



BEFORE AND AFTER SCHOOL PROGRAM (BASP) 2021 – 2022

The Before and After School Program (BASP) Handbook is provided to inform parents and students of the procedures and policies of the Our Lady Queen of Peace Catholic School Before and After School Program. Parents are asked to carefully read all sections of the handbook and review them with their student(s). Our Lady Queen of Peace Catholic School Before and After School Program operates in accordance with the Archdiocesan Board of Education policy number 621 that reads:

"A school within the boundaries of the Archdiocese of Galveston-Houston that will be known, as a Catholic School, shall follow the regulations as set forth by the Catholic School Office."

Catholic Schools in the Archdiocese of Galveston-Houston guarantees all students the rights, privileges, programs, and activities made available to the general student body. Catholic Schools do not discriminate on the basis of race, color, age, or national origin.

Our Lady Queen of Peace Catholic School also adheres to the guidelines established by the Texas Catholic Conference Education Department and maintains full accreditation status. We currently hold membership in the National Catholic Education Association.

Our Lady Queen of Peace Catholic School and the school principal retain the right to amend the Before and After School Program Handbook as needed. By no means is this handbook considered all-inclusive. Administration and staff will exercise professional judgment and discretion to address situations fairly and consistently.

The enrollment of a student(s) in Our Lady Queen of Peace Catholic School is considered to be an agreement on the part of the student and parents or guardians that they will comply with all school procedures, regulations, and policies including, but not limited to such procedures, regulations, and policies in this handbook. After reviewing this handbook with your student(s), sign the acknowledgment form. This form must be returned to a Before and After School Program staff member. Please sign one form per family.

"Jesus said, "Let the children come to me and do not stop them, because the Kingdom of Heaven belongs to such as these." Matthew 19:14



OUR LADY QUEEN OF PEACE
CATHOLIC SCHOOL

Dear Parents/Guardians,

Your child's safety and well-being are of utmost importance to the Before and After School Program (BASP) staff here at Our Lady Queen of Peace Catholic School.

All parents, Pre-K thru 8th grade, will sign their children out in the front office. A BASP staff member will be there with the sign out sheets and will radio for your child to come to the front to be picked up.

For the first few weeks of school, *please* be prepared to show a **picture I.D.** when you pick up your child. This goes for anyone that is picking your child. A person may be asked to show their **picture I.D.** if that person is not recognized by the staff member on duty. Again, this is done for the safety of your child.

The ***Parent Pick Up Release Form*** must be completed with your school registration packet and returned to the office. If it is **NOT** returned, we will **NOT** release your child to anyone other than the parent/guardian. If at any time you need to add or remove someone from the list, please inform the school so that the necessary changes can be made.

If you have any questions or concerns, please feel free to contact me at nthomas@olqpschool.org or any of the administrative staff at OLQP.

Thank you for being part of the OLQP family.
God bless,

Mrs. Nirm Thomas
Principal



Welcome to the 2021-2022 OLQP Before and After School Program!

Family Handbook and Agreement

Introduction:

The mission of the Before and After School Program (**BASP**) at OLQP is to provide a safe, caring environment where respect for Christian values is evident both before and after school. Students are provided a structured and productive environment that offers opportunities for recreation, organized games, rest, nutrition, and time for academic pursuits.

The program goals are:

- To provide a safe, nurturing environment for enrolled students both before and after regular school hours.
- To uphold the school standards for conduct and academic excellence
- To provide a balanced program that includes time for physical, academic, and social engagement.
- To partner with families to ensure the best possible care for OLQP students before and after school.

The OLQP BASP Program is accredited through Texas Catholic Conference of Bishops Education Department. Under the school's accreditation, the program can only be offered as an addition to the school day. Consequently, care is offered on school days through the school year for a total of 180 days.

Program Standards

Communication:

- Complete all paperwork and turn in on time.
- Maintain current email and emergency phone numbers.
- Read the Constant Contact and REMIND messages that are emailed regularly.
- Read the Principal's Message that is emailed weekly.
- Call 979-265-3909 during regular school hours, 7:30 – 6:00.
- If your need is not time sensitive, please email:
 - receptionist@olqpschool.org
 - Nirm Thomas at nthomas@olqpschool.org
 - Nancy Brewster at nbrewster@olqpschool.org

Health and Safety:

- Please keep all contact and medical information up-to-date.
- Do not drop children off before 6:30. The school is closed.
- Do not delay pick-up past 6:00 p.m. There is a charge of \$10.00 per minute (per child) after 6:00 pm until you arrive.
- If a child becomes ill during the program hours, parents/guardians will be called to pick up the child. The same standards used during the school day for sending a child home with an illness are used (vomiting, fever, etc.). Your child will be made as comfortable as possible in the nurse's office to await your arrival.
- Drop off by parents who arrive between 6:30 and 7:45 a.m. is at the gym entrance. Parents park and walk in the children so they can sign in their arrival.
- After 3:45, parents park and walk into the front door of the school to sign out students.
- If there is ever a change in the person designated to pick up, please call the school office **and** send an email to receptionist@olqpschool.org. The email will provide the written documentation needed by the staff for school records. Employees will only release to the persons indicated on enrollment paperwork or per written amendment.
- For emergencies call : 979 265-3909
- If your child is injured during the program hours, the person who is on duty will explain the situation. The school nurse will follow up with a phone call the following day, as needed.

Emergency Procedures:

- If there is an emergency that affects the BASP, parents will be notified via IRIS or REMIND. The IRIS message will tell you everything you need to know in order to safely pick up your child. *Please keep all email/phone numbers current.*

Emergency Drills:

Students enrolled in BASP will participate in emergency drills such as weather drills and fire drills.

Activities:

The balanced program is one that affords students time to play, time to learn, and time to socialize. The classes are divided into groups by age. Groups of students rotate through available activities:

- Homework Opportunities with assistance, reading, taking Accelerated Reader tests, etc.
- Resource Room (play games, socialize, arts and crafts)
- Playground/ Gym (physical activity / games/ basketball/ kickball, etc.)
- Attend home games during athletic seasons
- Snack time
- Clean up time

Staff:

The BASP is staffed by qualified employees who often work at OLQP as teacher's aides and/or substitute teachers. Staff regularly attend professional development and are committed to the ministry of OLQP. There are always staff members on campus who are First Aid certified during program hours. The school nurse works with staff to ensure that students' medical needs are met.

Mrs. Thomas, the principal is the program director. The principal monitors the program, works with staff to improve program quality, and provides staff development. Other administrative staff members support the program. Registration and finances are supported by the Finance Clerk Mrs. Santos and Business Manager, Mrs. Gaspard. Mrs. Brewster, Campus Coordinator, is also on hand to help with student support and logistics.

Culture:

BASP has the same standards of Christian character as all OLQP students.

OLQP students are expected to abide by the following rules:

1. Show respect to all people in words and actions.
2. Follow all directions of adults.
3. Cooperate and share when playing and working with others.
4. Show honesty in words and actions.
5. Accept responsibility for his/her own actions.
6. Follow all safety and health measures in place.

Examples of inappropriate behaviors are:

1. Name calling, rude remarks, offensive language, threats, intimidation or harassment (bullying)
2. Physical aggression (fighting, pushing, shoving, hitting, biting).
3. Ignoring directions of adult staff, defiance, running away from adult staff.
4. Persistent arguing with staff and/or other students, grabbing things away from others, purposely destroying others' property.
5. Dishonesty (lying), stealing.

If a child displays persistent and consistent inappropriate behavior, the following consequences will follow:

Level 1 – Child will make a phone call to parent explaining the behavior. Adult supervisor will follow up with further explanation.

Level 2 – Conference by phone or in person with parent and supervising adult to discuss immediate consequence of:

- a. Sitting in Principal's office or director's room during BASP, or
- b. Suspension from BASP for one day.

Level 3 – Student will be expelled from further enrollment of OLQP Before and After School program.

Immediate expulsion may result from a more serious first-time offense such as, but not limited to: Intentionally causing physical injury to another person; theft or damage to property of \$100 or more.

The OLQP program promotes an environment where students feel safe and comfortable while having fun. If a child has a consistent negative effect on the well-being of others, it is our obligation to intervene and possibly remove that child from the program.

Pre-K (3-4yrs.) students are required to be potty-trained. If a student has a bathroom accident, parents/ guardians will be called to come to school. Repeat incidents may indicate the need to remove the child from the program until he/she is properly trained.

Prearranged School BASP Care:

Prearranged before and after school care is contracted for the entire school year.

Before and After School Program (BASP) is available in the morning from 6:30 to 7:45 am, and in the afternoon from 3:30 to 6:00 pm. There are early dismissal days during the school year when BASP is available. On those days, care is provided from 1:00 to 6:00 pm. Prearranged afternoon care includes these early dismissal days at no extra charge. Morning care does not. Fees for prearranged care are due regardless of a child's attendance or absence on a particular day. Fees are not prorated.

Other Fees:

- Occasional or **Drop-in care** is available on school days at the rate of **\$8.00 per hour**. Fees are not prorated. Any portion of an hour counts as a full hour.
- \$20 per hour per child will be billed when children are not picked up on time on early dismissal days *unless care has been prearranged*. This fee will not be prorated.
- A Late Pickup Fee of \$10.00 per minute per child will be billed for all minutes before 6:30am or after 6:00pm that a child remains in our care. *Excessive late pick-ups (determined by the School Administrator) will result in incremental price increases per minute per child*. The school clocks are synchronized with time.gov.
- A **\$25.00 Late Payment Fee** will be charged for amounts not paid when due.
- A one-time administrative fee of \$100 per family (not per child) for a customized schedule different from M-F or MWF will be required. This fee is nonrefundable.
- A Schedule Change fee of \$75.00 per child per schedule change will be assessed to change prearranged school day care. An additional \$100 will be assessed if the new schedule is a customized schedule (see note above).
- An \$75.00 administrative research fee will be due each and every time the Administrative, Finance, and/or Extended Day departments are asked to research a fee, statement, and/or invoice.
- Drop-in/occasional care fees will be due within 10 days of the monthly statement which may be provided. If not paid by the 10th day, a \$25.00 late fee will be added.
- If the 15th occurs on a weekend or holiday, *the due date is the day preceding the 15th*. So, for example, the August payment is due on Friday, August 14th (or 13th).

Withdrawal:

- If you withdraw your child from Before and After School Program, fees will be canceled for months **following the month you withdraw** which will be *effective the date a "Withdrawal or Change of Service Form" is completed and submitted* to the BASP and Finance offices.

Family Last Name: _____

Before and After School Program 2021-2022 FEE SCHEDULE

Initial One choice	OPTIONS M-F or Mon, Wed, Fri	Due at registration	Due Monthly September 15 thru April 15	Due May 15	Total annual contract amount
	5 day AM&PM	234.00	234.00/month	117.00	2,223.00/year
	5 day AM	80.00	80.00/month	40.00	760.00/year
	5 day PM	154.00	154.00/month	77.00	1,463.00/year
	3 day AM&PM	144.00	144.00/month	72.00	1,368.00/year
	3 day AM	52.00	52.00/month	26.00	494.00/year
	3 day PM	92.00	92.00/month	46.00	874.00/year

I am registering my listed child(ren) in the OLQP Before and After School Program.

1. _____ _____ _____ - _____ - _____
 Name Grade Birth date
2. _____ _____ _____ - _____ - _____
 Name Grade Birth date
3. _____ _____ _____ - _____ - _____
 Name Grade Birth date
4. _____ _____ _____ - _____ - _____
 Name Grade Birth date

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries and hospitalization during the past 12 months, any medication prescribed for long-term continuous use, and any other information **that staff should be aware of:** _____

Signature/Approval Page

Please **Initial** Your Approval:

I request you use all the information supplied on my OLQP school year registration including but not limited to emergency contacts, emergency medical care, medical information, permissions to transport in an emergency, pick up authorizations, etc.

I have received a copy of the BASP Fee Schedule for 2021-2022. I hereby agree to pay the monthly amount I have chosen and shown above \$_____ and any other BASP fees incurred during the 2021-2022 school year when due.

I have received the BASP handbook. I understand and accept the BASP Handbook expectations, requirements, fees, and payment expectations.

I have read the above policies and agree to the conditions noted in the Handbook for enrollment and agree to abide by them.

I authorize the BASP to allow my child to leave the BASP operation ONLY with noted parents/guardians or people approved on our emergency pick up list. Students will only be released after verification of ID. My child may be released to the care of his/her sibling(s) under 18 years of age named

_____.

Signature – Parent or Legal Guardian

Date

*Standards and policies contained in the OLQP Family Handbook are binding.
OLQP reserves the right to amend the BASP Handbook at any time.*