



BLACKHAWK CARE (BHC) Program Design

BHC is fun for kids and enriches their lives in ways that further build success.

I. Program Design:

The BHC program is designed as a full time option for childcare that extends a school day to more closely accommodate the parent workday. The basic design of the program is meant to be flexible, affordable, and convenient to our families. Programs are offered at Sheridan Elementary School and serves children Kgn through end of grade 5. BHC School Year hours are 6:45 a.m. to start of school day and from end of school day to 6:00 p.m.

II. Fee Structure and Fee Schedule:

1. BHC offers a flexible fee schedule that accommodates a wide variety of childcare needs. Fee structures are available as the BHC School Year Plan, an Occasional Care Plan, and a full Summer Camp.

A Fee Schedule with descriptions of the separate plans are posted to the website and may be picked up during BHC hours from the lead or from the Sheridan Elementary school office during school hours.

2. Payments may be made monthly or weekly.

Payments are EQUAL Installments based on a full year's care divided by 38 to set the weekly fee and a full year's care divided by 10 to set the monthly fee. If a family should leave mid-year, pro-rated fees will be calculated. For easy management of payment, BHC publishes a Pay Date Schedule specifically listing past due dates (available at the parent sign in table in the BHC cafeteria location).

If payment has not been received by the designated due date, the child may not attend until fees are paid or the Superintendent or designee has given permission for continued attendance.

If a child is left in our care during an unpaid week or month, parents could be asked to come and pick up the child.

3. Scholarships are very limited for the 2016-2017 school year. If a family is seeking scholarship, they need to contact the District Director at 317 758 4458.
4. To honor our hard working staff, late pick up fees are substantial and are collected. After 6:00 p.m., a late fee of \$5.00 is collected for every whole or partial fifteen minutes late. We strongly encourage you to coordinate with your BHC Lead so that your timepiece is the same as the program. Children may be denied next day care until Late Fees are paid. Thank you for helping our very dedicated staff.
5. Since staff are hired based on enrollment, there is a penalty for withdrawal from the program. If a family discontinues service for any reason other than relocation out of the school district, the registration and the sum of one weekly installment will not be refunded. If a family is leaving having paid more than the sum of the registration and one weekly installment, a refund of the balance will be issued following written/email request by the family.
6. BHC may fill a slot vacated due to non-payment or non-attendance following written notification to the family. BHC staff and school authorities will be notified that the family's BHC service has been cancelled.
7. Not every week is a full five-day week. Non-school full and partial days are provided according to the Plan selected by the family. Days covered or not covered are described in the BHC Fee Schedule.
8. If your family is experiencing difficulty in meeting program requirements, please contact the Superintendent's office to discuss if there are options that may help temporarily.



III. Registration Requirements:

BHC is a fee-based program and requires that all families using the service enroll through completion of a registration packet including an Application, a Parent Consent Form, and registration fee plus, at a minimum, first week's charges.

A family is not registered and able to attend BHC until the following are complete and the BHC Lead has been notified that all registration is complete:

1. An Application form must be completed, signed, and delivered to the BHC Lead or to the front desk of Sheridan Elementary.
2. A check or cash amount envelope has been completed and submitted for the \$35.00 registration fee and for one weekly installment or monthly installment depending upon the payment schedule selected by the family.

IV. Days of Service:

BHC is available throughout the year with the exception of traditional holidays so our families can be assured that if they use BHC as their childcare provider, care is available when needed. There are flexible plans available to meet individual needs so a family pays for only the care they need. Full details are available in the BHC Fee Schedule (posted to the website, available from the BHC Lead, or in the front office of Sheridan Elementary).

V. Eligibility:

Any Kgn through end of grade 5 child enrolled in Sheridan Community Schools may register in the program, as space permits. Preference is given to returning Priority Families.

VI. Safety Procedures:

The safety of your child is our number one priority. The procedures below will be strictly followed:

1. Parents must enter the program area to drop off and to pick up their children.
2. Only those persons authorized on the Application may sign the children out of the program.
3. A sign in and sign out procedure will be strictly followed. A parent or authorized person must personally initial or sign by name the sign in and the sign out form.



- Children may not sign themselves in or out of the program.
4. Identification may be requested of anyone dropping off or picking up a child.
 5. Only in emergencies will a phoned in change of authorization for persons picking up the child be honored. Following the phoned in change and the pick up, the family will be required to write a verification of the request to be given to the BHC Lead within 48 hours.

VII. Special Considerations:

1. Dispensing medication is a very serious matter and strict procedures are followed:
 - a. Children's medication should be administered at home or during school hours per school policy. If a situation arises in which that is not possible, a parent/guardian must meet with the BHC Lead to complete a "Request for Administration of Medication" and to, in person, go over the time and amount of medication to be dispensed.
 - b. BHC policy is that only medication prescribed by a doctor be administered and only if the timing is so sensitive that administration during BHC hours is unavoidable.
 - c. Non-prescription medications will be administered only on rare occasion and if timing is so sensitive that administration during BHC hours is unavoidable. Parent/guardian will also be required to meet with the BHC Building Lead to complete a "Request for Administration of Medication."
2. Staff receive training in the report of abuse and/or neglect to proper authorities and follow school adopted procedures and guidelines for those situations.
3. Emergencies do occur. BHC Leads are certified in CPR; however, Leads are required to follow the procedures below:
 - a. Assess the seriousness of the emergency. Determine if there is time to attempt contact of parent/guardian or the emergency contact on file. Leads are encouraged to err on the side of safety to the child and to forego attempt at contact if in their best judgment there is a need for an immediate 911 call.
 - b. If there is time to attempt contact, the call will be



made and the parent/guardian or the emergency contact will be consulted about transport to an emergency facility.

- c. In the event there is not time for contact of a parent/guardian or emergency contact, Leads are to call 911 for emergencies. The school form for transport will be used per parent sign off at time of registration.
 - d. Parents are responsible for medical expenses incurred in the treatment of their child.
- VIII. Parental Focus Groups meet at a minimum of once a school year to provide input about Program Design and Fee structures. Contact the BHC Lead if you would like to be part of the Focus discussions.
- IX. All BHC staff are employees of Sheridan Community Schools and report directly to the Superintendent or designee. The care of your child is very important to us. Please contact the BHC Lead with any concerns or comments that would help to continuously improve that care. If you feel your concerns are not satisfactorily addressed, please contact the Superintendent.
- X. Parents are welcome to visit any program at any time. As a courtesy, we would request that you contact the BHC Lead with 24 hour notice for an extended visit. However, parents and authorized pick up persons are welcome to come by at any time.
- XI. Student conduct is expected to meet the standards and guidelines of Sheridan Community Schools Handbook. BHC Behavior Plan includes a progressive approach of consequences for correcting behaviors and for addressing need to remove a child from the program in the case of extreme failure to meet expectations.

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