

# **BSAC**

## **REQUIRED FORMS**

**BEVIS ELEMENTARY**

**BSAC After School Experience**



# GENERAL RELEASE & EMERGENCY MEDICAL TREATMENT AGREEMENT

I/We as parent(s) or legal guardian(s) for \_\_\_\_\_ (name of minor) (hereinafter referred to as "Participant"), hereby give permission for Participant to participate in the BSAC's After School Care Program, (hereinafter referred to as "BSAC After School Care Program"), and any and all activities associated therewith; to travel with a BSAC Staff Member, Chaperone, Coach, or Volunteer to or from BSAC activities that may involve risk of serious injury, including permanent disability and death. I/We further authorize any BSAC Staff Member, Chaperone, Coach, or Volunteer, in his/her discretion, to obtain medical or emergency treatment for participant.

In consideration for participation in the BSAC After School Care Program, I/We further, as parent(s) of Participant (a minor) on behalf of said Participant, as well as on behalf of myself/ourselves, hereby forever release, acquit, discharge and hold harmless BSAC, their officers, employees, agents, counselors, chaperones, coaches, helpers, aids, or assistants (hereinafter collectively referred to as "BSAC") of any and all liability, claims, actions, causes of actions, lawsuits, or rights or claims for damages, including but not limited to, claims for BSAC's own negligent acts or omissions, relating to or in any way arising out of Participant's participation in the BSAC After School Care Program.

I/We understand that if my child should become ill or injured at BSAC, that BSAC, will (1) contact me immediately and (2) contact the person(s) I have designated if I cannot be reached. Should BSAC be unable to reach me and/or the person(s) designated, BSAC is authorized to contact my child's physician and/or arrange for immediate medical treatment. The physician and/or medical facility are authorized to administer emergency medical treatment necessary to ensure the health and safety of my child. I/We will accept all responsibility for payment of medical services rendered.

BSAC is a licensed facility through the Department of Child and Family Services. All staff members are mandated reporters of child abuse. A report is to be filed when reasonable cause has been given to suspect a child is being abused or maltreated by a parent, guardian, custodian or other person legally responsible for the child.

I/We have read, understand, and agree to all the above terms and conditions and have entered into the same of my/our own free will and accord.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

## CODE OF CONDUCT

1. I will not interfere with the teaching and learning of others.
2. I will respect the personal space, rights, and property of others.
3. I will follow directions from BSAC staff, volunteer, coaches, etc.
  4. I will practice good sportsmanship.
  5. I will be respectful of myself and my fellow Students.
  6. I will listen quietly while others are speaking.
  7. I will be polite, courteous, and respectful at all times.
  8. I will keep my hands to myself.
  9. I will be quiet in lines, restrooms, and when passing.
  10. I will practice self control.
11. I promise to use a low speaking voice, remain in my seat, stay buckled and use appropriate language when being transported in a BSAC vehicle.

I understand that violating this code of conduct will result in taking a timeout/cool-down from a privilege or activity that I have scheduled for that day. If my misbehavior continues, it will be necessary to notify my parents/guardians and schedule a conference to determine a plan of action for me. Misbehavior that may cause injury to myself, other Students, or create safety issues may result in my leaving the program.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# BEHAVIOR EXPECTATIONS AND GUIDELINES

BSAC offers children a variety of age appropriate and fun activities. A large portion of our After School Care schedule is spent outdoors, is very physically oriented and helps children to acquire valuable social skills as they interact in a group setting with other children daily.

In our program, we expect our Students to behave in a responsible manner at all times, whether it is at the facility or while we are offsite. We wish to ensure the safety of your child, as well as other Students; and thus, we have developed the following behavioral expectations that we would like you to review with your child(ren):

1. **Inform an adult IMMEDIATELY** if a problem arises. The safety and well being of all Students attending this After School Care is of the utmost importance. For this reason, if at any time during the camp an incident occurs that makes the Student feel threatened or intimidated, he/she should tell a BSAC staff member immediately.
2. **Respect others.** Students that act irresponsibly or endanger the health, safety, or welfare of themselves, or any Student, will be sent home immediately.
3. **Respect the property of others.** Students are not to take objects from BSAC facilities/locations or from other Students. We ask that all Students leave the locations cleaner than when they arrived. Students must take great care not to do any damage to the facilities they use during After School Care. Any Student that breaks or destroys BSAC property will be held financially responsible to replace that item.
4. **Use of inappropriate behavior,** including; profanity, disrespect to other Students or staff members, destruction of property or equipment, physical injury to another child, or not following the safety rules and procedures explained in our bus and safety rules will result in immediate disciplinary action as indicated within our Discipline Policy.
5. **We are an Anti-Bullying facility.** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. This behavior is often repeated, or has the potential to be repeated over time. Behaviors seen as bullying may result in immediate dismissal from BSAC programming.

If necessary, inappropriate behavior will be addressed by our After School Care Directors using the disciplinary procedures that are in alignment with the policies of BSAC and the Hillsborough County Ordinance governing Child Care Facilities.

## Transportation Conduct

A van/bus conduct report will be issued and written by the driver when a safety rule has been broken. Please advise your child(ren) of the following transportation safety rules: use a low voice when speaking, stay seated and buckled at all times, use appropriate language, keep hands and feet to themselves at all times and NO eating, drinking, or chewing gum on the bus/van at any time.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

# DISCIPLINE POLICY

We encourage positive actions through positive reinforcement and close supervision. Our main goal here at BSAC is to keep the children safely involved in activities so that inappropriate behavior is limited. The following steps will be followed if inappropriate behavior occurs, along with a written Student counseling statement:

1. The child is spoken to privately in a firm but gentle manner regarding the unacceptable behavior.
2. If the behavior continues, the child is removed from the activity for a cool down/timeout until both the counselor and the child feel the child is ready to return.
3. If the behavior still continues to occur, the child's parent will be spoken with before departing for the day.
4. Further incidents will result in the child having to be picked up from the facility and a parent conference will be held to determine an effective disciplinary plan, which requires the participation of both the program coordinators and the parents. A probationary period may be designated to determine if the program can effectively meet the needs of the child, or if the child's needs would be better served in a different program.
5. Behavior Report will be filed when there is evidence of property destruction, injury to an individual or physically touching an individual. Accrual of multiple behavior reports and other inappropriate behavior is grounds for dismissal from camp.

**EXPULSION POLICY:** BSAC has **ZERO TOLERANCE** for acts of inappropriate behavior outlined in our behavior and conduct expectations. Issues that may result in termination of enrollment with or without notice, depending on the seriousness of the behavior, include, but are not limited to, any of the following actions:

1. Striking another individual
2. Causing harm to another individual resulting in the need for medical attention
3. Displaying violent or uncontrollable behavior that puts others or themselves at risk
4. Bullying
5. Disrespect towards other Students or counselors
6. Repeated disregard for our Behavior Expectations and Guidelines

Behavior incidents will never be dealt with in a demoralizing, humiliating or abusive manner. No child shall be subject to abuses of neglect, cruel, unusual, severe, or corporal punishment. This includes but is not limited to: punishments which subject a child to verbal abuse, ridicule, humiliation, denial of food or outside time, use of bathroom facilities, punishment for soiling, wetting, or not using the toilet.

Our policies and procedures for discipline are consistent with and are focused on assisting the child to grow both socially and emotionally. They are also within expectations for their specific age level of development.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## LOST AND FOUND POLICY

BSAC is not responsible for broken, lost, misplaced, or stolen items. We will make every effort to see that your child returns home each day with the same belongings with which he/she arrived.

Items that we find each day that resemble clothing, towels, footwear, hats, swimwear, fitness bags, backpacks, and the like will be stored in our Lost and Found cabinet. At the end of each day, unclaimed items will be placed into Lost and Found and held until Friday. All items remaining in the cabinet after item will be donated to charity. Items of value such as cell phones, electronic readers, car keys, jewelry, etc. will be locked inside one of our administrative offices. Please ask a member services representative about any valuables you or your child may have misplaced.

We want to assure you that we will treat your items with the utmost care. By the same token, you can help us by adhering to the following guidelines:

- \*Please label ALL items with both first name, last name and grade.
- \*Remind your child(ren) to keep their items inside their backpacks at all times.
- \*Do not bring valuable items to the BSAC After Care including, but not limited to; jewelry, sentimental items, money.
- \*Clean out backpacks each evening in order to better track items.
- \***Best rule of thumb:** if you don't want to lose it, **DON'T BRING IT!**

We want to give you and your child(ren) the best possible experience at BSAC and do not want to have that experience tarnished over lost items. Thank you for helping us to ensure this occurs.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

## **PICK-UP AND DROP-OFF POLICY**

Please be advised of the following pick-up and drop-off policies for parents of BSAC programs:

1. All parents/authorized pickups MUST remain in their vehicles for drop off/pickup.
2. Parents/authorized pickups should use their location's designated text ahead number to notify BSAC After Care of child's dismissal.
3. Parents/authorized pickups MUST present their photo ID or QR code from their MyProcure app at EVERY dismissal. Each authorized contact will have their own unique QR code.
4. Parents will refrain from any maneuvers that are unsafe or would obstruct flow of traffic.
4. Under no circumstances shall the parent/authorized pickups do the following while dropping off or picking up their child:
  - a. Honk horn
  - b. Double park
  - c. Leave their vehicle
  - d. Leave a minor in the vehicle unattended
  - e. Enter the dismissal line going the wrong direction
  - f. Maneuver your vehicle to block/obstruct traffic from leaving
  - g. Park in a handicap designated spots unless a FDOT handicap sign is posted
5. To ensure the safety of the children, do not allow your child to exit the vehicle without staff supervision.

We sincerely request that you strictly follow all conditions listed above without any exception for your child(ren)'s safety and the safety of our program members.

We appreciate your understanding, cooperation, and help in preserving a safe environment for children and adults attending our programs.

Please sign below stating that you have read, understand and agree to follow the BSAC Pick-up & Drop-off Policy.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

# KNOW YOUR CHILD'S DAY CARE FACILITY BROCHURE

Hillsborough County Ordinance requires that parents must receive a copy of the "Know Your Child's Day Care Facility Brochure," and the parents are also notified in writing of the 'Disciplinary Practices' used by the child care facility. My signature certifies that I will read and understand the "Know Your Child's Day Care Facility" brochure and discipline policies in their entirety - both of which can be found in this packet and online at [www.mybsac.org](http://www.mybsac.org). Furthermore, should I have any questions regarding the "Know Your Child's Day Care Facility" brochure, I will ask a member of BSAC's After School Care staff.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FINANCIAL AGREEMENT

I \_\_\_\_\_ am entering into a financial agreement with BSAC, and understand and agree to all the below terms and conditions.

- TUITION:** I understand that all tuition and fees will be automatically deducted from my financial account on the **Wednesday prior** to the week of attendance. If my balance is not paid **IN FULL** by the Wednesday before the week of attendance, my child(ren) will not be allowed to attend BSAC Programming until it is paid in full and I will **forfeit** my reserved spot.
- NO REFUNDS:** Refunds will not be issued for absence regardless of reason, including: illness, vacation, or other causes.
- WITHDRAWAL:** I understand that **ANY WITHDRAWAL** to my child(ren)'s enrollment for BSAC's After School Programming must be submitted in writing on BSAC's Withdrawal Form **7 days prior** to your withdrawal date. Withdrawal Forms are available by request through email to [childcare@mybsac.org](mailto:childcare@mybsac.org).
- PICK-UP:** I understand that if I am late to pick up my child(ren), I will be charged a fee of **\$5.00 per 15 minute/per child** after the designated pick-up time (6:00pm).
- RETURNED CHECKS/CHARGEBACKS:** I understand that a fee of **\$35.00** will be charged on all returned checks and chargebacks.
- DECLINED CREDIT CARD FEES:** I understand that a fee of **\$15.00** will be charged on all declined credit cards.
- If payment is not made in full prior to the week, I understand my child will be placed on a waiting list.**

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date



<b>FOR OFFICE USE ONLY:</b>
CC Update _____
Future Enrollment _____
Payment start date: _____
Program: After School Care__
Amount: \$ _____
Last 4 of Card: _____

## After School Care AUTOMATIC PAYMENT AUTHORIZATION

By signing below, I authorize BSAC to automatically charge my credit/debit card for the program listed below. **WITHDRAWAL FORMS MUST** be submitted **IN WRITING** via email to [Childcare@mybsac.org](mailto:Childcare@mybsac.org) **7 days prior to your withdrawal date.**

**REMINDER: There will be a \$15 fee for declined credit cards and a \$35 for returned checks.**

Name on Card: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Child's Date of Birth: \_\_\_\_\_

Program Child is enrolled in: \_\_\_\_\_

Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Receive Text Messages: Yes \_\_\_\_\_ No \_\_\_\_\_ Carrier \_\_\_\_\_

Billing address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Email address: \_\_\_\_\_

I agree to all terms and conditions \_\_\_\_\_  
Signature Date

Notes: \_\_\_\_\_  
 \_\_\_\_\_

**Payment Information: Payment information is not saved once updated electronically.**

Credit/Debit Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CVV: \_\_\_\_\_ Zip Code: \_\_\_\_\_





**KNOW YOUR CHILD CARE FACILITY**  
Hillsborough County

Choosing an appropriate child care program is an important decision for both the parent and the child. Family needs as well as the child's individual needs should be considered in this process, including the child's age and developmental level.

This brochure is intended to provide helpful information regarding child care facilities. It summarizes the quality indicators of a child care facility, the parent's role in quality care, and some of the minimum standards used to license child care facilities.

This child care facility has met the state minimum child care licensure standards as outlined in section 402.305, Florida Statutes and Hillsborough County Child Care Licensing Ordinance 13-5.

License Issued on 10/08/2019  
License Expires on 09/30/2020

**CHILD CARE BROCHURE STATEMENT**

(Chapter 402.3125, F.S.)  
On, \_\_\_/\_\_\_/\_\_\_,  
I,

(Name of Parent or Legal Guardian)  
received a copy of the Child Care Brochure.

(Signature of Parent or Legal Guardian)

(Name of Child)

This information is for the facility's children's file unless statement is included on enrollment form.

*Quality Child Care*

Quality child care offers the child healthy, social and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment.

Children in quality child care settings also participate in daily age appropriate activities that help develop essential skills, build independence and instill self respect.

When evaluating child care settings for quality, the following quality indicators should be considered:

*Quality Caregivers*

- ✓ Are friendly and eager to care for children.
- ✓ Accept family cultural and ethnic differences.
- ✓ Are warm, understanding, encouraging, and responsive to each child's individual needs.
- ✓ Use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- ✓ Help children manage their behavior in a positive, constructive, and non-threatening manner.

- ✓ Allow children to play alone or in small groups.
- ✓ Are attentive to and interact with the children.
- ✓ Provide stimulating, interesting, and educational activities.
- ✓ Demonstrate knowledge of the social and emotional needs and developmental tasks for all children.

Quality Environments

- ✓ Are clean, safe, inviting, comfortable, and child-friendly.
- ✓ Provide easy access to age-appropriate toys.
- ✓ Display children's activities and creations.
- ✓ Provide a safe and secure environment that fosters the growing independence of all children.

Quality Activities

- ✓ Are children initiated and teacher facilitated.
- ✓ Include social interchanges with all children.
- ✓ Are expressive including play, painting, drawing, story telling, music, and dancing and other varied activities.
- ✓ Include opportunities for all children to read, be creative, explore, and problem solve.

Parent's Role

The parent's role in quality child care is vital to its success. In partnering with the caregiver to achieve this goal, parents should:

- ✓ Familiarize themselves with the child care standards used to license the child care facility.
- ✓ Inquire about the qualification and experience of child care staff as well as staff longevity.
- ✓ Know the facility's policies and procedures.
- ✓ Communicate with the caregiver.
- ✓ Visit and observe the facility and participate in special activities as well as scheduled meetings and conferences.
- ✓ Talk to their child about their daily experiences in child care.
- ✓ Arrange alternate care for their child if they are sick.

Licensing Standards

Hillsborough County Child Care Licensing Ordinance

Every licensed child care facility should maintain licensing standards that include but are not limited to, the following:

General Information

- ✓ Have a valid license posted for parents to see.
- ✓ Have all staff appropriately screened.
- ✓ Maintain minimum staff-to-child ratios:

Under 1 year old	1:4
1 year old	1:6
2 year old	1:11
3 year old	1:15
4 year old	1:20
5 years and older	1:25

- ✓ Maintain appropriate transportation vehicles and procedures.
- ✓ Provide parents with written age appropriate disciplinary practices used by the facility.
- ✓ Provide access to the facility during normal hours of operation.
- ✓ Maintain usable indoor floor space for playing, working and napping.

### Physical Environment

- ✓ Provide space that is clean and free of litter and other hazards.
- ✓ Equipped with age and developmentally appropriate toys, bathroom facilities and other sufficient age appropriate furnishings.
- ✓ Provide isolation area for children who become ill.
- ✓ Instill proper handwashing, toileting and diapering activities.
- ✓ Be accessible and appropriate for all children.

### Training Requirements

- ✓ 45 hour Introductory Child Care Training.
- ✓ 10 hours annual Inservice training.
- ✓ Facility Directors must have a valid Florida Director Credential.

### Health Related Requirements

- ✓ Have established emergency procedures that include:
  - 1-800-962-2873 Florida Abuse Hotline number posted along with other emergency numbers.
  - Staff trained in First Aid and CPR on the premises at all times.
  - Fully stocked first aid kit.
  - A working fire extinguisher and monthly fire drills and emergency drills posted.
  - Have a locked storage place for storing medication and hazardous materials.

### Food and Nutrition

- ✓ Posted menus for snacks and meals that provide daily nutritional needs of the children.

### Record Keeping

- ✓ Maintain accurate records that include:
  - Children's health exams and immunization records
  - Medication records
  - Enrollment information
  - Personnel records
  - Accurate daily attendance records
  - Accident and Incident reports
  - Parental permission for field trips

### Additional Information

For further information about child care or specific child care facilities, please contact the Hillsborough County Child Care Licensing Program Website:

[www.hillsboroughcounty.org/childcarelicensing](http://www.hillsboroughcounty.org/childcarelicensing)

Phone number: (813) 264-3925