

**ST. JOHN PAUL II  
CATHOLIC SCHOOL**

**BEFORE AND AFTER SCHOOL  
PROGRAM (BASP)**



**PARENT AND STUDENT  
HANDBOOK**

**Director: Mrs. Velasco**

# **BEFORE AND AFTER SCHOOL PROGRAM (BASP)**

## **PHILOSOPHY**

The St. John Paul II Before and After School program is a part of St. John Paul II Catholic School and provides before and after school care to the children enrolled at St. John Paul II. The BASP seeks to help children achieve a balanced growth physically, mentally, and intellectually by creating a trusting, loving environment. The Program reinforces the values and personal social skills that are taught in the school.

## **MISSION STATEMENT**

The Mission of St. John Paul II BASP is to provide a safe, caring environment before and after school hours, where respect for Christian values and the well-being of the child are evident.

## **NON-DISCRIMINATION POLICY**

The St. John Paul II BASP is operated on a non-discriminatory basis, with equal treatment without regard to race, sex, color, religion, handicap or national origin.

## **IMPORTANT INFORMATION FOR ALL PARENTS**

**All students will automatically be enrolled in the BASP at no additional charge to the family in the event emergency care is needed.** The program will be structured to serve those families who need before or after-school care on a regular basis and also to provide options for families in an emergency situation. BASP is not a “drop-in” care service. According to state and accreditation rules, we cannot work that way. Parents can choose to sign up for mornings, afternoons, or both AM & PM, five days a week. “Emergency care” is to be used only in the event of a true, rare emergency.

## **REGULAR USE**

For families who use the program on a regular basis, we ask that you register your children for the specified block of days/hours that they will attend. We require that fees for the BASP be prepaid for the entire month on the first day of each month. We will also offer a discount to siblings enrolled in the program.

## **EMERGENCY CARE**

When parents are unable to pick up their children on time, the emergency care program will provide a safe place for students to wait and will reduce the burden on our office staff. In situations where students have not been picked up from school by dismissal time, the children will be taken to BASP to wait for their parents. Fees for emergency care will be charged at a rate consistent with current market rates. Fees will be billed to the family at the end of each month.

**Registration forms are available in this handbook and on our website at [www.jp2.org](http://www.jp2.org).**

## **BEHAVIOR EXPECTATIONS AND POLICIES**

The BASP is dedicated to providing quality before and after school care to all St. John Paul II students in the safe and familiar environment of their school. The BASP has the same behavior policies as St. John Paul II Catholic School. Therefore, children will be expected to behave accordingly. All children in the Program are entitled to a pleasant and harmonious environment; therefore, the Program cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include *but is not limited to* such behavior that: requires constant attention from the staff, inflicts physical or emotional harm on other children, abuses the staff, ignores or disobeys the rules which guide behavior during the school day and program times. If a child cannot adjust to the program setting and behave appropriately, then the child may be discharged from the program. Reasonable efforts will be made to assist children to adjust to the program setting.

**Disruptive behavior will be handled in the following manner:**

1. The disruptive child will be given a five-minute time-out, in order for him/her to cool off and think about his/her actions.
2. If a second time-out is given to the child in a single day, an incident report will be written by the caregiver. This report is to be given to the parent or guardian to read and sign. The report will be returned to the caregiver where it will remain with the child's enrollment information. A copy will be provided to the parent upon request.
3. If a child receives three written, behavior-related incident reports a Parent/Director conference will take place in order to work out a plan for modifying the disruptive behavior and helping the student adjust to Program expectations.
4. If a child continues to misbehave, the child may be suspended from the program. During the first week of the suspension, the parents, Director, and principal will meet in a conference setting in order to determine the conditions for reinstatement. **Parents may be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged by action of the Director and Principal.**
5. If the child is reinstated to the program and receives another behavior-related incident report, the Director may suspend the child immediately including, if necessary, notifying the parent to come and get the child. The Director may make such recommendations to the Principal as are appropriate, including discharge without the right of reinstatement. The Director will bring this to the prompt attention of the Principal who will act upon the recommendations of the Director regarding continuation of the child in the program. **Parents may continue to be responsible for the payment of tuition during the period of suspension or until the child is withdrawn from the program or is discharged by action of the Director and Principal.**
6. If the severity of the problem is great enough that it could endanger the safety of the child or other children in the program, discharge will be effective immediately after the Director consults with the Principal and the Parent.

St. John Paul II BASP reserves the right to ask a student to leave the Before and After School Program at any time due to the inability of the school to meet the needs of the child.

**PROGRAM HOURS**

The hours of BASP are 7:00 a.m. – 7:40 a.m. and 3:15 p.m. – 6:00 p.m. These hours are subject to change due to the school calendar. Advance notice will be given. The afternoon BASP begins each day immediately after school dismissal. This includes most early dismissal days with the **exception of Grandparent's Day, Christmas Break, Fun in the Sun Day, and the last day of school** since school is dismissed much earlier on these days. The BASP is not open on Student Holidays or Parent/Teacher Conference Days.

## **FEES AND PAYMENT POLICY**

1. **The BASP fee for students regularly enrolled in the program is paid at the beginning of each month in full. Weekly payments will not be accepted.**
2. **Emergency Care fees will be billed to the families at the end of each month.** Unpaid fees will result in Report Card holds and no weekly access to Parent Portals.
3. Any tuition that is not paid by the last day of the first full week of the month in which it is due will result in a \$20.00 late fee. If the tuition is not paid in full by the end of the second full week, the child shall be automatically suspended from the Program. Reinstatement may occur when all fees have been paid.
4. Non-sufficient fund checks are held until cash or a money order is received by the program to cover the amount of the check. Parents will pay a \$25.00 charge for a NSF check. Parents will be notified immediately upon receipt of the NSF notice by the program and shall have three school days in which to pay the charge and tuition in full by cash or equivalent. If not paid by the end of the third day after notice, childcare services will be suspended immediately. Reinstatement may occur when all fees have been paid.

## **WITHDRAWAL FROM THE PROGRAM**

Parents wishing to withdraw their child from the program must provide a statement in writing at least 30 days prior to the discontinuation of this service. Tuition will be due for the balance of the month or for one-half month, whichever amount is greater.

## **AFTERNOON CLOSING TIME**

The program closes at 6:00 p.m. Parents whose children remain past 6:00 p.m. must pay the overtime fees of \$2.00 per minute per child immediately to the caregiver who must stay late. Please be considerate of the staff members who have personal and family obligations after work.

**BASP services may be withdrawn if three overtime charges occur in a semester.**

## **ABSENCES**

If your child will not be attending the program because of a scheduled appointment, vacations, or other planned absences, please notify Mrs. Velasco in advance – email notification on the day of absence is sufficient. Absentees without prior notice may be mistaken for a missing child and unnecessary concern and time spent in searching for the child may occur. If a child does not arrive at the program as intended, the staff will contact the parents. If the parents cannot be reached, the staff will contact the child's emergency persons. Please inform the BASP staff if your child is enrolled in extra-curricular activities.

## **RELEASE OF CHILDREN**

**Due to Archdiocesan rules and to ensure the safety of our students, each child must be physically signed out before they will be released from the program to his/her parent or guardian.** While we realize this may be inconvenient at times, we are concerned with the safety of our students. The only people allowed to pick up a child are the parents, legal guardians, or those listed on the registration card. If a different person plans to pick up your child, the BASP staff must be notified ***in writing or email***. The staff will request a photo ID. Your child's safety is our ultimate goal in BASP. Please remember that the BASP phone number is 281-679-1641. You will only be able to use it between the hours of 7:00-7:40 a.m. and 3:15-6:00 p.m. Messages may be left for Mrs. Velasco, the BASP Director, at 281-496-1500 or you may email her at [lvelasco@jp2.org](mailto:lvelasco@jp2.org). Mrs. Velasco will be available by appointment from 7:00 – 7:40 or after school to address any concerns or suggestions that you may have.

## **SCHEDULED & UNSCHEDULED SCHOOL DELAYS & SCHOOL CLOSINGS.**

1. **Scheduled School Closures (Holidays, In-services Days, etc.)** – BASP is not available
2. **Unscheduled School Closures, unscheduled school delays, and unscheduled early release**– There will be no BASP when school is canceled due to water main breaks, heating/cooling failure, electrical problems, weather, etc. In these instances, please check for IRIS alert messages, the school website, and KHOU-Channel 11. SJPII typically follows Katy ISD and Spring Branch ISD regarding weather related school closures.
3. **Scheduled Early Dismissal Days** – The program will be open on all early dismissal days **EXCEPT** Grandparent’s Day, Christmas Break, and the Last Day of School.

## **HEALTH AND SAFETY POLICY**

If your child has a known medical condition (asthma, diabetes, seizure disorder, etc.) please be sure the Directors and staff know what to do if a problem should occur during program hours. The program DOES NOT administer medication during program hours. All prescription medication must be taken during normal school hours under the supervision of the school nurse.

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately: **Contagious Disease, Fever of 100° F, Vomiting or Diarrhea, Accident Requiring Medical Attention.** In case of accident or illness, parents of the child will be called immediately. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible.

Outdoor play will not be allowed when the temperature (including heat index) is above 100° F or below 32° F (including wind chill).

## **CHILD’S PERSONAL PROPERTY**

Children’s personal property, coats, clothing, school bags, etc. should be clearly marked and must be cleared from the childcare room after each session of the program. Any personal property that remains after the session will be taken to the school lost and found box. Although the program attempts to help children stay organized, the program cannot be responsible for lost personal property.

## **BASP RULES**

Parents, please discuss with your child his/her BASP experiences and stress the importance of following rules with him/her.

1. All children must quietly report to the assigned area immediately after dismissal from class so that the staff can verify that they will be in attendance that day. Students not reporting immediately may be mistaken for missing children.
2. Students may not use vending machines or linger outside chatting with classmates before reporting to BASP.
3. Children must remain with the teacher at all times.
4. Students should be courteous and helpful at all times and should practice Boys Town Social Skills during BASP.
5. Children are allowed to bring a healthy snack and water to have during snack time. No carbonated beverages please. Due to food allergies and parental food preferences, children may not share snacks with others. Please only send enough snack food for your own child.
6. The children may not bring electronics.
7. Cell phones must remain turned off and in backpacks while on campus. Cell phones cannot be used during BASP.
8. Children may not bring friends to BASP.

9. Students need to remain in school uniforms during BASP.
10. Teacher's desk is off limits to students and BASP staff.
11. No movies, except on Fridays, and computer games allowed only once a week. This includes classroom computers and labs.
12. Students using a chromebook may use for school related activities only. BASP staff needs to monitor use.

**Children that are not enrolled in the AFTER SCHOOL PROGRAM (BASP) and need a place to stay because of other school programs such as sports, art, choir, etc., will not be allowed to come to BASP. The teacher or coach will have to call the parent and stay with the student until he or she is picked up.**

### BASP AGENDA

BASP students will rotate through the various activities listed in the afternoon.

1. Assemble in room (TBD), roll call
2. Snack
3. Outside play
4. Indoor activity time
5. Homework time

### BASP OPTIONS AND FEES

**Option A** – Morning Care only (7:00 a.m.- 7:40 a.m.)

**Option B** – Morning and Afternoon Care (7:00 a.m.- 6:00 p.m.)

**Option C** – Afternoon Care only (Dismissal – 6:00 p.m.)

**Option D**- Buy 5 days of BASP per quarter (Includes AM/PM)–Fee of \$90 paid in advance per student.  
-A day consists of BOTH AM and PM BASP. Days not used can roll over to the next quarter for the current school year only. There are no refunds.

**Tuition Fees:** Fees are based on daily regular attendance.

<b>August 15<sup>th</sup> Fees Due:</b>			
<b>Block</b>	<b>1 Child</b>	<b>2 Child</b>	<b>3+Child</b>
<b>A</b>	\$30	\$30	\$30
<b>B</b>	\$140	\$130	\$120
<b>C</b>	\$130	\$120	\$110

<b>September 1<sup>st</sup> – May 1<sup>st</sup> Monthly Fees Due:</b>			
<b>Block</b>	<b>1 Child</b>	<b>2 Child</b>	<b>3+Child</b>
<b>A</b>	\$50	\$50	\$50
<b>B</b>	\$300	\$275	\$255
<b>C</b>	\$275	\$255	\$235

**Emergency Care Rates Per Child:**

**Regular Dismissal Days:** \$10 for the first 15 min. (3:45-4:00) and \$20 from (4:00-6:00)

**Early Dismissal Days:** \$10 for the first 15 min. (2:30-2:45) and \$30 from (2:45-6:00)

**Tuition Payment Due Dates:**

<b>August 15</b>	<b>September 1</b>	<b>October 2</b>	<b>November 1</b>	<b>December 1</b>
<b>January 2</b>	<b>February 1</b>	<b>March 1</b>	<b>April 3</b>	<b>May 1</b>

Tuition is due at the first of each month following the payment schedule above. **Weekly payments will not be accepted.** To simplify the payment process we have averaged the cost over the ten months. Except for August, your monthly payment will be the same. Fees are listed for one child, two children, and three or more children. Please refer to the payment schedule above.

**There will be BASP on early release days EXCEPT for Grandparent's Day, Christmas Break, Fun in the Sun Day, and the Last Day of School.**

**BASP - REGISTRATION FORM – Page 1**  
**St. John Paul II Catholic School**

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**Please check the block which your child will be attending:**

- Option A** – Morning Care only (7:00 a.m.- 7:40 a.m.)
- Option B** – Morning and Afternoon Care (7:00 a.m.- 6:00 p.m.)
- Option C** – Afternoon Care only (Dismissal – 6:00 p.m.)
- Option D**- Buy 5 days of BASP per quarter (Includes AM/PM)-Fee of \$90 in advance per student. A day consists of BOTH AM and PM BASP. Days not used can roll over to the next quarter for the current school year only. There are no refunds.

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Any tuition that is not paid by the last day of the first full week of the month in which it is due will result in a \$20 late fee. If tuition is not paid in full by the end of the second full week, the child shall be automatically suspended from the program. Reinstatement may occur when all fees have been paid.

I need a monthly receipt for my fee payment \*\*

I DO NOT need a monthly receipt – just a yearly one.

**\*\* If you do not choose an option, it will be assumed that you will use your cancelled check as a receipt.**

I understand and will follow the tuition payment schedule listed in the BASP Handbook. My signature indicates that I have received, read, and agree to be governed by the St. John Paul II Catholic BASP Handbook. **Please sign, date, and return this page to the BASP Director.**

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent's Name

\_\_\_\_\_  
Student's Name

**BASP      Registration Form      Page 2**  
**St. John Paul II Catholic School**

Family Name \_\_\_\_\_ Family ID # \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Father's Name \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Mother's Name \_\_\_\_\_ Cell Phone (\_\_\_\_\_) \_\_\_\_\_

Place of Employment \_\_\_\_\_ Work Phone (\_\_\_\_\_) \_\_\_\_\_

Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Parent's Name Printed

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

**The program closes at 6:00p.m. Parents whose children remain past 6:00 p.m. must pay the overtime fee of \$2.00 per minute per child in cash immediately to the caregiver.**

**Please refer to the BASP Handbook at the end of the Parent/Student Handbook, for a complete explanation of the BASP.**



**BASP Emergency Care Statement**  
**St. John Paul II Catholic School**

Date \_\_\_\_\_ Time \_\_\_\_\_ Amount \_\_\_\_\_

Family Name \_\_\_\_\_ Family ID # \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Child's Name \_\_\_\_\_ Grade \_\_\_\_\_

Staff Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## EXCEPTION TO DEPARTURE PROCEDURES FORM

**This form is for special exceptions to the procedures authorized on the student's enrollment card.**

(Name of child) \_\_\_\_\_ has permission to leave the St.

John Paul II Catholic School BASP Program on (date) \_\_\_\_\_.

(Name of person picking up child) \_\_\_\_\_ will be

responsible for my child after he/she leaves the BASP Program. I understand that the staff will request a photo identification from this person before my child is released to his/her care.

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Date

Signature of Parent/Guardian