

Parent Handbook

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 6:15 am until the start of school and after school until-6:00 pm Mon-Fri.

BASE Program Director: Samantha Zeman 269-694-7980

BASE Billing Director : Lacey Walbrook 269-694-7961

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

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

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.

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

Welcome to the BASE 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 BASE Director Sam at 269-694-7980.

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

There are 3 locations of the BASE Program. Washington Street Elementary, Dix Street Elementary, and Alamo Elementary Schools. Our Developmental Kindergarten program is available at Dix St. 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 BASE Program will remain open through the entire school year including half days and teacher in-service days, this will not include all Holiday breaks. BASE will be open on half days and on days off for school children. Notification will be made in the event of any schedule changes. The schedule of days off is located in the back of the handbook. In the event school closes early due to inclement weather, BASE will try to remain open. BASE will only be open on Snow Days at Dix St Elementary from 6:30 a.m. until 6:00 p.m unless the roads are impossible to navigate.

STAFF

The BASE Program's staff are responsible, competent adults who are well trained and demonstrate the personal characteristics for successfully working with children. All site supervisors meet licensing qualifications such as education credits and are experienced in working with children. BASE adult staff are CPR and First Aid certified. Base does not use volunteers and children will not be left unattended with any person who is not an employee of the Otsego Public School's Before and After School Enrichment Program (BASE). Student aides are fingerprinted to be compliant with the licensing requirements and are not left unsupervised with the children.

ENROLLMENT/WITHDRAW POLICIES

Any students in grades K-5 are eligible to attend BASE numbers permitting. 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 can only hold 26

individuals. Exceptions have been made for demand at Washington Street Elementary where upper elementary students will be separated from lower elementary students and additional staff has been hired. The following items must be completed and returned before a child can attend BASE: Child Information Card (must be printed, signed, and returned to the center), Health and Immunization Statement (online), Payment of Registration Fee (online), and the Registration Form (online).

All necessary forms are available online at 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.

Registration: All registrations will be online. Current BASE families will get first priority for registration each session.

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

A \$30 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.

Regular Hour Fee	\$4.00
Sibling Fee	\$3.00
Drop in Rate	\$5.00
Late Payment	\$30.00
Late Pick Up	\$10.00 at 6:01pm/\$10 for every 10 min late
No call/no show	\$15.00
No school (prepaid)	\$45.00 (sibling rates not applied for full day)
No school drop in rate	\$55.00

Otsego BASE does accept state assistance. To see if you qualify please visit the CDC Income Eligibility page, to register go to www.newmibridges.michigan.gov. Please contact Lacey Walbrook at 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, snack
Organized group gym game	Free play outside/organized game in the gym
Breakfast (available by the school)	Free play/craft time

PAYMENT PROCEDURE

BASE invoices are issued on a bi-weekly schedule. BASE 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, 400 Sherwood St Otsego, MI 49078.** Payments can also be paid online at www.myprocare.com, if you provided us with an email address.

TAX CREDIT

The BASE 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 \$15 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 \$5.00 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 BASE Room	(269) 694-7635
Dix Street BASE Room	(269) 694-7745
Washington Street BASE Room	(269) 694-7835

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

CONCERNS

If you have any concerns regarding your child, the first place you should contact is your child's direct supervisor at the site. If you feel your concern is not being addressed, please contact the director of the program at 269-694-7980.

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. If someone attempts to pick your child up and insists on taking them, and they are not on the pickup list, the parent and police will be notified.

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 stuffed animals and toys are not allowed due to the strict sanitization rules that the Base Program is following. Books are allowed every day, the children may bring in electronics if their BASE supervisor allows on occasion.

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. Staff may on occasion bring in packaged foods to give to the children. This may include suckers and or packaged granola bars or muffins. Please let your staff know of anything that should not be given to your child.

SMOKING/VAPING

There will be no smoking or vaping on school property at any time by adults or children.

MEDICATIONS

Written instructions must be provided in order for your child to receive any medication from a BASE employee. BASE employees will not provide any aspirin, Tylenol, or any other pain medication without written permission from the parent.

RULES AND REGULATIONS

Students enrolled in the BASE 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

EMERGENCY PROCEDURES:

All Emergency procedures are posted near the exit door of each of the centers. Please take a moment to view them and review them with your child. BASE employees will run safety drills as mandated by the State of Michigan.

CONSEQUENCES

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

1st consequence: Verbal Warning-parent notification

2nd consequence: Break from activities-parent notification and Director notification. Possible suspension from the program depending on the severity of the action.

3rd consequence: Loss of entire activity, behavior note is sent home, multiple behavior notes may lead to dismissal from the program.

Several disciplinary letters may result in dismissal from the program.

Violence will not be tolerated and could 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 BASE 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 BASE 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.

SCHEDULED DAYS OFF (BASE will be closed)

September 1st (Labor Day)

November 27th,28th (Thanksgiving)

December 22nd-December26th all week in observance of (Christmas)

December 31st and January 1st (New Years)

May 25th (Memorial Day)

- Dates may be subject to change especially around Christmas/New Years
- Sign ups for no school days and BASE will be open will be emailed to families typically 2 weeks prior to the day off. In the event that there are not enough children signed up (at least 15) BASE will have to be closed. An email will go out about a week or so before the scheduled day off should this need to occur. You must sign your child up if you child is not signed up but shows up you will be charged a drop in rate for the day of \$55.

