

BASCC Summer Camp Parent Handbook



Before and After School Child Care
Broward County Public Schools

Welcome to another fun-filled summer here in Broward County. We understand that parents/guardians are faced with the difficult task of finding quality childcare. The goal of this program is to offer a wide variety of activities in a safe and nurturing environment.

This program will provide parents/guardians with a secure, supervised, constructive learning and play environment for their child(ren). It is designed for the ages of the children who attend the school. Activities will be age appropriate and supervised by competent, caring, qualified staff members.

The mission of the Before and After School Child Care Department is to provide students with:

- An inclusive child care program that is safe and nurturing in a comfortable environment
- A culturally enriching program that promotes the physical, intellectual, emotional, and social development of each student
- A program that meets the highest quality of child care standards

COVID-19

This program will adhere to all Broward County Public Schools (BCPS) COVID-19 guidelines.

Students who exhibit symptoms as they arrive to the program will be sent to the isolation room and not admitted to the program space. Parent/guardian will be immediately notified. Students will remain in the isolation room until picked up by an adult. The student must be picked up within the hour. If the student is not picked up within the hour, school administration will be contacted.

Commonly described symptoms of COVID-19 include:

- Temperature of 100.4 degrees Fahrenheit or higher
- Persistent cough
- Shortness of breath
- Chills, repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Vomiting or diarrhea
- Headache

Face Covering Requirement

- Per BCPS policy #2170
- Students are required to wear face coverings.
- Face coverings must cover nose and mouth.
- With appropriate documentation, students with special needs or health concerns may be exempt.

Personnel/Staff

In compliance with the state of Florida, BCPS requires that all program staff are fingerprinted, cleared, and badged. Additionally, all staff are mandated to attend a minimum of ten hours of ongoing professional development per year.

Group size will adhere to current BCPS requirements for physical distancing. Ratios for BASCC programs will not exceed 1 to 10 for PreK, 1 to 20 for grades K-5, and 1 to 25 for grades 6 to 8. Students with special needs may require a lower ratio.

To limit exposure, student groups will not be co-mingled during program time.

Description of Services

The daily program will include a variety of activities.

Special Activities/Field Trips

The cost of special activities and field trips will be included within the payment schedule.

Recreational/Outdoor Play

The program will follow all BCPS COVID-19 guidelines for recreational/outdoor play.

Breakfast/Snack/Dinner

Speak with the program's supervisor about the breakfast/snack/dinner provisions available. Food may be offered by the program or may need to be provided by the parent/guardian. If the student forgets his/her snack or snack money, a reminder will be sent home.

We promote a healthy lifestyle. Snack from home should reflect this goal.

Please refrain from sending items that contain nuts, as many of our students have allergies.

Student Dress Code

Students are to follow BCPS dress code during program hours. Footwear, appropriate for outdoor play, should be worn daily. Inappropriate footwear may prohibit students from participating in some physical or outdoor activities.

Enrollment Procedures

Priority is given to students who are registered at this school location. Summer programs accept incoming kindergarteners and outgoing 5th graders. Enrollment of charter and private school students will be based upon availability of space. Students from other Broward County Public Schools may attend this camp location if approved by this school's administrator.

Registration and payment are required prior to attending the program. For registration to be complete, an alternative pick-up password and emergency contact must be provided. Student registration forms must be completed each summer. Additionally, a summer registration fee will be collected.

If groups reach their ratio capacity, the program may create a waitlist. As spaces become available, parents/guardians will be contacted.

Upon entering the program, all students begin a trial period consisting of ten scheduled program days. If the program cannot meet the student's needs, the student may be exited.

Online Registration Process

Registration will be conducted remotely using the web version of Program Data Management System (PDMS).

All applications must be approved by the program's supervisor. Parent/guardian will receive an email confirming that the application has been submitted. Once the application has been reviewed, the supervisor will provide next steps to the parent/guardian.

Per BCPS Policy #3411, all payments are due before services can be rendered.

Withdrawal Procedures

If parents/guardians decide to withdraw their child(ren) from the program, they must submit written notification. This notification must include the date the child will be withdrawn. A refund will be given for any unused days left in the payment period. The Registration Fee will not be refunded. If a student is paid in full for the entire summer and is absent for nine days without notification from the parent about the status of the student, the student will be automatically withdrawn with no refund.

Students who are paid for in full for the entire summer will not be issued refunds under any circumstances.

Financial Information

In accordance with School Board Policy #3411, all payments are due before services can be rendered.

Online payments must be made by 11:00 PM of the scheduled payment date. Failure to pay by this time will result in automatic withdrawal from the program. If this occurs, parents/guardians must make other arrangements for the child(ren)'s care until the student(s) has been re-registered and all fees have been paid. Parents/guardians of students who arrive to the program, after being withdrawn due to non-payment, will be called and instructed to pick the child(ren) up. The child(ren) will remain in the designated sign out area until a parent/guardian arrives. If the program cannot reach a parent/guardian, the procedures established by the BCPS policy for abandoned children will be followed.

To re-enter the program, the parent/guardian must re-register the student. All fees due, including any late pick-up fees owed, must be paid in full before a student can continue.

Any unpaid fees will be made a "student obligation". Student obligations must be paid before the parent/guardian can use the e-Store. Parents/guardians are responsible for keeping their receipts.

The Broward County Public Schools Tax ID# is 59-6000530.

Refunds/Payments Transfers

No refunds will be issued. Payments cannot be transferred from week to week.

Discounts

Discounts offered only apply to full fees. Only one discount per family will be given.

Scholarships

A reduced scholarship rate may be available to families who are currently enrolled in the program. The student(s) must be approved for free or reduced meals. The applicant must meet additional qualifications. Scholarships are based on need and are limited.

Speak with your program's supervisor for more information. Scholarships do not continue from the previous year. Families must apply yearly.

Scholarships are limited to one per family.

All summer camp fees must be paid in advance of service. Failure to make the payment by the last day to pay will result in the loss of the scholarship with no guarantee of reinstatement.

Late Pick-Up

Students must be picked up by the program's closing time. A Family Late Pick-Up fee of \$15 will be charged for each 15 minute-increment that the parent/guardian is late to pick up their child(ren). For example: 1-15 minutes, 16-30 minutes, 31-45 minutes, 46-60 minutes. The clock found at the designated pick-up area will be used to measure time.

All outstanding late pick-up fees must be paid before the next payment period begins. Outstanding late pick-up fees may become a "student obligation".

Excessive late pick-ups may result in a student's exit from the program.

The program will make every attempt to reach a parent/guardian, if necessary, at the end of the programming day or during an emergency. If the program is unable to reach a parent/guardian, or an alternative contact designated on the student's registration form, the local police will be called.

Discipline

All students attending the program are expected to follow BCPS "The Code Book for Student Conduct", which includes Anti-Bullying Policy 5.9.

Inappropriate behaviors, including but not limited to, bullying and cyberbullying are not acceptable. Students who cannot follow daily acceptable behaviors will be placed on a behavior plan. The consequences for misbehaviors will vary from timeout, missing an activity, suspension, or exit from the program. If a student's behavior endangers or injures another individual, the student may be immediately exited from the program.

A student's failure to comply with BCPS facial covering and physical distancing requirements will result in immediate correction. If non-compliance persists, the parent/guardian will be notified. Continued non-compliance will result in dismissal from the program. This may not apply to students with documented health concerns or special needs that prohibit them from covering their mouth and/or nose.

Students, who have been suspended from the program due to behavior, may not attend until the supervisor has had a conference with the student and a parent/guardian.

Fees will not be refunded for absences due to suspension.

After three documented incidents, of which the parent/guardian has been notified, a student may be exited from the program.

Student Cell Phone Usage

BASCC students are to follow the guidelines reflected in BCPS "The Code Book for Student Conduct". Students may have a cell phone in their possession during program time, but it may only be used with permission, in a designated area, as specified by the program's supervisor.

Handheld Electronic Devices/Video Games

The use of personal technology items from home are restricted in accordance with BCPS "The Code Book for Student Conduct". These devices are the sole responsibility of the students. The program is not responsible for any loss or damage to property.

Health Information

BASCC programs must have at least two staff members certified in CPR and First Aid present during all program hours. This site is equipped with a first aid kit and has access to an AED machine.

Student Health Information

Allergy and/or medical information should be noted on students' registration forms. This information will be shared with staff. To keep this information private, the program will follow all HIPPA and FERPA requirements.

Minor injuries will be handled at the program. If medical attention is needed, or if the injury is questionable, parents/guardians will be notified immediately. If the injury is serious, 9-1-1 will be called first, and then the parent/guardian will be contacted.

Medication

Dispensing of medication follows SBBC policy #6305. No medication will be administered without a BCPS approved medication form. All medication is kept in a secure location.

Sunblock and Insect Repellent

The use of sunblock or insect repellent in a cream or wipe form is permitted, but must be self-applied by the campers. Aerosols and sprays will not be permitted. Please see the supervisor for the Authorization for Over-the-Counter Topical Product with Parent Approval form.

Therapy During Program Hours

Therapy may be provided at the school location with required documentation in place. To provide service, the therapist must be approved by BCPS and wear a vendor badge. During therapy, the program will not provide any support staff to stay with the student. Therapists will be permitted to work with students individually, and may not observe the student in a group setting. Per BPCS, therapists must wear facial coverings that cover both the nose and mouth.

Release of Liability/Permission

Students may be released to a person not employed by the program for special activities such as tutoring, sports camp, gymnastics, cheerleading, etc. Please see the program's supervisor for more information and to obtain a copy of the "Release of Liability" form.

Children of school employees must follow the same procedures required of other students enrolled in the program.

Safety Information

Drills

Safety drills are conducted throughout the summer following BCPS procedures. These include fire, evacuation, tornado, and lockdown. If you arrive to pick up your child(ren) during an active drill, you will be asked to wait until the drill has concluded. Please be patient, these drills are conducted with the safety and security of your child(ren) in mind.

Active Emergency

During an "Active Lockdown", no one will be allowed to enter or leave the building. Parents/guardians will be asked to wait off-campus until the "All Clear" has been issued. In some instances, students may be moved to an off-campus location.

Once the students have been secured, the program will attempt to contact parents/guardians by text, email, or phone.

Program Concerns

All concerns are taken seriously. To maintain positive relationships, they will be addressed in an appropriate manner. Please try to resolve all matters at the site with the supervisor. With all parties listening to each other, problems can often be resolved. If you have a serious concern that cannot be resolved at the school site with the supervisor and school administration, please feel free to contact the Before and After School Child Care Department's Director or designee at 754-321-3330.

Summer Camp Sign-In Procedures

Parents/guardians must bring the child to the program and sign them in before leaving the school.

Dismissal/Sign-Out Procedures

Dismissal procedures are subject to change based upon current BCPS COVID-19 guidelines.

Students may only be signed out and dismissed from the school's single point of entry.

For the safety of the student, the minimum age to sign out campers is 12. Once a student has been signed out, they are no longer the responsibility of the program and must leave the campus.

Students under the age of 12 may not sign themselves out and walk or ride a bike home. Middle school students 12 years and older may sign themselves out with a completed and signed "Release of Liability" form on file. Parents/guardians, please remember there are no crossing guards available during the summer.

Every effort will be made by the summer camp staff to make the pick-up process timely. Please do not call ahead for your child. For safety reasons, students cannot wait in the sign out area for parents/guardian arrivals.

Students may be signed out of the program to leave for the day only by those persons indicated on the registration form. Persons picking up students will be asked to produce a photo ID for verification. Parents/guardians may call to authorize persons not listed on the registration form. The parent/guardian will identify himself or herself on the phone to the supervisor by using the password system. Please refer to the section "Family Matters" for more information. Students may be signed out of the program by an authorized person for a specific period of time and return later. This privilege will only be allowed once daily and should not be abused.

Family Matters

If there are any concerns of which we need to be aware, please arrange to meet with the supervisor privately.

As always, our main concern is the safety and comfort of all students. It is important for the program to maintain good relationships with all the significant adults in our students' lives. The supervisor asks parents/guardians to make an appointment to discuss sensitive family matters. These might include custody agreements, payment and pick-up concerns, legal matters, and any other pertinent information that will guide the program in meeting the student's needs. Parents/guardians are asked to refrain from publicly discussing personal family disputes in front of their child(ren).

Complete payments must be made by the payment due date. The program will not intervene in conflicts between parents/guardians regarding payments issues. Parents/guardians sharing responsibility for payments must work out solutions between themselves. Non-payment by the payment due will result in automatic withdrawal from the program.

A non-registering parent/guardian may not delete or change the information provided to the program by the registering parent/guardian. Both parents/guardians have equal rights to contact the student at school, to pick the student up from school, to access student records, and to other pertinent information except where a certified copy of a currently effective court order specifically revoking or restricting those parental rights is submitted to the school.

Parents/guardians, who do not provide accurate/current registration information, including phone numbers and addresses, will not be allowed to continue using the program.

Parents/guardians are expected to direct questions about incidents that involve their child(ren) to the supervisor. Information regarding other students will not be provided. It is strictly prohibited for parents/guardians to question or reprimand other students in the program.

As adults, we serve as role models for the students in the program. If you have a concern, please address it in an appropriate and calm manner. You may want to set up a time to discuss your concerns with the supervisor. Inappropriate parent/guardian actions may result in a student being exited from the program.

Parent/Guardian Roles and Responsibilities

Parents are required to follow BCPS procedures and recommendations for reporting their child(ren)'s illness or exposure to COVID-19.

Due to COVID-19, visitors are not permitted.

Parents/guardians are responsible for:

- Picking up their child(ren) on time
- Notifying the supervisor if their child(ren) will be absent
- Following payment procedures
- Keeping the supervisor informed of changes in emergency contact information
- Retaining payment receipts for tax purposes
- Notifying the supervisor if their child(ren) is going to be withdrawn from the program
- Notifying the supervisor of any change in their child(ren)'s health, if it limits participation in activities

If a parent/guardian does not meet the above responsibilities on a consistent basis, their child(ren) may be exited from the program.

Toys or other personal play items from home may not be brought to the program. They are not the program's responsibility if lost or damaged.

Thank you for choosing your school's summer camp program. We appreciate your trust.

The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, genetic information, marital status, national origin, race, religion, sex or sexual orientation. The School Board also provides equal access to the Boy Scouts and other designated youth groups. Individuals who wish to file a discrimination and/or harassment complaint may call the Director, Equal Educational Opportunities/ADA Compliance Department & District's Equity Coordinator/Title IX Coordinator at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act Amendments Act of 2008, (ADAAA) may call Equal Educational Opportunities/ADA Compliance Department at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.