

# Mt. Zion

# BASAP

Before & After School  
Activities Program

## ***2018 -19 Family Guide***

### **Program Sites**

*McGaughey Elementary School*

Phone: (217) 864-2814

Ms. Brandi Kelly, Principal

*Mt. Zion Grade School*

Phone: (217) 864-3017

Mr. Gary Gruen, Principal

### **For more information contact:**

*Ms. Lori Rutherford, Program Director*

McGaughey Elementary School

1320 West Main Street

Mt. Zion, Illinois 62549

Phone: (217) 864-2814





# MEMO

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**To:** BASAP Parents

**From:** Lori Rutherford, BASAP Director

**Date:** 2018-2019 School Year

**Re:** BASAP Family Guide

Welcome to the Before & After School Activities Program (BASAP) for the Mt. Zion Community Schools with sites at McGaughey Elementary School and Mt. Zion Grade School.

BASAP is a special activities program conducted before/after school hours for K-6 students; it is intended to benefit parents with employment-related responsibilities and/or those in educational training. The program provides child care services that promote social, emotional, and physical development through supervised activities. BASAP is a program which complements both home and school life and provides a secure atmosphere for children in a school setting.

The program opens at 6:15 a.m. with morning activities that include manipulative projects, books, quiet games, art, and free-choice options. Regular school supervision begins 30 minutes before school starts, when the playground supervisor(s) arrives on duty. Children planning to participate in the school breakfast plan (additional \$1.45 per day) will have ample time to eat before school. Transportation to/from the other school buildings will be provided for regular school hours for those who need it.

After school opportunities include a transition time, an afternoon snack, outdoor and gym activities, special activities (art, craft, cooking, science projects), and organized games or movies. There will also be time for homework and other free-choice options. BASAP is open until 6:00 p.m.

Please read this Family Guide carefully. It includes enrollment, transportation, and other important information about the BASAP program. If you need clarification about any information, please call me at McGaughey Elementary School; our BASAP number is: 864-2814.

After reading this Family Guide, please sign below to indicate that you have received and read your copy of the Family Guide and return this page to:

Lori Rutherford, Director  
BASAP Program  
McGaughey School  
1320 West Main Street  
Mt. Zion, IL 62549

Thank you for your cooperation.

**Student Name/s:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Parent/Guardian Signature:** \_\_\_\_\_



## Mt. Zion Community Unit School District #3

Dr. Travis R. Roundcount, Superintendent  
1595 W. Main St.  
Mt. Zion, IL 62549

Phone: 217.864.2366

Email: [tr@mtzschoos.org](mailto:tr@mtzschoos.org)

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August 1, 2018

Dear Parents/Guardians of K-6 Elementary Students:

As you may be aware, Mt. Zion Community Unit School District #3 has a well-established Before/After School Activities Program (BASAP); the program guidelines are contained herein. BASAP, located at McGaughey and Mt. Zion Grade Elementary Schools, is a school-age child care program which is fully self-funded by the participants.

If you are interested in enrolling your student(s) in the program for the current school year, please complete the student registration form and send it with a \$25.00 deposit to:

Ms. Lori Rutherford  
BASAP Director  
McGaughey School  
1320 West Main Street  
Mt. Zion, Illinois 62549

All registration forms will be considered in the order that they are received. The District will communicate with the families of all individuals who have applied for entrance into the program. If you have any questions related to this application procedure and/or the BASAP Program, please feel free to contact either BASAP Program Director Lori Rutherford (864-2814), McGaughey School Principal Brandi Kelly (864-2711), Mt. Zion Grade School Principal Gary Gruen (864-3631), or my office (864-2366).

Sincerely,

*Dr. Travis R. Roundcount*  
Superintendent of Schools

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# TRAITS OF A HEALTHY FAMILY



Here are the top fifteen traits most commonly perceived in a healthy family by professionals working with families. The first listed was selected by respondents the most often, the next item second most, etc.

## THE HEALTHY FAMILY.....

- 1) communicates and listens
- 2) affirms and supports one another
- 3) teaches respect for others
- 4) develops a sense of trust
- 5) has a sense of play and humor
- 6) exhibits a sense of shared responsibility
- 7) teaches a sense of right and wrong
- 8) has a strong sense of family in which rituals and traditions abound
- 9) has a balance of interaction among members
- 10) has a shared religious core
- 11) respects the privacy of one another
- 12) values service to others
- 13) fosters family table time and conversation
- 14) shares leisure time
- 15) admits to and seeks help with problems

# As I Grow



*Please...*

*Understand* that I am growing up and changing very fast. It must be difficult to keep pace with me, but please try.

*Listen to me* and give me brief, clear answers to my questions. Then I will keep sharing my thoughts and feelings.

*Reward me* for telling the truth. Then I am not frightened into lying.

*Tell me* when you make mistakes and what you learned from them. Then I can accept that I am OK, even when I blunder.

*Pay attention* to me, and spend time with me. Then I can believe that I am important and worthwhile.

*Do the things* you want me to do. Then I have a good, positive model.

*Trust* and respect me. Even though I am smaller than you, I have feelings and needs just like you.

*Compliment* and appreciate me. Then I'll feel good, and I'll want to continue to please you.

*Help me* explore my unique interests, talents and potential. In order for me to be happy, I need to be me, and not you or someone you want me to be.

*Be an individual* and create your own happiness. Then you can teach me the same, and I can live a happy, successful and fulfilling life.

*Thank you for hearing me; I love you!*

# BASAP

## BEFORE/AFTER SCHOOL ACTIVITIES PROGRAM Family Guide

*The **Family Guide** is designed to acquaint each registering family with the ideals and procedures of the Extended Day Program (BASAP) in the Mt. Zion Public Schools.*

### **WHAT IS AN EXTENDED DAY PROGRAM?**

An Extended Day Program is designed to serve children from kindergarten through sixth grade when their parents work. The child emerges from a long school day and enters a program that provides the kind of care which promotes the child's social, emotional, physical, and cognitive development through organized and supervised activities. It is not the intent of the program to replace home or school, but to compliment both by enriching that which each of these institutions provides. The program offers the child a place with a secure atmosphere after school.

### **WHAT ARE THE HOURS?**

We are open at 6:15 a.m. and close at 6 p.m. There is a \$5 late closing fee charged for each 15-minute interval (or portion thereof) past 6 p.m.

### **WHAT ACTIVITIES WILL THE EXTENDED DAY PROGRAM PROVIDE?**

Upon arrival, the child is provided with a transitional period of time (approximately 15 minutes) in which he/she meets their own needs. During the rest of the time, the activities are designed to enhance the child's day in a wholesome educational environment.

The following is an example of the type of activities parents could expect their child to encounter:

#### **6:15 - 8:00 A.M. BEFORE SCHOOL (McGaughey and Mt. Zion Grade)**

- Manipulative projects: puzzles, quiet games, books, art, free choice.
- Regular school supervision 25 minutes before school when the regular playground supervisor comes on duty.

*Please do not send breakfast with your child. Your child should eat before arriving at the program or you need to arrange for your child to participate in the breakfast program at either McGaughey School or Mt. Zion Grade School.*

#### **3:10 - 6:00 P.M. AFTER SCHOOL (McGaughey and Mt. Zion Grade)**

- Transition Period
- Snack
- Outdoor/gym activities
- Special activity (art, craft, organized games, cooking, etc.)
- Free choice/homework
- Manipulative activities (table games, drawing, reading, etc.)

*On half or full days of BASAP, each child will need to bring a sack lunch (beverages will be provided). On full days out of school, Mt. Zion Grade students will remain at Mt. Zion Grade School and McGaughey students will remain at McGaughey School.*

## **BASAP SUMMER & HOLIDAY SCHEDULE**

BASAP is also offered from 6:15 A.M. to 6:00 P.M. Monday through Friday during summer vacation, for those families that need ongoing child care services throughout the year. This program begins the first day of summer vacation and will not be in session the last two weeks of summer vacation. The program is a continuation of the before and after school program offered during the school year and provides special activities that include outdoor/gym activities, arts and crafts, swimming, field trips, manipulative activities, etc. The fee for the 2017 summer program was \$125 per week for the first child and a 10% discount for any additional children. The fee includes a morning snack, afternoon snack, field trips, and recreational activities. Each day, children need to bring a sack lunch, since the School Food Service is not in operation during the summer months.

The BASAP program is also open on half-day faculty workshop and early dismissal days as listed on the official school calendar. There will be full day activities on teacher institute days and many vacation/holidays during the school year. Please refer to the last page of this Family Guide for the dates BASAP will be open and closed.

## **BUS SERVICE - BASAP**

Delivering students to McGaughey School or Mt. Zion Grade School for the before school program is the responsibility of the parent(s). Transportation to/from the other school buildings will be provided for regular school hours for those who need it. Picking students up from the after school program is also the responsibility of the parent(s). Transportation to and from the summer program is the responsibility of the parent(s).

## **AUTHORIZATION TO PICK UP YOUR CHILD**

It is required that parents sign their child in and out each day. No child will be released to a person not authorized by a parent. The program must have written authorization for changes in this respect. Please let the staff know who is picking up your child. If you are unable to pick up your child before 6:00 p.m., please arrange for an authorized person to pick up your child.

## **WHAT IS NEEDED TO ENROLL?**

- Registration papers completed.
- A \$25 deposit. This amount will be carried over if account balance is paid in full or credited toward the existing balance at the end of the school year.

## **DISMISSAL MAY RESULT:**

- ***When payment is more than five days late.***
- When pickup is persistently late, the child will be subject to dismissal from the program.
- When the parent persistently omits signing in and out daily
- When a condition exists such that participation in the Extended Day Program is not advisable. In such a case, a parent conference will first be requested. Children are expected to cooperate with the staff and follow the procedures and guidelines. (See BASAP Discipline procedures.)
- The BASAP program is an after school program for school age children. While some students may have an occasional bathroom accident your child may be subject to dismissal from the program if it becomes a persistent problem.

## **BASAP DISCIPLINE PROCEDURES**

The BASAP program is dedicated to providing a safe and secure environment for both students and staff. The following discipline procedures are in place to ensure the safety and security of all students and staff involved in the BASAP program.

### **Minor offense (disruptive behavior, insubordination, etc.)**

- 1) Verbal Warning
- 2) Time Out

- 3) Referral to director

**Major offense (physical/verbal abuse, destructive behavior.)**

- 1) Time out until end of session (report to parents)
- 2) Referral to BASAP director
- 3) One week suspension from BASAP Program
- 4) Removal from the BASAP program

**WHAT CAN YOUR CHILD BRING FROM HOME?**

On full days out your child is allowed to bring toys, CD player, game-boys from home. Please make sure items brought from home have your child's name on them. BASAP is not responsible for lost or stolen items.

**BASAP ABSENT POLICIES:**

Parents are responsible for contacting the BASAP Program if their child will NOT be attending. This can be done one of two ways:

- 1) Written authorization given before or day of absence from BASAP Program.
- 2) Leaving a message on the BASAP answering machine, please see numbers below:

**McGaughey BASAP Phone: (217) 864-2814**  
**Mt. Zion Grade BASAP Phone: (217) 864-3017**

It is NOT the schools responsibility to notify BASAP of your child's absence. BASAP's main concern is for the safety of your child and we appreciate your cooperation in this matter.

**HOW MUCH IS THE FEE?**

It is necessary to charge a weekly fee for BASAP to defray the cost of staff and supplies. In order to attend BASAP parents must register and remit a \$25 deposit per child; the deposit will be carried over if account balance is paid in full or credited toward the existing balance at the end of the school year. The fees, based on a nonprofit budget, are:

Before School Only After School Only Before & After School	\$25/week \$40/week \$65/week	All payments are due in advance of the week of service. Checks are to be made payable to: <u>Mt. Zion Schools - BASAP Program</u>
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The rate for the 2019 summer BASAP program will be established at a later date. Our fee is a weekly fee. It is the same each week so that when we have full days, an extra fee is not added for full time students. This means when we have a holiday, we still charge the same weekly fee. These days balance each other over the school year.

Parents are asked to abide by the following payment procedures:

- 1) **Make checks payable to: Mt. Zion Schools - BASAP Program.**
- 2) All payments are due in advance on the Thursday before the week of service. There is a \$5 late charge for payments received after the Monday of the week of service. **NOTE: If payment is two weeks behind schedule, student(s) will be dismissed from the program. Upon receiving payment, child may return to the program if space is available. Repeated late payments could result in permanent dismissal from the program.**
- 3) No refunds will be given for absent students. The regular fee will be charged.

- 4) A two-week written notice must be given for withdrawal or the child will be charged for two additional weeks. Your child's care involves paying the staff's salaries, purchasing of supplies, snacks, etc. These things are planned for and purchased in advance so we need advance notice to reverse the action. The attached form must be completed and returned to BASAP staff.
- 5) Payments are to be put in the payment box located by the BASAP sign-out book.
- 6) A \$10 fee will be charged for returned checks. After two returned checks, payments must be made in cash during a probationary period.
- 7) You are expected to furnish accident insurance for your child. If you do not have your child insured under a group plan, the district has some options for you to consider. Please see the Director for additional information.
- 8) There is a \$5 charge per 15 minute interval (or portion thereof) for a child who is not picked up by the regular 6 p.m. dismissal. If you have an emergency and cannot pick your child up before 6 p.m., please arrange for an authorized person to pick up your child.

***NOTE: Unpaid BASAP balances must be paid before the child is allowed to re-enroll in the BASAP program.***



# 2018-19 BASAP CALENDAR



**BASAP OPENS AT 6:15 A.M. AND CLOSSES AT 6:00 P.M.**

<b>FULL DAYS OF BASAP</b>	
Friday, October 5, 2018	P/T Conferences
Monday, October 8, 2018	Columbus Day
Wednesday, November 21, 2018	Teacher Institute Day
Wednesday, December 26, 2018	Winter Break
Thursday, December 27, 2018	Winter Break
Friday, December 28, 2018	Winter Break
Wednesday, January 2, 2019	Winter Break
Monday, January 21, 2019	Martin Luther King Jr. Birthday
Monday, February 18, 2019	President's Day
Monday, March 11 - Friday, March 15, 2019	Spring Vacation
Monday, April 22, 2019	Teacher Institute Day

<b>HALF DAYS OF BASAP (SCHOOL NOT IN SESSION IN THE AFTERNOON)</b>
Thursday, August 16, 2018
Friday, December 21, 2018
Monday, May 20, 2019

<b>BASAP WILL BE CLOSED ON THE FOLLOWING DAYS</b>	
Monday, September 3, 2018	Labor Day
Thursday, November 22, 2018	Thanksgiving Day
Friday, November 23, 2018	Thanksgiving Vacation
Monday, December 24, 2018	Christmas Eve
Tuesday, December 25, 2018	Christmas Day
Monday, December 31, 2018	New Year's Eve
Tuesday, January 1, 2019	New Year's Day
Friday, April 19, 2019	Good Friday
Monday, May 27, 2019	Memorial Day



**IF MT. ZION PUBLIC SCHOOLS CLOSE DUE TO BAD WEATHER  
CONDITIONS, BASAP WILL ALSO BE CLOSED.**