



Oak Grove School District Parent Handbook Before & After School Enrichment Program (B.A.S.E)

Offering Before and After School Care for our Oak Grove School District students



Our mission is to provide school sites and families with a safe, nurturing environment that helps each student reach their academic, social, and emotional potential.

“I feel like everyone looks out for my son’s needs”.

“I love how my child thinks of your center as her second home”

Programs available at:

Anderson Elementary 5800 Calpine Drive San Jose, CA 95123	Baldwin Elementary 280 Martinvale Lane San Jose, CA 95119	Frost/Indigo Elementary 530 Gettysburg Drive San Jose, CA 95123	Del Roble Elementary 5345 Avenida Almadros San Jose, CA 95136
Hayes Elementary 5053 Poston Drive San Jose, CA 95136	Oak Ridge Elementary 5920 Bufkin Drive San Jose, CA 95123	Sakamoto Elementary 6280 Shadelands Drive San Jose, CA 95123	Santa Teresa Elementary 6200 Encinal Drive San Jose, CA 95119
Taylor Elementary 410 Sautner Drive San Jose, CA 95123			



About Us

Our mission is to provide families with a safe, nurturing environment that helps each student reach their academic, social and emotional potential.

Oak Grove School District currently offers Before and After School Enrichment programs (BASE) for TK-6. The fee-based model of these services provides revenue for the district.

In our Before School program, students are offered breakfast and have free choice activities. Students from grades 1-6 are released 10-15 minutes before the start of their school day. Students in TK and Kindergarten are walked to the school's playground where there will be supervision by classroom teachers.

The After School program includes a team meeting, snack, homework time, outdoor activities, free choice, reading time, and enrichment activities. Students are provided with a place where they may work on homework and read for 30-45 minutes. BASE provides an environment that promotes positive social interaction and development through play.

Admission policies

BASE is offered to students in grades TK/K through sixth, subject to availability, at their school of attendance. Enrollment is open to any child, providing:

- The child can independently care for their toileting needs.
- The child will benefit from the program, and the center is able to meet the individual needs of the child.
- There will be no adverse effect upon the other children enrolled.
- The child will not require additional staff time normally given to the group.

Registration and Admission Process

All families must create an account and enroll through our online registration parent portal. An annual non-refundable registration fee of \$50 per child is due upon enrollment approval.

Priority Registration

- Priority registration is for families with a child currently enrolled in the BASE program, and for siblings who will be entering TK and Kindergarten the next school year.

Open Registration

- Open registration, space permitting, is for any family with a child registered at a Oak Grove School District school for the upcoming school year.



Hours of Operation

Mid-August to early June
[based on school calendar]

Regular Hours of Operation

BASE is open every regular school day Monday through Friday from:

- 6:30 AM - school begins
- School release – 6:00 PM.

[Please refer to school location bell schedule]

PD Day, In-service Day, & Vacation weeks

6:30 AM – 6:00 PM

Fees & Tuition Payment Schedule

Annual Registration Fee

There will be an annual \$50 non-refundable registration fee per child.

Billing and Payments

All families are responsible for registering and enrolling their child(ren) on <https://ogsdccc.ce.eleyo.com>

All payments can be taken care of and set up through this website. Debit, Credit Cards and e-checks can be used through this system. Checks or money orders can still be turned in at the site.

Tuition is based on 180 instructional school days plus PD/In-service days. There are 10 equal payments. We do not prorate for any months and dropping requires two week advance notice.

If you choose auto-payment, the system will automatically charge your saved payment method by the tuition due date of each month [see admission agreement].

Late Tuition

A late fee of \$25 will automatically apply if tuition is not paid by the 3rd date after the due date.. There are no credits or refunds for absences, holidays or suspension from school or BASE.

Should parent/guardian default on payment, service to the child will be suspended.]

Returned Checks/Failed Credit Card

There will be a charge of \$25 for each non-sufficient funds (NSF) check or failed credit card payment. After two bounced checks or failed credit card payment, you will be withdrawn from the program.

Subsidized Programs

BASE accepts payments from outside agencies who subsidize individual student child care. Upon enrollment, parents must provide the official signed contract from the approving agency before starting. Children cannot start without a current contract letter. Unless the agency pays for the registration fee, parents are responsible for the payment. Enrollment is based on the availability of space.

Parents must adhere to the days/hours approved and authorized by the subsidizing agency. Not adhering to the approval may result in out of pocket fees that the parent is responsible for and/or termination from the program. Subsidy agencies are not responsible for late pick up fees.

For vacation weeks [October Break, February Break & Spring Break]. Parents are responsible for signing up online and requesting vacation week contract(s) through the agency prior to attendance [location will be announced by Program Administrator]. If a student signs up and does not attend, parents will assume responsibility for the balance that the subsidy agency does not pay.

Shared Custody

Child Care Account Owners that need autopay to be split need to contact the Program Administrator to have it set up online. Should one parent default on payment, service to the child will be suspended.

Any court orders or legal documents will be strictly adhered to in the event of custody matters. A copy of any court documents should be submitted to the Program Administrator.



*[Fees & Tuition Payment Schedule
Continued]*

Late Pick-Up

The center closes promptly at 6:00 pm. If you pick up your child after 6:00 pm, a \$1.00 a minute per child will be charged to your account (no cash). After multiple late pick-ups, OGSD has the right to terminate services.

AB/In-service Days

AB/In-service days are included in the 5-day & 3-day [if it is a scheduled day of attendance] program option. All outstanding balances and fees need to be paid in full in order for children to attend. Parents are responsible for signing up their child(ren) for the full-day session. If you sign up and have paid for the day, but don't attend, you will not be issued a credit or refund. Our deadline for registration and payment for the AB/In-service days will be noted and posted at the site. Location(s) for the AB/Inservice day(s) will be announced.

Vacation Week

Additional fees will be charged during vacation weeks [October Break, February Break & Spring Break; *please see tuition fee sheet*]. Families must sign up and pay by the due date set by the Program Administrator. If you sign up and pay for vacation weeks in advance but don't attend, you will not be issued a credit or refund after the deadline. All outstanding balances and fees need to be paid in full in order for children to attend. Our deadline for registration for full week care will be noted and posted at the site. Location(s) for vacation weeks will be announced. **Same day drop-ins are not accepted, students must be signed up.**

Program Details

OGSD Employee Discount

Permanent employees will receive a 20% employee discount on the overall tuition. Discount applies to parents/legal guardians. Based on verification.

Sibling Discount

OGSD offers a 5% sibling discount, excluding daily passes. Discount will be applied to the lowest tuition.

Licensing Exemption

The Before and After School Enrichment (BASE) is operated by a public school district and must adhere to California State Education Code. The Oak Grove School District Superintendent and designees oversee all BASE facilities and operations. School districts serving their own students are exempt from licensing.

IEP/504 Plan

Program Administrator and parent must meet to go over a child's IEP or 504 plan prior to student starting at the B.A.S.E program.

Staff

All staff are fingerprinted and are background checked before hiring. All BASE employees are mandated by the State of California to report any "reasonable suspicion" of child abuse. Employees shall not form opinions or conclusions on these suspicions. It is their responsibility to contact Child Protective Services and state known facts. The responsibility then lies with Child Protective Services to investigate, draw conclusions, and, if necessary, to prosecute.

Sign In & Sign Out

All children must be signed in and out of BASE each day by an authorized individual who is sixteen years old or older. **Children may not be dropped off at the curb or signed-in by staff.**

Children will be released from BASE only to those who are listed on the emergency form. Staff may require identification from people listed on the emergency contact. It is the parent(s) responsibility to update any emergency contacts and to notify the Program Administrator. Verbal permission for student release will not be honored. If parents have shared custody, either parent has the right to add a name to the emergency form authorizing a person to pick up the child.



[Program Details Continued]

Subsidized Sign In-Out Sheets

In addition to BASE sign in/out sheet, the subsidy attendance sheet must be completed daily. Reason of absence must be written on the subsidy attendance sheet. Parents are responsible to sign attendance sheet(s) at the end of each month. If the sheet(s) is not signed by the required deadline, it will be mailed to the agency and parents will need to meet with their caseworker. If parents continually fail to complete required attendance sheets, their children may be dropped from the program for non-compliance.

Absences

For safety reasons, it is important that BASE staff know which children are expected in attendance each day. Parents **must** report their child's absences to Program Administrator whenever the child will **not** be attending BASE. Parents will not be reimbursed for any absences. Special consideration will be given for long-term illnesses or other unforeseen emergencies with a doctor's note.

After-School classes on school site

If your child signs up for an after school enrichment class in addition to BASE, it is the parent's responsibility to let us know the days and times the child will attend the alternative program via email. As a shared responsibility, parents must communicate with the Program Administrator the details of the student's activity. Parents are responsible for notifying staff if they will be picking up their child from the alternative program.

Electronic Devices

If your child has a cell phone, it must be kept inside the child's backpack during the program time.

Personal electronic devices are not allowed on a daily basis. Electronic days will be announced, students will be given prior notification. Any items brought from home should be labeled clearly with your child's name. BASE is not responsible if the item is lost or stolen.

Meals

BASE offers breakfast and one afternoon snack. Please refer to the meal schedule at your child's site. If your child requires a special diet or has severe allergies, please provide alternatives from home. We do not provide lunch, students will need to bring their own lunch on AB Days, in-service Days and vacation weeks.

Food Policy

Special treats will be allowed with prior approval from the Program Administrator. Only store bought items will be allowed.

Discipline

When a situation arises, BASE will document a student's behavior or incident and provide a copy to the parent(s)/guardian(s). If behavior and incident continues, a meeting will be scheduled between Program Administrator and parent(s)/guardian(s) to discuss the situation and make a behavioral agreement. If all possibilities to help the student have been explored and behavior does not improve, the Administration has the right to suspend or terminate service from all BASE programs.



Health Policy

[Safety Protocols from Santa Clara County Health Department](#)

BASE is obligated to follow any Santa Clara County Health Department protocols for the safety of your child(ren) and our staff. We will communicate any safety protocols through email.

[Symptoms](#)

[Face Coverings](#)

[Entering the classroom](#)

[Prevent the spread](#)

[Emergency Procedures](#)

BASE staff will follow the emergency guidelines as set by the Oak Grove School District. The BASE Leaders are trained in the district's emergency procedures. Each center has at least one staff member who is CPR certified and first aid trained at all times. All sites have phone access for emergencies. All sites are equipped with emergency supplies and first-aid kits.

[Illness](#)

If your child was sent home from school that same day due to illness, they may not attend BASE. Child must be 24 hours symptom free of fever, vomiting, and diarrhea.

For health and safety reasons, if your child exhibits any of the symptoms listed below while at BASE, the parent/guardian will be notified and will be expected to pick up the child within one hour.

- A fever of more than 100 degrees F
- A productive cough with yellow or green discharge
- Eyes that are red, swollen, crusty, draining, and/or oozing
- A severe sore throat
- Diarrhea, nausea, or vomiting
- Contraction of a childhood communicable or untreated infectious disease (exposure notices will be posted).

[Injuries](#)

BASE Staff may clean and apply adhesive bandages to minor cuts and scrapes and may apply ice to minor bumps, bruises or other injuries. For more severe injuries, staff will contact an authorized person to pick up the injured child and care for them and/or staff may call for emergency response. Parents or guardians must sign the Consent for Emergency Medical Treatment form. A written incident report will be given to parents if their child is injured at BASE.

[Medication Policy](#)

BASE follows the school district's policy, which states that in order to administer prescription medication, parents must provide the staff with the doctor's orders for that medication, including the method and dosage for which such medication is to be taken. **A parent may not instruct authorized BASE personnel to change the doctor's instructions of medication.** In addition, if children require an epi-pen, inhaler, or other emergency medications, parents will be responsible for providing the needed medication to the staff. We will not administer over-the-counter medication. Dispensing the medication must not interfere with the overall operations of the program. Parents must complete the Consent for Administration of Medication.



Rights & Expectations

Child's Rights

The following are the child's rights as a participant of OGSD Child Care Centers:

1. To be treated with respect by others
2. To be free from physical, verbal or mental abuse
3. To be treated equally regardless of religion, age, sex, ethnicity or cultural beliefs
4. To receive medical aid during emergencies and as needed
5. To be provided with a healthy, safe and caring environment

Child Expectations

As an extension of the school day, it is our expectation that children follow the rules set by the District and the OGSD Child Care Centers when they are present at the center. The following are expectations of all children.

1. Respect each other and their belongings
2. Follow directions given by staff
3. Keep hands and feet to yourself
4. Participate positively in the group
5. Refrain from obstructing another child's or adult's right to safety and peace
6. Follow the rules set by the school site

Students who do not follow the site's Positive Behavioral Interventions and Supports (PBIS) expectations are given verbal warnings. After two warnings, parents are called. Should the problem persist, a meeting may take place between the parents, the leaders, and the Site Program Administrator before that child may return. At this time, a behavior plan is discussed. If the child does not show adequate improvement after the parent/child communication, OGSD Child Care Centers may refuse services to the child via suspension or expulsion from the program. No refunds are given to

any family whose services are terminated due to breach of rules or continual student disruption. Students suspended from the regular school day are also suspended from OGSD Child Care Centers for the same duration. Reimbursement will not be made for suspended days.

Parents/Guardians Rights

All persons who live with and assume responsibility for the child are afforded these rights. As a parent/authorized representative you have the right to:

1. Enter BASE whenever children are in care.
2. File a complaint against BASE with Oak Grove School District as per Board policy without discrimination or retaliation against you or your child.
3. If you have provided a copy of a certified court order, you may request in writing that the second parent/guardian not be allowed to visit your child, or take your child from the center.
4. Receive from the center the name, address, and telephone number of Oak Grove School District office. Receive a call back from the center within twenty-four hours.

Adult Expectations

We believe that the behavior listed below is unacceptable and in conflict with the OGSD Child Care Centers. Any adult who fails to follow these expectations may have his or her child excluded from participation in the OGSD Child Care Centers and/or related functions.

1. No person will be mentally, physically or verbally abused or harassed. This includes the use of perverse language.
2. Alcohol, drug, and tobacco use is prohibited on any BASE campus or during any related function.
3. Destruction, vandalism, or theft of school, BASE, or private property is prohibited



Oak Grove School District - Before & After School Enrichment (B.A.S.E)

Parent Handbook Acknowledgement

I, _____, acknowledge that I have received a copy of the Parent Handbook for the Oak Grove School District Child Care Center. I understand that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook. In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook. Moreover, I recognize that it is my responsibility to contact the Site Program Administrator for any questions I might have about the contents of the Parent Handbook now and in the future.

Child registered in program (1)

Child registered in program (2)

Child registered in program (3)

Child registered in program (4)

Parent/Guardian (Print)

Parent/Guardian Signature

Date