



# Picket Fence BASEC

## at Elmwood Elementary & John Mills School

---

### Picket Fence BASEC Family Handbook

#### *Our Programs Mission*

Our mission is to provide an educationally structured program within a safe and stimulating environment. We strive to offer a program that is tailored to meet the needs of your child as an individual. We will offer a variety of positive, healthy, and interesting activities that instill a sense of belonging and promote their self-esteem.

#### **Activities**

Activities will include but not limited to arts and crafts, computers, games, outdoor and gymnasium activities. Homework time is also provided.

#### **Hours of Operation and Locations**

Services are provided at both John Mills and Elmwood Elementary schools. Hours are from 7.00 a.m. to 8:35 a.m. (start of school), from 2:00 p.m. to 6:00 p.m. on Mondays, and from 3:00 p.m. to 6:00 p.m. on Tuesday through Friday. Service will begin on the first day of School and end on the last day of School. BASEC is available when school is in session only.

#### **Enrollment Procedures**

Only children enrolled at Elmwood and John Mills Schools may attend BASEC. Online registration is continuous and can be completed by going to [picketfencelearningcenter.com](http://picketfencelearningcenter.com). All registration forms, including emergency information, must be completed. A registration fee plus the first week's tuition must be paid before your child can attend BASEC.

#### **Arrivals and Departures/Late pick up**

Once registered, children need to be dropped off in the cafeteria by using the outside cafeteria door beginning at 7:00 a.m. and must be signed in using the Brightwheel app. **Children must be brought into the building and may not be dropped off at the curb or at the school entrance.**

We close promptly at 6:00 p.m., promptness in picking up your child by 6:00 p.m. is necessary. A charge of \$2.00 per minute after 6:00 pm will be charged to your account. If you will be late, please call (John Mills 708-583-6289) (Elmwood 708-583-6269) and talk to the person in charge. Repeated tardiness will result in removal from the program. Tardiness worries young children, and therefore is not tolerated. In times of unusual weather, some delays will be tolerated.

On occasion, it may be necessary for a child to be picked up by someone other than those people specified on the pickup list. In those situations, the parent must provide in writing the name, address and phone number of the person who will pick up the child. At the time of pickup, that person must present photo identification before the child is released. Under no circumstances will any child be released to an individual not on the pick-up list or for which the parent/guardian has not given prior approval.

If a child is not picked up by 6:30 p.m. and BASEC is unable to reach an authorized pick-up person, the police may be called.

### **Smoking**

Picket Fence BASEC is a smoke free environment. NO smoking is permitted in the presence of children.

### **Security**

For your child's security, please sign him/her in when dropping off, and out when picking up. If you are not able to pick up your child, please call to tell us who will be coming. They need to be an authorized person that is listed on the authorization form, including the driver's license number on the application form. All staff have been instructed to card anyone that they do not recognize. You may enter the building by ringing the doorbell or knocking on the door, a staff member will let you in.

### **Absences**

The center must be informed ahead of time if a child is absent. A consistent schedule is important for the safety of your child, but also for billing purposes. Discuss scheduling with the Supervisor before signing up your child.

Children attending BASEC after school must report to the program within five minutes of the dismissal bell. Parents are to use the Brightwheel App to confirm their child has been checked into our program. If your child is scheduled to attend and you do not receive notification of their arrival, please call us immediately. (John Mills 708-583-6289) (Elmwood 708-583-6269).

Children attending BASEC may not leave the program until an authorized adult picks them up. If a child should leave the premises without reporting to BASEC when scheduled, he or she will be written up on a discipline report in addition to notifying the parent or guardian.

### **Extra-Curricular Activities**

If a child has an extra-curricular activity that will alter attendance in the BASEC program, a form must be completed by the parent or guardian that notes the activity, dates and times, as well as when the child is expected to arrive at BASEC. This form should be completed prior to the start of the activity.

## **Emergency Closing**

In the event of an emergency closing, no services will be provided. Remember, BASEC only operates if the district school is operating.

## **Toys/Treasures from home**

Picket Fence BASEC strongly discourages children from bringing toys, games, or other personal property into the program, and cannot be responsible if items are lost or misplaced. School supplies, games and other activities are provided.

## **Snacks**

Breakfast and afternoon snacks will be offered. A snack menu is posted at each school. If your child has special dietary needs, please advise the BASEC Supervisor so that an acceptable and safe snack can be provided for your child. Items made with peanuts, on a peanut line or manufactured in a facility where peanuts are made are discouraged. Candy, gum, and similar sweets are not allowed unless pre-approved for a special event.

## **Hand-washing**

To reduce the risk of transmission of infectious diseases, **all** children and adults are required to properly wash their hands upon entering the building. Children and staff are to wash their hands before and after every meal as well. Proper hand-washing procedure is as follows: Using liquid soap and running water, rub your hands vigorously for at least twenty seconds (length of the ABC song), including back of hands, wrists, between fingers, under and around any jewelry, and under fingernails; rinse well; dry hands with a paper towel and use the paper towel to turn off the water. Hand sanitizer may be used in place of handwashing when necessary.

## **Grievance Procedure**

At times, differences in communication styles, guidance methods or child rearing philosophies may occur. Our goal is to understand your wishes and find a way to work together to provide a comfortable learning atmosphere and reach the best possible outcomes for your child. If your position on a particular issue differs with what you see or hear in our program, it is recommended that you discuss your concerns directly with the BASEC Supervisor. You can then work together with the staff and/or supervisor to reach a solution. If you are still dissatisfied, please contact the center Executive Director, Toni Chakchay at [Chakchay@gmail.com](mailto:Chakchay@gmail.com)

If there is a language barrier between teacher and parent, the program will make sure parent's concerns are addressed.

## **Guidance**

Simple and understandable rules are used with children. The purpose of guidance is to help children develop self-control and to learn to assume responsibility for his or her own actions. Positive statements are used to redirect any negative behavior. Removal from a group may be an occasional means of helping a child regain control. He/She will not be subject to a “time out”; he/she will be redirected to a different area. We feel that “time out” shames children and does not assist in promoting positive self-esteem.

Students will be expected to demonstrate proper behavior and to follow the program’s guidelines and rules. Mutual respect is the focus. Students are familiar with the rules set by the district, therefore, we will continue with those rules:

- **P**oliteness and safety;
- **R**espect for others and their property;
- **I**nteractions with appropriate language;
- **D**irections followed promptly; and
- **E**ntering and exiting quietly.

In accordance with state law, no child will be subjected under any circumstances to corporal punishment in any manner upon the body, or to verbal abuse.

## **Behavior Guidance Policy**

Our program promotes a positive approach to managing the behavior of all children. Guidance in our program has two primary goals. First, we strive to find a solution to the current situation. Second, we attempt to help the child process feelings, recognize consequences, explore alternative solutions and outcomes, and develop internal self-control. To accomplish these goals, we use the following techniques on a daily basis.

**Prevention** - A well-designed and well-equipped program tailored to the developmental level of the children prevents frustration, interruption, and hazards. It offers privacy, independence, and easy adult supervision. In addition, the daily routine provides enough time for play, a sense of security, little waiting, and few transitions.

**Positive Redirection** - The basic procedure used in our program is positive redirection, which is redirecting unacceptable behavior to an acceptable alternative. This may be enhanced by verbal praise. We praise children for their appropriate behavior and successes by describing what we see and how we feel. “I see the books are all on the shelf. It’s nice to have such a clean room.”

**Modeling Teacher** - Modeled appropriate behavior and communications, as well as positive peer models, are provided to help children learn responsibility for their actions.

**Limit Setting** - We have a few clear, simple guidelines: 1. **Be Kind:** Behavior must not infringe on the rights of others. (Wait for your turn.) 2. **Be Safe:** Behavior must not present a clear risk of harm to oneself or others. (Go down the slide feet first) 3. **Be Neat:** Behavior must not

unreasonably damage the environment or animals, objects, or materials in the environment. (Put your paper towel in the trash can)

## **Problem Solving**

We appeal to the child's growing intellectual and moral reasoning by using natural and logical consequences and asking questions to encourage problem solving. Staff help children identify their needs, feelings, causes, alternatives, and choices. We provide cues such as the statement, "use your words."

Managing behavior when a child has a physical or emotional outburst, we provide comfort and privacy. This allows the child to regain composure and ensures the safety of other children and staff. We do not feel using words like "time out" is appropriate. Rather, we use positive statements like, "Do you need to be by yourself for a little while? This seems to be hard for you right now; can I help you find something else to do?" When a child is unable to break a pattern of negative or attention-getting behavior, the time away would be a time of renewal for the child. Giving a child who is having trouble handling an activity a choice enables him/her to be a part of the decision-making process and oftentimes results in an acceptable choice.

## **Prohibited Actions**

Children shall not be subject to any form of corporal punishment, including rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking.

Children shall not be subjected to any form of emotional abuse including name calling, ostracism, shaming, making derogatory remarks about the child or the family, or using language that threatens, humiliates, or frightens the child.

Children shall not be subject to any form of coercion including forcing a child to sit down, lie down, or stay down, except when restraint is necessary to protect the child or others from harm; physically forcing a child to perform an action (such as eating or cleaning up).

Toileting habits, or lack of, will not be a cause for punishment of any form.

The withholding of food, clothing, or medical care will not be used as punishment.

Helping each child with conflict resolution and conflict solving is a large part of working with young children, and an important part of ongoing curriculum. It is our goal to help children become happy, responsible, cooperative participants in this program through positive, non-threatening teaching techniques.

The goal of this policy is to eliminate the use of suspension, expulsion, or other exclusionary measures. If your child is not responding to our guidance techniques, a conference with parents to discuss possible solutions is required.

## **Health Policies**

Control of communicable illness among the children is a prime concern. Policies and guidelines related to outbreaks of communicable illness at Picket Fence have been developed with the help of the health department and the local pediatricians. In order to protect the entire group of children, as well as your own child, we ask that parents assist us by keeping sick children home if they have experienced any of the following symptoms within the past 24 hours:

1. A fever of 100.4 degrees Fahrenheit, orally or 99.4 degrees axially (under arm).
2. Signs of a newly developing cold or severe coughing.
3. Diarrhea, vomiting or an upset stomach.
4. Unusual or unexplained loss of appetite, fatigue, irritability or headache.
5. Any discharge of drainage from eyes, noses, ears or open sores.
6. Two or more watery stools, especially if your child acts or looks ill.
7. Vomiting two or more times within the past 24 hours.
8. Sore throat, especially with fever or swollen glands in neck.
9. Unexplained rash, especially with fever or itching.

If your child becomes ill while at BASEC, we will notify you for IMMEDIATE PICK UP. Your child will be kept isolated awaiting your immediate pick-up. If we cannot reach you, the emergency person authorized to pick up your child on the application form will be contacted to pick up your child. Your child may return to school 24 hours after a fever, diarrhea or vomiting has stopped or he/she has been on antibiotics for a 24-hour period. They need to be “fever free” WITHOUT medication (Tylenol, Motrin, etc.) to return to school. Any child not well enough to participate in the school activities, INCLUDING OUTDOOR ACTIVITIES, should remain home until recovered. Should your child contact any contagious disease, such as chicken pox, mumps, measles, Rosella, scarlet fever, whooping cough, etc. please report it to us immediately so we can notify other parents that their children may have been exposed.

## **Medication**

We prefer not to administer medication in our program, if your child needs antibiotics, ask your doctor to give you a prescription that is given twice a day. You can give it to them once in the morning before taking them to school, and once again in the evening after you pick up your child. If medication needs to be administered in our program, it must be in the original container, not past the expiration date and properly labeled (child’s name, doctor’s name, medication name, and dosage), and a consent form completed and signed. We will not administer any over-the-counter medication.

## **Accidents and life safety**

If your child needs emergency treatment, the Elmwood Park ambulance and Gottlieb Hospital will be used. Parents will be notified in such an instance. If the parents are not available, the persons on your application form for emergencies will be notified. Minor injuries will be treated with first aid by the staff.

## **Mandated Reporters**

The State of Illinois requires all school personnel to inform the Department of Child and Family Services (DCFS) of any allegations or suspicions of child abuse or neglect.

## **Special Needs**

Picket Fence BASEC accepts children with special needs, however, we are only able to make reasonable accommodations when necessary.

## **Change of name or address**

It is the parent's responsibility to notify the center in writing of the following changes:

- Name and Address.
- Home or work phone number.
- Emergency names or phone numbers.
- Authorized pick up names or phone numbers.

## **Confidentiality**

This confidentiality policy has been adopted to assure confidentiality and protection of individual rights to privacy for children, families, and employees of Picket Fence. The individual dignity of children, families, and employees shall be respected and protected at all times in accordance with law.

Information about children, families, or employees must not be divulged to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure.

## **Confidentiality of Children's and Families' Information**

- A. All children's records must be locked in a secure file.
- B. Access to children's records is limited to appropriate employees.
- C. Children's records must not be removed from the BASEC program.
- D. Children's records must never be left out on desks, tables, etc. where other people may have access to them.
- E. Children's or families private information must never be discussed among employees except on the 'need to know' basis. Employees must be particularly aware of their surroundings when discussing this information. Special caution must be taken to be sure other children, families, or employees do not overhear information which is private.
- F. Discussion of children's or families' information with volunteers, other families, friends, or community members is prohibited.
- G. Information and documents which are considered confidential are medical records, educational records, special needs records, family records, financial records and any other private information about the children or their families.
- H. All requests for release of information will be coordinated by director.

- I. Information will only be released with the express written consent of the child’s parent or legal guardian.

**Financial Policy**

Tuition is due each Friday in advance of the next week’s attendance.

If tuition becomes two weeks delinquent, your child will not be able to attend school and your space may be lost.

The tuition schedule is as follows:

<b>2023-2024 Weekly Rates Per Child</b>				
Part-Time (1 to 2 days)		Full-Time (3 to 5 days)		Full-Time (3 to 5 days)
Before School	After School	Before School	After School	Before & After School Discounted Rate
\$25	\$45	\$40	\$65	\$100
Tuition is due each Friday for the upcoming week				

Registration Fee: \$30.00 and \$15.00 for each sibling thereafter. (Non-refundable, due at the time of registration)

**Tuition Assistance**

Tuition assistance through Action for Children is available to families that qualify. A letter of approval from the Illinois Department of Human Services for the current school year must be presented to the supervisor.

Please be sure the approval letter is addressed to Picket Fence BASEC. Regular tuition will be due until an approval letter is received.

This copy of our Parent Policy Handbook has been updated on July 21, 2023. This booklet replaces all previous parent manuals. Picket Fence BASEC reserves the right to revise this policy booklet as needed.



**I/We have read the Picket Fence BASEC Parent Handbook and will adhere to the policies therein. I understand them and will comply with them.**

Signature\_\_\_\_\_

Date\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

Please sign and return to Picket Fence BASEC before your child's first day of school. Thank you.

Comments:\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_