

HOLY TRINITY B.A.S.E.



2023 – 2024

WELCOME TO HOLY TRINITY B.A.S.E!

The goal of B.A.S.E. is to provide a caring, safe, and supervised environment where creative and recreational activities are offered. Activities and equipment are offered to meet the age range of children. We provide a program with structure, so the children are secure, but have the freedom to explore their environment while developing emotionally, socially, spiritually, and intellectually.

It is vitally important to have good communication between home and B.A.S.E. We encourage you to ask questions and participate during your child's time with us at Holy Trinity B.A.S.E.

We all look forward to becoming a part of your child(ren)'s day!

Erin Smeltzer
Director of Holy Trinity B.A.S.E.
651-451-9411
b.a.s.e@holyltrinityssp.org

OUR PROGRAM

School year: Our school-year program is open to Preschool-8th grade. We offer care before and after school care, and on **most non-school days** (if we have a minimum number of students needing care those days)

Before school, your child(ren) can eat breakfast, study or work on homework, play a game, or do occasional arts & crafts projects. Preschool, kindergarteners, and first graders are escorted upstairs at 7:50 AM by one of our B.A.S.E. staff. When school releases at 2:25 pm, one of our B.A.S.E. staff will accompany ***all students*** down to B.A.S.E. . Each child is checked in as they arrive. If a student is scheduled to attend and does not report to check in by 2:55 pm, the director or another staff member will search for the student.

After the children are checked in, they put their things in their assigned locker and can have their snacks. Following snack, the children typically go outside to the playground (weather permitting), or go to the gym (if available). After 30-45 minutes, children may choose to participate in games, arts & crafts, puzzles, Legos, STEAM activities, blocks, drawing, or another appropriate activity.

Drop-in care (for those who may need care a few times):

If you need care and are not signed up, please call or email b.a.s.e@holytrinityssp.org to see if space is available.

School Year Drop-in rates:

Morning ~ \$12.00/day

Afternoon w/ snack ~ \$17.00/day

Non-School Days ~ \$40.00/day

HOLY TRINITY B.A.S.E. PROGRAM GOALS

- *To promote communication, cooperative behavior, and social relationships.
- *To increase self-esteem and self-confidence.
- *To learn problem-solving strategies and increase higher-level thinking.
- *To learn basic safety and good health practices.
- *To establish and support home and school relationships.

REGISTRATION

Children in Pre-K through 8th grade are eligible for enrollment in Holy Trinity B.A.S.E.

A non-refundable registration fee of \$35/student or \$75/Family Cap will be billed on your 1st invoice in August of the current school year, or, at the time you sign-up for B.A.S.E.

LOCATION

The B.A.S.E. program is located in the Holy Trinity School basement/cafeteria area. Parents **MUST USE** the alley entrance (Door 5) of the school when dropping off and picking up their children. You will have to ring a doorbell to be let in. This is a safety precaution and allows us to know who is entering the building.

TIME OF OPERATION

The B.A.S.E program operates 12 months a year.

Our hours of operation are as follows:

School year: 7:00 - 7:50 am & 2:25 - 5:30 pm after school

Non-school days & Summer Break: 7:30am - 5:30pm

Winter & Spring Break

B.A.S.E. will be open over Winter and Spring Break if there are at least 8 students signed up per day. Charges for these days will be billed separately via TADS if signed up after the cut-off day.

B.A.S.E. is closed over Thanksgiving Break, the 2 days after school lets out in June, the week of July 4th and the last week in August before school starts.

FEES

School Year (Sept 1- first full week in June)

- **Registration: \$35/student or \$75/Family Max**
- Morning ~ \$10.00/day
- Afternoon w/ snack ~ \$15.00/day
- Both morning and afternoon ~ \$20.00/day
- Non-School Days ~ \$38.00/day
- Drop-in/Late Sign-up AM ~ \$12.00/day
- Drop-in/Late Sign-up PM ~ \$17.00/day
- Drop-in/Late sign-up non-school day ~ \$40.00/day

Summer fees (Start 2nd week of June):

- **Registration: \$35/student or \$75/Family Max**
- Five days/week (7:30-5:30) ~ \$225 per child
- 9-12 five days/week (9:00-12:00) ~ \$100 per child
- Individual Days ~ \$55 per child per day

ARRIVAL AND PICK UP

For safety reasons, we require parents/guardians to enter the building to sign their children in and out of the program. **If someone other than the parent/guardian will be picking up your child(ren), please notify the staff they will be asked to show ID.** A doorbell is located at the right side of the alley door(door #5). This will ring in the extended day area, and you will be buzzed in.

COMMUNICATION

Each family that attends B.A.S.E will receive monthly emails with important information relating to B.A.S.E. This is where you will find important dates, special events, reminders, etc.

SNACK

This year all students are to bring a snack from home to have at B.A.S.E. We will have limited snacks here for those students who drop-in or forget their snack that day. Please understand the number of snacks that we will have on hand will be limited, so please try to remember to send a snack with your student(s) the days they will be attending B.A.S.E.

SCHEDULING

Summer: During the Summer you are to fill out the registration form on our website to let us know which weeks or days your child(ren) will be attending. You can do this all at one time or monthly. If you choose to do this monthly you must register no later than the **1st of each month** of each month (May, June and July). Any days that are added will be billed in addition to your initially scheduled days via TADS.

If at the time of registration, you have been unable to make final plans for a family vacation, summer camps, etc., please let me know by attaching a letter or note. Include in the letter specifically which dates may be affected by the schedule, as well as when you will know.

School year: Each month during the school year, you are **REQUIRED** to fill out a Google Form via our website for the days your child(ren) will be attending B.A.S.E. The due date for these are by the last day of each month. **You will be billed via TADS monthly for the days you sign up. Please note that you will be charged for the days that your child(ren) is signed up for if they attend or not.**

ABSENCES

Holy Trinity B.A.S.E. assumes responsibility for children before school and when school is over each day. If your child is not coming to B.A.S.E. on a scheduled day, **we must be notified**. Please let us know with a phone call 651-451-9411, or via email b.a.s.e@holytrinityssp.org. A response is sent for all email messages to confirm that they were received. If you don't receive a response, please follow up with a phone call. **You will still be billed for these days**, but we really appreciate the notice.

Summer session: Please inform us of any absences or illnesses during the summer. **You will still be billed for these days**, but we really appreciate the notice.

AFTER SCHOOL - NO-SHOW

If your child is scheduled to attend B.A.S.E. and does not show up after school, staff will search for the child until he/she is located; or a parent is reached, and the child is accounted for. If a child is not accounted for by 3:10 pm, the South St. Paul Police will be called.

LATE PICKUP

You will be charged a late fee if you pick up your child(ren) after 5:30 pm. This fee is \$10/family/10 minute block of time (5:31-5:41=\$10, 5:42-5:52=\$20, etc.) This fee is used to pay the staff overtime.

Please inform us ahead of time or as early as possible if you will be late picking your child(ren) up. You may email us at b.a.s.e@holytrinityssp.org or call us at 651-451-9411.

BILLING AND PAYMENT FOR SCHOOL YEAR AND SUMMER

Parents/guardians will be billed the **month prior for the following month** via TADS and will be due each month on the 15th. For example, September will be billed on August 1st and be due August 15th.

*****Please note you will be charged for the days your child(ren) are signed up for regardless if they show up or not for that/those days.**

PAST DUE BILLS:

All outstanding B.A.S.E. invoices that are 60 days or more past due **MUST** be paid in full in order for your child to attend B.A.S.E. (Example: If the fee for the month of November has not been paid in full by January 1st, your child(ren) cannot attend B.A.S.E. until the November's invoice has been paid in full.)

A charge of \$30 will be added to your B.A.S.E. TADS bill for any checks returned because of non-sufficient funds.

FIELD TRIPS

During the summer session, we will be walking to Lorraine Park to play on the playground as well as watch the Summer Playhouse every Thursday through July (weather permitting). Permission slips are required for this and will be sent via a Permission Click link, please e-sign and submit by the first day of the summer program. **Verbal and written permission, other than the e-signed permission via permission click, are not accepted.** If you choose not to participate, alternative care must be arranged.

All field trips and activities will be done at school this year through various providers and fees are included in summer tuition.

PERSONAL BELONGINGS

Children are to leave **ALL** toys, cards, electronics, etc. at home. If a child brings personal belongings to the program, they will be taken for the day and given back at the end of the day upon pick-up.

Children may bring a water bottle if they choose, please put your child(ren)'s name on all extra clothes, lunch boxes and water bottles.

***BASE is not responsible for any missing or damaged personal items that should not be brought to BASE .

CLOTHING

If your child is in preschool through 1st grade, please have a change of clothing for them to change into should the need arise. If your child is sent home in borrowed clothing, please wash and **RETURN ASAP**. Children are expected to wear their uniform to B.A.S.E. during the school year at all times. During the summer please have an extra set of clothing for children as we will be playing with water.

Precautions are taken to avoid getting clothes dirty, but with the level of activity and play, the possibility exists. Do not send your child in clothes that you do not want to risk getting soiled.

Children will spend part of each day outdoors. They need to be dressed for the weather. They will not be taken out in extremely cold weather (windchill –10), or if they have a doctor's note, or if they have been out ill.

**Updated January 6th, 2023*

HEALTH, EMERGENCY, AND ACCIDENT PROCEDURES

ILLNESS

Parents are asked to protect their child(ren) and the health of others by keeping a child at home if he/she is ill. Any signs of rash, discharge of eyes or ears, profuse nasal drainage, fever, and vomiting or diarrhea are examples of infectious diseases. A notice will be posted to inform you of any infectious illnesses that could affect your child (strep, pink eye, etc.).

Please follow COVID guidelines until advised otherwise.

If your child(ren) become(s) ill at B.A.S.E., you will be contacted immediately. Your child(ren) will be kept comfortable until picked up. If a parent cannot be reached, the person whom you have designated will be contacted.

Students MUST be fever-free (100 +) for 24 hours before returning to school. If vomiting or diarrhea is present, the child must be excluded for 24 hours.

MEDICATION

No over-the-counter medications (i.e., Tylenol) will be administered by a staff member to children without a doctor's written instruction. Medications prescribed by a doctor will be administered when sent in the original bottle and accompanied by the appropriate forms (see below). Children may not have over-the-counter or prescribed medications with them (in a bag, etc.) while at B.A.S.E. Please try to schedule prescription doses so that most are administered at home.

Appropriate forms include written permission from parent/guardian on the Holy Trinity form. Also required are written instructions signed by the prescribing physician on the same form or on the doctor's letterhead or prescription slip.

FIRST AID/INJURY

The staff will handle minor first aid. For minor injuries (those requiring only cleaning, band-aid, ice pack, etc.) a full accident report will not be written, but parents will be notified. For more severe injuries requiring more extensive care, and for head injuries, an accident report will be written, and parents will be informed. If an injury occurs that requires a doctor's follow up, an additional form will be completed. This is consistent with the policy followed by the school office.

First aid/CPR training is offered yearly to staff members. First Aid Kits and emergency cards are kept in the extended day area and are brought along on field and swimming trips.

MEDICAL EMERGENCY POLICY

In the case of a medical emergency, the procedure will be:

1. Contact parent(s) at home or work.
2. Person(s) you have designated may be asked to care for your child if you cannot be reached.
3. Depending on the medical emergency, 911 may be called, and a police vehicle or ambulance may transfer your child to a hospital.

SEVERE WEATHER/SCHOOL CLOSING

If Holy Trinity school is canceled, B.A.S.E. will also be canceled. In case of inclement weather, the principal will decide to close Holy Trinity School, which would include B.A.S.E. **If SSP schools are closed or close early, so does Holy Trinity.** Please listen and watch WCCO and personal email for any announcements regarding closings or early closures.

FIRE

Fire drills are held for the entire school throughout the year. We have both planned and surprise drills, and the children are well informed and prepared for these. There is an exit at both ends of the cafeteria. Children are taught to go to the exits and out to the back of the building, at the sound of the alarm. In the case of a real fire, 911 would be called after children are evacuated.

TORNADO

A tornado-safe area has been designated. Children are instructed to sit on the floor with heads down.

CHILD ABUSE

Staff members are **mandated reporters**, meaning they are **required by law** to report suspected incidents of physical, sexual abuse or neglect to the Dakota County Child Protection Agency, 651-891-7459.

Court Orders

As families deal with difficulties in the home, court orders are sometimes established for safety reasons. For the school to provide a safe setting, we require that copies of current court orders be provided to the school office.

MISSING CHILDREN

If there is a missing child, the staff will check the building and then contact parents to determine if the child went home. If a child is not accounted for by 3:10 pm, the South St. Paul Police will be called.

INSURANCE

Holy Trinity School provides liability insurance from Catholic Mutual. Your insurance covers medical expenses.

Christian Behavior Expectations

The purpose of all behavior expectations is self-discipline. Holy Trinity's discipline policy is designed to assist the individual student in learning to make correct decisions, to be responsible, and to respect and treat others with fair and equal actions. Students should understand that observing rules fosters thoughtfulness, respect and consideration of others.

The primary responsibility of all training comes from the home. The school's efforts, therefore, must be to augment or supplement this training.

The principal, teachers and other school personnel, share the responsibility for the maintenance of discipline in the school. The principal is aware that each teacher is the most effective agent for establishing and maintaining discipline with the pupils.

Holy Trinity's personnel promote a positive Christian learning environment. School and classroom rules will be explained to students the first week of school. Positive reinforcements are used to encourage success and Christian behavior. Students also learn that they are responsible for their own behavior. Because we encourage self discipline and good choices by our students, Holy Trinity's staff has implemented a behavior curriculum and a school-wide behavior plan.

Classrooms are first and foremost to be places of learning. Holy Trinity teaches young people the skills needed to make appropriate choices in their daily activities. The school-wide behavior

expectations are Scripture-based and communicate our Christian Behavior Expectations for students in our school. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.

Cell Phones & Personal Devices

Cell phone & personal device usage by students is not allowed.

If a cell phone or personal device is seen, makes a noise or caught in use, staff will follow the following protocol:

- First infraction – the phone is confiscated and returned at the end of the day.
- Second infraction – the phone is taken and locked up in the office until a parent picks it up.
- Third infraction – the phone is not allowed in school until a conference is held.

Weapons Policy

Holy Trinity Catholic School strictly prohibits the carrying or possession of weapons on its premises, including firearms for which a permit has been issued.

For the purpose of this policy, the term “weapon” shall include but not be limited to, firearms, rifles, pistols, guns, knives, devices, instruments, materials, substances or their respective components or ammunition, that are used for, or readily capable of, causing death or serious bodily injury or any other object that can reasonably be considered a weapon (including firearm or other weapon replicas).

The following disciplinary action will take place:

- Confiscation of the weapon if it can be done safely or call 911 for assistance
- Notify principal
- After the incident is investigated, the following may happen:
 - o Notification of parent/guardian
 - o Suspension from school
 - o Possible involvement of police with recommendation to charge
 - o Current laws make it a gross misdemeanor to possess, keep or store a weapon or replica weapon on school property. It is a felony to use any weapon or replica. Laser pointers are considered weapons.
 - o Discussion with regard to expulsion

Smoking/Tobacco and Substance Use

Holy Trinity wants to maintain a safe and healthful environment for all students. Therefore, no student shall use, consume, possess, buy, sell or give away alcoholic beverages, tobacco, toxic substances or controlled substances (without a physician's prescription).

These substances are prohibited at all times on school property, school-sponsored events or on a school bus. If a student is found violating this policy, the substance will be confiscated, and the student will receive a three-day suspension. If necessary, the police will be contacted. Students may also be referred for counseling.

Theft, Vandalism or Destruction of Property

Theft, vandalism or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school-provided resources and equipment. Students may be required to pay for damage to desks, lockers, other equipment or property. Unauthorized use of school equipment is forbidden.

Bullying / Harassment

Holy Trinity Catholic School is committed to providing a safe educational environment for its students and teachers on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a students' ability to learn and the teachers' ability to educate students in a safe environment. The purpose of this policy is to assist Holy Trinity in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence and similar disruptive behavior.

Holy Trinity cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved are not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment, Holy Trinity Catholic School reserves the right to take action to investigate and respond to such conduct.

Definitions

1. “Bullying:” Deliberate or intentional behavior using words or actions that are intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:

- a. Verbal conduct (e.g., using threatening or intimidating language, teasing or name-calling)
- b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships)
- c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior)
- d. Cyberbullying

2. “Cyberbullying:” The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. “Cyberbullying” is a form of bullying and provisions of this policy that refer to “bullying” are intended to refer to cyberbullying as well.

3. “On school property or at school-related functions:” Holy Trinity Catholic School buildings, school grounds and school property or property adjacent to school grounds; school buses, school vehicles and school-contracted vehicles; the area of entrance or departure from school grounds and premises; and school-related trips, functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

Provisions

1. Prohibition: Holy Trinity expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. Holy Trinity also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers or employees.

2. Alleged consent irrelevant: Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

3. Reporting: A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns should also contact the principal.

4. No retaliation: Retaliation against a victim, good-faith reporter or a witness of bullying is prohibited.

5. False accusations: False accusations or reports of bullying others are prohibited.

6. Violations: A student who violates this policy shall be subject to discipline for that act in accordance with Holy Trinity Catholic School's policies and procedures. Holy Trinity may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include: the age, development and maturity levels of the parties involved; the levels of harm, surrounding circumstances and nature and severity of behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred.

7. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in Holy Trinity's discipline policies, including but not limited to, suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from school property and events or termination of services or contracts.

8. Holy Trinity retains the sole discretion to determine the appropriate response, including the appropriate discipline or consequence, for violations of this bullying policy.

9. Other applicable policies: Nothing in this policy prevents Holy Trinity Catholic School from responding to violations of its other policies or code of conduct policy.

Christian Behavior Expectations

The seven principles of behavior with their scriptural basis remains the foundation of behavior norms and character development in the school. The seven principles of the Christian Behavior Expectations follow:

Our students are prompt and prepared.

- Be on time.
- Come with appropriate materials.
- Bring assigned work to class.

Be on guard, therefore. The Son of Man will come when you least expect it. Luke 12:40.

Our students respect authority.

- Listen to authority.

- Follow directions promptly.
- Accept responsibility for behavior.

Pay attention and you will have understanding. What I am teaching you is good, so remember it. Proverbs 4:2.

Our students respect the rights of others.

- Use appropriate voice.
- Listen to speaker.
- Respect the opinion and point of view of others.

Whatever you do for the least one of these, you do for me. Matthew 25:40.

Our students respect property.

Every good gift and every perfect present come from God. James 1:17.

Our students display a concern for learning.

- Remain on task.
- Allow others to remain on task.
- Complete and return assignments on time.

If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance. Sirach 1:26.

Our students display appropriate social skills.

- Cope with disagreement, teasing, and criticism.
- Display courtesy.
- Display tact.

Love your neighbor as yourself. Matthew 22:39.

Our students display positive and productive character.

- Live by high standards.
- Go beyond what you expect from others.

Each one as a good manager of God's different gifts must use for the good of others the special gifts he or she has received from God. 1 Peter 4:10.

Christian Behavior Expectations - Playground

Our students are prompt and prepared.

- Respond immediately to all instructions and bells.
- No loitering in the building before and after school.

Our students respect authority.

- Listen to and follow the supervisor's instructions.

Our students respect the rights of others.

- Play fair.
- Include others in your games and take turns.
- Keep hands off others at all times.
- No teasing. Our students respect property.
- Handle playground equipment as instructed to by the supervisor.
- Hands off others' clothing.
- Share playground equipment.

Our students display a concern for learning.

- Demonstrate cooperation between and among classes in games.

Our students display appropriate social skills.

- Be inclusive in play.
- Display courtesy and acceptance in play situations.

St. Joe's students display positive and productive character.

- Be a positive role model.

No Expectation of Privacy

Holy Trinity Catholic School is a private school. Students have no expectation of privacy while on school-owned property or in their use of school-owned or school-provided resources.

Holy Trinity reserves the right to inspect any of its property at any time, with or without advance notice.

BEHAVIOR PLAN – This is consistent with the behavior policies of the school as stated in the Holy Trinity School Parent/Student Handbook.

Discipline policy: The staff at Holy Trinity has the goal of establishing a Christian environment throughout the school, in which students feel safe, secure, happy and have a maximum opportunity to learn. Our attitude is one of acknowledging or commending, whenever possible, appropriate behavior, quality work, and improvement. Our Holy Trinity discipline policy is based on a positive approach to children. Within this framework, we realize that children will choose and accept responsibility for their behavior.

The following rules are general rules and expectations:

1. Students will follow directions.
2. Students will be verbally and physically respectful of other students, teachers and staff, and all other adults.
3. Students are expected to solve all conflicts in a peaceful manner. Physical fighting for whatever reason is never acceptable.
4. Students will use equipment and facilities appropriately.

The emphasis on our discipline is respect for one another and our gifts as children of God. Should a student choose not to follow the rules set forth by the staff at Holy Trinity Church/School and B.A.S.E. program, the following consequences will result:

- Three reports in one month – the parent and child will create a simple contract with the director. The contract is meant to be an agreement with the staff, parents, and child involved. Each contract will be unique in the solutions the group develops while trying to resolve the problems.
- If the contract is broken or there is a 4th report before the contract is started, there may be a two-day dismissal, and the parents will need to find care elsewhere for the child.
- If the contract is broken two times in one month, there may be a four-day dismissal.
- The third time the contract is broken, the child may be dismissed totally from the B.A.S.E. program.

PARENT RESPONSIBILITIES

- Observe the rules and policies of the B.A.S.E. program.
- Let staff know if your child(ren) will not be attending for the day.
- Sign your child(ren) in and out of the program.
- Pick child(ren) up on time.
- Fill out the monthly sign-up Google form on time.
- Share your concerns with the director and/or staff.
- Read posted messages and/or email correspondence.
- Inform staff if your child(ren) have been exposed to a contagious illness.
- Keep your child(ren)'s records up to date, especially phone number changes.
- **Read and understand this handbook**, and ask questions if clarification is needed.