



Rebecca Davolt, Trailcare Director

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BNS Trail Care Parent Handbook / Enrollment Contract 2024-2025

The purpose of Trailcare is to provide quality childcare for students before and after school in a safe setting. We are excited to spend time with your kiddos! A variety of activities will be planned daily to ensure a fun, caring and structured environment for your children.

Enrollment

The BNS Trail Care Program is a fee-based program for students in kindergarten through 8th grade who are enrolled at Babcock Neighborhood School. Students must be able to function in a group with a supervision ratio of 18:1 and be self-sufficient in bathroom procedures. If you have a student with a disability, reasonable accommodations should be made to allow them access to the program. Registration is required yearly and is offered on a first-come, first-served basis.

Hours/Fees

<u>A.M. Program:</u> 7:00—7:45 am	\$10.00 per day ,10% 2nd Child Discount, 20% 3rd+ Child Discount \$30 per week ,10% 2nd Child Discount, 20% 3rd+ Child Discount \$256.50 Quarterly (5% off for paying in advance) Child discounts apply <i>*(all discounts are rounded to the nearest .50)</i>
<u>P.M. Program:</u> 3:00—6:00 pm	\$25/ per day ,10% 2nd Child Discount, 20% 3rd Child Discount \$75.00 per week ,10% 2nd Child Discount, 20% 3rd Child Discount \$573.75 Quarterly (15% off for paying in advance) Includes 1 free club quarterly <i>*(all discounts are rounded to the nearest .50)</i>

*emergency related closures (e.g. weather) exceeding 5 days will be assessed on a case by case basis

* All rates are Flat Rates and will not be prorated

One Time Registration Fee

There is a one-time \$50 family registration fee each new school year. This fee is due prior to your child/children attending Trailcare and can be paid for on [myschoolbucks](https://myschoolbucks.com) or via credit card at open house. Please feel free to contact Rebecca at tc@babcockneighborhoodschool.org if you have any issues or questions. Or call the school at 239.567.3043 and choose the Trailcare option.

Payments

[Myschoolbucks.com](https://myschoolbucks.com) will be used to streamline the payment process. Payment is due at time of service. Failure to pay prior to your child attending will result in a late fee of \$25.00. You will be asked to pay at pick up. If this is not completed at pick up an invoice will be attached to your MSB account. If you acquire an invoice on your account your child will not be permitted to return until the balance is paid in full. If you have issues making a payment through MSB you can contact them at 1-855-832-5226. Please be advised MSB charges a program fee for every transaction.

Late Pick Up Fee

A late fee will be charged for pick up after 6:00 p.m. The fee is \$5.00 for the first minute and \$1.00 per minute per child after 6:00 p.m., according to the school clock. Nonpayment of late fees or tardiness in excess of two times will result in your child's dismissal from the program. Please contact us if you are going to be late so we are aware.

Past Due Monies Owed

Children will not be allowed to attend the Trailcare Program if there are any past due amounts or outstanding invoices from BNS in MySchoolBucks. If your child arrives for Trailcare A.M. or P.M. with an unresolved outstanding balance, you will be contacted to pick them up. Additionally, if your child's account carries a balance week to week, a late payment fee of \$10 per week will be applied until the account is at a \$0 balance. Please refer to Babcock Neighborhood School's Unpaid Fees Policy for further details. [Unpaid Fees Policy](#).

Drop Off/Pick Up

Morning Care Drop-Off:

- Drop-off location: Field house (subject to change due to construction).
- Parents must walk up and sign their child in on the before care sheet.
- Students **cannot** sign themselves in.

Aftercare Pick-Up:

- Pick-up location: Front office.
- Parking is limited; please be patient during construction.

Afternoon Pick-Up Procedure:

1. Use the PikMyKid app (provided by the school) to sign out your child at the front office.
2. Show the person at the desk your child's PikMyKid number on the app.
3. If someone other than a parent is picking up the child:
 - They must have the PikMyKid number and their photo ID.
 - The school must receive an email from the parent stating that the child is being picked up by another person.

- It is advised to have the front office add approved pick-up people to your child's account.
- **Note:** These procedures are in place for the safety of your children, please do not request deviation.

Medications/Allergies

Please list any allergies or medications your child may need on the Trail Care enrollment form / contract.

Discipline Procedures

Students who choose not to follow the rules will have the following consequences:

- Verbal warning from counselor
- Time out from activity (length of time appropriate to age)
- Program Referral, parents will be notified at pick-up (After 3 referrals student will be suspended from the program)

*The Trail-Care Director reserves the right to remove a student from the program at any time. We have a zero-tolerance policy for behavior that disrupts other students or staff. If your child's behavior is disruptive and or uncontrollable, you will be called to pick up your child immediately.

From the Director!

Communication is key. I am very transparent with parents and believe that communication with parents and the child is very important. Your kids are like my kids while they are here. I want them to attend Trailcare and go home at the end of the day saying they had a blast! I encourage all the kids to speak to an aftercare teacher or ask to come straight to me with any problems, small or big. If any issues arise we figure it out and get it solved right away. It's better to deal with any issues in the moment rather than later down the road. I will always bring any issues to your attention and make you aware of them upon pick up or via phone call prior to pickup. I also ask that you please make me aware of any issues or concerns you or your child are having. Let's make this school year an amazing one!

If you need to contact Trail-Care our number is 239.567.3043. (choose trailcare option)

If you have any questions or concerns please contact Rebecca or Sade at tc@babcockneighborhoodschool.org



BNS Aftercare Enrollment Contract

Child(ren) Name(s): _____

It is my/our desire to have my/our child/children named above enrolled in the aftercare program at Babcock Neighborhood School, Inc. I/we have received a copy of the BNS Trailcare parent handbook. I/we have read, understand and agree to abide by the policies contained therein. I/we also understand that my/our child is being accepted on a two-week trial basis. During this time, the staff will make observations and evaluations pertaining to the child's ability to adapt to the Trailcare surroundings. Unless otherwise notified, the child/children will be accepted and permanently enrolled. I/we further understand that if the policies outlined in this handbook were not adhered to, it would be sufficient cause for the removal of the child/children from the Trailcare program.

Please initial next to each item. We want to be sure you understand and agree to these policies.

_____ I/We have received and read the parent handbook for the 2024-2025 school year.

_____ I/We understand the registration fee is due annually.

_____ I/We understand payment is due at time of service and your child/children may not attend Trailcare unless a payment has been received prior to Trailcare starting at 3:00pm. If the payment is not made a late fee of \$25 will be charged, and the child will not be permitted to return until the balance is paid in full.

_____ I/We understand the late pickup fee is \$5.00 for the first minute and an additional \$1.00 per minute (per child) for pick up after 6:00 pm and will be immediately invoiced to your MSB account.

_____ I/We understand that behavior issues may result in immediate enrollment termination.

_____ I/We understand that pricing is a flat rate price and already reduced to reflect the school's closures.

_____ I/We understand that Babcock Neighborhood School / Trailcare reserves the right to terminate enrollment at any time, for any reason, without notice.

Parent/Guardian Signature

Date