

BNS Trail Care Parent Handbook/Contract 2019-2020

Enrollment:

The BNS Trail Care Program is a fee-based program for students in kindergarten through 8th grade who are enrolled at Babcock Neighborhood School. Students must be able to function in a group with a supervision ratio of 18:1 and be self-sufficient in bathroom procedures. Registration is required yearly and is offered on a first-come, first-served basis. Registration may be suspended if enrollment reaches program capacity.

Hours/Fees:

A.M. Program: 7:00—7:45	\$10/day per child (no sibling discount) \$25/week (10% second child discount, 30% third child discount)
P.M. Program: 3:00—6:00	\$20/day per child (no sibling discount) \$55/week (10% second child discount, 30% third child discount)

There is a **one-time \$50 family registration fee each new school year**. This fee is due before your child may attend Trail Care.

Payment:

My School Bucks will be used to streamline our payment process. You are probably familiar with My School Bucks, as it is what already is used for school lunch payments. Our program operates on a **pre-pay basis**. If you don't pre-pay you will be charged a **\$30.00 late fee**. Please be aware, if your account becomes past due, your child/children will not be able to attend until your account is paid up and pre-paid for the following week.

Late Pick up Fee:

A late fee will be charged for pick up after 6:00 p.m. The fee is \$10.00 for first minute and \$1.00 per minute per child after 6:00 p.m., according to the school office clock. Late fees are due no later than the following day. Nonpayment of late fees or tardiness in excess of two times will result in your child's dismissal from the program.

Drop off/Pick up:

Morning care students are dropped off at the back gate next to P.E. Field. **Please walk in and sign in/out your student.** (*Students can't sign themselves in.*) For afternoon pick up, it is necessary for parents to use their [blue Babcock scan card](#) to sign out their children at the back gate next to the P.E. Field as well.

Medications/Allergies:

Students who need to take medication or have allergies will need to have that listed on their registration form. The BNS Trail Care staff must be notified in writing of any updates/changes.

Discipline Procedures:

Students who choose not to follow the rules will have the following consequences:

- Verbal warning from counselor
- Time out from activity (length of time appropriate to age)
- r (parents notified at pick-up)
- Program referral, parents will be notified at pick-up (After 3 referrals student will be dismissed from the program)
- Trail Care Director reserves the right to remove a student from the program at anytime.

The purpose of the Trail Care is to provide quality childcare for students before and after school in a safe setting. A variety of activities will be planned daily to ensure a fun and caring, yet structured, environment for children.

If you need to contact Trail-Care our number is (239)567-3219.

