



# **Burrillville Extended Care 2016-2017 School Year Program Returning Family Registration Packet**

**\*For Children Entering Kindergarten —Seventh Grade\***  
(through age 12)

## **Registration Dates: June 1st — August 1st**

\*School Year Registration begins June 1st. Please complete all forms and return to the B.E.C. Main Office, no later than August 1st.\*

## **School Year Registration Fee**

There is NO Registration Fee for returning BEC Families

## **BEC Vacation/ Holiday Full Day Tuition fees**

Program operates; 6:30 A.M.—6:00 P.M. During school year vacations and holidays when school is closed. School year Tuition \$33.00 per child/per day; 15% Discount off of each additional child

*Located at the B.E.C.- Steere Farm Center*

*915 Steere Farm Road \* P.O. Box 351 Harrisville, RI 02830*

*401-568-1356-Phone \* 401-568-1357-Fax*

*E-mail: [BEC@burrillville.org](mailto:BEC@burrillville.org)*

*Our website: <http://www.burrillville.org/burrillville-extended-care-program>*



# Burrillville Extended Care Division Youth Code of Conduct



\*\*\*Please read this list with your child and sign it with them at the bottom\*\*\*

The YOUTH CODE OF CONDUCT has been established to create a positive and enjoyable experience, for all children participating in the Burrillville Extended Care program. The following guidelines are designed to make everyone's experience at Burrillville Extended Care satisfying to all attending. All children must agree to abide by the following rules and the consequences for not abiding by these rules.

### Safety:

- ◇ All children must wear sneakers when attending a field trip, unless otherwise noted.
- ◇ Children must stay with their counselors at all times.
- ◇ All prescription and over the counter medication must be given to the Director and parents must fill out an Administer Medication Form in order for us to give medication to your child. The prescription label on the medication container must have; doctor's name, child's name, dosage and a recent date is acceptable.
- ◇ Parent/Guardian must always have picture identification when entering the center to pick up their child.
- ◇ Parent/Guardian must walk their child into the center and sign them into and out of the computer.
- ◇ Staff members may not release your child to an unauthorized pickup person, if notification was not made.
- ◇ If the child is injured while at B.E.C., a staff member will administer first aid and fill out an accident report, which will be left near the computer for the parent/guardian.
- ◇ If the child is seriously injured while at B.E.C., the Director will contact 911 immediately, and then the parent in regards to the injury. If the child needs to go to the emergency room, an employee from B.E.C. will ride in the ambulance with the child and wait with the child until the parent/guardian arrival.

### Respect the rights and property of others:

- ◇ Disrespectful, abusive or inappropriate language will not be tolerated.
- ◇ Rudeness, lack of courtesy and disrespect for authority will not be tolerated.
- ◇ Fighting or threatening of physical violence will not be tolerated.
- ◇ Damage or defacement of B.E.C. facilities or property will not be tolerated.
- ◇ Please label all personal items with child's name: B.E.C. is not responsible for lost items

***Items not allowed at B.E.C.: Items considered unnecessary and/or potentially dangerous at B.E.C. include:***

Cell phones, mp3 players/iPods, tablets/iPads, Nintendo DS, cameras and any and all toys from home.  
Such items will be held in the Director's office until the parent/guardian arrives to claim them.  
B.E.C. is not responsible for any personal items that are lost, stolen or damaged.

### Discipline Action Policy

The B.E.C. program is meant to be fun, safe, and educational. For the benefit of all B.E.C. children, it is important that children behave appropriately within the program. If it becomes necessary to enforce disciplinary action against a child, the steps that will be followed are outlined below.

- 1st Incident:** Child will receive a verbal/written warning and child's parent will be notified of the incident.  
Documentation of the incident will be placed in the child's file.
- 2nd Incident:** Child will receive a 3 day suspension from the program and the child's parents will be notified of the incident, receive written documentation, including the date the child will be allowed to return to the program. Tuition credit will not be issued for suspension days.
- 3rd Incident:** Child will be dismissed from the program. The parents will receive notification of the dismissal and of all of the incidents. Your child will not be unable to return to the B.E.C. program. Tuition credit will not be issued.

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Child

\_\_\_\_\_  
Date

**Burrillville Extended Care Participation/Health/ Medical Information—School Year 16-17**

Name of Participant: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

**Photo Release:**

I hereby give my permission for my child’s picture to be used by Burrillville Extended Care for publications or use on our website/ facebook page.

\_\_\_\_\_  
Initials

**Travel:**

I give permission for my child to travel off site and to specific Field Trip Destinations (as listed) by School Bus. I understand that I will be informed of the field trips Scheduled for any vacations and any changes that may be made.

\_\_\_\_\_  
Initials

**Release of Students:**

All students are released from BEC to their parents/ guardians or one of the individuals listed on their registration form. **NO EXCEPTIONS!** BEC will release the students to either parents/ guardians listed on the application unless directed by a court to do otherwise.

\_\_\_\_\_  
Initials

**Note: By initialing above, you acknowledge that you have read and agree to each item.**

**Please identify over-the-counter medications that we may administer to your child. Please check which medications you approve.**

**\*We will attempt to contact the parents first before giving anything. In the event we cannot reach anyone, we will have the authorization.\***

- \_\_\_\_ Tylenol or Motrin for pain, headaches or fever
- \_\_\_\_ Benadryl for allergies
- \_\_\_\_ Anti-itch-Cortaid, Benadryl Ointment
- \_\_\_\_ Antacids (Tums, Pepto-Bismol for stomach pain or nausea)
- Other: \_\_\_\_\_

**Please identify participant’s allergies, including type of reactions you know about:**

Medication Allergies: \_\_\_\_\_  
Food Allergies: \_\_\_\_\_ Other (i.e. Bee Stings) \_\_\_\_\_

**Please list any disability accommodations your child will need in order to participate in this program or activity.**

**Please list all medication that are presently being taken by participant: Remember, Please bring all prescription drugs in original labeled bottle with correct dose patient is receiving. If the child only takes 1 tablet and it is worded 2 tablets, we must give what is prescribed.**

*Name of Medication*

*Dosage*

*Times Taken*

<i>Name of Medication</i>	<i>Dosage</i>	<i>Times Taken</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Remarks and/or any special instructions to better assist emergency personnel, please list below:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

# Burrillville Extended Care -School Year Registration 2016-2017

## Hours of Operation:

Before School Care: 6:30 A.M.-8:30 A.M. / After School Care: 3:00 P.M.– 6:00 P.M.

*\$9.00 for AM Care/ \$13.00 for PM Care per day.*

## Centers:

**W.L. Callahan Center**-W.L. Callahan Elementary School-75 Callahan School St. Harrisville, RI

Children who attend W.L. Callahan, A.T. Levy & Community Christian will attend the W.L. Callahan Center, UNLESS they have a sibling attending Steere Farm Elementary School.

Bus # 10 will transport BEC children to and from the W.L. Callahan Center

**Steere Farm Center**-Steere Farm Elementary School-915 Steere Farm Rd. Pascoag, RI

Children who attend Steere Farm Elementary & siblings who attend A.T. Levy School

Bus # 8 will transport BEC children to and from the Steere Farm Center.

**Middle School Program will be bused to Steere Farm by Bus #23 (2:45-6:00)**

### 1st Child

First Name: \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

Grade \_\_\_\_\_ [ ] Steere Farm Center [ ] W.L. Callahan Center

[ ] Monday A.M. [ ] Tuesday A.M. [ ] Wednesday A.M. [ ] Thursday A.M. [ ] Friday A.M.

[ ] Monday P.M. [ ] Tuesday P.M. [ ] Wednesday P.M. [ ] Thursday P.M. [ ] Friday P.M.

### 2nd Child

First Name: \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

Grade \_\_\_\_\_ [ ] Steere Farm Center [ ] W.L. Callahan Center

[ ] Monday A.M. [ ] Tuesday A.M. [ ] Wednesday A.M. [ ] Thursday A.M. [ ] Friday A.M.

[ ] Monday P.M. [ ] Tuesday P.M. [ ] Wednesday P.M. [ ] Thursday P.M. [ ] Friday P.M.

### 3rd Child

First Name: \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

Grade \_\_\_\_\_ [ ] Steere Farm Center [ ] W.L. Callahan Center

[ ] Monday A.M. [ ] Tuesday A.M. [ ] Wednesday A.M. [ ] Thursday A.M. [ ] Friday A.M.

[ ] Monday P.M. [ ] Tuesday P.M. [ ] Wednesday P.M. [ ] Thursday P.M. [ ] Friday P.M.

### 4th Child

First Name: \_\_\_\_\_ M.I. \_\_\_\_ Last Name: \_\_\_\_\_

Grade \_\_\_\_\_ [ ] Steere Farm Center [ ] W.L. Callahan Center

[ ] Monday A.M. [ ] Tuesday A.M. [ ] Wednesday A.M. [ ] Thursday A.M. [ ] Friday A.M.

[ ] Monday P.M. [ ] Tuesday P.M. [ ] Wednesday P.M. [ ] Thursday P.M. [ ] Friday P.M.

If your child(ren) require a flex schedule please provide your schedule and the Office Manager will contact you to discuss how we may be capable of accommodating your request.

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\_\_\_\_\_  
Parent / Guardian Signature

\_\_\_\_\_  
Date