



Parent Handbook 2023-2024

BASE49 Mission Statement

“Where children create, imagine, build and explore”

Families can rely on BASE49 to provide a warm, safe, fun and quality K-5 before and after school program and break camps for their children. BASE49 is available at all eleven public elementary schools in the district.

At BASE49 we provide each student with a fun-filled environment that will engage and challenge children. We offer the choice to participate in one or all of our daily activity zones such as Creation Zone, STEM Zone, WRAP Zone and Fitness Zone. Daily exploration curriculum will engage your child with opportunities to make choices each day and interact with friends.

BASE49 Highlights:

- Hands-on science and art projects
- Activities supporting literacy growth
- Homework help
- Games promoting physical fitness
- Healthy afternoon snacks
- A safe and warm environment

BASE49 is licensed by the State of Colorado. Complaints to Child Care Licensing can be mailed, faxed or phoned to:

Colorado Department of Human Services 1575 Sherman St. 8th Floor Denver, CO 80203-1714 Phone: 303- 866-4511 Fax: 303-866-4047

To make a complaint to management of BASE49, contact: BASE49@d49.org Phone: 719-495-1182

BASE49 Basics

Before and After Care BASE49 offers before and after school care Monday- Friday, following the District 49 School Calendar. Hours of operation are 6:00am to school start and school release to 6:00pm. Hours are subject to change due to unforeseen events.

Non-School Days BASE49 is available from 6:00am to 6:00pm during breaks as well as many non-school days. Location of the offering will be determined based on space availability and the number of families interested. Hours are subject to change due to unforeseen events.

Holidays

BASE49 will be closed on the following days:

- September 4th
- November 22nd - 24th
- December 22nd, 25th - 29th
- January 1st, and 15th
- February 19th
- May 10th

Snacks BASE49 provides one healthy snack during the after-school program. During full day programs, children are provided with one snack in the morning and one in the afternoon. BASE49 does not provide lunches for full days.

BASE49 Policies and Procedures

Enrollment BASE49 accepts children ages 5 years through 11 years in elementary school who are restroom trained. Enrollment must be completed online by following the Eleyo link located on the BASE49 website (www.d49.org/BASE49). Additional documentation requests will be sent from the BASE49 e-mail to the account owner. The following paperwork is required for students attending BASE49:

1. Enrollment agreement (Eleyo registration)
2. Immunization records (Eleyo registration)
3. Health form (one per student)
4. Photo of child (Eleyo registration)
5. Signed parent handbook receipt (one per student)
6. Sunscreen permission form (one per student)
8. BASE49 Acknowledgements (one per family)

BASE49 Rates:

Registration Fees

1 child = \$50

2 children = \$80

3 or more children = \$120

Registration fees are non-refundable.

2023-2024 Tuition:

Full Time Program

This program is a Monday-Friday (not including closures) option for students in which families are guaranteed care Monday-Friday. This program DOES NOT HAVE THE OPTION TO CANCEL DAYS WITHIN EACH WEEK. You pay for the days, regardless if you attend or not.* Non-school days need to be requested separately, and will be approved two weeks before the scheduled day. Approval for the non-school days is “first come, first served” based on staffing and availability.

Full Time Before School Only \$70.00 per week

Full Time After School Only \$80.00 per week

Full Time Before and After School \$130 per week

*We do offer our full-time families ONE week (Monday-Friday) of vacation to utilize during the school year.

Part Time Program

This program option allows families to request certain days they need care for their students. This program DOES NOT GUARANTEE YOUR STUDENT A SPOT AS IT IS BASED ON AVAILABILITY. Approval/denial emails are sent the Monday prior to the week requested, and families can cancel up until the Wednesday before the scheduled week of care. Non-school days need to be requested separately, and will be approved two weeks before the scheduled day. Approval for the non-school days is “first come, first served” based on staffing and availability.

Part Time Before School Only \$18.00 per day

Part Time After School Only \$18.00 per day

Part Time Before and After School \$36.00 per day

Non-School Only Full Day Program

This program option allows families to request care for non-school days only. Approval for the non-school days is “first come, first served” based on staffing and availability. Families can cancel up until the Wednesday before the scheduled week of care.

\$50.00 per day

BASE49 Payments

Tuition may be paid by credit/debit card, checking/savings account (autopay option available) or money order. Automatic payments are processed on the invoice due date, and should a family choose to set up their auto-pay, they agree to allow BASE49 to automatically charge the account or card on file for the balance of their account. If a payment is returned for card/account errors, a \$25 insufficient funds fee will be applied to your account.

Payment must be received by the Friday prior to the week of care. A late payment fee of \$10 will be added to accounts not paid on time. Invoices are primarily sent on Mondays for the following week of care. If tuition is not received by Friday, your child may not attend the program the following week until payment is received. Accounts with outstanding balances are subject to disenrollment.

Credits/Refunds

For **Part Time schedules or when removing Non-School Days**: Families who submit a written cancellation request to notify BASE49 (BASE49@d49.org) by the Wednesday before will not be charged for the day(s) of requested care. However, if the request is made after the deadline, you will be charged for the day(s).

Credits for District 49 Closures will be issued to family accounts. This is a manual and individual process and may take up to the next invoice to complete.

Absences and Schedule Changes: If your child will not be attending the program on any given day, please notify by sending a text to your site phone (number is located on the BASE49 website) and send an email to BASE49@d49.org as soon as possible.

If your child is absent from scheduled care and BASE49 staff is not notified the following steps will be taken:

- Confirm the child is scheduled to attend the program that day.
- Contact the office to confirm the child's attendance at school.
- Check all the classrooms, bathrooms, and playground.
- Contact parents. Contact management.
- Call 911.

Signing Child In and Out

All BASE49 students must be signed out by authorized pick-ups, as indicated on their contract. Students cannot walk home and check themselves out of BASE49. Students will only be released to authorized pick ups. If someone other than those listed on the contract agreement is sent to pick up a child, prior written authorization must be provided (email, text message, or letter).

Authorized persons for student pick up must be 18 years or older.

All persons picking up will be asked to present valid photo identification. This is for the safety of your student so please have your identification available.

Visitors We are happy to have parents and guardians visit our program. All visitors must sign in the visitor log.

Late Pick Up

If your child is not picked up by 6:00pm, our staff will attempt to call the primary contact listed on the enrollment agreement and then the other emergency contacts provided if that is unsuccessful. In addition, a late fee will be assessed and added to the next invoice.

If the child has not been picked up and no contact has been made to parents by 6:30pm, the local police department will be notified.

After the third late pick up, your child is subject to disenrollment.

Withdrawing Your Child You have the right to disenroll your child from BASE49 at any time. We do require written notice sent to BASE49@d49.org.

Inclement Weather BASE49 will follow the same district protocol with respect to delays and closures.

In the event that the district calls a two hour delay, BASE49 will open at 8:00 am rather than 6:00am. If the district is closed due to weather, BASE49 will also be closed.

BASE49 Illness Policy:

A child should not be sent to BASE49 if they are sick. Additionally, if a child is sick or becomes sick while attending the program, BASE49 reserves the right to call and require a child be picked up as soon as possible if any of the following symptoms are displayed:

Examples of signs and symptoms of illness are, but not limited to,

- A temperature of 100.4 or greater
- Vomiting or diarrhea in the previous 24 hours
- Severe cold symptoms, such as constant runny nose, congestion, coughing or sneezing (unless allergy-related)
- A sore throat lasting longer than 3 days. A child diagnosed with strep throat must stay home for 24 hours after antibiotic treatment has started.
- Red, inflamed, swollen or discharging eyes (not related to allergies)
- Weeping cold sores or lesions (such as hand, foot, mouth) under treatment
- Rashes (such as impetigo) that are not yet diagnosed
- Head lice that has not been treated

A student may return to the program once they have been symptom-free for a full 24 hours, unless directed to remain absent for longer by a medical professional.

BASE49 Medication Policy:

Please be aware that Colorado state law governs medication during school and program hours. **BASE49 does not have access to medications kept by the school nurse.**

If your child requires medication during the program, you must provide a written doctor's order including drug name, dose, time, duration and treatment, doctor's and parent signatures. This includes all over-the-counter medication. **The pharmacy label applied to the medication bottle will not suffice for a doctor's order.**

Medication must be in the original bottle, complete with the pharmacy label. Medications brought to BASE49 must match doctor's orders.

All non-emergency and emergency medications are stored appropriately.

If a student must carry a medication, the physician order must state this and the student must also have a self-carry contract.

The medications provided will not be available outside of program hours.

If your child has a health condition such as asthma, severe allergies, etc. we must have a health care plan provided by a physician.

BASE49 Misc. Information

Mandatory Reporting Per the Child Protection Act of 1987, BASE49 employees are considered mandated reporters of abuse and neglect. As mandated reporters, we are required by law to report any suspected abuse or neglect to the appropriate agency.

Supervision At BASE49, the safety of the children in our program is our top priority. Our staff actively supervise by doing the following:

- Keeping the required 1:15 staff to child ratio at all times.
- Maintaining focus solely on children when supervising.
- Routinely checking rosters throughout the day to verify current attendance and locations of children.

Behavior At BASE49, all children have the right to attend a program that offers a safe and nurturing environment. It is the commitment of BASE49 to use positive behavior management strategies and assist children in learning conflict resolution skills. Consistent displays of behavior that violates the emotional and/or physical wellbeing of oneself, other children or staff will be addressed on a case-by-case basis.

- Inappropriate or unsafe behavior will be documented with incident reports.
- Multiple incidents of inappropriate or unsafe behavior will result in a parent conference with management.
- If a child's behavior is determined to be unsafe for them and/or others, a temporary or permanent removal from BASE49 may be enacted.

While BASE49 understands that parents may have questions or concerns due to billing, attendance, etc. we reserve the right to ask parents to please:

- Be respectful when addressing BASE49 staff, and other families whether through verbal or written communication.
- Engaging in verbal abuse i.e name calling, use of profanity, ethnic or racial slurs, or derogatory statements made in person, written, in front of other families, or staff.

Failure to meet the above could result in student disenrollment.

Children with Special Needs BASE49 accepts all children in compliance with the Americans with Disabilities Act (ADA) and other applicable federal, state or local laws pertaining to the provision of services to persons with disabilities. We are committed to providing reasonable accommodations to all children enrolled in our program. If a child has special needs, we ask parents to inform program management and staff in order to ensure reasonable accommodations are set in place. As a licensed child care facility we are not under educational mandated regulations to follow or accommodate stipulations set forth by an IEP or 504. Each circumstance will be reviewed on a case-by-case basis to determine if our program can meet the child's needs.

Field Trips

BASE49 could participate in field trips during full day camps. Children and staff are transported via District 49 bus transportation to field trip destinations. The following are the policies and procedures for field trips:

- Parents must sign and turn in the Field Trip Permission Slip before their children can participate in the program.
- **Children must be signed in by 8:30am on field trip days. Children who arrive late on field trip days will not be able to receive care.**
- Children must wear their BASE49 Summer Camp shirts on field trip days.
- Staff maintain 1:15 ratios on field trips at all times, with additional staff members available to support when needed.
- If you wish for your student to not participate in a field trip or onsite activity, please notify staff with a written request to not have your student participate. We will offer an alternative activity

Movies and Media

Occasionally, we will present movies related to our weekly themes as an activity for the day. Parents will be given notice ahead of time and asked to sign a permission slip for any movies rated PG.

Personal Items BASE49 is not responsible for lost or damaged personal property items. Therefore, we ask that children leave personal toys, electronics and other valuable items at home.