



PARENT HANDBOOK 2023-2024

Bethel After School Program

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Dear Parents,

It is a joy to welcome you and your family to the Bethel After School Program! We are entrusted with the mission to provide an after-school program for families within the Chehalis School District.

You and your child are a very important part of that mission. We are eager to stand alongside you as parents, to not only love and nurture your child(ren) but to help them grow developmentally, physically, and spiritually into the person GOD desires them to be.

We strongly believe that communication between parents and school staff *is* essential to fully meeting your child's needs. We look forward to developing a positive relationship with you.

The purpose of this handbook is to share information and ideas with parents, to promote understanding of our program, and to foster a spirit of cooperation between parents and our staff. We hope you will find it useful as an orientation to both our policies and our program.

This handbook is designed to give some basic information about the Bethel After School Program ("BASP" or "the Program"), our procedures and our policies. If questions or suggestions arise at any time during your participation, our door is always open for discussion.

Once again, thank you for choosing the Bethel After School Program. We look forward to being a part of your child's journey through the upcoming school year.

Sincerely,

Bethel After School Program Staff

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Vision Statement:

The Bethel After School Program strives to complement the academic lessons of the Chehalis School District*, while providing a Biblically based, Christ-centered environment that will minister to the total child. Students will be safe to express themselves through a variety of activities, including creative arts, academic studies, and recreational play.

Program Statement:

BASP is offered during the school year on each non-holiday, early-release Wednesday from the time school gets out until 4 pm. BASP is open to students in grades K-12 who are enrolled within the Chehalis School District.

Program Goals:

- To provide an opportunity for free play, reading, and age-appropriate games & crafts.
- To provide supervised playground time and recreational activities to enhance fitness.
- To provide study/homework time.

What We Offer:

- We provide youth a safe place to learn and grow, life-enhancing programs, character development experiences, hope, and opportunity.
- We help and encourage youth to adopt healthy habits, positive attitudes, and interpersonal skills that will aid in their development of good character.
- We ensure that all youth feel welcome, just as they are.
- We offer a variety of activities in a warm, friendly atmosphere specifically designed for youth development.
- We offer a varied and diversified program that recognizes and responds to the collective and individual needs of youth.
- We provide guidance to youth. The Bethel After School Program emphasizes biblical values inherent in the relationship between young people, their peers, and adult leaders.
- We are not a licensed childcare program; we are a drop-in, after-school program.

*DISCLAIMER: THE CHEHALIS SCHOOL DISTRICT DOES NOT SPONSOR THIS EVENT AND THE DISTRICT ASSUMES NO RESPONSIBILITY FOR IT. IN THE CONSIDERATION OF THE PRIVILEGE TO DISTRIBUTE MATERIALS. THE CHEHALIS SCHOOL DISTRICT SHALL BE HELD HARMLESS FROM ANY CAUSE OF ACTION FILED IN ANY COURT OR ADMINISTRATIVE TRIBUNAL ARISING OUT OF THE DISTRIBUTION OF THESE MATERIALS INCLUDING COSTS, ATTORNEY'S FEES AND JUDGMENTS OR AWARDS.



Fees:

BASP sponsors the majority of the student’s costs. The parent(s) or guardian(s) is responsible for a minimal supply fee of \$20 per month, per child. This helps to cover a portion of the costs for the student’s supplies and snacks. All student fees must be renewed monthly and paid in advance for the following calendar month. Payments are due by the 3rd day of each month.

All payments paid after the 10th incur a late fee of \$10. The Program does not automatically print Tax Statements for fees paid. We will print them upon request. Please let us know right away if your family requires financial assistance. Scholarships are available to those who apply and qualify.

Refund Policy:

Refund requests must be submitted before the first day of services. (Ex: Refunds must be requested before the first Wednesday of the month.)

Late Pick-up Policy:

Late fees will be assessed for any student remaining after the program’s closing (see below). Students must wait inside the gym for parents/guardians. After all available contacts have been called and one hour has passed, we will contact the proper authorities. Students are not allowed to return until late fees are paid. Late pick-ups related to the congestion of the student loading zone will not incur a late fee.

Assessed Late Fees:

<u>Minutes Past 4 PM Closing:</u>	<u>Late Fee:</u>
10-15	\$5
15-30	\$15
30-45	\$30
45-59	\$45

Checking In and Out:

Upon arriving at the Program each day, all students are checked into the facility. When students are picked up, they must be checked out. This process helps ensure we have accurate attendance records, but more importantly, it ensures that students are checked in and out when they come and go from the Program.



Updating Student Information:

It is the responsibility of the parent(s) or guardian(s) to ensure that all student information is up to date. Please inform the Program Director of any changes so we can notify key staff and update our database accordingly.

Program Operations

Hours of Operation:

The Program is open during all non-holiday, early-release Wednesdays per the Chehalis District School Calendar. A copy of the 2023-2024 Chehalis School District is included as the last page of this Handbook. The facility is open between the hours of 12:30pm – 4 pm.

Session Times, Free Time, and Pick-Up Window:

“**Session Times**” refers to the period in which students are participating in organized activities that enrich the student academically, physically, spiritually, and/or creatively. Outside of these set Session Times, students will participate in a variety of age-appropriate “**Free Time**” activities, such as playing games, recess, movies, snack time, trivia, and independent study hall.

Students that have parent or guardian permission to walk home will be released at the end of their Session Time. All other students will participate in Free Time activities until they are picked up by their parent, guardian, or other authorized individual during the Pick-Up Window.

<u>Grade:</u>	<u>Estimated Arrival</u>	<u>Session Time:</u>	<u>Pick-Up Window</u>
K-2	1:55 – 2:10 pm	2:20 – 3:30 pm	3:30 – 4 pm
3-5	1:55 – 2:10 pm	2:10 – 3:30 pm	3:30 – 4 pm
6-8	12:55 – 1:10 pm	1:15 – 3:00 pm	3:30 – 4 pm
9-12	12:45 – 1:10 pm	1:15 – 3:00 pm	3:30 – 4 pm



Transportation:

Transportation to the Program: (Arrival/Drop-Off)

Parents and Guardians are responsible for notifying the child's school of their enrollment in the BASP program to authorize their child's release to the care of Program staff.

Program staff will meet elementary students at their school and walk the students across the street to the Olympic Elementary. Middle school students will walk themselves to Olympic Elementary upon their school's release. High School students may walk, bike, or drive to Olympic Elementary upon their school's release.

Transportation from the Program (Departure/Pick-Up):

The enrolling Parent or Guardian is responsible for arranging their student's transportation after the program. Chehalis District bus transportation is not available for student drop-off. We highly recommend that elementary students not walk home alone, especially after sunset.

Students are not permitted to walk or otherwise leave, unchaperoned, unless the Parent or Guardian has notified the Program Director in advance or was otherwise predetermined on the Transportation Consent Form.

Issuance of Vehicle Placards/Authorized Student Loading Zones

During your child's first pick-up by personal vehicle, parents & guardians must use the designated loading area to pick-up student(s). The designated loading area is located at the front parking lot and will be identifiable by cones and signs. The loading zone will be open between 3:30pm – 4 pm.

A member of Program staff will meet you at your vehicle and ask you for the name of your student(s) and request to see valid photo ID. The staff member will then radio to inside staff and your student will then be permitted to exit the building.

During this initial pick-up, you will be issued a placard with your child(s) name on it. **For all future pick-ups, you may hang the placard from your rearview mirror, in a position that is readable**



from the front windshield. Vehicles that have visible placards will not be asked for their ID, which will expedite the pick-up process. *Families should expect to be patient during the first few weeks of student pick-up while everyone is becoming familiar with the loading process.*

For safety reasons, students will not be released to vehicles that are parked in any parking space. Students will only be released to families that are utilizing the authorized student loading zone.

Unauthorized Persons at Student Pick-Up:

Students will only be released with those who are listed on their *Transportation Consent Form* unless the enrolling Parent/Guardian contacts the Program Director in advance. **Anyone that is picking up a student must present valid ID to our check-out staff or have a vehicle placard visibly placed in their front windshield.** There are no exceptions to this policy.



Medication:

Prescription and non-prescription, over-the-counter (OTC) medication should be administered before and/or after the time the child(ren) attends the Program. The Program does not provide an RN, LPN, or other medical professional who is qualified to administer medications.

The Program staff will administer *limited* medications, such as asthma inhaler, with prior approval from the Program Director.

Any medication (prescription or otherwise) administered to a student attending the Program must adhere to the following protocols:

- Medication must be in the original container with written, original prescribed dosage clearly marked.
- ONLY send the medication amount needed while at the Program.
- All medication must be hand-delivered to the Program Director to be properly secured. DO NOT send medication with the youth. This policy also applies to OTC medications such as Tylenol. Written parental permission is also needed for administering OTC medication.
- Parents must provide written directions and the proper administration of medication as well as an authorization from the child's physician.

Sick Policy:

Students who are experiencing any of the following symptoms should be kept home from the Program until the symptoms subside:

- Fever of 100 degrees or higher. Students should be fever-free without medication for 24 hours before returning to the Program.
- Nausea, vomiting, or diarrhea. Students should be free of these symptoms for 24 hours before returning to the Program.
- A skin rash of unknown origin.
- Red, watery eyes (NOT caused by allergies) or eye discharge, especially if the eye is crusty or glued shut in the morning.
- A heavy cold with a deep, hacking cough.

Please be sure that your child is fully recovered before sending them back to the Program. In the event a child exhibits any of the above-mentioned symptoms, you will be contacted to come and get them within 30 minutes. This is for the comfort of your child as well as to limit the time of exposure to other children and staff.



BASP Rules & Discipline Procedures

Personal Possessions:

THE PROGRAM IS NOT RESPONSIBLE FOR PERSONAL POSSESSIONS BROUGHT FROM HOME. (I.E. CELL PHONES, MONEY, BIKES, BACKPACKS, VIDEO GAMES).

There are cubbies, hooks, and designated areas available for storing backpacks and coats. All items need to be taken home daily. Please see our check-in/check-out staff for Lost. & Found items. We will hold misplaced items for 30 days then unclaimed items will be donated to a local charitable organization.

Important Security Policies:

- The Bethel After School Program strictly prohibits the use and/or possession of alcohol, vapes, drugs, drug paraphernalia, and tobacco products on the premises.
- All weapons and simulated weapons are banned including but not limited to toy guns, slingshots, or knives.

The Program reserves the right to have individual and/or personal property searched, if there is a reasonable concern for security.

Program Rules:

BASP has adopted a simple set of rules to guide students while attending the Program. The rules are simple to follow and easy to remember:

- Sign in & out every day. Follow all staff directions.
- Keep hands, feet, and all objects to yourself. No swearing or teasing.
- Offices, storage, and non-staffed areas are off-limits to all students.
- Checkout with Program staff before leaving the facility.
- Respect yourself, others, and the facility.
- HAVE FUN!



Program Discipline Procedures

During the day-to-day operation of our programs, there may be occasions when a student chooses to disregard a Program rule. The Program staff will use these moments as “teaching” opportunities for our youth, guiding them into making positive choices in the future.

1st Occurrence:

Talk to the Student about the choices they made and how they can make a different choice in the future. Students who are in visible emotional distress may be placed in a quiet activity center until they are ready to return to a stimulating, classroom setting. *Incident Reports will be completed by Program staff for any occurrence involving emotional distress, injury, or other incident that may require additional training/coaching by the parent/guardian to the student. A copy of all Incident Reports will be sent to the Primary Contact Parent/Guardian by email.*

2nd Occurrence:

Program staff will repeat the same process as a 1st Occurrence. Parents/Guardians may be contacted to schedule a conference with the Program Director if the student continues to choose inappropriate behaviors.

3rd Occurrence:

After Program staff have exercised all avenues of behavior support and the student requires parental intervention, parent Pick-Up will be required. Program Staff may suspend or expel any Student for behavior that is judged extremely inappropriate.

Depending upon the severity of the situation, Program Staff have the right to determine the order of these guidelines. If your child is suspended or expelled, immediate pick-up is required.

The student may not return until the Parent/Guardian meets with the Program Director. BASP reserves the right to suspend a student at any time during the day. Usually, an immediate suspension will only occur for the following reasons: fighting (violence of any kind), theft, or blatant disrespect of staff, volunteers, parents, or students.



Incident Reports:

Should your child be involved in an incident/accident while at BASP, a staff member will complete an Incident/Accident Report. A copy of the Incident/Accident Report will be emailed to the Primary Contact Parent/Guardian listed on the student's enrollment form. Should you feel it necessary to have a discussion or meeting, you may schedule a meeting or telephone conference with the Program Director. If the Incident/Accident involves another student, the Program will take the appropriate action with that student and their parent or guardian. BASP will only provide the names of all involved staff members to the Incident/Accident and will not release any names of students unless it is to a police officer or other emergency responder.

BASP Safety Policies

- All staff and program volunteers undergo criminal background checks.
- Two adult Program staff members or volunteers are always required inside the classrooms. Under no circumstances should a staff member or volunteer be in a room alone with a student.
- It is a staff member's/volunteer's responsibility to maintain a professional relationship with Students.
- Staff and Program volunteers may not have contact with students outside of the Program for any reason, including babysitting, sharing, or communicating via email, phone, text, or through social networking.
- Students and staff are not permitted to use the same restroom. Staff must use the dedicated staff bathroom and students must use the student dedicated restroom.
- Students must be capable of caring for their own bathroom/hygienic needs. No staff or volunteer will help with toileting a child.
- Program staff & volunteers are not permitted to partake in physical displays of affection with students outside of fist bumps, elbow bumps, or high fives. (i.e., hugs, carrying, piggyback rides, and hand holding is *not permitted*).
- If any Program Staff member is accused of abuse of a child, local law enforcement will be contacted.



Parent Statement of Understanding

This confirms that I _____,

- Received and read the Bethel After School Program 2023-24 Parent Handbook.
- Understand its contents, policies, and procedures.
- Understand that the policies and procedures contained in the Parent Handbook may be changed and/or updated by the Bethel After School Program at any time.

Signature:

Print Name:

Date: _____

Chehalis School District
2023-24 School Year Calendar

Adopted Calendar
2/21/2023

Legend

- Regular school days
- Non-school days/holidays
- PAWS Days*
- Early release days

*Professional Academic Work for Success

August

M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

8/28 District Day

September - 19

M	T	W	Th	F
				1
4	5	6	7	8
11	12	(13)	14	15
18	19	(20)	21	22
25	26	(27)	28	29

9/1 No School
9/4 Labor Day - Holiday
9/5 First Student Day

October - 22

M	T	W	Th	F
2	3	(4)	5	6
9	10	(11)	12	13
16	17	(18)	19	20
23	24	(25)	26	27
(30)	(31)			

10/30-31 Fall Conferences

November - 19

M	T	W	Th	F
		1	2	3
6	7	(8)	9	10
13	14	(15)	16	17
20	21	(22)	23	24
27	28	(29)	30	

11/1-11/3 Fall Conferences
11/10 Veterans Day - Holiday
11/22 Holiday Release
11/23-11/24 Thanksgiving - Holidays

December 11

M	T	W	Th	F
				1
4	5	(6)	7	8
11	12	(13)	14	(15)
18	19	20	21	22
25	26	27	28	29

12/15 Holiday Release
12/18-12/29 Winter Break

January - 21

M	T	W	Th	F
1	2	(3)	4	5
8	9	(10)	11	12
15	16	(17)	18	19
22	23	(24)	25	26
29	30	(31)		

1/1 Holiday
1/2 Back to School
1/15 MLK Jr. Day - Holiday
1/26 End of 1st Semester

February 20

M	T	W	Th	F
			1	2
5	6	(7)	8	9
12	13	(14)	15	16
19	20	(21)	22	23
26	27	(28)	29	

2/19 President's Day - Holiday

March - 20

M	T	W	Th	F
				1
4	(5)	6	(7)	8
11	12	(13)	14	15
18	19	(20)	21	22
25	26	(27)	28	29

3/5-3/7 Spring Conferences
3/8 1st Closure Makeup Day or No School

April - 17

M	T	W	Th	F
1	2	3	4	5
8	9	(10)	11	12
15	16	(17)	18	19
22	23	(24)	25	26
29	30			

4/1-4/5 Spring Break

May - 21

M	T	W	Th	F
		(1)	2	3
6	7	(8)	9	10
13	14	(15)	16	17
20	21	(22)	23	24
27	28	(29)	30	31

5/24 2nd Closure Makeup Day OR No School
5/27 Memorial Day - Holiday

June - 10

M	T	W	Th	F
3	4	(5)	6	7
10	11	12	13	(14)
17	18	19	20	21
24	25	26	27	28

6/8 Graduation
6/14 Last Day of School
6/19 Juneteenth Holiday

July

M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

7/4 Independence Day - Holiday

Regular School Hours
Linnott Elementary (K-2) 9:00am-3:30pm
Preschool 9:00am-11:30am/1:00pm-3:30pm
Smith Elementary (3-5) 8:50am-3:20pm
Chehalis MS 7:50am-2:20pm
WF West HS 7:40am-2:10pm
VISIONS 8:15am-2:00pm

PAWS Days (Only Marked Wednesdays)

Linnott Elementary	2:00 pm
Smith Elementary	1:50 pm
Chehalis Middle School	12:50 pm
W.F. West High School	12:40 pm

Fall and Spring Conference Days (Lunch served)
October 30 - November 3, 2023
March 5 - March 7, 2024

Linnott Elementary	1:30 pm
Smith Elementary	1:20 pm
Chehalis Middle School	12:20 pm
W.F. West High School	12:10 pm
VISIONS	12:00 pm

Holiday Release/Last Day of School (No lunch)
November 22, 2023
December 15, 2023
June 14, 2024

Release Times

Linnott Elementary	12:15 pm
Smith Elementary	12:05 pm
Chehalis Middle School	11:55 am
W.F. West High School	11:55 am
VISIONS	11:00 am