

2023 Summer B.A.S.E.

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



Otsego Public Schools
Otsego Community Education
otsegops.org/departments/communityed

Parent Handbook

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 and before eating, after coming in from outside, after finishing activities and after using the restroom.

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 a parent will be notified. Personal insurance must be provided to cover injuries. All toys, equipment, and surfaces are cleaned on a daily basis. Tabletops will be cleaned after each use daily.

Parents need to use discretion when your child isn't feeling well and needs to be kept home due to: fever, diarrhea, vomiting, lice, etc. You will be called to pick up your child immediately 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 comfortably and be supervised while waiting for a parent or designated person to arrive. Children may return to the program if they have been symptom free for 24 hours without the aid of fever reducers. The staff may give medication only after the proper forms are filled out.

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.html

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

Assistance Programs

Child Care Assistance

Center for disease control and prevention

www.cdc.gov

Covid-19 related information

If the BASE program uses a pesticide in the building or on the grounds you will be notified in a couple of ways; a notice will be posted on the exterior door and you will be emailed. This information will include the reason for use and the pesticide used. Contact the director if you would like more information on the applied pesticide or if you have any questions.

Welcome to the Otsego Public Schools' Summer B.A.S.E Program. This booklet provides information needed to make a well-informed decision regarding quality summer child care. Any further questions can be answered through the Program Director, Ty Parker, and the Community Education Office.

- Community Education Director, Ty Parker 269-694-7980
- Marcia Hukill, Community Education Secretary 269-694-7930
- Lacey Walbrook, Billing Director 269-694-7961

PROGRAM 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 is operated on the philosophy that programs offered must be financially self-sufficient. This means that fees generated by programs must offset costs such as instruction, materials and supplies. **Enrollment will be limited to the first 60 participants**

LOCATION

The Summer B.A.S.E. Program will be held at Washington Street Elementary. Summer B.A.S.E. students will be divided into three classrooms of 15-20 students. Drop off and pick up will be at the side double doors, by the playground.

RULES AND REGULATIONS

Students enrolled in the Summer 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 member's directions
3. Show respect for others, yourself and equipment
4. Clean up after yourselves
5. Keep your hands and feet to yourself

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

1st consequence: Verbal Warning

2nd consequence: Time out from special activities

3rd consequence: Loss of entire activity, disciplinary note is sent home, a meeting is set up with a parent/guardian

If a child requires a 4th consequence they may be dismissed from the program. Dismissal from the program is at the director's discretion.

SCHEDULE OF OPERATION

The program runs **Monday - Friday, 6:15 a.m. - 6:00 p.m.** Summer B.A.S.E. will be closed on days of severe weather, in accordance with the current elementary handbook. Summer BASE will be closed the week of **July 3rd - 7th** for the Holiday and **August 14th - 18th** for sanitizing, professional training and room set-up for the 2023-24 BASE Program. Parents will be notified if there are any other deviations from the proposed schedule.

ENROLLMENT/WITHDRAW POLICIES

Any students **going into** grades K-5, are eligible to attend Summer B.A.S.E. However, those going into Kindergarten must be at least 4 years and 7 months old. At the time of registration, a parent is required to commit his/her child to a regular weekly schedule. A parent may enroll his/her child at any time during the summer provided there are openings in the program. Early registration will help to ensure a place in the Summer B.A.S.E. Program. In addition to the online registration, the following form must be completed, it is also available at online registration:

[Child Information Card](#)

All necessary forms will be available online. You may also contact the billing director, Lacey Walbrook, at Lwalbrook@otsegops.org to request a copy. Parents must keep the Director informed of any changes to their enrollment information; this would include change of address or change in billing information. A parent may withdraw his/her child at any time; a one week notice is requested.

STAFF

The Summer B.A.S.E. Supervisors are educated and experienced individuals in the area of child care. The assistants are responsible, competent teens and adults. They are well-trained and demonstrate personal characteristics for successfully working with children. Our high school student employees have shown interest in pursuing a profession working with children.

FEES

The Summer B.A.S.E. Program's payment options are as follows:

- A) Weekly rate of \$190. Weekly sibling rate of \$180. A 3rd child \$170
- B) Daily rate of \$40 (2 or more days)
- C) Day rate of \$50 (1 day drop in, must give 1 week notice)
- D) DHS Child Care Assistance

There is a registration fee of \$30 per child with a family maximum of \$60. Your registration fee, forms and all signature sheets must be turned in one week before your child starts Summer BASE. If scheduled payments are not paid in full on its scheduled due date your child will not be allowed to attend the program until payment is made. **Any current balance for 2022-23 BASE/Learn 'n Grow accounts must be paid in full to attend the 2023 Summer BASE Program.**

PAYMENT PROCEDURE

Summer BASE is a prepaid program. If you do not pay for services up front, your child will not be able to attend.

Payments by check and/or money order can be made in person at Learn 'n Grow Early Childhood Education Center starting on June 5th or Payment can be made with a credit card online at www.myprocare.com, sign up for an account and follow the prompts. Please make all checks and/or money orders payable to **Otsego Public Schools**.

LATE PICK-UP FEE

A \$10 late fee will be charged for picking up your child after 6:01 p.m. An additional \$5 will be charged for each 10-minute period afterwards. The staff will contact the emergency persons designated on the Child Information Card after 20 minutes.

TAX CREDIT

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

CLOTHING & PERSONAL POSSESSIONS

Children should dress for indoor and outdoor play. Toys brought from home are no longer allowed. Books and items for comfort are allowed but cannot be shared. On Fridays, children are allowed to bring their bikes for riding around the campus. No electronics are allowed.

FOOD

The regular fee includes breakfast and lunch, provided through the Otsego Public Schools' summer food program. Children are welcome to bring in snacks for birthdays or other special occasions but they must be individually wrapped and dropped off. If your child does not want to participate in the OPS summer food program, parents must provide breakfast and lunch.

ACTIVITIES

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|---------------------------------|------------------|--------------------|------------------|
| Organized playground activities | Gym activities | Arts & crafts | Nature walks |
| Individualized activities | Group activities | Reading activities | STEAM Activities |
| Field trips | | | |

CONTACTS

Lacey Walbrook (billing)

Lwalbrook@otsegops.org

(269) 694-7469

Ty Parker (Community Education Director)

Tparker@otsegops.org

(269) 694-7980

Washington Street Summer BASE Phone #

(269) 694-7835