



# Preschool Program Parent Handbook

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## INTRODUCTION

Roselyn Karll, B.S in Education and over 25 years of teaching experience, founded the Braintree After School Enrichment Program (B.A.S.E.) in 1985, after she could not find after school care for her own children. Her dream was to create a safe and fun place for the children to go after school. The original B.A.S.E. program began with 18 children, a staff of three, and was run in two rooms at Braintree High School. The program has since grown to include before school care, preschool, and a full day private kindergarten. Today B.A.S.E. has over 250 children and 41 employees. Sadly, Mrs. Karll succumbed to her battle with pancreatic cancer in December of 2002. Mrs. Karll's dream to provide a fun and enriching program to the children of the Braintree community remains strong. We at B.A.S.E. are grateful to have two of Mrs. Karll's daughters, Alysa Karll Rynne and Meridith Karll Duffy, step in to ensure that her dream continues.

Alysa, who has an administrative/legal/business background, will be here to handle all administrative and business concerns/issues. She has an open door policy and welcomes all parents to stop in and say hello. Meridith has a background in school counseling and will be here to ensure the children's needs are met through quality program planning and operation.

No parent handbook can anticipate every circumstance or question about policy. As B.A.S.E. continues to grow, the need may arise and B.A.S.E. reserves the right to revise, supplement, or rescind any policies or portion of the handbook as it deems appropriate, at its sole and absolute discretion. Should this occur, parents will be asked to sign a new policy change addendum acknowledging that they agree to this new policy.

### **Preschool staffing**

Executive Director: Alysa Rynne, B.S. in Accounting and Management Information Systems from Babson College and a Juris Doctor from Suffolk Law School, is the Executive Director.

Executive Director, Behavior Specialist: Meridith Duffy, BA in Education from the University of Connecticut and a M.Ed. in School Counseling from Suffolk University, joined B.A.S.E. full-time the summer of 2003 and took over as the Summer Camp/Executive Director of School Age Children/Behavior Specialist.

Meridith is no stranger to the B.A.S.E. program, as she has worked here volunteering and summers since she was 14.

Preschool Director: Gail Macdonald, M.Ed., EEC Director I certified and DESE licensed, PreK-2<sup>nd</sup> grade, is the Preschool Director. Gail has over 18 years in the field of early education, as a teacher in private and public schools, and administrator.

Office Administrator and Registrar: Rachel Karll White

The Lead Teaching staff is comprised of EEC certified teachers with an associates or bachelor's degree in early education. Appropriate CORI and DCF Background checks, reference checks, orientations and on-going professional development are part of staff requirements. Area high schools and colleges provide us with volunteer who give us a number of special offerings such as music, drama and art. Daily child to staff ratios are implemented according to EEC and the Braintree Board of Health.

### **Preschool mission statement**

B.A.S.E. Preschool is designed to provide children ages 2.9-5 years with the opportunity to play, learn and grow in a safe and caring environment. The full-day program is designed to meet children's physical, social, intellectual and creative needs through activities that lay the foundation for success in Kindergarten and beyond. Cultural enrichment, understanding diversity, and the allowance for individual choice are integral to the curriculum.

### **Governance**

B.A.S.E. Preschool is a non-profit organization licensed by the Department of Early Education and Care (EEC). EEC is located at 1250 Hancock Street, Suite 120-S Quincy, MA. They may be contacted by parents for a complete compliance history. The Preschool is housed at 426 Pond Street, Braintree, MA as are B.A.S.E.'s After School programs for children in kindergarten through grade 3.

### **Non-discrimination statement**

B.A.S.E. does not discriminate in the hiring of staff or acceptance of children and their families into the program on the basis of race, religion, cultural heritage, political belief, national origin, disability, sexual orientation or marital status. A child's toilet training status is not a basis for enrollment.

B.A.S.E. embraces the ethnic, racial, linguistic and socio-economic diversity of its surrounding communities of Braintree, Randolph and Quincy and strives to achieve an enrollment that reflects that very diversity. Offering translations and interpreters, conducting outreach efforts and maintaining a portion of openings for state subsidized care are just some of the ways we are able to achieve a school population that is reflective of our diverse community. The preschool serves children from all area communities whose parents can provide transportation to the program.

**B.A.S.E. FULL DAY PRESCHOOL**  
**2018-2019 CALENDAR of closings and early closings**

**First day of school: Wed, Sept 5**

**Monday, Oct 8: Closed, Columbus Day**

**Monday, Nov 12: Closed, Veteran's Day**

**Thurs, Nov 22 & Fri, Nov 23: Closed for Thanksgiving**

**Monday, Dec 24 & Tues, Dec 25: Closed, Christmas**

**Monday, Dec 31- Tues, Jan 1, 2019: Closed, New Year's**

**Monday, Jan 21: Closed, MLK Jr Day**

**Friday, April 19: Closed, Good Friday**

**Monday, May 27: Closed, Memorial Day**

**Friday, June 28 Last Day of the School Year**

**Monday, July 2 - Summer begins**

**Thurs, July 4& Friday July 5: Closed, Independence day**

**Thursday, Aug 29 - Last day of the summer**

**(We reopen on the Wednesday after Labor Day, 2019).**

## PRESCHOOL SCHEDULE, CURRICULUM & DAILY ACTIVITIES

### **Schedule**

Children attend a full day, full week program. Operational hours are 7:00 a.m. to 6:30 p.m. during the school year and 7:00-6:00 in July & August. **Children must arrive at B.A.S.E. no later than 9:00 am** unless arrangements have been previously made with the director or school administrator. For scheduled field trips, we may require your child to arrive earlier for transportation purposes. Preschool does NOT accommodate less than a five-day enrollment in our full-time childcare program.

The preschool day is designed to offer children a balance of self-directed, open ended activities ("free play") and teacher directed instruction that focuses on literacy, early math, science exploration and social concepts (self, family, community, traditions, etc).

### **Curriculum & daily activities**

Lessons are conducted in whole groups, small groups and individually and follow the Mass. Preschool Guidelines for Learning Experiences

([http://www.eec.state.ma.us/docs1/curriculum/20030401\\_preschool\\_early\\_learning\\_guide\\_lines.pdf](http://www.eec.state.ma.us/docs1/curriculum/20030401_preschool_early_learning_guide_lines.pdf)) and, for children ages 4.6+, the Mass Common Core Frameworks, PreK

Activities throughout the day provide direct experiences that promote development in the following areas:

- Cognitive development: exemplified by solving problems, making connections, recognizing patterns, making predictions, showing conceptual understandings.
- Language development: exemplified by articulating one's wants, needs & emotions, using language to enrich play; resolving conflict through discussion; connecting oral language to print; memorizing poems and songs, making silly words and nonsense rhymes.
- Creative development: exemplified by open ended exploration of materials such as paints, clay, collage items and mixed media; finding new uses for common objects; providing titles and narratives to one's drawings and constructions telling stories and participating in songs, music activities and dancing.
- Gross & Fine Motor Development: exemplified by using writing implements, scissors, glue, paints and other classroom materials; sewing, beading and block constructions; exploring and experimenting with one's sense of balance, speed, strength, coordination and endurance through running, jumping, climbing and other activities in the playground and gymnasium;
- Social Development and Personal Care: exemplified by an awareness of one's self in relationship to others; understanding the role of school, family and the community

and the child's place within these groups; understanding the need for self-regulation and personal care, such as teeth brushing, hand washing and healthy food choices.

### **Progress reports**

B.A.S.E. shall provide written progress reports for each child in the program. Our preschool children will receive three progress reports per year. The reports are based on observations and documentations of the child's progress in a range of activities over time. Parents will be given the opportunity to discuss the content of the report by signing up for parent conferences. Children with diagnosed special needs will be given the opportunity to discuss their child every 3 months. Parents may request a conference at any time to discuss their child's progress.

## **ADMISSIONS, TUITION, PAYMENT INFORMATION**

### **Admissions**

B.A.S.E. embraces the ethnic, racial, linguistic and socio-economic diversity of its surrounding communities of Braintree, Randolph and Quincy and strives to achieve an enrollment that reflects that very diversity. Offering translations and interpreters, conducting outreach efforts through our participation of community events and maintaining a portion of openings for state subsidized care are just some of the ways we are able to achieve a school population that is reflective of our diverse community.

The preschool serves children from all area communities whose parents can provide transportation to the program.

B.A.S.E., although open 12 months a year, follows the school year cycle when it comes to enrollment and promotion. All children begin in the class that is appropriate for their age and developmental stage in September and remain in that class the entire year. Children are divided according the following ages (approximately):

- P1: 2 years 9 months or older by August 31.
- P2: 3 years 9 months or older by August 31
- P3: 4 years 6 months or older by August 31

For new families, enrolling in B.A.S.E. 's preschool begins with a phone call to the Director to provide her with basic information about your child and to discuss the enrollment timeline. ***We have limited openings each year so it is advised to contact B.A.S.E. 6 - 9 months prior to the September in which you would like to send your child.***

The Director will then follow up with each family and invite them to visit B.A.S.E. The purpose of this visit is to familiarize the family with the program, review the school's basic operations and to share information about the child. To complete enrollment, a \$75 non-refundable registration fee per child and a 2 week tuition deposit for new families and a 1

week tuition deposit for returning families are due at time of registration. Registrations without payment will not be accepted. The registration form, fee and tuition deposit will hold your child's place in the program. The tuition deposit will be credited to your child's account when he/she begins attending the program.

Returning families are required to pre-register their children the first two weeks of January for the following September. To complete the pre-registration, returning families must provide A \$75 non-refundable registration fee - per child - and a 1 week tuition deposit. Registrations without payment will not be accepted. The registration form, fee and tuition deposit will hold your child's place in the program. The tuition deposit will be credited to your child's account when he/she begins attending the program.

To complete the enrollment, new and returning families are required to fill out all paperwork including emergency cards, health forms, parent authorization and consent forms must be submitted before a child commences school. No child will be allowed to attend B.A.S.E. until all required forms and fees have been provided.

All preschoolers must have a written medical form from a physician indicating an annual exam, updated immunizations and lead screening valid for one year from the date examined and repeated annually.

Please notify B.A.S.E. immediately if your contact information has changed. Repeated failure to notify B.A.S.E. of changes in this contact information may result in your child being unable to attend the program for safety reasons until proper information is received.

### **Tuition**

Preschool tuition for the 2017/2018 is \$280 per week. Tuition is based on the program operations and staffing. Hourly rates and part-time enrollments are NOT available.

All tuition must be paid through *Smart Tuition* automated payment program which deducts payment directly from your bank account or credit card. A brochure explaining how to enroll in Smart Tuition is provided to parents at time of registration.

If you are 3 weeks behind with your payments, your account will automatically be turned over to a collection agency, Transworld Systems, for collection and your child will no longer be accepted at B.A.S.E. If your account is turned over to our collection agency for collection, the debtor will pay reasonable attorney's fees and costs of collection.

Full tuition is due, regardless of absences or days off. If your child begins B.A.S.E. Preschool in September or October and attends through the end of August, you are entitled to two weeks' vacation, with no payment due. If your child begins B.A.S.E. after November 1<sup>st</sup> and attends through the end of August, you are entitled to one week vacation. If your child begins after January 1<sup>st</sup> or is withdrawn before the last week in



August, you will be responsible to pay your weekly tuition regardless of attendance, i.e. no vacation allowance. If you leave the program before the end of the year (before June 30) and you have used your vacation allowance, you must repay the week.

Withdrawal: Parents must notify B.A.S.E. in writing (email is acceptable) at least two weeks in advance of their intention to withdraw a child from the program and the child's last day of attendance. Tuition must be current up to the child's last day of attendance. Teachers and parents will plan together how best to mark the child's last day such as offering a special snack.

Summer Withdrawal: There is limited availability for summer withdrawals and decisions are made on a case-by-case basis by the directors in accordance with the program's staffing and operational constraints. Parents must request a summer withdrawal by the preceding March and will be notified within 4 weeks if the program can accommodate the request. Summer withdrawals are limited to the months of July and August *only*. B.A.S.E. does not offer part-time enrollment or reduced schedules over the summer in our full-time childcare program.

## **CHILD GUIDANCE, REFERRALS & TERMINATION**

### **Positive discipline**

Our staff believes that children deserve a chance to improve and grow through positive discipline. Sticker charts, paper awards, and verbal praise are given to a child who shows improvement. Alternatives are given and problems are worked on before stronger disciplinary measures are used. We frequently ask children involved to sit and talk out the problem at the "peace table".

B.A.S.E.'s child guidance policies are based on:

- (a) encouraging self-control and using positive child guidance techniques such as recognizing and reinforcing children's appropriate behaviors, having reasonable and positive expectations, setting clear and consistent limits, and redirecting;
- (b) helping children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;
- (c) using environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;
- (d) intervening quickly when children are physically aggressive with one another and helping them develop more positive strategies for resolving conflict;
- (e) explaining rules and procedures and the reasons for them to children, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies and procedures;
- (f) discussing behavior management techniques among staff to promote consistency.

The entire goal of discipline is to teach safety, self-discipline, and respect. A child's socialization, self-esteem and connection to a learning environment are important. Discipline can and should provide children with experiences of validation and security, offering them positive views of themselves as meaningful, powerful people and instilling in them self-control and a sense of responsibility.

No child is subjected to abuse or neglect, cruel, unusual, severe or corporal punishment. The following practices are strictly prohibited:

- (a) spanking or other corporal punishment of children;
- (b) subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment including any type of physical hitting inflicted in any manner upon the body, shaking, threats, or derogatory remarks;
- (c) depriving children of outdoor time, meals or snacks; force feeding children or otherwise making them eat against their will, or in any way using food as a consequence;
- (d) disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing or to remain on the toilet, or using any other unusual or excessive practices for toileting;
- (e) confining a child to a swing, high chair, crib, playpen or any other piece of equipment for an extended period of time in lieu of supervision; and
- (f) excessive time-out. Time-out may not exceed one minute for each year of the child's age and must take place within an educator's view.

This includes any type of physical hitting inflicted in any manner upon the body. There is no punishment, which subjects a child to verbal abuse, ridicule or humiliation. There is no punishment regarding rest or eating, and no punishment for soiling. When a preschool child is in need of more structured guidance, staff follows the steps below, adopted from the "B.A.S.E. constitution" for the After School programs:

- A) Verbal warning**
- B) Restrict the student from participating in the problem activity and redirect the child to alternatives activities.**
- C) Meet with the parents to discuss behavioral goals and strategies such as reward charts, stickers, etc.**

B.A.S.E. makes every effort not to send a child home and will only do so after every effort has been made to find an alternative resolution to highly disruptive or potentially harmful behavior. The decision to send a child home is made jointly between the preschool director and the behavioral specialist. This can also lead to a suspension of any length of time that the behavioral specialist/B.A.S.E. deems appropriate. We also reserve the right to terminate or suspend a child for such behavior from the program. See termination policy.

### *WHAT DOES POSITIVE DISCIPLINE MEAN at B.A.S.E.?*

- Emphasize what a child should do as a positive ongoing process.
- Accept a child's need to assert and help to share positive behavior patterns
- Set an example to follow
- Lead self-control and foster self-esteem
- Help children change and nurture the child's ability to think
- Maximize growth and development
- Use team building strategies to encourage prosocial behavior
- Protect the group and individuals within
- Set reasonable and positive expectations
- Provide opportunity to verbalize feelings
- Encourage self-control through understanding
- Power sharing, NOT power struggles.

#### **Child's records, parent communications and conferences**

B.A.S.E. tries to keep communication open with parents in a number of ways: monthly newsletters and notices, parent message boards and a suggestion box located at the sign out areas. Parents are encouraged to check their personal mail slots nightly for communications. In addition to the two regularly scheduled parent-teacher conferences held during the school year, a parent or staff member may request a conference to the program director or site coordinator to be held at B.A.S.E. at a convenient time for parents and staff. If there are disturbances in the child's life which are affecting their behavior, mental, social, or physical well being, it is often in the best interest of the child to allow staff to consult with child's physician, psychologist or behavioral specialist. B.A.S.E. requires parents to sign a form of consent for proper communication with the aforementioned professionals.

Information contained in a child's record shall be privileged and confidential. Information will not be distributed or released to anyone without the expressed consent of the

parent/guardian. Parents will be notified if a child's file is subpoenaed. A signature and position of the person releasing or distributing the information, the date, portions of the record released, and the purpose for the release must be indicated on a records release log. The signature of the person to whom the information is distributed is also required. This log will be made available to the child's parent/guardian and program personnel responsible for record keeping.

### **Written plan for referral services**

B.A.S.E. has in place procedures for referring parents to appropriate social, emotional, mental health, educational, and medical services for their child, should the staff feel that an assessment for such additional service would benefit the child. These services may include dental check-up, vision or hearing screening, or a physical.

Whenever any staff member is concerned about a child's development or behavior and feels that further evaluation should be done, he/she should report it to the child's Lead teacher/group leader, who will review concerns with the Administrator. If the Administrator agrees, the Lead teacher is requested to complete 3 observation reports and review the child's record prior to making a referral

### **Referral meeting with parents**

The Director notifies the parents of the concerns of B.A.S.E. and schedules a meeting. A current list of resources in the community for children in need of social, mental health, educational or medical service is provided as well as contact information for the early childhood coordinator of the child's home school district. If the parent chooses not to follow through with B.A.S.E.'s concerns/service plans/or referral services, B.A.S.E. reserves the right to terminate the child from our program. See termination policy for more details.

At the meeting, the Director will provide the parents with a written statement including the reasons for recommending a referral for additional services, a brief summary of observations made at B.A.S.E. related to the referral, and any efforts B.A.S.E. has made to accommodate the child's needs. Also included will be all documented incident and behavior reports.

The Director will offer assistance to the child's parents in making the referral. Parents should be encouraged to call or request in writing, an evaluation. If parents need extra support, B.A.S.E. may, with written parental consent, contact the referral agency for them. The Director shall inform the child's parents of the availability of services and their rights, including the right to appeal, under chapter 766.

### **Follow-up to the referral**

The Director will, with parental permission, contact the agency or service provider that evaluated the child for consultation and assistance in meeting the child's needs at B.A.S.E. If it is determined that the child is not in need of services from this agency, or is ineligible to receive services, B.A.S.E. shall review the child's progress every two months or earlier to determine if another referral is necessary.

### **Counseling services / free workshops for parents**

Counseling for children referred by the behavior specialist, or by a child's parent to the behavior specialist at B.A.S.E., can be arranged through the South Bay Mental Health Services, Quincy MA. A therapist from South Bay will meet with your child at B.A.S.E. during program hours, or you may make arrangements for your child to meet with a therapist at South Bay Mental Health. Intake forms located at B.A.S.E. need to be filled out with proper insurance information and background information about the child and then will be faxed from B.A.S.E. to South Bay Mental Health. After the intake form has been faxed, South Bay will then assign a therapist to the child and arrangements will be made. We will also make referrals for parents to other counseling services if they prefer. B.A.S.E. will offer and encourage parents/children to participate in free counseling and workshops held at B.A.S.E. by a licensed therapist from an outside agency or Meridith Duffy/ Executive Director After-School Care/Behavior Specialist.

### **Termination**

B.A.S.E.'s goal is to avoid the need for termination of a child through a process of timely communication with parents about school expectations and policies and to address any concerns or conflicts that may interfere with a child's success in school. Our Guidance Policy is designed to allow children the time and experience they require to adapt to the classroom environment. Before a termination can be executed, the director will meet with parents to discuss options other than suspension or termination and offer referrals for evaluation, diagnostic or therapeutic services and supportive services as described above and includes pursuing options for supportive services to the program such as consultation and educator training and developing a plan for behavioral intervention at home and in the program. This approach results in termination only as a last resort to be implemented when every alternative avenue has been exhausted.

B.A.S.E. shall use the following criteria for terminating a child from the program:

- The health and safety of the child at B.A.S.E. cannot be assured.
- The child's developmental needs are not being met at the center.
- The health and safety of the other children and/or staff are in jeopardy due to the behavioral patterns of the child/parent.
- Lack of payment.
- Lack of cooperation and/or respect from child/parents.
- No follow-up from parent/child following referral policy after 30 days.
- Repeated (more than 3) late pick-ups.

**SCHOOL POLICIES - Please read carefully and keep handy for future reference.**  
**Parents are responsible for knowing and adhering to all school policies!**

**Absences**

Please call 781-849-3484 if your child is going to be absent from the program. If you do not reach a staff member directly, leave a message on the machine. Depending on circumstances, if a child has been absent for 3 consecutive days due to illness, B.A.S.E. may require a doctor's note declaring him fit to return to school. More information about illness and attendance is found in our Health Care Policy below.

Children must arrive at B.A.S.E. by 9 am unless arrangements have been previously made with the director or school administrator.

**Closings and early closings for 2016-2017 school year:**

B.A.S.E. will be closed on Labor Day (Sept 4); Columbus Day (Oct 9), Veteran's Day (Nov 10) Thanksgiving Day and the following day (Nov 23 & 24); early closing on Friday Dec 22 (4 pm); Monday, Dec 25); Friday (Dec 29), Monday, (Jan 2); Martin Luther King Day (Jan 15), Good Friday (March 30), Memorial Day (May 28), Independence Day (July 4).

**Clothing**

Preschool is messy business. Please dress your child in everyday, comfortable clothes and save the dress up clothes for special occasions we have throughout the year.

The building tends to run hot and cold so it is important to dress your child in layers so that he/she can feel add or remove clothing as appropriate. All preschoolers are required to have a change of clothes including socks, pants, and a shirt placed in a labeled shoebox or gallon Ziploc bag. Please change out these clothes as the season changes.

Please label all of your children's belongings. Small children often do not recognize their personal belongings. We have a lost & found bin located by the downstairs door. At the end of every month, if nobody has claimed the items in the bin, we will donate them to Good Will.

We go out every day - an hour in the morning and in the afternoon - except during severe weather or extreme cold (under or "feels like" under 28 degrees). Therefore, mittens or gloves and hats are required during the winter months and snow pants and boots as needed. If your child comes to school in snow boots, please change him into a pair of shoes at school so he can play comfortably and safely indoors.

During warmer weather, please dress your child in sneakers or rubber soled shoes that cover front and back of the foot. Sandals, loosely fitting "Crocs" or open toed shoes are not allowed. Children will not be allowed to play outside or in the gym if their clothing or footwear is not appropriate. Water shoes or sneakers are required for backyard play during the summer months. Sunscreen must be applied each morning before coming to B.A.S.E. and a consent form must be signed by a parent for BASE staff to be able to reapply your child's own sunscreen during the day. Spray sunscreens are recommended and towels are required during summer.

### **Keypad entry**

Keypad entry with family entrance codes will be given out upon admission. **DO NOT ENTER THE BUILDING WHEN B.A.S.E IS CLOSED. YOU WILL INCUR A \$100.00 FALSE ALARM CHARGE BECAUSE THE ALARM WILL SOUND.** Only immediate family members should be given codes. All other designated pick up people should report to the front office for proper identification procedures. Please do not pass the door. Each parent must punch in his or her code as we keep a log.

Parents are responsible for picking up their child(ren) from the program. B.A.S.E. will not release the child to anyone not on the pick-up list in the child's file without prior parent authorization. It is common practice for a staff member to ask for identification if he/she is unfamiliar with the pick-up person. This person may be detained while files are checked. The pick-up person must tell the attending teacher directly his/her name and the child's name. If a parent does not arrive or call the program by 6:45 p.m. then emergency contacts are called and a plan formulated. If no contact can be reached by 7:30 p.m., children will be brought to the Braintree Police and you will be called to pick up your child. Late fees will be charged and must be paid directly and immediately to the attending staff person. If more than three late arrivals occur, other arrangements for pick up must be made, or the family may have to find an alternative program. A two-week notice will be given.

Late fees: There is a penalty late fee of \$25.00 flat fee for any number of minutes up to 5 minutes late, for each 1 minute after that first 5 minutes there is an additional \$1.00 due per minute per child. This fee must be paid immediately and directly to the attending teacher.

### **Lunches**

Preschoolers are required to bring their own lunches- NO HEAT UP LUNCHES PLEASE. Children eat lunch between 11:30 a.m. and 12:00 p.m. and have two snacks per day. A suggestion for a healthy lunch is a sandwich on whole wheat bread containing a source of protein (tuna, cheese, meat, and poultry) fresh fruit or carrots, low-fat milk, pretzels or popcorn. At the time of admission, a list of nutritious items for snack and lunch will be provided to all families. The staff considers **all candy to be an unhealthy snack or**

**dessert.** Please **do not send in candy.** Weekly snacks are posted on the Parent Bulletin Board. No child will ever be denied snack due to inappropriate behavior.

If a child forgets his/her lunch, B.A.S.E. will provide a nutritious meal in accordance with USDA standards. No child will be forced to eat at any time. During the summer, please put lunches in a Ziploc bag marked with your child's name. Please do NOT send your child with any lunch that needs to be heated as during the trips there is no place to heat them.

B.A.S.E. is an **entirely nut free** program. Please DO NOT send in anything containing peanut butter, peanut butter bi- products, or any other nut products. Snacks are provided for all children who attend the B.A.S.E. program. We serve healthy snacks (fruit, cheese, bagels, crackers, rice, potatoes, pretzels, etc.) and ask that you send in a reusable water bottle for your child so he./she can stay hydrated throughout the day. Snack is served approximately at 8:30 a.m. and 3:30 P.M.

### **Pick Up & Drop Off Procedures**

**Drop Off:** Children can be dropped off at B.A.S.E. at any time between from 7 - 10:00 am. We will not accept children after 10:00 unless arrangements have been previously made with the director or school administrator. Parents should park in the lot in front of the school. The parking lot is very busy at drop off and pick up therefore parents are required to hold their child's hand while crossing the lot. Do not let children cross the parking lot alone.

Once in the building, children must be accompanied directly into the classroom. The parent should make sure that the teacher is aware that the child has arrived. Once child has been signed in (see below) the teacher assumes responsibility for the child.

**Pick Up:** Parents or authorized adults are responsible for picking up their child(ren) from the program. Parents should pick their child up directly from the classroom and must sign the child out, indicating the time. It is important to make sure that the teacher is aware that the child is leaving. Once the child is signed out, he/she is the responsibility of the parent (or authorized pick up). B.A.S.E. will not release the child to anyone not on the pick-up list in the child's file without a note from the parent giving authorization. It is common practice for a staff member to ask for identification if he/she is unfamiliar with the pick-up person. This person may be detained while files are checked. The pickup person must tell the attending teacher directly his/her name and the child's name. Children must be picked up by 6:30 pm according to the digital clock on the school's security system from Spet - June and 6:00 pm July-August. After 6:30 pm late fees will apply (see page 13). Repeated (more than 3) late pick up may result in termination of your child. Just as in the morning, the parking lot is extremely busy at pick up time and parents should hold their child's hand when crossing the lot.



**Sign in/Sign out**

Parents are required to sign in and sign out their child on a daily basis, and include the time. B.A.S.E. is not responsible for your child before sign in or after sign out.

**Snow days**

When public school is canceled for the day because of a weather emergency, B.A.S.E. will most likely be closed. If a statewide state of emergency is closed, B.A.S.E. will also be closed. B.A.S.E. cancellations due to weather will be communicated through our Hyper Reach automated calling system (also know as "reverse 911"), posted on our school's facebook page and at [www.whdh.com](http://www.whdh.com). Regular tuition is due for the week even when school is closed for inclement weather. Due to the nature of our parking lot, inclement weather may result in changes in the way the parking lot is organized.

After a snow day closure, B.A.S. E. will make every effort to reopen as soon as it is safe to do so. B.A.S.E. may remain open even if Braintree Public Schools are closed or have a delayed opening time. All directors are consulted before a decision is made to close. If we feel that safety may be an issue for staff, children and/or parents, BASE may not open. The final cut off time to bring your child to B.A.S.E. during a "snow day" is 9:00 am. At 9:00 am we start cutting staff and if you arrive late, we will not have the staff to accommodate your child and therefore, alternate arrangements must be made by the parent/guardian. Please be aware of any changes posted outside for traffic in our parking lot due to inclement weather.

**Traffic control**

Parents are requested to enter the parking lot from the farthest entrance towards Randolph and exit from the two remaining exits. Do not attempt to exit from the first entrance, as it is strictly for one-way traffic and going in the wrong direction creates an unsafe situation for parents trying to enter the lot. When there is a B.A.S.E. event or function please park in the dirt field adjacent to B.A.S.E. Do not park at the Luke's Convenience Store lot.

*Please note: In the event of snow, the regular parking lot procedures may be altered to ensure safety. Please be sure to read and follow any signage posted outside and around the building.*

**Transportation plan**

Although there is no daily preschool transportation, occasional field trips may be taken when bus transportation is necessary. All health and safety policies as described in this handbook apply while preschoolers are transiting to and from a field trip destination and for the duration of the field trip. Also, all children, teachers, and chaperones ride the bus according to EEC ratios. Parents are required to sign permission slips for each field trip. In addition, there may be admission fees charged to parents.

Cell phones are taken on all trips. Emergency information cards of all children are taken on all field trips. Teachers and administrators are all versed in emergency procedures for field trip transportation.

### **Toys policy**

B.A.S.E. does not allow children to bring toys from home as this causes disruptions to the day, especially when they get lost. Exceptions may be made for Show & Tell, in which case you will receive information from your child's teachers. B.A.S.E. is not responsible for lost or broken items that come from home.

Weapons and other violent toys including, but not limited to, guns, water pistols, knives, swords, sling shots, darts, etc. are prohibited. Parents are responsible to ensure that these items are not brought on B.A.S.E. property. B.A.S.E. property is broadly defined to include the B.A.S.E. building and surrounding grounds, B.A.S.E. buses, B.A.S.E. sponsored events, and activities or events which may be conducted off B.A.S.E. grounds, including all field trips.

### **Weapons policy**

B.A.S.E. has no tolerance for weapons. Possession or use of a knife, gun, or any other object which may be considered a weapon, is prohibited on B.A.S.E. property. B.A.S.E. property is broadly defined to include the B.A.S.E. building and surrounding grounds, B.A.S.E. buses, B.A.S.E. sponsored events, and activities or events which may be conducted off B.A.S.E. grounds, including all field trips. Violation of this policy will be cause for immediate suspension and if warranted, may be reported to the Braintree Police Department, and result in termination from the program.

**Withdrawal:** Students can be withdrawn with no penalties owed if parent provides two weeks' written notice (email counts) and is current on their tuition payments. The only exception is for the summer months of July and August. Parents must commit to sending their student for the entire summer or withdraw their child by the last Friday in June. No exceptions will be made to this policy.

## **HEALTH CARE POLICY & EMERGENCIES**

A complete health care policy booklet containing information regarding all aspects of emergency and preventative health measures is available online at [Basekids.org](http://Basekids.org). The following is a brief summary of B.A.S.E.'s health care policies:

### **Sick child policy**

*Please note: Our sick child policies - based on Massachusetts Department of Public Health (DPH) guidelines - are designed to protect the health and well-being of all B.A.S.E. children and staff. It is important that each family has reliable back up care for those times in which their child cannot attend B.A.S.E. due to illness.*

- If your child vomits, has an episode of diarrhea or develops a fever above 100.4 while at B.A.S.E. she cannot stay in school. You will be notified to come and pick up your child.
- Your child must stay out of the program for a minimum of 24 hours if she is dismissed for vomiting, diarrhea and a fever of 100.4 or above and can only return to the program when she has not had any of these symptoms for an entire 24 hours period medication free. That means if your child develops these symptoms at school, he cannot return the next day. Similarly, if your child develops these symptoms on a Sunday she cannot attend B.A.S.E. on Monday.
- Children with certain serious illnesses or contagious diseases as defined by DPH may not attend B.A.S.E. until cleared by a physician. The DPH requires schools to notify all parents if certain infectious diseases are present in the school. In such cases, a child's confidentiality will be strictly upheld.
- For less severe medical conditions (stomach aches, low temperatures, etc.), the child will be isolated from the rest of the group in their respective rooms under teacher supervision or in the 'comfort room' located on the main floor, also under adult supervision. Food, drink, and rest are maintained for the child until the parent/guardian is able to pick up the child. The child's temperature is taken and reported to the parent during the phone call.
- Depending on the circumstances, B.A.S.E. may require a doctor's note before a child can return to school if that child has been absent for 3 days or longer.
- To prevent infectious illness, all children and staff members are required to wash their hands with soap using friction after toileting, before eating or handling food, after coming into contact with body fluids and discharges, after handling animals or their equipment or using the water table.
- All medication to be administered by staff must have a written request by the parent, preferably using the B.A.S.E. Medical Consent Form. Meds must be in the original container with a written authorization form from the physician. A written record is kept of all medications.
- All inhalers must be carried by a B.A.S.E. staff member and be labeled properly, written parental consent and authorization of the physician must accompany the inhaler. Children may not carry their own medication.
- If minor first aid is given to a child, the parent or pick-up person will be informed verbally at pick up that day. Then B.A.S.E. will provide the parent with a completed "Injury Form" within 48 hours.
- An injury report form is filled out by the attending staff and must be signed by the parent/guardian. All injuries are documented in our central log, and reports are filed in child's record. A copy is made available to the parent. All head injuries including eyes, nose, ears, mouth, cranium, and neck area are among those considered serious. Parents are always telephoned for a very serious injury.
- All necessary health forms must be on file at the child's school and available upon request.

### **Medical emergencies**

Parents must complete an authorization form that provides emergency information and authorization to transport children to the nearest hospital and to provide the necessary first aid and or CPR until medical help arrives. A staff person will accompany a child when an ambulance is necessary if ratios permit. Emergency number: 911 will be called first in an emergency and then the parents will be contacted. If the parent cannot be reached, emergency contacts will be notified while we continue to try and reach parent. Make sure your emergency contact numbers are accurate and updated when necessary. Repeated failure to keep B.A.S.E. informed of emergency contacts may result in your child being unable to attend the program until such time as appropriate contacts are given.

All staff is trained annually in basic first aid and CPR which will be administered as appropriate. A medical log consisting of: the nature of the accident, time it occurred, and first aid treatment is filled out on the day of the accident. Parents are informed of any first aid measures that are taken on and off site by way of an Injury/Illness Form which must be provided to the parent within 48 hours of administering first aid to a child. Parents are asked to sign the injury form to acknowledge the injury information. The injury report form is placed in the child's file, and a copy is made available to parents. An immediate phone call is made when there is severe bleeding, a blow to the head area, including but not limited to the eyes, ears, nose, neck, and cranium, or an accident determined to be serious.

### **Fire, natural disaster, loss of heat, power, water or other emergency**

All staff is trained annually in emergency procedures (including but not limited to evacuation and lock-downs). Evacuation drills are held monthly for Preschool during the school year and are sounded by an Administrator. These fire and emergency drills help to ensure a controlled and expedient exit should a real emergency occur. Prior to each drill, staff members will be advised of assignments to specific areas.

During a drill or an actual fire, the fire alarms will be sounded as well as an announcement made over the loud speakers. The building is hard wired into the central fire station. The building is in compliance with state of the art fire equipment and panels. The panel will give the fire department the necessary information including the building address, nearest cross street, location of fire, and other known information. Anyone in immediate danger will be notified via loudspeaker or phone message. An administrator will recheck bathrooms, closets, and 'hiding places' for children. Parents who may be in the building in the event of a fire/emergency drill should exit the building with the children and staff. All children will evacuate the building according to the posted evacuations at each exit. The first floor occupants will exit the building via the main front door and turn left toward the dirt lot and buses. Lower level occupants will exit the building using the nearest fire exit and walk away from the building toward the back fence. All groups and

teachers will remain at the designated areas until an Administrator has sounded the all clear, which will be a general verbal announcement. The School Age Director/Camp Director/Preschool Director documents all fire drills according to regulations.

### **Comprehensive disaster plan**

If advised by the authorities to evacuate an area, the staff will ensure that we do so immediately. The facility is equipped with intercoms, alarms, and public address systems. If we need to move to an emergency facility, such as Braintree High School, we will do so in our buses.

During a tornado or high winds, the children and staff will be brought to the basement level of the building into the halls and into the lower room marked conference room, which has no windows. All occupants will be instructed to stay away from the windows and crouch down against the floor. Hands are to cover the back of the neck and head.

In a flash flood we will evacuate low-lying areas and go to higher ground. We will avoid small rivers or streams, low spots, canyons, dry riverbeds, etc. We will try not to walk through flowing water more than ankle deep. If we are in a vehicle, we will not drive through a flooded area, even if it looks shallow enough to cross.

When lightning strikes and the children and staff are already inside, we will avoid using the telephone or any other electrical appliances, except for emergencies. When lightning strikes and children are outside, staff will escort them to a safe shelter immediately. If swimming, the children will get out of the water immediately and move to a safe shelter away from the water. If in a wooded area, shelters available, or shelter under a thick growth of relatively small trees will be used. If hair begins to stand on end, squat down with head between knees and do not lie flat. Avoid isolated trees or other tall objects, bodies of water, sheds, or fences.

In the event of wildfires, the Director will listen to local radio or television stations for updated emergency information. The instructions of local officials will be followed. Wildfires can change direction and speed suddenly. Local officials will be able to advise of the safest escape route, which may be different than expected. If trapped, the children will crouch in a pond or a river, or lie flat and cover bodies with wet clothing or soil. If water is not around, shelter in a cleared area or among a bed of rocks will be searched for. Children will be instructed to breathe the air close to the ground through a wet cloth to avoid scorching lungs or inhaling smoke.

### **Missing child plan**

If a child is lost on a field trip or in the building, the Director or Site-Coordinator is in charge of the search. The missing child will be reported to the main office. The report will include, but not be limited to the child's name, age, last place the child was seen, and what the child was wearing. Staff members are equipped with walkie-talkies and cell phones on all field trips so they can communicate in emergency situations. If a loud speaker is available, the lost child will be called for and asked to report to a designated area. A search will be conducted of all areas and attendance records will be checked completely making sure that the child has not been picked up by parents or other special arrangements have not been made. Emergency personnel (911 if available) and parents will be contacted. The search will continue until all children are accounted for.

#### **Abuse and neglect: procedures for staff**

B.A.S.E. shall protect children from abuse and neglect while in the program's care and custody. All staff members are mandated reporters and shall report suspected child abuse or neglect. If there is reason to believe that a child's misbehavior is due to abuse or neglect, and that a child may suffer serious physical or emotional harm as a result of the abuse, B.A.S.E. staff will notify the Executive Director, or Preschool Director with documented concerns. The teacher or Director is then mandated to report a 51A to the Department of Children and Families (DCF). A phone call, followed by a written report to be kept on file, is made to DCF which will then pursue the case if there seems to be a reasonable cause for concern. The written report must be completed within 48 hours of making the oral report. B.A.S.E. will notify EEC immediately after filing a 51A report or learning that a 51A has been filed, and will cooperate in an investigation of abuse or neglect. Cooperation includes identifying the parents of children currently or previously enrolled in the program; providing consent for disclosure information to any person and/or agency the Office may specify as necessary for the prompt investigation of allegations and protection of children. Failure to cooperate from this Agency may be grounds of suspension, revocation, or refusal to issue or renew a license.

If the investigating social worker determines that the child is abused or neglected, then the report is "substantiated". A service plan will be developed, and the family will receive services. The DCF provides protective services for children, including emergency services, plus a full range of family-support services such as daycare, counseling and sexual abuse treatment.

#### **Abuse and neglect: procedures for parents and guardians**

If a parent or guardian has reason to suspect that a staff member has abused a child, a grievance should be filed with the Program Director or the Board of Directors. All grievances will be investigated and appropriate action will be taken. If the alleged abuse or neglect takes place during program hours, then the EEC will be notified and a 51A will be filed. The allegedly abusive or neglectful staff member cannot work directly with the children until the Department of Children and Families completes an investigation or for such all further time as the office requires. All salary will be suspended from the time of

the report until completion and findings. If no adverse behavior is found, complete salary will be resumed and back salary paid. Staff members who are subjects of substantiated 51-A Reports will be terminated from employment.

### **FUND RAISING**

Several times during the year to help keep B.A.S.E. a viable program, we conduct fundraisers to help defray some of the operating expenses of the program and/or to purchase materials or equipment not covered from the tuition fees. Parents and children participate. All fund-raisers are voluntary. Parents who are required to contribute to the United Way can direct their contribution to B.A.S.E. by writing the name of the program under "other". Since B.A.S.E. is a non-profit organization, all donations are tax deductible.

### **BOARD OF DIRECTORS**

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