



# Parent Handbook

## 2020-2021

i-CARE Administration  
1200 Central Ave  
Columbus, IN 47201  
[icare@bcsc.k12.in.us](mailto:icare@bcsc.k12.in.us)  
(812) 418-0924

## **Introduction**

The i-CARE program is available to care for students before and after regular school days as well as during Fall, Winter, Spring, and Summer breaks. The i-CARE program is available to any child attending a BCSC school from Pre-K to 6<sup>th</sup> grade. On regular school days, care is provided at the child's school. Break care will be consolidated to one school, depending on need and requires a separate registration.

## **Vision**

To facilitate academic enrichment by providing quality homework support, technology exposure, and educational activities to promote positive attitudes toward homework and learning.

To cultivate higher personal development within students by engaging them in creative learning programs such as the arts, music, sports, science, theater, and languages.

To demonstrate and concentrate on life skills development by teaching positive character traits, conflict resolution, anger management, and refusal skills to achieve lower rates in high-risk behaviors and higher rates of constructive behavior choices.

To establish safe havens for families by providing warm, positive environments and communication to ensure students are engaged, encouraged, relaxed, and connected.

## **Goals**

The i-CARE program will provide a safe and stimulating environment for children. Each day, children will have opportunities for healthy snacks, physical activity, enrichment activities, and homework support. The program strives to have this environment supported by licensed teachers as well as teaching assistants.

## **Hours and Days of Operation**

The i-CARE program is open Monday through Friday on regular school days from 6:30 AM to the start of the school day and from the end of school until 6 PM.

i-CARE will be closed for the following holidays:

September 7<sup>th</sup>, 2020 - Labor Day

November 25<sup>th</sup>-27<sup>th</sup>, 2020 - Thanksgiving Break (**no break care offered**)

December 24<sup>th</sup>-25<sup>th</sup>, 2020 - Christmas Eve and Christmas Day

December 31<sup>st</sup>-January 1<sup>st</sup>, 2021 – New Year’s Eve and New Year’s Day

January 18<sup>th</sup>, 2021 - Martin Luther King Jr. Day

April 2<sup>nd</sup>, 2021 – Good Friday

May 31<sup>st</sup>, 2021 - Memorial Day

July 4<sup>th</sup>, 2021 - Independence Day

*Care for Fall, Winter, Spring, and Summer Breaks have separate fees and will require additional registration. Information will be given prior to each break.*

## **Weather and Emergency Closings**

- **Cancellation** – When the regular school day is cancelled due to weather, the i-CARE program is also closed.
- **2-hr delay** – When the regular school day is put on a 2-hr delay, the i-CARE program will open at 6:30 AM as normal. The i-CARE staff will care for the students until school begins. Students will also be given a small breakfast, when schools do not provide breakfast on these mornings.
- **Delays turned cancellations** – When the regular school day is delayed and then cancelled after 6:30 AM, the i-CARE staff will care for the students until they are picked up. In order to keep the staff and students safe, we ask that the students be picked up as soon as possible.
- **Early dismissal** – When the regular school day is let out early due to weather, the i-CARE staff will care for the students until they are picked up. In order to keep the staff and students safe, we ask that the students be picked up as soon as possible.
- **I-CARE Bus cancellation** – If inclement weather begins during i-CARE time, the decision may be made to cancel the i-CARE bus that dismisses at 5 PM. The i-CARE staff will contact parents as soon as possible to make alternate arrangements. In order to keep the staff and students safe, we ask that the students be picked up as soon as possible.

Please plan ahead for the above situations and let us know if there are additional people authorized to pick up your child.

## Enrolling in i-CARE

We prefer that you enroll your child in i-CARE using our online Parent Portal. To access the Parent Portal, go to and select "Parent Portal Login".

If you do not have internet access or an email address, call (812) 418-0924 or you can request paper forms from your child's school.

Your child may not attend i-CARE until all required forms have been submitted and you have received notification from us that your child's enrollment is complete.

You may not enroll your child in any i-CARE activity unless your account balance is current.

## Enrollment Descriptions

### Full Time Enrollment

- Full Time AM = \$25 per week. Full Time PM = \$75 / week. Full Time AM & PM = \$95 / week.
- Your child is scheduled to attend all five days each week.
- **Even if your child does not attend, you will still be charged.**
- If i-CARE is not open due to a holiday or snow day, you will not be charged for that day.

### Part Time Enrollment

- AM = \$5 per day. PM = \$15 per day.
- Your child is scheduled to attend the same day or days of the week every week.
- **If your child does not attend on one or all of the scheduled days, you will still be charged for those days.**
- If your child attends on a day which is not scheduled, you will be charged the drop in rate for that day in addition to your regular weekly charge for the scheduled days.
  - For example: if your child is scheduled to attend on Mondays and Thursdays and instead attends one week on Tuesday and Thursday, you will be charged for

the scheduled attendance (Monday and Thursday) and charged at the drop in rate for Tuesday.

### Flex Enrollment

- Pre-scheduled dates – AM=\$5 per day. PM = \$15 per day.
- Unscheduled dates – Drop In rates – AM = \$10 per day. PM = \$20 per day.
- You schedule the days your child will attend using the calendar in the online Parent Portal. The dates must be scheduled by the Friday prior to the week of service and paid for in advance. Once they are scheduled, they cannot be changed. **You will be charged for any scheduled dates, whether or not your child actually attends.**

### Drop In Enrollment

- Your child attends i-CARE at the rate of \$10 per morning, \$20 per afternoon.
- You do not have to pre-schedule the dates with us. However, if you need for your child to use the drop in service after school, you should inform your child’s teacher and the i-CARE Site Coordinator at your child’s school so they are aware of what your child should do at the end of the school day.

### Rates

	Full Pay Rates	Tier 1 Scholarship*	Tier 2 Scholarship*
AM only	\$25/wk	\$25/wk	\$25/wk
PM only	\$75/wk	\$45/wk	\$10/wk
Fulltime AM and PM	\$95/wk	\$70/wk	\$35/wk
Scheduled, Consistent Part-time AM	\$5/day	\$5/day	\$5/day
Scheduled, Consistent Part-time PM	\$15/day	\$15/day	\$15/day
Drop in AM	\$10/day	\$10/day	\$10/day
Drop in PM	\$20/day	\$20/day	\$20/day

**\*LIMITED scholarships will be available for families who submit a Financial Assistance Application and qualify.**

A \$10 annual registration fee will be charged per family. This fee will be applied regardless if your child attends throughout the year. Families receiving a scholarship will have this fee waived from their account.

## **Fee Payment Policy**

Responsibility for payment begins with the first day your child attends i-CARE through the Friday of the week your child is withdrawn. Payment credit will not be given for absences. **You must pay for the days to which you have committed, whether or not your child actually attends i-CARE.**

**Credit for vacation time (taken by families outside of school breaks) is not given during the school year.** Normal weekly fees must be paid in order to hold your child's spot.

Payment may be made weekly, bi-weekly, or monthly as long as it is paid in **ADVANCE**. Payment is due by 6 pm each Friday for the following week. If payment is not made on Friday for the following week, you may be asked to find alternative care for your child.

Payment may be made by cash or check made payable to i-CARE and sent to school with your child in an envelope labeled "i-CARE", given to an i-CARE staff member, dropped off at the BCSC Administration Building, or mailed to:

i-CARE Payment Processing

1200 Central Ave

Columbus, IN 47201

Payment may also be made by credit card, debit card, or e-check online through our Parent Portal at. These types of payments can additionally be made over the phone by calling 812-418-0924 between the hours of 9:00 AM and 3:30 PM.

Checks returned to BCSC due to non-sufficient funds must be replaced with either cash or money order. After two returned checks, all payments must be made by cash or money order through the end of the school year.

Payment receipts will be emailed to you, if you have provided us with your email address. If you do not have an email address, please check with your Site Coordinator for a copy of your receipt. Please save all receipts for tax and reimbursement purposes.

It is the Primary Account Holder's responsibility to ensure statements are being received. The i-CARE Administration must have accurate mailing and/or e-mail addresses. The Primary Account Holder is responsible for all fees whether statements are received or not.

If the account is closed due to non-payment, a registration fee will be due once the past due balance is caught up in order to re-open the account.

## **Attendance**

You must notify the school's office and the i-CARE administration office if your child is not to attend i-CARE that day. Absences without notification may be mistaken for missing children and result in unnecessary time searching for the child. If a child does not arrive as expected, the Site Coordinator will contact the parent. In the event a parent cannot be reached, we will attempt to reach the emergency contacts listed on the account.

## **Withdrawals**

If you withdraw your child from i-CARE, an additional \$10 registration fee will be charged to re-enroll your child.

A two week written notice to i-CARE Administrative Office is required for program withdrawal or reduction of attendance plan. An increase to attendance plan can be made immediately if space permits. If the proper notice is given, the parent/guardian is responsible for paying through the Friday of the week in which their child stops attending. **If a child is withdrawn without giving the proper notification, the primary account holder will be financially responsible to pay for an additional two weeks of fees.**

If students are withdrawn from the program due to non-payment, the student will not be able to be enrolled or attend until the past due balance and a re-registration fee is paid.

## **Drop Off and Pick Up**

Children attending morning care must be brought into the designated area by an adult. Morning care begins at 6:30 AM. Children are not to be brought in prior to 6:30 AM. Children must be signed in and out by a parent or guardian in order to be admitted to or released from the i-CARE program.

Your child will only be released to a parent/guardian or to those people who have been listed as an emergency contact on the enrollment form. **Identification will be required of everyone.** Children will be released to custodial parents only. In the case of joint custody, the child will be released to either parent. A non-custodial parent may pick up only with authorization from the custodial parent on the enrollment form. It is recommended that a copy of custody agreements be kept on file with the i-CARE staff.

## **Late Pick-ups**

All children are required to be picked up by the 6:00 PM closing time. **A late pick-up fee of \$10 per child for every 15 minutes late after 6:00 PM will be assessed for late pick-ups. Time is determined by school clocks in the pick-up area.**

**After three late pick-ups within one school year, parents will be asked to make other childcare arrangements.** It is the parent/guardian's responsibility to ensure that someone is available to pick up the child on time.

*If a child is not picked up by 7:00 PM and all attempts to contact parents/guardians and emergency numbers have been unsuccessful, the police will be notified to place the child in protective custody. This step will only be taken after staff has consulted with program directors.*

## **Extracurricular Activities**

If children wish to participate in school sponsored activities taking place during i-CARE hours of operation, written permission must be given by the parent/guardian for the child to leave the program to participate. Regular i-CARE fees still apply, even if your child is present at i-CARE for only a short time. We ask that students report to the i-CARE staff first before attending any extracurricular activities that day.

## **Open Door Policy**

All visitors must check in with the Site Coordinator upon arrival. Due to the COVID-19 pandemic, we are limiting visitations unless it is for pick up or drop off only. Please practice social distancing when entering your child's i-CARE program location.



## **Newsletters/Websites**

Newsletters and informational flyers will be made available at each i-CARE location to inform parents and families of upcoming events or changes in schedules. Each location will also have its own website with information as well. These websites can be accessed from [www.bcscschools.org](http://www.bcscschools.org).

## **Family Nights**

Each site will conduct a family night each quarter. Information will be sent out prior to the scheduled event. We strongly encourage family involvement to ensure communication and knowledge of what their child is doing in the program and to discuss any questions or concerns.

## **Sick Policy**

If your child becomes ill while participating in the i-CARE program, he/she will be isolated and parents will be contacted. Parents are required to pick up an ill child within 1 hour of being called. If a parent cannot be reached, the staff will call the child's emergency contacts. The decision of whether an ill child may remain at the program is entirely up to the discretion of the location's Site Coordinator or Program Directors.

**It is imperative that parents keep updated work, cell, and home phone numbers on file with the i-CARE staff in the event of an emergency.**

It is important that children be fever free for 24 hours without the aid of fever reducing medications before returning to the program as long as it's non-COVID related.

## **Dispensing Medication**

The i-CARE program will follow the school's policy on dispensing prescription and over the counter medications. Please discuss your child's medication with the Site Coordinator and school nurse.

## **Toys and Personal Items from Home**

Due to the risk of COVID-19 concerns, damage, sharing issues, and possible loss, children are not permitted to bring toys, games, or personal items to i-CARE from home. **The i-CARE program will not be responsible for lost or broken items.**

## **Discipline Policy**

Positive behavior is needed to make i-CARE a safe and enjoyable experience for all students and staff. i-CARE is a part of the school and follows all school, bus, and PBIS expectations. Students failing to follow program rules are given opportunities to improve behavior; failure to do so will result in a strike being issued to the student. Each strike form must be signed by a parent and returned to the i-CARE staff before the student can resume the program. After a second strike is issued, a parent meeting must be set up to discuss the concerns or issues. Three strikes issued to a student will result in dismissal from the program for that school year.

## **Suspected Child Abuse**

The i-CARE program is required by law to report any suspected child abuse or neglect to the Department of Child Services.

## **Confidentiality Policy**

All information regarding admission, health, family, or discharge of a child will be kept confidential. As a 21<sup>st</sup> Century Community Learning Centers grantee, i-CARE is required to report demographic, grade, and test score information concerning our students to the Indiana Department of Education, the United States Department of Education, and the evaluating agencies engaged by those departments. These are the same entities to which the schools are required to provide student information. We are also required to have a signed copy of the FERPA form on file for each of our students. If you enrolled online, this form was included in the Waiver section. If you did not enroll online, we will ask that you sign and submit a paper copy of the FERPA form.

**All policies are subject to change. Parents will be notified of any policy changes.**