

PACIFIC GROVE UNIFIED SCHOOL DISTRICT BEFORE AND AFTER SCHOOL RECREATION PROGRAM (BASRP) HANDBOOK

The Before and After School Recreation Program (BASRP) was established in November 1984 through a joint effort of the Pacific Grove Unified School District (PGUSD) and PG PRIDE to provide quality child care for the students of Pacific Grove. The program is now under sole supervision of the school district. The mission of the Before and After School Recreation Program (BASRP) at Pacific Grove Unified School District is to provide a safe, inclusive, and enriching environment where students can thrive academically, socially, and emotionally. We are dedicated to fostering a sense of community and partnership with families, ensuring that every child has the opportunity to succeed and grow.

BASRP PROGRAM COORDINATOR, PGUSD

Jeff Erickson
(831) 646-6548
jefferickson@pgusd.org

FOREST GROVE SCHOOL CENTER

1065 Congress Avenue
BASRP Leader: Fran Petty
(831) 646-6501
fpetty@pgusd.org
Register at <https://forestgrove.pgusd.org/>

ROBERT H. DOWN SCHOOL CENTER

485 Pine Avenue
Jeff Erickson
(831) 646-6548
Register at <https://robertdown.pgusd.org/>

Billing and Payment Policies

Fee Structure:

- **Hourly Rate:** \$3.00 per 30-minute unit or any fraction thereof.
- **Annual Signup Fee:** \$25 per child.
- All contract changes and cancellations must be in writing to take effect.
- **There will be no refunds or reimbursements**

Late Pickup Fees:

- It is imperative that children are picked up on time.
- Late pickups are charged at \$25 per ten minutes or fraction thereof. (See policy below)

Billing Cycle:

- Billing invoices will be e-mailed every other Monday.
- Payments are due the following Friday.
- Auto payments will be processed on the due date (Friday).
- Student accounts will be reconciled quarterly by District staff, and any account(s) that are in past due status will be notified in writing quarterly.

Account Management:

- Accounts with no payment activity for six weeks, or those that have reached \$500 unpaid, must be made current or establish, in writing, a repayment plan with PGUSD before student(s) can attend the program.
- If there are extenuating circumstances, it is imperative to notify the BASRP Coordinator in a timely manner.
- A \$25.00 fee will be charged on all returned checks.
- Payment for returned checks must be made by cashier's check, money order, or cash.
- After two returned checks, we will no longer accept your personal check as payment for services.

Assistance Programs:

- Paperwork for assistance programs must be submitted prior to the start of the month.

- Requests for assistance paperwork for previous months will incur a \$25 per month per student fee.

SCHOOL CALENDAR AND SERVICE HOURS

The current hours for the Before and After School Recreation Program (BASRP) at Pacific Grove Unified School District are as follows:

- **Forest Grove Elementary and Robert H. Down Elementary**
 - Morning: 7:00 AM to 10:00 AM
 - Afternoon: 12:45 PM to 6:00 PM
- Please see our school calendar for any minimum/non-school days. All centers will be closed on non-school days.
- Our BASRP centers will be open on minimum days at 12:10 p.m. to accommodate the school schedule.
- Please note: our centers will be closed at 3:00 p.m. the day before Thanksgiving Break and Spring Break, and the last day of school. The day before Winter Break our centers will be closed at 2:00 p.m. Please plan accordingly.

LATE PICKUP

The current late pick-up policy for the Before and After School Recreation Program (BASRP) at Pacific Grove Unified School District is as follows:

- **Closing Time:** All centers close at 6:00 PM.
- **Late Pick-Up Fees:**
 - A fee of \$25.00 for the first ten (10) minutes or portion thereof.
 - An additional \$25.00 for each subsequent ten (10) minutes or portion thereof.
- **Protective Custody:** If your child has not been picked up by 6:30 PM, they will be placed in protective custody at the Pacific Grove Police Department.
- **Repeated Late Pick-Ups:** Three late pick-ups may result in your child being dropped from the program.
- **Staff Transportation:** Staff cannot transport children.

WEEKLY ACTIVITIES

- Each week, each site will post any movie or other special or unusual activity that is planned during the scheduled period.
- If parents have an objection to their child watching the planned movie or participating in any scheduled activity they should inform the program staff. Alternative activities will be provided for such children.
- In general, all movies and activities are selected to be age and content appropriate, however, it is understood that parents may have reasons that PGUSD/BASRP their child should not participate in certain activities. Such requests will be honored by the staff.

STUDENT PARTICIPATION IN OTHER ACTIVITIES

- Students who participate in afterschool activities on school grounds will sign in to BASRP after they have completed their program.
- There are many afterschool activities that students participate in. It is not possible for the BASRP staff to monitor children until they sign in.
- The charge for children who come to BASRP begins after they sign in upon completion of their after school activity.

LOST AND FOUND

- All personal items should be labeled with the child's name to help identify lost items.
- Lost and found items will be collected and stored in a designated area at each BASRP center.
- Parents and children are encouraged to check the lost and found regularly.
- Unclaimed items will be donated to charity at the end of each month.

SCHOOL RULES AND SUSPENSION

School-Based Child Care Provider:

- As a school-based provider of child care, the Before and After School Recreation Program (BASRP) adheres to all school rules and policies. This ensures a consistent and safe environment for all students.

Application of School Rules:

- All students attending BASRP are expected to follow the same rules and guidelines that apply during regular school hours. This includes behavior expectations, dress code, and any other school policies.

Attendance:

- **Daily Attendance Requirement:** Students must be present in class for at least half of the instructional minutes of the day to attend the BASRP program.
- **Full-Day Absence:** If a child is absent for the entire school day, they will not be allowed to attend the BASRP program after school.

Suspensions:

- If a student is serving a school suspension, BASRP services will also be suspended until the student is allowed to return to school.

Cell Phone Policy:

- Cell phones are to be kept put away at all times during BASRP unless prior permission is given by a staff member.
- If permission is granted for cell phone use, students must ensure that their cell phone use does not disrupt others.
- Students are not allowed to let other students use, view, or listen to their cell phones.

By aligning BASRP with school policies, we aim to create a seamless and supportive environment for students, reinforcing the values and expectations of the school community.

SNACKS AND MEALS

Snacks

- BASRP does not provide snacks. Parents are encouraged to pack a healthy snack for their child each day.

Extended Hours:

- Some students may attend school and the Before and After School Recreation Program (BASRP) for up to 11 hours a day. It is crucial to ensure that these students have adequate food and water to stay energized and focused throughout the day.

Healthy Snacks and Meals:

- We strongly encourage parents to send a water bottle and healthy snacks with their child each day. For students who will be at school for an extended time, consider packing an extra lunch or additional snacks.

Hydration:

- Staying hydrated is essential for students' well-being and concentration. Please ensure your child brings a refillable water bottle to school and BASRP every day.

Lunch on Minimum Days:

- On minimum days, please ensure your child brings a lunch from home or gets a school lunch prior to dismissal.

ARRIVAL/DEPARTURE SIGN-IN & SIGN-OUT PROCEDURES

- The authorized person who delivers a child must sign-in upon arrival.
- Students arriving after school will be signed in by recreation leader/designee.
- Parents/authorized individuals must come into the center to sign your child(ren) out. We realize that this can often feel like a bothersome burden. This procedure is required to assure your child leaves our program in the care of you or your designee.
- Please be sure a staff member is always aware of your departure.
- Children not signed-out will be assumed to have left at 6:00 p.m. and will be charged accordingly.
- **CHILDREN WILL NOT BE RELEASED TO ANYONE WHOSE NAME IS NOT ON THE EMERGENCY CONTACT LIST**

ILLNESS/INJURY

- If your child has medication (over the counter or prescription) that must be administered during BASRP hours, a medication form must be filled out in the school office and signed by your child's doctor before our leaders will dispense any medication.
- If your child has a fever of 100 or higher, you will be called to pick up your child. Children must be fever free without the aid of medication for 24 hours prior to returning. PGUSD/BASRP Page 4 revised: 5/1/2019

- If a child becomes ill or injured while at our centers, we will notify parents immediately. If we are unable to contact a parent, we will contact the authorized person(s) on the emergency list.
- **IT IS VERY IMPORTANT THAT YOUR CHILD(REN)'S EMERGENCY CONTACTS BE KEPT CURRENT.**
- If a child is in need of medical care and a parent/authorized person cannot be contacted, 911 will be called to transport your child, and given the emergency contact list.