

# Blackhawk Care

**BHC is fun for kids and enriches their lives in ways that further build success. We are here to help parents with work schedules that extend before and after school. We provide a play-centered atmosphere.**

## **1. Program Design:**

The BHC program is designed as a Before/ After School Program for childcare that extends a school day to more closely accommodate the parent workday. The basic design of the program is meant to be flexible, affordable, and convenient to our families. Programs are offered at Sheridan Elementary School and serves children in Kindergarten through the last school day of the 5<sup>th</sup> grade year. **BHC School Year hours are 6:45 am to start of school day and from the end of the school day to 6:00pm.**

## **2. Fee Structure and Fee Schedule:**

BHC offers a flexible fee schedule that accommodates a wide variety of childcare needs. Fee structures are available as the BHC School Year Plan, and Occasional Care Plan, and a Full Summer Camp.

**Payments may be made weekly or monthly paid in advance. Payments must be paid at least the week prior to attendance. You can pay by Cash/Check or pay online with debit/credit card. We use an online phone application called Lillio. We use this for our communication, online payments, and our check in/out system.**

If payment has not been received by the designated due date, the child may not attend until fees are paid or the BHC Program Lead has given permission for continued attendance.

If a child is left in our care during an unpaid week or month, parents could be asked to come and pick up the child.

- To honor our hard working staff, late pick up fees are substantial and are collected. **After 6:00 pm a late fee of \$1.00 a minute will be collected.** We strongly encourage you to coordinate with your BHC Lead so that your time piece is the same as the program. Thank you for helping our very dedicated staff.
- Since staff is hired based on enrollment there are no refunds for early withdrawal from the program.
- BHC may fill a slot vacated due to non-payment or non-attendance following written notification to the family. BHC staff and school authorities will be notified that the family's BHC service has been cancelled.

- Not every week is a full five-day week. Non-school full and partial days are provided according to the Plan selected by the family. Days covered/not covered are described in the BHC Fee Schedule.
- If your family is experiencing difficulty in meeting program requirements, please contact the Program Lead to discuss if there are options that may help temporarily.

### 3. **Registration Requirements:**

BHC is a fee-based program and requires that all families using the service enroll through a completion of a registration packet, **there is a registration fee of \$40 for all enrolled families, and the first week's charges.** This registration fee goes towards costs of snacks and supplies for the whole school year.

### 4. **Days of Service:**

BHC is available before and after your child's school day. **The program is not open during non-school days (Example Snow days/ ELearning days, Holidays and scheduled school breaks.)**

There are flexible plans available to meet individual needs so a family pays for only the care they need (AM only, PM only, AM/PM, and Occasional Care).

### 5. **Eligibility:**

Any student in Kindergarten through 5<sup>th</sup> grade enrolled at Sheridan Community School may register in the program, as space permits.

**Summer Camp Eligibility** newly enrolled kindergarten – 5<sup>th</sup> grade students. BHC provides childcare during the summer depending on number of registrations! We are open from 6:45am-6pm daily. For more information please contact Shae Barker.

### 6. **Safety Procedures:**

The safety of your child is our number one priority. The procedures below will be strictly followed:

- Parents must enter Door #4 of the SES building to drop off and to pick up their children.  
AM 6:45- 7:30 Drop off PM 3:00- 6:00 Pick up
- Only those persons authorized on the enrollment form may sign the children out of the program.
- You can sign your child out using the Lillio application on your phone or a staff member will do it for you on our iPad.
- Identification may be requested of anyone dropping off or picking up a child.
- Only in emergencies will a phoned in change of authorization for persons picking up the child be honored. Following the phoned in change and pick up, the family will be required to write a verification of the request to be given to the BHC Lead within 48 hours.

## 7. Special Considerations:

Dispensing medication is a very serious matter and strict procedures are followed:

- Children's medication should be administered at home or during school hours per school policy. If a situation arises in which that is not possible, a parent/guardian must meet with the BHC lead to complete a "Request for Administration of Medication" and go over the time and amount of medication to be dispensed.
- BHC policy is that only medication prescribed by a doctor can be administered and only if the timing is so sensitive that administration during BHC hours is unavoidable.
- Non-prescription medications will be administered only on rare occasion and if timing is so sensitive that administration during BHC hours is unavoidable. Parent/guardian will also be required to meet with BHC Lead to complete a "Request for Administration of Medication."
- Staff receive training in the report of abuse and /or neglect to proper authorities and follow school adopted procedures and guidelines for those situations.

## 8. Emergencies do occur:

BHC Leads are certified in CPR; however, Leads are required to follow the procedures below:

- Assess the seriousness of the emergency. Determine if there is time to attempt contact of parent/guardian or the emergency contact on file. Leads are encouraged to err on the side of safety to the child and to forego attempt at contact if in their best judgement there is a need for an immediate 911 call.
- If there is time to attempt contact, the call will be made and the parent/guardian or the emergency contact will be consulted about transport to an emergency facility.
- In the event there is not time for contact of a parent/guardian or emergency contact, Leads are to call 911 for emergencies. The school form for transport will be used per parent sign off at time of registration.
- Parents are responsible for medical expenses incurred in the treatment of their child.

9. All BHC staff are employees of Sheridan Community Schools report directly to the Program lead, Director, or Superintendent. The care of your child is very important to us. Please contact the BHC Program Lead with any concerns or comments that would help to continuously improve that care. If you feel your concerns are not satisfactorily addressed, please contact the Superintendent.

10. Parents are welcome to visit any program at any time. As a courtesy, we would request that you contact the BHC Lead with 24-hour notice for an extended visit. However, parents and authorized pick up persons are welcome to come by at any time.

11. Student Conduct is expected to meet the standards and guidelines of Sheridan Community Schools handbook. **BHC Behavior Plan includes a progressive approach of consequences for correcting behaviors and for addressing need to remove a child from the program in the case of extreme failure to meet expectations.**

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## Weather and Emergency Closings

- If school is closed due to bad weather or emergency conditions BHC is closed
- If school is delayed due to bad weather or emergency conditions, BHC staff will be on site at 7:30am.
- If a school delay is extended to a school closing due to weather conditions that have worsened or not improved, parents will be contacted to pick-up their child/children and are required to pick-up ***as soon as possible***.
- If school is released early due to bad weather or emergency conditions BHC will keep children for ***two hours from time of dismissal so that parents have time to make arrangements for pick-up***.
- Billing changes will be made due to weather related or emergency closings where services are not provided.

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## Before & After school program rates:

There is a one-time \$40 registration fee for all enrolled families for each new school year. This goes towards snacks and supplies for each year. There is a 10% multiple child discount.

## Occasional Care Daily Rates:

AM Care                      \$15

PM Care                      \$25

## Weekly Rates:

AM Care Only              \$50

PM Care Only              \$80

AM/PM Care              \$110

Part time enrollment offered please contact the Director for more information.