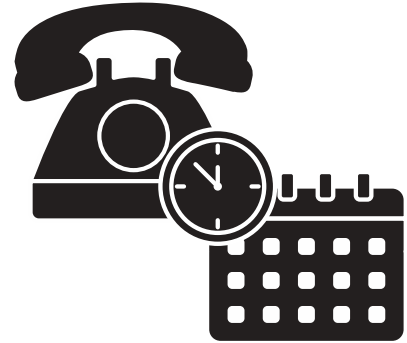


# Bemidji Schools Preschool

## Before & After Care Handbook

### Important Contact Info:

- Paul Bunyan Center After Care Room: 218-333-3119, ext. 46408
- Paul Bunyan Center After Care Cell Phone: 218-407-3591
- Jack & Jill Preschool at BSU: 218-755-3133
- Janelle Slough, ECFE/SR Coordinator: 218-556-0663
- Rachel Amdahl, CE Director: 218-240-9031



### Program Hours and Days of Operation:

The Paul Bunyan Center and Jack & Jill Preschool Before and After Care programs will operate each day school is in session. If there is no school, there will be no care offered that day. Please refer to the Bemidji Area Schools website for a school calendar with closure dates. ([www.bemidji.k12.mn.us](http://www.bemidji.k12.mn.us))

### Before School Care:

**Paul Bunyan Center:** Before School Care begins at 7:30 am. You must pre-register for this option as there are a limited number of spots available for 7:30 drop-off. Pre-registration can be found at [www.bemidjicommunityed.com](http://www.bemidjicommunityed.com) under School Age Care.

If you are not registered for early drop-off, doors will open at 7:45 am.

**Jack & Jill Preschool:** NO Before School Care offered. Drop-off at Jack & Jill Preschool is 7:45 am each morning.

### After-School Care:

After Care begins immediately when classes end at 2:30 pm and/or 2:45 pm. Staff will bring children to the dedicated after care classrooms after school each day. All children must be picked up by 5:30 pm.

### Program Offerings:

Bemidji Schools Preschool Before and After Care Program is a safe, fun and enriching environment for children ages 4-6 who are currently enrolled in a preschool class at the Paul Bunyan Center or Jack and Jill Preschool and need care outside of regular school hours.

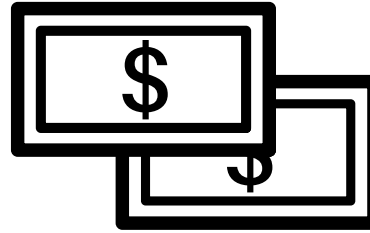
A variety of activities will be offered for children including: free play in the classroom, playground or gym activities, art, board games, reading, imaginary play, etc.

A light snack is provided each day to all children enrolled in after-school care.

We follow a staff to student ratio of 10:1.

## **Billing and Payments:**

Please direct all billing questions and payments to Robin Frisco at the Paul Bunyan Center.  
(218) 333-3119, ext. 35302



Parents must set up a "School Age Child Care" account prior to using Before or After Care. This account can be set up on the Bemidji Community Education website or parents can call Robin at 333-3119, ext. 35302 if they need assistance setting up this account.

## **Rates:**

The cost for Before Care is free.

The cost for After School Care is \$8.00 per day. Families will only be charged for the days their child attends. Staff maintain attendance records each day.

Late Fee: \$5 (Children must be picked up by 5:30 pm each day. A \$5 late fee will be charged if child is picked up later than 5:30 pm)

Childcare workers do not take payments from parents. There is a drop box for payments by Door 1 at the Paul Bunyan Center and inside the entrance of Jack & Jill Preschool.

After care payments may also be paid online.

## **Pick-up Procedures:**

Our children's safety is our top priority. Each child must be signed out each day. A list of authorized pick-up persons must be provided at preschool registration and children will only be released to those authorized to pick-up. Staff must be notified if someone else is picking up your child that day. If there is anyone not authorized to pick-up your child, please let us know and provide the necessary documentation.

## **Paul Bunyan Center:**

- Enter in main door (Door #1) and go down the left (north) hallway to After Care room #7.
- If you cannot reach anyone in the classroom, the children may be in the gym or the cafeteria. In this scenario, please call the after care cell phone (218) 407-3591
- To reach the childcare workers in the classroom, please call (218) 333-3119, ext. 46408

## **Jack & Jill Preschool:**

- Ring the doorbell at the main doors. An After School Care worker will come to open the door.
- If the children are on the playground, please enter through the south gate to pick-up your child.

## **Behavior Expectations:**

Bemidji Area Schools Before and After Care programs promote a safe, nurturing and developmentally appropriate environment for all children to grow, play and have fun! We understand that four and five-year olds are still learning and developing and will be tired after a long day at school. At times, this may cause a child to not display positive behaviors. While our staff are prepared and will handle minor developmentally appropriate behaviors during the program, there are certain behaviors and/or frequency of behaviors that may result in further action in order to maintain the safety and fun for all children and staff in our program.

- When a child has unacceptable or disruptive behavior over a period of time or does not seem to be responding to the staff's interventions, parents/guardians will be notified with a phone call and/or a **first incident report**.
- If the child receives a **second incident report** for their behavior, the ECFE/SR coordinator or the Community Education Director will arrange a parental conference to discuss strategies and interventions.
- If a **third incident report** is completed, the family may be asked to adjust his/her before or after school schedule in some way. This may include dropping off or picking up your child at an earlier/later time or taking a day/s off from Before or After School Care.
- If the behaviors continue and the staff determines that none of the interventions are working, then the After School Care program may not be an appropriate fit for the child and they will be asked to find an alternative option.
- *Children cannot become self-disciplined unless adults teach them right from wrong. Children will be taught the expectations for correct behavior and encouraged to live and act accordingly. When children know something is wrong, and choose to do it anyway, consequences will follow to communicate that the behavior is not acceptable and will not be tolerated in before or after school care.*



## **Immediate Suspension:**

The Before and After Care program is a privilege offered to families.

To ensure the safety and integrity of our program, staff reserve the right to immediately suspend or terminate any child who displays the following behaviors:

- Causes or attempts to cause physical injury to themselves or others
- Causes or attempts to cause destruction of property
- Leaves the designated program area with the intent to run or hide from staff.

Suspension length and follow up plan will be dependent on a case by case basis.

## **Special Needs**

Our program is open to all students enrolled in Bemidji Area Schools Preschool programs and strives to provide equal access and a welcoming environment to all children.

If your child has special needs, including medical needs, dietary needs, allergies, or receives special services during the school day, these must be discussed with staff prior to starting the program. Staff and parents will work together to determine if the Before and/or After Care program is the most appropriate environment for the child and will develop a plan on how to best meet the child's needs. Every effort will be made to accommodate all children.

Unfortunately, our program does offer limitations in regards to the number of staff we can afford to employ, as well as the environment and resources available to us during Before and After school. We are not able to provide any ongoing one-on-one assistance to students during our program hours unless it is specifically stated within their IEP document to include Before and/or After Care services. While we work to meet the needs of everyone, our program is not always the right fit for every child.

In order for children to be successful and to maintain the safety of our program, all children must be able to:

- Function mostly independent in an active and stimulating environment.
- Follow basic directions.
- Be fully toilet-trained and be able to use the bathroom mostly on their own. We do understand all 4 year-olds need help from time to time.
- Follow general safety rules; such as staying in the program area, navigating the space safely, no violent behaviors towards other children, staff or themselves.

## **Medication Policy:**

We do not administer medication of any kind during Before or After Care hours. We do not have any medical personnel on staff.

Please contact the district nurse if your child needs medication during the school day.

## **Outdoor Play Policy:**

Students may play outside if the temperature remains above 10 degrees with the windchill. All students should dress appropriately for the weather. Please ensure your child comes to school each day with appropriate outdoor gear including: boots, hat, gloves, coat, and snowpants in a reusable bag.





# AFTER CARE SITUATIONS

**LOCATION:**

Paul Bunyan Center, Jack and Jill Preschool  
and JW Smith Preschool

**EMPLOYEE:****SUPERVISOR CONTACTS:**

Janelle Slough 218-556-0663  
Rachel Amdahl 218-240-9031

**MISSING CHILD****If a child is missing:**

If you still can't find the child:

- Double check calendars, notes, schedules, and other staff
- Check with the teacher/para and ask if the child was absent or picked up early.

If you still can't find the child:

- Call the parent. If you cannot reach them leave a message and try the other contact numbers.
- Call the ECFE/SR Office at 218-333-8329, Janelle Slough 218-556-0663 or Rachel Amdahl 218-240-9031

**INJURED CHILD****If a child is injured:**

Assess the scene:

- Is there imminent danger?
- Are others hurt?
- Should we call 911?
- Will immediate medical attention be needed?

Access the Child:

- CCC procedures (check, call, care)
- Call 911 if it is an emergency
- Call parent if they need medical attention
- Describe--Do not diagnose

Start First Aid:

- Provide ice, bandages, elevation, splint, etc.
- Document

\*\*If the injury is serious or visible, call the parent and notify them. Otherwise tell the parent upon arrival. Stay with the child until they are ready to return to play. If this period is prolonged, call the parent and tell them the situation.

**LATE PICK UP****If a parent is late picking up a child:**

- 5:35pm - Call the parent(s). Try cell numbers first. work numbers & home numbers.
- Leave a message.
- Wait with the child.
- Try emergency contacts if you are unable to reach the parent. They may be able to locate the parent or be able to pick up the child.
- 6:00pm - If you still haven't reached anyone, call Janelle Slough 218-556-0663 or Rachel Amdahl 218-240-9031.
- Last resort-- Call the police to pick up the child and take him/her to an appropriate shelter. This is consistent with the Bemidji School District After School Care policy.