

# **BASE Parent Handbook 2020 - 2021 School Year**

## **Welcome to BASE!!**

Welcome to BASE: Before & After School Enrichment. We are excited to have the opportunity to provide quality childcare for your child. It is our hope that you will have peace of mind knowing that your child is well taken care of and happy while you are at work. The Lakeland BASE program is founded upon the philosophy of respect for the individual child, his or her ability to grow, to think, and to play creatively.

All BASE staff members receive an enhanced criminal background check and are CPR/First Aid certified. BASE professionals come to us from varied backgrounds. They have experience as teachers in childcare centers, classroom aides, coaching, leaders of youth groups and more. BASE staff has ongoing professional development on specialized topics such as child development, organizational skills, safety issues, activity planning, first aid, legal issues, and other topics that enhance their already stellar childcare skills. We hire those who have a passion for seeing children succeed and grow. Your child matters to each of our staff members.

Lakeland School District is an equal opportunity provider

### **GENERAL POLICIES AND PROCEDURES**

#### **ADMISSION**

BASE accepts children in grades K - 6 who meet criteria set forth by the BASE program. Every child must function in a group setting without additional adult supervision, have not been suspended in the past 365 days, and parents/children must follow guidelines below.

#### **ADULT CONDUCT**

Adults must demonstrate respect for others in order for families to participate in BASE. Staff must do the same.

#### **ARRIVALS**

We open at 6:30 AM. Children must be escorted and signed in by a parent. We take the temperature of each child as they arrive. Any child with a fever of 100 or more will be sent home for 24 hours. If any child or family member is showing signs and symptoms of COVID-19 the child will be unable to attend.

#### **BEHAVIOR COACHING**

We create an environment that encourages problem solving techniques and leads to cooperative play. **Violent or unsafe behavior is grounds for immediate dismissal** from the program. If dismissed, a child may qualify to attend BASE or Summer BASE after 365 days.

#### **BIRTHDAYS**

We love celebrations! Please feel free to bring a treat to share with the entire group. All snacks provided must be store-purchased without nut/peanut butter products.

#### **CHILD ABUSE**

Childcare professionals are "mandated reporters" and must bring any concerns to appropriate community agencies. The agency will decide the necessary course of action.

## **CONFIDENTIALITY**

Children and families are entitled to full confidentiality. School staff, BASE staff, and the director will communicate with one another in order to help children to be successful in the BASE program.

## **DEPARTURE**

The pick-up person must be listed on the enrollment form, must be age 18 or older, and have a valid photo ID. Children must be picked up no later than 6:00 PM. If after 6:00 PM, an additional fee for each child will be charged: \$10.00 for the first minute and \$1 for each additional minute. Late pick-ups may lead to dismissal from the BASE program.

## **ELECTRONICS & TOYS**

No electronics, toys, or internet friendly devices will be brought to BASE.

## **EXTRA USAGE**

With prior permission from the director, your child may attend BASE on an unscheduled day for an additional cost. Coordinators will assist families in filling out the proper form.

## **GUNS/WEAPONS**

Due to safety and respect for others, we ask that no child or adult brings weapons or items relating to weapons (knives, swords, guns, etc) to Summer BASE.

## **HOURS OF OPERATION**

We open at 6:30 AM and close promptly at 6:00 PM. Late pick-up will result in additional fees (**\$10 ~ 1 min / \$1 ~ each adtl min**) and may result in termination from the BASE program. Children may be eligible to return to BASE after 365 days.

## **ILLNESS, INJURY, OR EMERGENCIES**

If a child becomes ill or seriously injured, parents, and possibly emergency personnel, will be contacted. If a child develops fever of 100 degrees or more, or has signs and symptoms of COVID-19, parents will be contacted for immediate pick-up.

## **IMMUNIZATION RECORDS**

We must have immunization records for each child. If a family has opted out of immunizations, a signed immunization waiver may be filled out for the child's file.

## **MASKS**

Panhandle Health guidelines are to be followed.

## **MEDICATION**

No medication may be dispensed without a doctors note **and** a parent signature on a Authorization for Medication Administration form. Prescribed medication must be brought to BASE in an original, properly labeled bottle. Authorization forms must remain current.

## **PARENT OR CARETAKER ACCESS TO CHILD CARE PREMISES**

Due to the COVID-19 situation, all adults will need to have their temperature taken and be assessed for signs and symptoms before they may enter areas with children.

## **PROGRAM DATES & CLOSURES**

BASE is open on school days. BASE PLUS is an option on many non-school days, at an additional charge. Be familiar with BASE plus schedules to know when we are and are not open.

## **TERMINATION**

If a family is terminated for any reason, they may reapply for enrollment after 365 days.

## **SCHEDULE CHANGES**

Families with a change in attendance will need to fill out a "Schedule Change Form". If a family drops BASE, there is a two month minimum waiting period before re-enrollment may be considered.

## **SNACKS**

Procedures will follow state guidelines. Please send your child to BASE with snacks daily.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax(202)690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339; or (800)845-6136(Spanish). USDA is an equal opportunity provider and employer. USDA Child Nutrition Programs recognize the following protected classes: race, color, national origin, sex, age, and disability.

## **STATEMENTS**

Parents are aware of monthly tuition rates. An emailed statement may also be sent to parents on the 16th of each month. Please verify we have your current email. See the tuition section for payment due dates.

## **SICK POLICY: 24 HOUR TIME PERIODS WILL BE STRICTLY ENFORCED**

Do not send ill children to BASE having had medication to reduce temperature. This puts other students and staff at risk. If many staff are sick, we may be forced to temporarily close BASE at your school. Speak to the BASE Coordinator to learn additional guidelines on when ill children may return.

## **WITHDRAWAL**

Please fill out a Drop Form one week prior to the last day. Charges will continue to accrue until written notification is received by the Coordinator. Final payment on accounts are due the last day of attendance. When a child is withdrawn from the program by family, there is a two month waiting period in order to re-enroll. If a child is suspended from the BASE program, they may reapply after 365 days.

## BILLING AND PAYMENT POLICIES

**Registration Fee:** A \$30.00 per child, or \$50.00 per family, non-refundable yearly registration fee is required.

**Payments:** To avoid a \$10.00 late fee, payments must be received on time.

**WE DO NOT ACCEPT CASH AT THE BASE SITES;** however you can make a cash payment at the District Office located at 15506 N. Washington St. in Rathdrum. All payments should be clearly marked payable to:

**"LAKELAND SCHOOL DISTRICT" and include the following**

- 1) "BASE"**
- 2) Child's first and last name**
- 3) Child's school**

### Due Dates:

Month of Care:

Yearly Fees  
September  
October  
November  
December  
January  
February  
March  
April  
May  
June

Due Date:

Prior to the first day of school  
Prior to the first day of school  
September 25, 2020  
October 25, 2020  
November 25, 2020  
December 25, 2020  
January 25, 2021  
February 25, 2021  
March 25, 2021  
April 25, 2021  
May 25, 2021

**Extra Charges:** Payment for drop-ins and BASE Plus must be paid in advance.

**Non-sufficient funds / Collection Accounts / Bankruptcy** - If your check is returned unpaid, you will be responsible for the amount of the check plus an additional one-time electronic fund transfer fee of \$10.00. Check Collect Recovery Services (CCRS) processes all NSF claims for Lakeland Joint School District #272. Accounts with past due balances will be referred to a collection agency and families will be terminated from the program.

**Idaho Child Care Program (ICCP)** - ICCP helps low-income families pay for childcare. Check with Panhandle Health to see if you qualify. Contact the Self-Reliance Program at the Region I Health and Welfare office, 1120 Ironwood, Coeur d'Alene, ID, 83814, phone 769-1456 or call the Idaho Care Line at 2-1-1. New families receiving child care assistance must provide an agency award letter at registration. Each month parents are required to submit a Monthly Dependent Care Charge Form (billing form) to HW before the 10th of the month (we have extra forms). Failure to comply may result in dismissal from the ICCP program. If dismissed, the family is responsible for full tuition. Balances must be paid each month. Parents who receive ICCP assistance are responsible to make sure ICCP is being billed correctly and that their co-pay is paid in full each month. Families relying on ICCP will be considered self-pay until an award letter arrives.

### Additional information and updates

Look for ongoing updates on the [BASE](#) Facebook page and the Lakeland 272 website under [BASE](#).

# AGREEMENT TO HANDBOOK TERMS AND CONDITIONS

Please read carefully and circle the appropriate responses:

- Yes No Permission is given to Lakeland BASE to use photographs (individual or group, still or video) of my child in program promotion, including newspapers, news bulletins, magazines, movies, TV, displays, Facebook, and in training materials.
- Yes No I have read, understand, and agree to abide by the written policies in the parent handbook. I understand that policies may be changed.
- Yes No I understand tuition must be current to participate in the BASE program.
- Yes No I give consent for my child to occasionally view television programs, movies, and videos that are developmentally appropriate.
- Yes No I understand that hours are strictly enforced and late pick-ups result in extra fees. Repeated violations are grounds for dismissal from the program.
- Yes No I have read the dismissal policy and understand that in order to return to the program, the issue must be resolved and 365 days must have passed.

I have read and understand the BASE Parent Handbook and agree to abide by its terms, conditions, and policies.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Name: \_\_\_\_\_ Site: \_\_\_\_\_

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Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registration Received Date: \_\_\_\_\_ Amt: \_\_\_\_\_ Check #: \_\_\_\_\_

Tuition Received Date: \_\_\_\_\_ Amt: \_\_\_\_\_ Check #: \_\_\_\_\_