the non-custodial parent. Documentation must be kept in the student's file. This will be kept confidential and will be strictly enforced by the program. If a parent is not listed on the authorization pick-up list or authorized contact list in the school's database, the parent must demonstrate through legal documentation and state issued identification that he/she is the parent of the child being picked up.
- Students must report to aftercare immediately following the dismissal of school. If a student shows up to aftercare late without a pass he or she will not be admitted and a parent/guardian will be contacted for pick up. **Persistent failure to arrive on time for aftercare could result in consequences including the possibility of program removal.**
- Written authorization for pick-up does not supersede legal documentation; the legal documentation will be followed.
- An authorized pick-up must be of driving age and able to show a valid driver's license or photo ID. Our staff will ask for photo ID from anyone picking up a child in our program until they become familiar with that person.
- If an authorized pick-up or parent/guardian appears intoxicated or under the influence, the student(s) will not be released from the BAC program. Staff will work with the parent to help get other arrangements made.
- Students in the BAC program will under no circumstances be released to any adult whose name has not been provided in writing. A parent/guardian may add names in writing to the authorized pick up list at any time. A parent/guardian may send a note to the staff to authorize a person to pick up; however, the note must contain the parent/guardian's full signature.

Parents Sharing Joint Custody

If you share custody of your child(ren), please read the following information, and discuss with the program director if any of the issues outlined below apply to your situation. The BAC program strives to be sensitive to the needs of families and children in these situations while still providing the highest quality of care and safety for your child.

- The parent who registers their child for our BAC program assumes the responsibility for payment. The signed enrollment form and payment agreement clearly states that payment liability falls on the party who registers the child(ren).
- In the event that parents would like a shared payment plan, the BAC billing department can be notified as to which parent made the payments, stating "mom's portion" or "dad's portion" in the comment section. The parents assume the responsibility of timely payments for each account.
- **Please note that because your child's portal is visible to both parents, each will have access to the account information recorded on your child's portal.**

Early Drop-Off and Late Pick-Up Policy

The BAC program opens at 6:00 a.m. Children cannot be signed in to the before care program prior to 6:00 a.m. **The Before & Aftercare Program closes promptly at 6:00 p.m., Monday through Friday. Students must be picked up by 6:00 p.m. A late pick-up fee of $30 will be charged for the first late occurrence. Each additional late occurrence will result in the late fee increasing by $5 (e.g., second occurrence: $35, third occurrence: $40).** Repeated late pick-ups may result in further action, including removal from the program, in accordance with program policies. It is your responsibility to make other arrangements if you cannot pick up your child by this time. ***Frequent late pick-up or early drop-off (more than 3 times) will lead to the termination of your child's enrollment in the program. Students can reapply, but will be put on the waitlist until there's another opening.**

Breakfast / Snacks

Breakfast: Students enrolled in before care will receive school breakfast free of charge as part of their monthly tuition. The student MUST be in before care attendance to receive this free breakfast. I**f a student arrives to school post before care breakfast has ended or refuses to get breakfast during the before care time in which it is provided, they will be charged their typical breakfast rate. Additionally, if students obtain a second breakfast in the same day (i.e. breakfast during before care and breakfast after before care ends), they will be charged at full price for the meal.**

Snack: The BAC program will provide an afternoon snack, free of charge, as part of their monthly tuition.

Dress Code

Students are to remain in the same dress code that PCS implements while in the Before and After Care program. Students are not allowed to change out of dress code unless they are participating in a school sponsored activity that is taking place on campus.

Emergency Preparedness Plan

The safety of our students and staff is our highest priority. Our before and afterschool program maintains a comprehensive Emergency Preparedness Plan, directly derived from the Premier Charter Schools campus-wide Emergency Preparedness Plan, that outlines the practices and procedures to be followed during emergency situations or natural disasters, including medical emergencies, severe weather, fire, lockdowns, and evacuations.

Situations requiring evacuation—such as fire, flooding, or gas leaks—include a designated alternative location with its name, address, and phone number on file. Evacuation routes for fire, tornado, and shelter-in-place procedures are clearly posted throughout the program space. Emergency drills are conducted, documented, and reviewed regularly to ensure preparedness. Emergency phone numbers, including 911, poison control, child abuse and neglect hotline, local fire department, police department, and ambulance services, are readily available at all program phones. In addition, current parent/guardian contact information for every child is kept accessible to ensure timely communication. Families will be notified promptly in the event of an emergency with clear instructions and updates.

Medication Administration

*__Please note that school nurses are not on site during BAC hours.__ The BAC program requests that medication be administered by a parent/guardian, before or after a child attends our program, or during school hours when a school nurse is available.

The parent/guardian of the student must assume responsibility for notifying the BAC Director in writing of any change in the student's health or change in medication. Children are not to keep medications, such as cough drops, vitamins or Tylenol, etc. in their book bags or lunch boxes, per PCS policy.

If your child requires medication due to an injury, illness, allergic reaction, etc., the BAC Director will make contact with a parent/guardian for approval. The parent/guardian will also be reminded when the child is picked up, what time the medication was given and which medication.

Illness and Injury

If an illness or an emergency does occur, we will call the parents/guardian. We will attempt contact for the parent/guardian by using all numbers provided. If we are unable to reach the parent/guardian, we will continue to try the emergency contact numbers on your list until emergency contact has been reached. Please keep these emergency contacts up-to date.

If a minor injury occurs, an injury notice will be given to the parent/guardian, **verbally**, the day it occurs explaining the basic first aid that was administered. Any serious injury or head injury will be reported to the parents/guardians immediately so the appropriate action may be taken. In a life-threatening emergency, 911 will be called and the child will be transported to the nearest medical facility. Parents/guardians will be notified immediately following all serious injuries and, in most cases, will make the decision regarding the need for medical intervention.

If a BAC staff member should have to contact you due to illness or injury, your child must be picked up within 1 hour. For any of the below conditions, children will be readmitted to the BAC program once the child has been re- admitted to school.

In accordance with the standing orders of the school designated licensed physician, parent/guardians will be notified for immediate pickup and their child will be sent home for the following conditions:

• Fever of 100 degrees or more: Children	• Streptococcal sore throat. Children cannot

cannot return to the BAC program until he/she has been fever free for 24 hours without medication.	return to the BAC program until he/she has a minimum of 24 hours of antibiotics at home
• Loss of consciousness.	• Possible fractures.
• Severe abdominal cramps: Children cannot return to the BAC program until he or she has been symptom-free for 24 hours.	• Head lice. Children cannot return to the BAC program until a nurse has cleared the student to return to school.
• Vomiting: Children cannot return to the BAC program until he or she has been symptom-free for 24 hours.	• Skin rashes of Unknown Origin or any rash accompanied by fever.
• Diarrhea: Children may not return to the BAC program until he or she has been symptom-free for 24 hours.	• All serious injuries requiring a physician's evaluation.

Contagious or Infectious Disease

A student may not attend the BAC program while afflicted with any contagious or infectious disease while risk of transmission exists. Specific examples include: COVID-19, Impetigo, roseola, scabies, measles, pinworms, ringworm, chicken pox, and strep throat.

When a child is known to have a communicable disease, all parents/guardians will be notified, so that they can watch their child closely for symptoms.

Reporting and disease outbreak control measures will be implemented in accordance with federal and state laws and the Department of Health rules governing the control of communicable strains and other diseases dangerous to Public Health.

Behavior Management & Discipline

When a child is having a difficult time following directions or difficulties treating others or equipment with respect, developmentally appropriate guidance techniques are used.

These techniques may be as followed:

- Positive reinforcement: the child will be encouraged when he/she is demonstrating acceptable behavior.
- Redirection: the child is redirected to another activity and given an opportunity to try again at another time.
- Time away from problem causing activity: the child is separated from the activity for a child-regulated amount of time; the child can initiate, at any time, a conversation with staff to process the situation. This technique is used only when a child is exhibiting temper tantrum type behavior or could potentially hurt self, others, or equipment.
- Behavior Logs (if needed): we will use various forms of behavior logs, such as smiley face charts, or daily note logs to keep track of children's behavior.

- If needed, we will contact a parent/guardian so the child can converse with the parent/guardian on the phone. In the case of severe or persistent misbehavior, we may ask for a parent/guardian to pick up their child. If this occurs, the BAC program expects the child to be picked up within 1 hour of contact.
- The BAC program will work closely with parents/guardians to support appropriate student behavior. If needed, the director of the BAC program may schedule a conference with the child, parent/guardian, in order to develop a support plan.

While three (3) referrals and/or suspensions may result in removal from the program, disciplinary decisions are made on a case-by-case basis. The Before & Aftercare Director reserves the right to modify disciplinary consequences, including suspension or removal from the program, based on the nature, severity, frequency, and impact of the student's behavior.

Personal Technology Devices from Home

Cell phones and other personal communication devices, such as tablets or smartwatches, may not be used, displayed, or turned on from the beginning until the end of the school day. Cell phones and other personal communication devices must be turned off and kept inside that child's locker, book bag or other location as designated by school staff. At no point may cell phones or personal communication devices be displayed or used during the school day including during instructional time, meal times, breaks, time between classes, and study halls unless the use is part of the instructional program, required by a district-sponsored class or activity, or otherwise permitted by the building principal.
Should a cell phone be present during the day, it may be confiscated until a parent or legal guardian can come and pick it up.

Confidentiality

Information which concerns a BAC program student's physical, emotional, intellectual and/or social welfare will only be shared with the BAC staff who will be involved with the child, the student's family, and the child's teacher during the school day. We encourage parents/ guardians to inform staff of any information which would help us better meet your child's needs. We cannot withhold billing information or documents in a child's file from the child's parent, unless there is legal documentation on file that would authorize us to do so.

Communication

It is our intent to maintain open lines of communication with the parent/guardians. We will keep you informed of upcoming activities through a posted flyer, newsletter, and email. Communication between BAC staff and parents/guardians is vital. We encourage you to communicate problems, concerns, daily information, and of course, compliments to your BAC director or other staff. We rely on parent/guardian communication with the BAC director as a source of accountability for the quality of our program.

Photographs and Videos

There are times that photographs or videos may be taken during program hours. Photo permissions will be obtained based on parent preferences recorded during enrollment and stored in the school's database.