

2021 Parent Handbook (9 pages)

Welcome to Summer Camp BASE!!

Welcome to Summer Camp BASE. We are excited to have the opportunity to provide quality childcare for your family. 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.

Summer Camp BASE focuses on keeping children active.

Please put your initials next to each item to show you understand and agree to terms and conditions.

Lakeland School District is an equal opportunity provider

GENERAL POLICIES AND PROCEDURES

ADMISSION

BASE accepts children pre K to outgoing 6th grade students who meet criteria set forth by the BASE program. Every child must function in a group setting without additional adult supervision, and have not been suspended from BASE in the past 365 days. Families must follow guidelines below. To fully reserve your admission, all BASE accounts must be current, and all June fees / activity fees, paid. There will be a cap on the number of students eligible for enrollment.

ADULT CONDUCT

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

Allergies

Food allergies must be reported to BASE Staff and Food Services on medical form.

ARRIVALS

BASE opens and can accept children 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 over 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; depending on the number of students currently registered in that class/day. Coordinators will assist families in filling out the proper form.

FIELD TRIPS

Field trips will take place on Wednesdays and Fridays. The bus will leave promptly at 9:00 AM. Children must arrive with his or her swimsuit & sunscreen on as well as any other appropriate field trip attire. Students will wear Camp BASE t-shirts on field trip days. Locations of field trips are dependent on COVID-19 mandates at the time.

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

Depending on COVID-19 limitations, adults will have access to their child once signed in at the office. All adults will need to have their temperature taken and be assessed for signs and symptoms before they may enter areas with children. If COVID causes a change in levels for our county/state, there will be limited access. Speak to the office lead of the day, or call Suzie at 208-687-0431 X1108.

SUMMER PROGRAM DATES & CLOSURES

BASE is open Monday - Friday. The first day of Summer Camp BASE is Monday June 14, 2021. Our final day open will be Friday 13, 2021. Be familiar with BASE plus schedules to know when we are and are not open. **Scheduled closure: July 2 & 5, 2021.**

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. There are no vacation discounts will be given due to staffing and limited enrollment.

SNACKS & MEALS

Procedures will follow state guidelines. Please send your child to BASE with two snacks daily. Wednesdays & Fridays, for field trips, lunch from home is necessary. Please send your child with water each day as we will spend a lot of time outdoors in the sun. June 14, 15, 16, 2021 your child will need a lunch from home as Food Services will not be open prior to those dates. Lunches are free.

STATEMENTS

An emailed statement may 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

Please do not send ill children to BASE having had medication to reduce temperature. This puts other students at risk. If many staff are sick, we may be forced to temporarily close BASE. Speak to your BASE Coordinator or Suzie (208-687-0431 x1108) 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

Activity Fee: \$60 per child must be paid to finalize enrollment.

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

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

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

- 1) "BASE"
- 2) Child's first and last name
- 3) Child's school
~~~~~
- 4) Cash payments can only be paid at the District Office
- 5) If the District Office is closed, there is a dropbox in the door.
- 6) Be sure the envelope is clearly marked with your child's name & SUMMER BASE.
- 7) Cash payments must be paid at the correct location, or all future payments, checks or cash, can only be paid at the D.O."

**Tuition Due Dates**

| <u>Month of Care:</u> | <u>Due Date:</u> |
|-----------------------|------------------|
| June                  | May 25, 2021     |
| July                  | June 25, 2021    |
| August                | July 25, 2021    |
| September             | August 25, 2021  |

**Extra Charges:** \$30 drop-in fee per child must be paid in advance. Every child will have an activity fee of \$60. Additional tuition information on the final page of this handbook.

**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.

On the next pages you will find required parent permission forms and agreements to the Summer BASE Protocols, tuition rates, and field trip information.

# Summer Camp BASE Multiple Field Trip Permission Form

Dear Parent or Guardian,

Your child will be attending field trips this summer. Please read the information at the top of this form, then sign and return the permission slip at the bottom of this form by June 11, 2021.

**Field Trip Dates:** June 14, 2021 - August 13, 2021

**Locations:** Parks, Splash Pads, Beaches, Roller-skating, Aquariums, Berry Picking, Mini-golf, and other locations based on our COVID-19 levels and guidelines as set forth by Panhandle Health. Field trip information will be posted at the front desk at Summer BASE.

**Purpose:** Summer Fun!

**Cost:** There are no additional charges.

**Required Items:** Upon arriving for field trips, students need to be wearing swimsuit and appropriate shoes for each specific field trip.

**Means of Transportation:** Lakeland School District Transportation Department Buses

**Leave school:** 9:00 AM Promptly, children need to arrive by 8:45 to participate in field trips.

**Return to school:** Approximately 3:00 PM depending on location.

**Special Instructions:** On field trips including swimming, students will need to provide a life jacket. All students must arrive in appropriate attire and bring a water bottle, lunch, two snacks, and sunscreen.

*Save this part of the form for future reference.*

Cut here----- Cut here

*Sign this part of the form and return it to your child's teacher.*

\_\_\_\_\_ has permission to attend field trips 6/14/21 - 9/13/21.

I give my permission for \_\_\_\_\_ to receive emergency medical treatment. In an emergency, please contact:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# 2021 SUMMER CAMP BASE

## Summer Camp BASE Field Trip Transportation Permission Form 2021

Throughout the summer, students may have opportunities to participate in activities which involve travel to off-site events. Transportation options vary; the leader of each activity will provide you with details regarding the transportation status of specific events as they become available. In the meantime, please complete the following steps to help us prepare for addressing transportation needs.

- Step 1: Complete the Student Information section in full.
- Step 2: Review the Transportation Permissions listed.
- Step 3: Complete the Parent/Guardian Signature section in full.
- Step 4: Initial **all** Transportation Permissions for which you give your approval.
- Step 5: Return your completed form by \_\_\_\_\_.

| Student Information                                                                             |  |
|-------------------------------------------------------------------------------------------------|--|
| Full Name                                                                                       |  |
| Grade Fall 2021                                                                                 |  |
| Allergies/Independent in area of changing clothing, applying sunscreen, and using the restroom. |  |

| Parent/Guardian Signature |  |
|---------------------------|--|
| Full Name                 |  |
| Signature                 |  |
| Date                      |  |

| Transportation Permissions                                                                                                                                               | Initials |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| I give my student permission to ride with the BASE team on a school bus, or comparable transportation, under the supervision of administrators, faculty, or staff.       |          |
| I understand that my child may lose ability to attend field trips due to unsafe or defiant behaviors on the bus as well as during the activity.                          |          |
| I give my child to be transported to beaches, parks, splash pads, berry picking, hiking, aquariums, mini golf, museums, movie theaters, roller skating rinks, lakes, etc |          |

# SUMMER 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, displays, Facebook, and in staff 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.
- Yes No I understand and agree to tuition rates and due dates.
- Yes No I agree to send my child to BASE with lunch & two snacks on Wednesdays and Fridays, and to send water bottle, sunscreen, and two snacks Mondays, Tuesdays, and Thursdays.
- Yes No I understand that no toys or electronics are allowed in BASE.

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: \_\_\_\_\_

~~~~~

Staff Signature: _____ Date: _____

Summer Camp BASE Tuition Information

BASE MONTHLY SUMMER RATES 2021 June 14 - 30, 2021			
Days/week	One Child	Additional Child	Two Children
5 days/wk	\$300	\$280	\$580
4 days/wk	\$250	\$230	\$480
3 days/wk	\$200	\$180	\$380
2 days/wk	\$150	\$130	\$280

BASE MONTHLY SUMMER RATES 2021 July 1 - 31, 2021 Closed July 2 & 5, 2021			
Days per week	One Child	Additional Child	Two Children
5 days/wk	\$400	\$360	\$760
4 days/wk	\$350	\$310	\$660
3 days/wk	\$280	\$250	\$530
2 days/wk	\$195	\$175	\$370

BASE MONTHLY SUMMER RATES 2021 August 1 - 13			
Days per week	One Child	Additional Child	Two Children
5 days/wk	\$300	\$280	\$580
4 days/wk	\$250	\$230	\$480
3 days/wk	\$200	\$180	\$380
2 days/wk	\$150	\$130	\$280

Registration: \$30/one child, \$50/family ~ due one time per year.

Activity Fee: \$60 per child