

# **B.A.S.E. 2022-2023**

A program designed to provide  
quality care for school age children  
in grades K – 5



Sponsored by:

The Otsego Public Schools  
Otsego Community Education  
Hours 7:30am-3:30pm Mon-Fri.

## **Parent Handbook**

**Allegan County Health Department**

3255 122nd Ave. Suite 200

Allegan, MI 49010

Phone: (269) 673-5411

Fax: (269) 673-4172

[www.allegancounty.org/health/index.htm](http://www.allegancounty.org/health/index.htm)

**Allegan County Testing Centers**

<http://www.covid-19@allegancounty.org>

**Allegan County Health Department Programs**

**Bioterrorism Preparedness and Emergency Planning**

(269) 686-0205

**Environmental Health Services**

(269) 673-0205

**Hearing and Vision Screening**

(269) 673-0205

**Immunization Services**

(269) 673-0205

**Website for childcare assistance/MIBridge**

[www.michigan.gov](http://www.michigan.gov)

Assistance Programs

Child Care Assistance

**Center for disease control and prevention**

[www.cdc.gov](http://www.cdc.gov)

**PARENT NOTIFICATION OF THE LICENSING NOTEBOOK**

Child Care Organizations Act, 1973 Public Act 116

**Michigan Department of Human Services**

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at [www.michigan.gov/michildcare](http://www.michigan.gov/michildcare).

Please feel free to ask your site staff where your licensing notebook is located

Welcome to the B.A.S.E Program. We hope this booklet will provide you with the information you will need to make a well informed decision regarding quality care for your child. If you have additional questions, please contact the Community Education Office.

### **MISSION STATEMENT:**

Otsego Public Schools is a student-centered learning community empowering every individual to achieve excellence.

### **PROGRAM Vision/Purpose**

1. Enhance children's physical, intellectual, social and emotional development.
2. Promote the school as a safe, secure, and stimulating environment.
3. Provide child care at a reasonable cost in a convenient location.

### **FINANCIAL POLICIES**

The Otsego Community Education Program operates on the philosophy that programs offered must be financially self-sufficient. This means that fees generated by programs must offset costs such as instruction, material, supplies and administration.

### **LOCATION**

The B.A.S.E. Program is located at Alamo Elementary School, Washington Street Elementary School and Dix Street Elementary School.

### **SCHEDULE OF OPERATION**

The program runs Monday - Friday, **6:15 a.m. to the start of school and after school until 6:00 p.m.** The B.A.S.E. Program will remain open through the entire school year including half days and teacher in-service days, this will not include Holiday breaks. Notification will be made in the event of any schedule changes. In the event school closes early due to inclement weather, B.A.S.E. will remain open. B.A.S.E. will be open on Snow Days at Dix St Elem. from 6:30 a.m. until 6:00 p.m unless the roads are impossible to navigate.

### **STAFF**

The B.A.S.E. Program's staff are responsible, competent adults who are well trained and demonstrate the personal characteristics for successfully working with children. All supervisors meet licensing qualifications such as education credits and are experienced in working with children. B.A.S.E staff are CPR and First Aid certified. Volunteers will not be left unattended with the children.

### **ENROLLMENT/WITHDRAW POLICIES**

Any students in grades K-5 are eligible to attend B.A.S.E. A regular weekly schedule is required at the time of registration. A parent may enroll his/her child at any time during the school year provided there are openings in the program. Early registration will help to ensure a place in the Program. Enrollments are limited by 2 factors, student to child ratio 18:1 and classroom availability. Most classrooms only hold 36 individuals. The following must be completed and returned before a child can attend B.A.S.E.:

Child Information Card

Health and Immunization Statement

Payment of Registration Fee

Registration Form

All necessary forms are available online at [www.otsegops.org](http://www.otsegops.org) under the Community Education Page. Parents must keep the Director informed of any changes to their enrollment

information. A parent may withdraw his/her child at any time. To withdraw a student, one week's notice is requested. **Failure to use the program at least once per billing period will result in an immediate withdrawal from the program unless the lapse in absence was arranged with staff.**

**FEES (These fees are subject to change based on a financial review)**

A \$25 non-refundable registration fee is charged for each child you wish to register. This fee assists in defraying the cost of processing forms and purchasing materials. Rates are charged an hourly fee, anything after the first hour will be rounded up to the next hour.

<b>Regular Hour Fee</b>	<b>\$3.50 (previously \$3.25)</b>
Sibling Fee	<b>\$2.75</b>
Drop in Rate	<b>\$4.00</b>
Late Payment	<b>\$30.00</b>
Late Pick Up	<b>\$10.00 at 6:01pm/\$10 for every 10 min late</b>
No call/no show	<b>\$10.00</b>
No school (prepaid)	<b>\$40.00 (sibling rates not applied for full day)</b>

Otsego Base does accept state assistance. To see if you qualify please visit the CDC Income Eligibility page, to register go to [www.mibridges.michigan.gov](http://www.mibridges.michigan.gov). Please contact Lacey Walbrook at [Lwalbrook@otsegops.org](mailto:Lwalbrook@otsegops.org) if you need any assistance signing up, she is more than willing to assist.

**Daily Schedule (Schedule and activities may vary at different sites)**

<u>Morning:</u>	<u>Afternoon:</u>
Free Play/craft time	Check in, wash hands
Organized group gym game	Free play outside/organized game in the gym
Breakfast (available by the school)	Free play/craft time

**PAYMENT PROCEDURE**

B.A.S.E. invoices are issued on a bi-weekly schedule. B.A.S.E. bills will be emailed, if the email address is provided. Payments are due by the following Friday. A late fee of \$30.00 will be assessed on statements not paid on time. **Failure to make payment within 2 billing cycles will result in dismissal from the program.**

Payment in the form of cash can be made **ONLY** at the Learn N' Grow Preschool located at 485 18th street, Otsego MI 49078. Please make all checks and/or money orders payable to: **OTSEGO PUBLIC SCHOOLS, 550 Washington St Otsego, MI 49078. Payments can also be paid online at [www.myprocare.com](http://www.myprocare.com), if you provided us with an email address.**

**TAX CREDIT**

The B.A.S.E. Program qualifies for the Child Care Tax Credit.

**LATE PICK-UP FEE**

A late fee of \$10.00 will be charged for picking up your child at 6:01pm. An additional \$10.00 will be charged for each 10 minute period. The staff will contact the emergency persons designated on the Child Information card after 10 minutes.

## **NO CALL/NO SHOW FEE**

A fee of \$10 will be applied to your bill every time a Base staff member has to call a parent or guardian because the child was scheduled to be in attendance but did not show. Please contact your Base site to change your schedule as needed.

## **Drop in Rate**

A \$4.00 per hour drop in fee will be added to any account where a child randomly shows up without being scheduled or staff have not been notified of the schedule.

## **PHONE NUMBERS:**

Alamo B.A.S.E. Room (269) 694-7635

Washington Street B.A.S.E. Room (269) 694-7835

Dix Street B.A.S.E. Room (269) 694-7745

A parent is notified immediately if his/her child does not report to the program as scheduled.

## **RELEASE OF CHILDREN**

A child is released only to those authorized on the registration form. A written statement must be given to the supervisor if the child is to walk home or pick up arrangements that have been altered.

## **SIGN IN/SIGN OUT POLICY**

Your child must be signed in by a parent or authorized person upon arrival in the morning and signed out by a parent or authorized adult upon departure in the evening. Attendance information is very important in the event of an emergency and to correctly calculate the number of hours used each week. **Children not clocked in or out by the parent will be clocked in by a staff member at 6:15 am or 6:00 pm respectively.**

**Repeated failure to sign your child in or out could result in dismissal from the program.**

## **CLOTHING & PERSONAL POSSESSIONS**

Children should dress appropriately for active indoor and outdoor play. Personal items such as electronics and toys are not allowed due to the strict sanitization rules that the Base Program is following. Items for comfort and books are allowed.

## **FOOD**

A snack consisting not more than two of the following will be served after school on a daily basis: Grain, Dairy, Fruit, Vegetable and Protein

## **RULES AND REGULATIONS**

Students enrolled in the B.A.S.E Program are expected to adhere to the rules and regulations stated in the current elementary handbook. Failure to comply with these rules will lead to disciplinary action:

1. Safety
2. Follow staff members' directions
3. Show respect for others, yourself and equipment
4. Clean up after yourselves

## **CONSEQUENCES**

If a student breaks a rule, the following consequences will apply:

**1st consequence:** Verbal Warning

**2nd consequence:** Break from activities

**3rd consequence:** Loss of entire activity, behavior note is sent home, multiple behavior notes may lead to a disciplinary letter from the Program Director and a meeting may be set up with parent/guardian.

**Several disciplinary letters may result in dismissal from the program.**

**Violence will not be tolerated and can result in immediate dismissal from the program without any prior disciplinary letters.**

## **HEALTH/ACCIDENT POLICIES**

Each parent is required to sign a health statement assuming the responsibility for his/her child's state of health while participating in the B.A.S.E. Program. Staff needs to be informed of any allergies or medical problems.

Hands of both the staff and the children will be washed prior to handling food and before eating, when transitioning between activities and when returning from outside.

Precautions are used when handling children's bodily fluids. Latex gloves and sanitizing will be done when handling blood, including blood containing body fluids and tissue discharges. Any personal items will be placed in a plastic bag and returned to the parents.. If a child becomes injured while at the B.A.S.E. site, the child will be given appropriate first aid, an accident report will be completed, and should a serious injury occur (head injury, broken bone, swelling etc.) a parent will be notified and depending on the severity 911/ambulance will be called. Personal insurance must be provided to cover injuries.

All toys, equipment, and surfaces are cleaned between each use. Cots are cleaned after each use, unused cots are cleaned every three months.

Parents need to use discretion when your child isn't feeling well and needs to be kept home due to: fever, diarrhea, vomiting, loss of taste and smell, stomach cramps, chills, headaches, lice etc. You will be called to pick up your child if they are running a fever of 100 degrees or more, If they are vomiting, if they are in pain, or if they cannot rest comfortably. Accommodations will be made for the child to rest comfortable and be supervised while waiting for a parent or designated person to arrive. The staff may give medication only after the proper forms are filled out.

## **PEST MANAGEMENT**

If the Base program or the school should need to use a pesticide you will be notified one of two ways: Via e-mail/newsletter or verbally/phone call. It will also be posted in the room and on the exterior doors of the building.

