



BLUFFTON-HARRISON MSD CHILDCARE

Director: Mrs. Jaci Moser

Adult Supervisor: Angie Hubble

Thank you for choosing BHMSD Childcare for your children.
 Visit BHMSD Childcare on Facebook and follow on Twitter at @BHMSDChildcare

CHILDCARE HOURS

<u>Childcare Program</u>	<u>Location</u>	<u>Times</u>
* School Age Children	Childcare Center Childcare Center	6:00 a.m. – 7:45 a.m. 3:00 p.m. – 6:00 p.m.
* Registered Preschool Students <small>Must be age 4 on or before August 1 the year student begins Preschool. May attend childcare starting August 1 the year student will begin Preschool.</small>	Childcare Center Childcare Center Childcare Center	6:00 a.m. – 8:15 a.m. 11:00 a.m. – 3:30 p.m. 3:30 p.m. – 6:00 p.m.
* Summer Childcare	Childcare Center	6:00 a.m. – 6:00 p.m.

PAYMENT

Payment

- Preschool and school-age students: Before school childcare is \$5.00 **per child/per day**.
- Preschool students: Afternoon childcare from 11:00 a.m. - 3:30 p.m. is \$5.00 **per child/per day**.
- Preschool and school-age students: After school childcare for Preschool students from 3:30-6:00 p.m. is \$5.00 **per child/per day**. After school childcare for school-age students from 3:00-6:00 p.m. is \$5.00 **per child/per day**.
- If student is not picked up by 6:00 p.m., a fee of \$5.00/15 minute interval will be charged to the account beginning at 6:01 p.m.
- Meals purchased from the cafeteria will be charged accordingly to the student’s meal account. The childcare fund and meal account fund will be kept separate; therefore, please do not combine breakfast/lunch money with childcare money.

Payment is due to Bluffton-Harrison MSD in advance of services. You may pay by the day, week, or month prior to using the childcare services. Please be sure your check or cash is in an envelope clearly marked “childcare”. If you wish, you may send your payment with your child. If you pre-pay and your child does not attend due to illness, change of plans, etc., your account will not be charged for that amount. **Checks should be made payable to BHMSD. A delinquent payment of one week may result in termination of enrollment.**

CALENDAR

Dates of Service for Childcare.

The BHMSD childcare program will be an open, year-round program, including cancellation days and school breaks. When BHMSD is closed or delayed due to road conditions, fog, or other emergencies, childcare **WILL** be available for enrolled BHMSD childcare students. Make sure to pack a lunch for your child for when school is closed, as we won't be served lunch on cancellations.

*Please see the included BHMSD Childcare Calendar for dates that the childcare program will close for holidays.

DISCIPLINE POLICY

Goal

The goal of the Bluffton-Harrison MSD childcare discipline policy is to provide a positive environment where students are expected and encouraged to respect others, the property of others, and themselves. Our policy is driven by the belief that the purpose of education is to prepare our students for life, and exercising self-control is a key ingredient to a successful future.

Definition

Discipline involves the establishment of guidelines for acceptable student behavior. These guidelines encourage students to use self-control in following the procedures that have been established. It also includes administering appropriate consequences to students when they choose not to follow procedures and giving encouragement to students when they do follow procedures.

Student Responsibilities

Student conduct is expected to reflect respect and consideration for the personal and property rights of others, as well as an understanding of the need for cooperation with all members of the school community. Specific student responsibilities include, but are not limited to:

1. Accepting responsibility for one's behavior.
2. Demonstrating a positive attitude by following the directions of teachers and staff members.
3. Respecting the rights and personal property of others.
4. Respecting the authority of all childcare personnel.
5. Helping to maintain the facility.
6. Following the lifelong guidelines and life skills.

Consequences

Childcare employees may find it necessary to discipline students when their behavior interferes with the safety of anyone in attendance. Any of the following consequences may be utilized dependent upon the severity of the behavior:

- A discussion of the behavior with the child to redirect the behavior in an appropriate manner.
- A brief time away from normal activities or a specific activity (5 - 15 minutes).
- Time away from normal activities or a specific activity for a day.
- An in-program detention.
- A suspension from childcare.

*As per BHMSD School Board Policy JQ-R: Written behavioral guidelines shall be established and/or approved by the school and provided to the parent(s)/guardians(s) when the child is enrolled in the child-care program. Staff members of the child-care program shall be responsible for supervising and monitoring each child's behavior and reporting any problems to the parent(s)/guardians(s). If behavioral problems are persistent or severe, the child may be terminated from the program. Parents must be notified of the child's dismissal from the child-care program.

Communication

Bluffton-Harrison MSD believes that a cooperative effort must exist between childcare providers and parents in providing the best possible care for children. Communication is a key component in making this working relationship effective. Therefore, when questions arise, please feel free to call the childcare director for an appointment. You may also email the childcare director anytime (sclouser@bhmsd.org).

For a complete BHES student handbook, visit the district website at www.bhmsd.org.

**Bluffton-Harrison Elementary School
Childcare Program
PRE-PAY FINANCIAL AGREEMENT**

- I understand and agree to pay \$5.00 for the before school childcare (6:00-8:15 a.m.) **per child per day.**
- I understand breakfast is offered and available for an additional fee **per child per day.**
- I understand and agree to pay \$5.00 for the after school childcare (Latch Key after school until 6:00 p.m.) **per child per day.**
- I understand and agree to pay \$5.00 for Preschool Childcare (11:00 a.m. – 3:30 p.m.) **per child per day for registered preschool students only. An additional \$5.00 charge is incurred if a preschool student stays from 3:30-6:00 p.m.**
- If my child is not picked up by 6:00 p.m., a fee of \$5.00 per 15 minute interval will be charged to the account beginning at 6:01 p.m. **per child per interval.**

Payment is due to Bluffton-Harrison MSD in advance of services. You may pay by the day, week, or month prior to using the childcare services. Please be sure your check or cash is in an envelope clearly marked “childcare”. If you wish, you may send your payment with your child. If you pre-pay and your child does not attend due to illness, change of plans, etc., your account will not be charged.

Checks should be made payable to B-H MSD.

A delinquent payment of one week may result in termination of enrollment.

If my child eats a school breakfast, his/her breakfast/lunch account will be charged accordingly. The childcare fund and breakfast/lunch account fund will need to be kept separate; therefore, please do not combine breakfast/lunch money with childcare money.

The receipt received after payment is the only receipt that will be given. The tax exempt I.D. number is on the receipt form. **Please save your receipts if needed for tax purposes.** Upon request, an itemized year-end report will be given.

I have read the basic provisions for the Bluffton-Harrison Childcare program and understand the school corporation’s policy regarding pre-payment.

Child’s name _____

Address _____ City _____ State _____ Zip _____

Birthday _____ Age _____

Child’s Teacher _____ Grade _____

Mother’s Name _____ Mother’s Phone # _____

Father’s Name _____ Father’s Phone # _____

Stepmother’s Name _____ Stepmother’s Phone # _____

Stepfather’s Name _____ Stepfather’s Phone # _____

Signature _____
(Parent or Guardian) (Date)

Email Address _____

Days attending

Breakfast Club: ___Occasionally ___M ___T ___W ___Th ___F

Before School ___Occasionally ___M ___T ___W ___Th ___F

PreK CC ___Occasionally ___M ___T ___W ___Th ___F

Latch Key: ___Occasionally ___M ___T ___W ___Th ___F

Please list telephone numbers where a parent can be reached before, during, and after childcare hours:

_____	_____	_____
Name	Phone	Relationship

_____	_____	_____
Name	Phone	Relationship

_____	_____	_____
Name	Phone	Relationship

Pick-up Authorization

The following individuals are authorized to pick up my child from Childcare. In case of an emergency, these individuals may be called if I cannot be reached.

_____	_____	_____
Name	Phone	Relationship

_____	_____	_____
Name	Phone	Relationship

Please write additional instructions if needed:

Please sign and return this sheet as a receipt for us to know that you have read and agree to all aspects of the BHMSD Childcare program.

Parent/Guardian Signature

Date _____

Any questions or concerns please contact:

Jaci Moser

Childcare Director

jmoser@bhmsd.org