

BASE Parent Handbook

2021 - 2022 School Year

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, think, and play creatively.

BASE is a reliable, quality, licensed program offered in the elementary schools in our district. We are funded and operated by parent fees. We provide children with a rich, stimulating environment much different from their regular school day. We also offer time for homework to be completed daily.

Children enjoy an active agenda of developmentally appropriate activities which include arts and crafts, sports, games, special events, quiet low-key, and high-energy activities. These activities are presented to the children through the use of learning centers. We encourage interests and skills children will carry into adulthood.

All members of our team have 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 classrooms, childcare centers, 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.

Registration Checklist:

- All previous balances must be paid in full.**
- Read our General Policies and Procedures and the Billing and Payment Policy (sign and initial)**
- Complete and sign the enrollment form.**
- Complete and sign parent handbook.**
- Complete and sign the rate and due date information.**
- Child's recent immunization record or an Idaho Child Care Certification of Immunization Exemption Form**
- Payment for the \$30 per child annual registration fee.**
- Children must not have been removed from BASE in the past 365 days.**
- Phone call received from BASE staff confirming acceptance**

Payment for the first month's fee- due **when you receive a confirmation phone call.** If attendance has begun later than the first week of the month, the fees will be adjusted accordingly. **Return all documentation to the Lakeland district office at 15506 N. Washington St. Rathdrum ID**

GENERAL POLICIES AND PROCEDURES

PLEASE INITIAL YOUR UNDERSTANDING OF EACH ITEM AND SIGN THE FINAL PAGE

_____ **ABSENCES:** If your child will not be able to attend on their regularly scheduled day (regardless of the reason) call your BASE site as soon as you are aware of the absence. Each site has an answering machine to receive your message 24 hours a day. This is for your child's safety

_____ **ADMISSION:** Any elementary-aged child who is enrolled in Lakeland School District #272 is eligible to enroll and attend BASE, provided the program can adequately serve the child. Attendance can begin after you have received the confirmation phone call letting you know your enrollment has been approved by the director. When a site is full, a waitlist will be used.

_____ **ADULT CONDUCT:** Mutual respect between staff and parents is the expectation.

_____ **ARRIVAL:** We open at 6:30 AM. Children must be escorted and signed in by a parent. We are unable to accept children prior to 6:30 AM.

_____ **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 with no 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.

_____ **CLOSURES:** We are closed on weekends and most holidays. See the BASE calendar for closure dates. SNOW: In most cases, the decision to keep the school open or closed will be made by the Superintendent by 5:30 AM. When school is closed for weather reasons, BASE will also be closed.

_____ **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. A late pick-up fee of \$10.00 for the first minute and \$1 for each additional minute per child will be billed for any departures outside of our business hours. Late pick-ups may lead to dismissal from the BASE program.

_____ **ELECTRONICS & TOYS:** No electronics, toys, or internet-friendly devices are allowed at BASE. If items are used for the school day, they need to be placed in the child's backpack during BASE time.

_____ **EXTRA-CURRICULAR ACTIVITIES:** If your child needs to leave BASE before or after school for a school-based extracurricular activity, you must submit a written notice to your site coordinator releasing your child to the activity. BASE staff cannot leave the site for any pickups or drop-offs. No credit is given for absences

_____ **EXTRA USAGE:** With prior permission from the director, your child may attend BASE on an unscheduled day for an additional cost of \$15 per child per day. Coordinators will assist families in filling out the proper form. This option is based on space availability for the day in question.

_____ **GUNS/WEAPONS:** Due to safety and respect for others, we ask that no child or adult bring weapons or items relating to weapons (knives, swords, guns, etc) to BASE.

_____ **HOURS OF OPERATION:** Our childcare sessions begin at 6:30 am and end at 6:00 pm Monday through Friday. Please respect the opening and closing times. Too early drop-off or late pickups will result in extra charges. Children should not be dropped off early or picked up late. Repeated violations will result in your child being withdrawn from the BASE program.

_____ **ILLNESS, INJURY, OR EMERGENCIES:** If your child becomes ill or injured and needs to go home, you will be contacted. Minor injuries will be documented and communicated to you at the time of pickup or drop off. In an emergency, care will be provided and you will be contacted immediately. If a 911 call results in an ambulance service, parents will be responsible for the cost. It is the parent's responsibility to make sure contact information is up-to-date. Signs or symptoms of COVID will result in the child being sent home for an undefined length of time based on school and state guidelines.

_____ **IMMUNIZATION RECORDS:** Due to childcare licensing requirements BASE must have a current valid copy of your child's immunization records on file at the site your child attends. Please provide a copy directly to the district office.

_____ **MAIL:** It is the family's responsibility to pick up statements, newsletters, and other valuable information from the parent information area at your school. Please ask your site coordinator where this designated area is located. One copy per family will be available. Also, please add our email to your account so that emails we send you don't go to SPAM. It is your responsibility to check all areas of communication.

_____ **MASKS:** Lakeland School District guidelines and state mandates will be followed.

_____ **MEDICATION:** We encourage ALL medications to be taken at home or with the school nursing regulated dispensaries. BASE staff will not give children medication, nor will staff store any medication.

_____ **MINIMUM ATTENDANCE:** Children may be enrolled to attend either before school, after school, or both. Minimum attendance is 2 days per week.

_____ **PICK UP:** Every child must be signed out by a parent, guardian, or other designated contact who is 18 years or older. Children must be picked up by 6:00 pm. **Parents who pick up their children after 6:00 pm will be charged extra fees and will not return until the late fee and other past due balances are current.** After the third occurrence, your child may be dismissed from the program. If your child is not picked up by 6:10 pm and you have not contacted your coordinator, the police department will be called. Please have backup plans for someone to pick up your child in the event you are not able to regardless of the reason, or if your child becomes ill.

_____ **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. A calendar of dates is online, you can also get a copy with your site coordinator. BASE Plus is not included in the yearly prorated tuition fees. The cost for BASE Plus is **\$30 per child**. There are specific deadlines to change your reservations. After the date has passed, you will be billed for the day.

_____ **RESPONSIBILITIES:** BASE personnel are responsible for children from the time they are signed in by parents until students are released to recess/breakfast. Children enrolled in the BASE Program before school must be escorted by a parent/guardian every morning. We are not responsible for children until they enter our room and are signed in. BASE personnel are responsible for children after school until they are signed out by the parent/guardian by 6:00 pm. Children will only be released to parent(s), guardian, or other designated contacts on the BASE Enrollment and Registration Form. It is the responsibility of parents to pay tuition on time and to look for important information from the coordinator daily.

_____ **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 three-month minimum waiting period before re-enrollment may be considered.

_____ **SNACKS:** Procedures will follow state guidelines. Please send your child to BASE with healthy snacks daily. The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis 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, 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. 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 responsible to know their 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. COVID policies set by the Lakeland School Board will be followed.

_____ **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 payments on accounts are due on the last day of attendance. When a child is withdrawn from the program by family, there is a three-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

_____ **Absence Credit:** There is no absence credit given for missed days. Your contracted days and times remain the same regardless of how you use them in order for our program to run efficiently.

_____ **Registration Fee:** A **\$30.00 per child** non-refundable yearly registration fee is required.

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

_____ **BASE Plus:** BASE Plus reservations can be made for many non-school days. The cost is \$30 per child per day. Speak to your coordinator for reservation deadlines. BASE Plus must be paid in advance.

_____ **ICCP:** ICCP paperwork requirements have changed. Each month families have papers to complete in order to remain with ICCP. When guidelines are not met, families will be self-pay. Co-pays and self-pay tuitions must be paid by the deadline in order to attend.

WE CANNOT ACCEPT CASH AT BASE SITES

You can only 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: Registration must be paid upon enrollment to reserve your spot in BASE.

Month of care

Due date

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> September | after your confirmation phone call |
| <input type="checkbox"/> October | September 25, 2021 |
| <input type="checkbox"/> November | October 25, 2021 |
| <input type="checkbox"/> December | November 25, 2021 |
| <input type="checkbox"/> January | December 25, 2021 |
| <input type="checkbox"/> February | January 25, 2022 |
| <input type="checkbox"/> March | February 25, 2022 |
| <input type="checkbox"/> April | March 25, 2022 |
| <input type="checkbox"/> May | April 25, 2022 |
| <input type="checkbox"/> June | May 25, 2022 |

_____ **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. Future tuition will only be paid in cash at the district office. 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. Accounts that have been referred to a collection agency will only be allowed to reenter the program with a written receipt from the agency and tuition for the next two months must be paid in advance. Accounts that have filed for bankruptcy will be withdrawn from the program and will not be accepted back into the program now or in the future.

_____ **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 CareLine 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. Every parent receiving ICCP is responsible to sign a monthly form so that their bill can be paid by ICCP. For ICCP questions please contact Becca Coleman at (208) 687-5870.

_____ **Monthly Tuition Fees:** Monthly fees are based on 175 contracted school days. BASE Plus is a separate program that has a deadline for reservations and is an additional fee of **\$30 per child.**

_____ **Additional information and updates:** Look for ongoing updates on the BASE Facebook page and the Lakeland 272 website under BASE, as well as at your site.

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 understand tuition due dates and that extra fees will be assessed for late payments.

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 that if school is closed for weather BASE will also be closed. If school starts late, BASE will not have morning care available.

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

Parent Signature: _____ Date: _____

Student Name: _____ School: _____

Staff Signature: _____ Date: _____

Registration/Tuition Received Date: _____ Amt: _____ Check #: _____