



(B.A.S.E)
Before & After School
Enrichment Program

Oak Grove School District

Participant Handbook

Revised and Updated March 2024

Introduction

On behalf of the district, thank you for choosing our program! B.A.S.E. is operated by the Oak Grove School District and stands for Before & After School Enrichment. We will do our best to make your BASE experience a meaningful one for your child and family.

BASE's mission is to provide families with a safe, nurturing environment that helps each child reach their academic, social, and emotional potential. Our core values are as follows:

- We value a safe, nurturing, child-centered environment where child enrichment is the primary focus.
- We value a cooperative environment of mutual support, teamwork, shared responsibility, and success.
- We value commitment to creativity, innovation, initiative, continuous growth, and a strong work ethic.
- We value equity in an inclusive environment in which all people feel appreciated and respected; and have access to the same opportunities regardless of race, age, culture, ability, ethnicity or nationality, gender identity and expression, sexual orientation, religious affiliation, and socioeconomic status.
- We value ethical and honest interactions. We value and respect the individual differences and diversity of our children, employees, and community.

*BASE is operated by a public school district and must follow the California State Education Code. School districts serving their students are exempt from licensing, and the Oak Grove School District Superintendent and designees oversee all BASE facilities and operations. These policies are in place to ensure the health, safety, and well-being of all participants. This handbook contains information for parents/guardians of school-age children, with some sections specific to families with private monthly fees or those receiving childcare subsidies through the state. **The definition of "Parent" & "Parent/Guardian" in this handbook includes biological parents, adoptive parents, step-parents, foster parents, caretaker relatives, legal guardians, domestic partners of parents, or any other adult responsible for the care and welfare of a child.***

Program Overview

The Oak Grove School District has 8 Before and After School Enrichment (BASE) programs located on district school sites that serve TK-6 grades. The fee-based model generates revenue for the district and supports the connection between home and school. BASE is open on regular school days from **6:30 am to 6:00 pm**, providing breakfast/snacks, homework time, physical activity, and STEAM enrichment.

During non-school days and breaks, BASE operates from **7:30 am to 5:30 pm** at select sites, offering thematic-based activities. Admission is open to students currently enrolled in the Oak Grove School District, with BASE locations accepting children from TK to 6th grade.

Inclusion Policy

We value the inclusion of children with special needs in our program and make necessary accommodations for their participation. Our staff-to-child ratios can range from 1:16 up to 20, as we provide group care rather than 1-1 support. However, this model may not always meet the needs of every child.

During registration, families are required to disclose if their child has an Individualized Education Program (IEP) or a 504 plan. A meeting with the Program Administrator is to be arranged to review the child's IEP or 504 plan, discuss adaptations and accommodations, and explore reasonable alternatives. Our centers are compliant with the Americans with Disabilities Act and we are open to modifying policies and procedures as long as they do not fundamentally alter the nature of our program and services or disrupt our center's operation.

Non-Discrimination

Our programs are inclusive and do not discriminate based on sex assignment, gender identification, sexual orientation, race, ancestry, national origin, ethnic group identification, religion, color, or mental and/or physical

disability. We welcome the participation of children and families with diverse needs, and disabilities. We will make every effort to make reasonable accommodations as required by the Americans with Disabilities Act.

Schedule and Hours of Operation

Hours of Operation

BASE is open every school day Monday through Friday. BASE opens at 6:30 AM for the AM Session and Re-Opens for the PM session immediately following TK-6th grade school release.

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

BASE operates full-day sessions during PD days, and school breaks on a limited schedule at select locations. Hours for full-day sessions are **7:30 am to 5:30** for the following days/weeks

- PD Days
- Fall Break
- February Break
- Spring Break

Late Pick-Up

BASE centers close sharply at 6:00 pm during regular school days. Late pick-ups will result in an additional fee of \$1.00 per child per minute for the first 30 minutes, which will be electronically assessed to your account starting at 6:01. After 30 minutes the rate increases to \$5.00 per minute. If a child is picked up late more than one time in 30 days, *services may be terminated*. **Subsidy agencies are not responsible for late pick-up fees.**

Please be advised that if your child is left after 7:00 pm without notification, and there is no contact, the San Jose Police Department may be contacted. Therefore it is important to keep all your emergency contact numbers current and have alternative persons to pick up in an emergency.

Non-School & Non-Operational Dates

BASE is open every regular school day from 6:30 AM to 6:00 PM, except non-school days when BASE operates on a limited schedule at select sites. We will offer a full day at select sites from **7:30 AM to 5:30 PM**. Depending on projected attendance, sites may combine for maintenance and staffing purposes. The non-school days of operation for Before and After School Enrichment (BASE) are based on the board-approved district calendar for each school year. BASE is closed for all district-observed holidays and holiday breaks, and childcare is not available. Please refer to the **BASE Operating Calendar**.

Registration for non-school days of operation will be available one month before the Non-School Days/Camp date. You can find the current **Tuition Rate Sheet** for Before and After School Enrichment (BASE) on our district website at www.ogsd.net. For a current list of these dates please check Before and After School Enrichment (BASE) can be found on our district website www.ogsd.net.

Enrollment

Annual Registration

Students must be enrolled at the school site that they attend and register online for the BASE program each year. New families must create an account at <https://ogsdccc.ce.eleyo.com/> to get started. The annual Registration Fee is nonrefundable and can be found on the BASE Fee Schedule provided during registration.

If a family withdraws from the program during the school year and chooses to re-enroll, a new re-enrollment fee will be charged and contract approval will be based on availability. It is important to note that slots are not held after the first day of school, and families wishing to maintain their slots must pay tuition for their sessions.

Waiting List Priority

Priority enrollment is given to current BASE families, followed by siblings of enrolled children to ensure family childcare plans are not disrupted. Additionally, priority is generally given to children with the greatest needs, which refers to those enrolled for the most hours.

We make reasonable efforts to enroll your child as soon as possible based on your requested care needs. Enrollment is typically on a first-come, first-served basis, but the Program Administrator may also consider factors like balanced groups of children in terms of age and developmental levels. When all program vacancies are filled, a waiting list will be created. However, being on the waiting list does not guarantee immediate or specific enrollment dates.

Tuition and Fees

Tuition

Rate sheets are posted during the registration period and are typically updated annually to reflect operational costs and local market rates. Tuition fees are based on students' enrolled grades and the selected session. Billing is calculated on the annual tuition and is divided by the 10 months of the school year and invoiced based on the number of calendared school days in the month. Monthly tuition does not include non-school days or school breaks: i.e. winter break, spring break, and summer break. Please see the attached ***Tuition Rate Sheet*** and review the OGSD school calendar for an estimation of monthly charges.

Contract Scheduled Changes

Schedules may not be changed after a month has already been invoiced. Changes must be submitted via the Eleyo portal at least 15 business days in advance and will be in effect at the beginning of the next invoice cycle or the following month. Full monthly fees are required until the effective date of the approved change, there are no prorated months and any overpayments will be applied as a future credit towards fees for the new contract.

Vacation Weeks

BASE operates during select vacation weeks for an additional fee. Please see the attached ***Operating Calendar*** and ***Tuition Rate Sheet*** for more information. Families are required to register through the Eleyo portal and pay by the specified deadline. All outstanding balances and fees must be paid in full for children to attend. Same-day drop-ins are not accepted; children must be signed up in advance. If payment is made in advance but the child does not attend, no credit or refund will be issued after the payment deadline.

OGSD Employee Discount

Permanent Oak Grove School District employees will receive a 20% discount on regular annual tuition. Discount applies to parents/legal guardians only and is based upon current employment verification.

Sibling Discount

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

Billing, Payments & Charges

Monthly Tuition is due on or before the first day of each month and is considered late if not paid by the 3rd of the month. All payments must be set up through the Eleyo website at <https://ogsdccc.ce.eleyo.com>. Debit, Credit Cards, ACH drafts, and e-checks can be used through this system as cash cannot be accepted. If you choose auto-payment, the system will automatically charge your saved payment method by the tuition due

date of each month. There are no credits or refunds for absences, holidays, or suspension from school or BASE.

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 party 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 official court documents should be submitted to the Program Administrator.***

Late Tuition

If payment is not made by the **3rd day after the due date, a late charge of \$25** will be assessed electronically. Multiple late payments may result in suspension or disenrollment, depending on the number of days overdue and all unpaid balances must be paid in full before readmission to any BASE/Summer program. Unpaid balances after fifteen (30) days may be referred to a collection agency, and the parent/guardian will be responsible for any collection costs.

Returned Checks/Failed Credit Card

Please be aware that a **\$25 fee will be charged for each insufficient funds (NSF) charge or failed credit card payment.** Failure to pay fees will result in disenrollment of services and all unpaid balances must be paid in full before readmission to any BASE/Summer program. However, if a check is returned due to a bank error, a letter of explanation from the bank will be accepted, and the service charge will be credited towards future use.

Absences

To ensure smooth operations, please notify the Program Administrator by phone or in writing as early as possible regarding your child's absence. Monthly Fees guarantee your child's place at the center; therefore, no monthly fee credits or makeup days will be given for any reason. Monthly Fees remain the same whether or not the child attends.

Refund Policy

Staffing must be onsite to maintain regular program operations, regardless of student illness or attendance, therefore all paid tuition and fees are non-refundable. If there is a program closure for 24 hours or more, tuition will be credited for future use on the scheduled days of attendance.

Subsidized Programs

OGSD accepts payments from outside agencies that subsidize individual child care. Upon BASE enrollment, parents/guardians must pay the registration fee and provide the official certificate of authorization from the approving agency before starting to attend BASE. If the subsidizing agency pays the registration fee, the paying party shall be reimbursed.

Parents/guardians are responsible for signing up online and requesting vacation week contract(s) through the agency before attendance. If a child signs up and does not attend, parents/guardians will assume responsibility for the tuition/fees and any additional BASE fees that the subsidy agency does not pay. Parents/ Guardians are responsible for following the agency's Parent & Provider Handbook for Subsidized Child Care Program. ***Not adhering to the contract guidelines may result in fees that the parent/guardian is responsible for and/or termination from the BASE program.***

Withdrawal from the Program

If you need to withdraw your child from the program, it is important to provide advanced written notice at least 10 business days in advance or the monthly tuition will be charged for the following month. Please note that

the Monthly Fee must be paid in full through the approved withdrawal date, regardless of whether your child attends or not.

Withdrawal notices received 10 business days in advance will be effective on the last day of the current billing cycle. If you wish to re-enroll your child back into the program, please be aware that there is no guarantee that a spot may be available, and a non-refundable Registration Fee may be re-assed.

Attendance

Sign-In and Out

Children must be signed in and out daily according to their contracted schedule. They will only be released to authorized individuals, who must be 18 years or older and listed on the child's Contract Information Sheet. The authorized person must show photo identification to ensure the child is released to the correct individual. Any changes or additions to the list of authorized individuals must be communicated in writing to center personnel. If parents/guardians have shared custody, either party has the right to add a name to the emergency form authorizing a person to pick up the child unless restricted by a court order on file.

Absences

For safety reasons, BASE staff must know which children are expected to attend each day. Parents/guardians must report their child's absences to the Program Administrator whenever the child will not be attending BASE. Parents/Guardians 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.

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. A calendar of the dates, times, and locations of the activity is preferred. Parents are responsible for notifying staff if they will be picking up their child from the alternative program.

Subsidized Sign-In-Out Sheets

In addition to the BASE sign-in/out sheet, the subsidy attendance sheet must be completed daily per the Subsidized Child Care Program as outlined in their Parent & Provider Handbook. Reasons for 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 may delay submission and provider payment to OGSD. If parents continually fail to complete required attendance sheets, their children may be dropped from the program for non-compliance.

Health and Safety Policies

Menus

BASE offers breakfast and one afternoon snack. BASE staff plan menus and choose items that are low in sugar, provide good nutrition, and keep cultural sensitivities in mind. Please refer to the menu posted on 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 for AB Days, in-service Days, or vacation weeks.

Food Policy

BASE adheres to **Board Policy 5130**. Our centers must ensure that any food offered to children by our facility or brought in to share with other children is wholesome and safe as well as complying with the food and nutrition guidelines of our programs. Therefore, we will not provide high-sugar cupcakes, candies, or sweets, for special holidays or occasions and request that all food donated by families for special occasions be store-bought and not homemade.

Physical Activity & Wellness

Our staff participates in CATCH training to engage children who attend BASE in moderate to vigorous physical activity each day. All children should be physically active every day. Children in BASE programs will have at least 30 minutes cumulative (half-day program) and 60 minutes cumulative (full-day program) of moderate to vigorous physical activity daily.

Health Policy

All children in attendance must be healthy enough to participate in all of the program's activities. To limit the spread of illness, upon arrival each day, every child's health status will be checked informally. This health check is casually conducted by staff and includes checking for any signs of illness such as a cough, fever, rashes, or signs of fatigue. Children may not be admitted if they show any signs of illness. If the child arrives directly from school and is ill or becomes ill during the day, they will be isolated and parents/guardians or other authorized people will be called to pick up the child within one hour. BASE will comply with all Santa Clara County Public Health Department mandates and guidelines. For the most up-to-date information, please visit: <https://www.cdc.gov/> and <https://www.sccgov.org/>

Illness

If your child is ill and will not be attending the program, please notify the BASE center as soon as possible if your child has a communicable disease (such as strep throat, fifth disease, lice, or impetigo), we must post-exposure notices. Your child will not be identified. Please keep children home for at least 48 hours if they have had:

- A fever, diarrhea, or any other contagious illnesses within the last 24 hours after the temperature returns to normal without the use of fever-reducing medications.
- Been diagnosed with streptococcal infections will be excluded from the program for 48 hours after the initial dose of a physician-prescribed medication.
- In situations that pose a greater risk to the school or community, the County Health Department will be notified, and BASE will take direction from their health officials.

Medication and Other Health Needs

Whenever possible, it is preferred that a child receive medication at home. If this is not possible, please follow the procedures listed below for your child to receive medication at a BASE center. BASE is committed to accommodating children with mild to moderately life-threatening allergies. You must inform the Program Administrator if your child has medical needs, allergies, or requires special accommodations. *Please note: California state law permits school-age children to carry certain medications such as asthma inhalers and EpiPens® while attending public school.*

EpiPens®

An Anaphylaxis Action Plan signed by the physician is required before a child with a life-threatening allergy can attend the program. An EpiPen® (or Avi-Q) must be on-site at all times a child is present. To ensure all staff are aware of a child's life-threatening allergy, an Allergy Posting form will be posted in the kitchen area.

Seizure Disorder

A Seizure Action Plan must be completed by the child's physician for children diagnosed with a seizure disorder before attending the BASE program. When Diastat (or other emergency medication) is prescribed for prolonged seizures, the physician must complete the Seizure Action Plan. The parents/guardians must then meet with the Program Administrator to designate who will administer the medication.

Type I Diabetes

A Diabetes Medical Management Plan (DMMP) must be completed by the child's physician for children diagnosed with Diabetes before attending the BASE program. When insulin (or other emergency medication) is prescribed, the physician must complete a Diabetes Medical Management Plan (DMMP). The

parents/guardians must then meet with the Program Administrator to designate who will administer the medication.

Prescription Medication

All prescription medication must be current with a clear, readable, original prescription label from a pharmacy showing the child's name, medication, dosage, frequency of administration, beginning and ending dates of administration, and expiration date. This prescription must be in English. *Special procedures are in place for administering medications that are classified as controlled substances, such as medication commonly used to treat Attention Deficit Disorder (ADD) and Attention Deficit Hyperactivity Disorder (ADHD).*

A Medication Administration Release form must be completed by the parent/guardian and provided to the Program Administrator. The physician or medical provider should note the following information:

- Child's full name
- Start and end dates, if applicable
- Medication name
- Physician's signature
- Times to be given
- Dosage to be given

Over-the-counter Medication

All over-the-counter medication must be in its original container and labeled with the child's name. All over-the-counter medications require a physician or medical provider may write a note containing all the following information:

- Child's full name
- Start and end dates, if applicable
- Medication name
- Physician's signature
- Times to be given
- Dosage to be given

Injuries

Children may have accidents even with the best supervision. If a child has a minor injury during the day, an Injury & First Aid Report will be sent home with details about the incident and any treatment given. If the injury involves the head, the parent/guardian will be contacted regardless of the severity. In case of a serious injury, staff will follow triage procedures and contact parents/guardians, emergency contacts, 911, BASE management, and/or BASE Program Administrators as appropriate. Staff cannot transport children for medical treatment, and if no authorized person is available, an ambulance will be called. Children must have two Emergency Cards and Release Forms on file at all times, with accurate and current information. These forms include consent for medical and dental treatment in the absence of the parent/guardian.

Disaster/Emergency Plan

Emergency and disaster drills are conducted annually at all BASE sites to ensure preparedness. In rare cases, parents/guardians may be asked to pick up their child early due to unforeseen circumstances beyond the center's control, such as power outages lasting longer than 2 hours or water leaks.

In a real emergency or disaster, BASE will follow the Oak Grove School District's [Comprehensive Safety Plan](#), which is available on the district website. Trained staff members will remain with the children at the center or designated evacuation site until authorized pick-up arrives. Only adults listed on the Emergency Cards and Release Form will be allowed to sign out children.

Safety Policies

Safety is foremost at BASE centers. Our staff-mandated reporters, receive safety training and follow all Local, State, and Federal regulations as required. The following behaviors by children, staff, parents/guardians, families, or community members will not be tolerated at BASE sites:

- Possession of any type of firearm, ammunition, or weapon for any reason unless required to carry these weapons as part of their employment as a law enforcement officer.
- Smoking or vaping on the school campus or center's premises or at any center-related activity.
- Possession and/or usage of alcohol or controlled substances, including vapes.
- Any Illegal activities including theft and/or damage of school or personal property.
- Harassment or abuse of any kind, physical or verbal (including yelling), or usage of improper language in proximity to staff or students.

If these incidents occur the proper authorities will be notified and the appropriate actions will be taken which may result in suspension and/or termination.

Guidance and Discipline

The goal of BASE staff is to help children actively participate in the program by promoting an understanding of their general behaviors and fostering successful decision-making. This may involve redirection, discussions about behavior, reflection time, and making amends for mistakes.

Incidents of more challenging behavior are documented, and corrective actions are implemented, including but not limited to, written warnings, suspension, Restorative Circles, and/or meetings with parents/guardians to create behavior plans if necessary.

If inappropriate behavior persists, parents/guardians will be notified and in some cases, a child may be suspended or expelled from the program if behavior plans are unsuccessful or if there is an intentional risk of harm. Parents/guardians may be called to pick up their child if behavior cannot be controlled, and failure to respond may result in disenrollment.

Suspension

BASE is a district-run program and suspension from school will result in suspension from BASE for the same period. Your child must be picked up within one hour of notification of school suspension. No credits or refunds will be issued for this absence.

Expulsion/Termination of Services: When a child is expelled, termination of services shall be in effect for the academic year. Re-enrollment during the next academic year may be considered at the discretion of the Program Administrator. To request consideration for re-enrollment, a parent/guardian must meet with the Program Administrator to discuss a plan to prevent a re-occurrence of the original reason for termination. Any re-enrolled student will be placed on provisional status for 90 days. Failure to adhere to program policies, procedures, and expectations will result in immediate termination and disqualification from future re-enrollment in all BASE/Summer programs.

General Information

Personal Belongings

BASE is not responsible for any toy, book, record, jewelry, money, electronics, or other personal belongings brought to the center; this includes clothing items. Please have your child leave valuables at home.

Electronic Devices

If your child has a cell phone, it must be kept inside the child's backpack during the program time. All other personal electronic devices are not allowed. Special Electronic Days will be announced in advance and children 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.

Dress for Comfort & Activities

Please have your child wear comfortable clothes and shoes with a back strap if wearing sandals. All clothing items, including jackets, should be clearly labeled with your child's name. Some BASE Activities are messy such as painting, gluing, slime, etc.

Please remind your child to gather their personal belongings daily; backpack, lunch bag, jacket, water bottle, etc. We also ask that your child's hooks and cubbies be cleaned out weekly and projects be everything taken home.

Communication Policy

Communication

We believe that open communication between families and staff is essential to addressing challenging issues. We will inform parents/guardians of any concerns and work collaboratively with them to develop strategies for addressing them. ***Parents/guardians are encouraged to communicate any concerns regarding the program, staff, or students in writing to the site's Program Administrator.*** If unsatisfied with the resolution of any issue provided by the Program Administrator, please contact the District Coordinator in writing within 10 business days.

At no time will verbal hostile threats toward program staff or students be tolerated. We are committed to providing a safe and respectful environment for all children in our program and at times, it may be necessary to restrict an adult from picking up due to their behavior or terminate a child's enrollment in the program.

Addendum

[BASE Rate Sheets](#)

Current rate sheets for Before and After School Enrichment (BASE) can be found on our district website www.ogsd.net.

[BASE Operating Calendar](#)

For a current list of these dates please check Before and After School Enrichment (BASE) can be found on our district website www.ogsd.net.