

<b>TITLE</b>		<b>PAGE NUMBER</b>
I.	Introduction	2
	A. Program Objectives	2-3
	B. Staffing	3
	C. Program Activities	3
II.	Fees and Registration	4-5
III.	Tuition	5-6
IV.	Policies	6-8
	A. Clothing	6
	B. B.A.S.E. Closed and Early Closing	6
	C. Snacks and Lunches	6
	D. Absences	6
	E. Private Kindergarten Information	7
	F. Vacation Days	7
	G. Snow Days	7
	H. Picking up Child	7-8
	I. Grievances Abuse/Neglect	8
	J. Sign-in Sign-out Procedures	8
	K. Traffic Control	8
V.	Transportation Plan	10-12
VI.	Emergencies	12-15
VII.	Counseling Services/Child Guidance/Referrals/ Termination	15-18
	A. Conferences/Communication	15
	B. Child Guidance	15-16
	C. Counseling Services/Free Workshops	16-17
	D. Termination/Referral	18
	E. Toy Policy	19
	F. Weapons Policy	19
	1. Theft Policy	19
	2. Drugs and Alcohol	19
	G. Bullying	19
	H. Fund-Raising	20
XIII.	Parent Advisory Board	20

**Please sign and return the last page of the handbook to the office.**

## **INTRODUCTION:**

Roselyn Karll, B.S in Education and over 25 years of teaching experience, founded the B.A.S.E. program 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 full time preschool, part time preschool (B.A.S.E. Jr.) and before and after school care for school age children. 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, nurturing, and enriching program to the children of the Braintree community which remains strong today as her daughters carry on her mission. We at B.A.S.E. are grateful to have Mrs. Karll's daughters, Alysa Karll Rynne and Meridith Karll Duffy, who stepped in to ensure that her dream continues. Alysa, who has an administrative/legal/business background, works on all administrative and business concerns. She has an open door policy and welcomes all parents to stop in and say hello. Meridith has a background in school counseling and education and works to ensure the children's needs are met through quality program planning and operation.

### **PROGRAM OBJECTIVES:**

The Braintree After School Enrichment Program (B.A.S.E.) is a Group Day Care, Vacation, Before and After School, and Summer Camp Program that is designed to provide children ages 2.9-14 years with the opportunity to play and learn in a safe and caring environment. The program was developed to ensure that all children spend the time available in a series of activities that balance a growing child's needs for physical, social, emotional, intellectual, and creative curriculum. Cultural enrichment, understanding diversity, and the allowance for individual choice are included in the curriculum.

B.A.S.E. is a non-profit organization licensed by the Department of Early Education and Care (EEC) during the school year. EEC is located at 1250 Hancock Street, Suite 120-S Quincy, MA. They may be contacted by parents for a complete compliance history. The school age program is licensed by the Braintree Board of Health during the summer. The Group Daycare (preschool programs), vacation (all grades), and After School programs for children in kindergarten through grade 3 are housed at 426 Pond Street, Braintree, MA. For the After School Program, only during the school year, the older children in grades four through six are located at the Hollis School, 482 Washington Street. Seven Braintree Public elementary schools, Morrison, Ross, Highlands, Flaherty, Hollis, Monatiquot, and Liberty, offer the B.A.S.E. Before School Program, which operates from 7:00 a.m. - 8:45 a.m. during the school year, however, Monatiquot Kindergarten Center the before school program operates from 7:00 a.m.- 9:00 p.m.. The Group Day Care Program includes the preschool program for children ages 2.9,3,4,5 and also the part time preschool program, B.A.S.E. Jr. with 2,3, or 5 day options from 9:00-12:00 or 2:00.

B.A.S.E. is not affiliated with the Braintree Public Schools.

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, marital status, or toilet training status.

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 from time to time as it deems appropriate, in 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 and will abide.

In the School Age Programs, prior visitation is strongly suggested for Preschool enrollment, families must tour the facility and meet with the Preschool Director prior to enrollment. Prior to entrance in all programs, enrollment registration forms, fees, emergency cards, health forms and allergy and medication information and forms where applicable, parent authorization and consent forms must be submitted.

**Parents must also sign a form indicating they received and will read and understand this handbook. This form must be in your child's file prior to them starting.**

The Before School programs service Braintree public school children.

Summer camp must comply with the regulations of the Massachusetts Department of Health and be licensed by the local Board of Health.

**STAFFING (430.090, 091, 100, 101):**

Alysa Rynne, B.S. in Accounting and Management Information Systems from Babson College and a Juris Doctor from Suffolk Law School, is the Co-Executive Director. Meredith Duffy, BA in Education from the University of Connecticut and a M.Ed. in School Counseling from Suffolk University, is the Co-Executive Director and Behavior Specialist. Mrs. Robin Gersten, LCSW, ACSW, is the Group Day Care Director. John Duddy came to B.A.S.E in the fall of 2003 and took over as Assistant After School Director at the Hollis School program. Prior to B.A.S.E., John ran the after school program and camp at Queen Anne's Gate in Weymouth worked at the Mass Hospital School for severely disabled children and has a B.S. in Physical Education from Bridgewater State College. Christie Flaherty is the Before School Director and the Assistant After School Director. Rachel Karll White is the Office Administrator and Registrar. The Lead Teaching staff is comprised of certified teachers, college students, and High School graduates with an interest or major in early childhood, elementary or physical education or related fields. Each staff member with direct care are DEEC qualified. Appropriate CORI, SORI and DCF Background checks, reference checks, and orientations are part of staff requirements. We also partner with rea colleges which provide us with intern students studying in the field of Education. Daily child to staff ratios are implemented according to EEC and the Braintree Board of Health for the School Age Summer Program.

**PROGRAM ACTIVITIES:**

Each day, children participate in age appropriate activities, which are taught and or monitored by staff to ensure a balance of physical and mental stimulation. Written program plans are posted in each room on an information board. The following list may be among, but not limited to the activities included:

Clubs	Sports	Floor games	Music	Cooking	Art & Crafts	Science
Self-Directed Activities	Outside	Computers	Drama	Field Trips	Homework	

Security and door codes: We take security at B.A.S.E. very seriously. We have seven (7) security cameras located around the building, additional closed caption cameras inside the classrooms, and secured coded doors. We ask that parents NOT share their door codes with anyone other than parents/guardians of their enrolled child. Grandparents, aunts, uncles etc. need to be buzzed in and show their ID's at the front desk. We ask that you not pass the door to anyone, even if you think you know them. All families are required to gain access by using their own secure code.

**FEES AND REGISTRATIONS:**

A \$55 non-refundable registration fee per child per enrollment form for before and after school Fall registrations are applicable. For Summer Camp, the registration fee is \$55 per enrollment form per child and weekly deposits apply also, however, deposits change year to year and also vary depending upon the week(s) you choose. All these fees may change without notice year to year. These fees are due at registration and are NON-REFUNDABLE. The summer deposits are NON-REFUNDABLE.

**Payment is made through a third party payment system - Smart Tuition during the school year only for Before and After School Programs, for Preschool this payment system is used all year long.** Smart Tuition will allow you to select a payment type that works best for you, access your own account online, receive payment and follow up reminders, speak to a customer service representative 24/7, 365 days a year at (888) 868-8828. Payments must be received on-time or you will incur a late charge. Any accounts that cannot be collected will be turned over to 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.

**In all programs, full tuition is due, regardless of absences or days off.** In the School Age program, on the scheduled school vacation weeks of December, February and April, tuition will be adjusted according to the days on the sign up. These days do require an extra fee and are payable regardless of whether you actually come if you did sign up for the day. (see page 6 Tuitions). If your child does not attend during a scheduled school weeks' vacation, your regular weekly tuition is due. All FULL TIME students registered for five (5) days per week prior to October 1st receive a one week vacation applied to the Christmas break.

Half day attendance: if a half day falls on your child's regularly scheduled day, no call or sign up is required. We will just assume your child is coming to B.A.S.E. There is an \$10.00 per day per child fee that will be added onto your tuition.

**There must be a two weeks notice to leave the program and a \$40.00 withdrawal fee is required.**

Fees are based on the program, staffing and transportation. Hourly fees are NOT available. It is imperative that we have current contact and emergency information. **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.

All after school programs require a two (2) day enrollment minimum.

Any changes made to your child schedule (drop or add a day, release times etc. will incur a \$25.00 per change fee. NO changes will be allowed to your child's schedule after March 1<sup>st</sup>.

We gladly accept voucher participants with a limited number of spaces available. Once that limit is fulfilled, you will be placed on a waiting list until a slot opens up. All vouchers must include both a full time and a part time rate and be eligible for five (5) days of childcare.

**SIBLING DISCOUNT:**

When two or more children from the same family attend the program on a **full week enrollment only**, the discount is **20% for the second child and not on the total tuition. The discount applies to the less expensive fee. No Discount is given when attendance is less than five days.**

**LATE FEES:**

The program hours are 7:00 a.m. to 6:30 p.m. during the school year and 7:00p.m. - 6:00p.m. during the summer. **At the Pond Street site, Doors lock automatically at closing times and you must come to the front door to pick up your child/children. At the Hollis Program, cafeteria doors are locked at all times, and the same late fees apply.** 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. **More than three unexcused late pickups may result in dismissal. Please call to let us know you may be late. Charges will still apply.**

**TUITIONS:**

GRADES	TUITION	SUMMER FEES
School age children Grades K-5	\$125 per week or \$26 per day. Sibling discount 20% off the lower amount(for five days attendance only).	Summer Program See Schedule for payment information - deposits are required
Group Day Care Children	Regular fees \$295.00 per week	Regular fees (weekly enrollment only)
Before School Program	\$140/month flat fee- payment is due on a monthly basis.	There is no morning program when schools are closed.
Before School Program for Full Day Monatiquot School Kindergarten Students	\$160/month flat fee - payment is due on a monthly basis	There is no morning program when schools are closed.
Vacation/No School Days	\$65 per day	See pg.7
Summer		See summer registration. Most weeks are \$295/week.

**POLICIES:**

Security and door codes: We take security very seriously here at B.A.S.E. with seven (7) security cameras around the perimeter, closed caption cameras inside each classroom and secured coded doors for main entrances. Parents are NOT allowed to share their door codes with anyone other than parents of their enrolled child. Grandparents, aunts, uncles, etc., all need to be buzzed in and have their ID's checked at the front door. We also ask that you NOT pass the door even if you think you know them.

**CLOTHING:**

All kindergarten through second grade children are required to have a change of clothes including socks, pants, and a shirt placed in a labeled shoebox or gallon Ziploc bag. All items should have the child's name inside. Winter weather requires boots, mittens or gloves, hats and snow pants for outside play. Please always dress your child for outside play. 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. Water shoes or sneakers are required for backyard play and any water trips taken on vacations and holidays or during the summer trips. Sandals or open toed shoes are not allowed. **PLEASE LABEL ALL OF YOUR CHILD'S 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. Children will not be allowed to play outside or in the gym if their clothing/footwear is not appropriate.

#### **B.A.S.E. CLOSINGS AND EARLY CLOSING FOR 2019-2020:**

B.A.S.E. is closed on the following days and official holidays:

Monday, September 2<sup>nd</sup> - Labor Day  
 Tuesday, September 3<sup>rd</sup> - Day after Labor Day  
 Monday, October 14<sup>th</sup> - Columbus Day  
 Monday, November 11<sup>th</sup> - Veterans Day Observed  
 Thursday, November 28<sup>th</sup> - Thanksgiving Day  
 Friday, November 29<sup>th</sup> - Day after Thanksgiving  
 Monday, December 23<sup>rd</sup> - Friday, December 27<sup>th</sup>  
 Tuesday, December 31<sup>st</sup> - CLOSING EARLY - 3:00PM  
 Wednesday, January 1<sup>st</sup> (2020) - New Years Day  
 Monday, January 20<sup>th</sup> - Martin Luther King Day  
 Friday, April 10<sup>th</sup> - Good Friday  
 Monday, May 25<sup>th</sup> - Memorial Day

\* Summer Camp programming for school age children typically close anywhere from a few days to a week prior to school beginning to prepare for the transition of programs (may change due to snow days).

\* **Hollis B.A.S.E. is closed on any days Hollis School is closed and the program is held at the Pond Street building.**

#### **SNACKS AND LUNCHES:**

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. Water and healthy snacks (fruit, cheese, bagels, crackers, rice, pretzels, etc.) are served around 8:30 a.m. and 3:30 P.M. when applicable. Children in full day programs are required to bring their own lunches- NO HEAT UP LUNCHES PLEASE. On vacation days, snow days, and during camp, children are required to bring their own lunches. We serve pizza on half days for public school children. Healthy snacks may also be brought in from home and your child can choose between our snack and their own. Children in a full day program at B.A.S.E. 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 containing a source of protein (tuna, cheese, meat, and poultry) fresh fruit, 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. There is no food provided for the Before School programs, however, children may bring healthy food with them.

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.

#### **ABSENCES:**

Full tuition is due regardless of absences or days off. **Please call 849-3484 if your child is going to be absent from the program** (before 1:00 p.m. for the after school program). If you do not reach a staff member directly, leave a message on the machine. In the before school programs, because parents/guardians are responsible for dropping off and signing in the child, the program will not call if the child does not arrive. If your child does not arrive at the designated spot after school and you've not contacted us, the school will be questioned regarding the whereabouts of your child. If the child's

absence is unexplained, you will be called. If we are unable to reach you, emergency contacts will be called. B.A.S.E. will continue to call until someone is reached. Repeated failure to notify B.A.S.E. of your child's absence may result in additional fees and/or the need for you to find other child care arrangements. **It is imperative that you notify us if your child is not attending.** You will get two warnings if you forget or do not call B.A.S.E. to alert us of your child's absence by 1:00PM for School Age and 11:00AM for Kindergarten Surround. If you call late or do not call at all, after two occasions you will be charged a \$25 penalty fee for each time you forget to call. This policy is in place for the safety of your child. Also, if this behavior continues, and you get 3 penalty fees your child will lose transportation to B.A.S.E. altogether. Your child's school also requires written notification when not attending the program. Attendance is taken at each bus pickup, upon arrival at the B.A.S.E. destination and several times throughout the child's stay at the program. These records are kept on file in the office for a minimum of five years and must be accurate.

#### **VACATION DAYS FOR THE SCHOOL AGE PROGRAM: OFFERED ONLY AT POND STREET**

You must sign your child up for each vacation. These sign-ups are posted at least 4 weeks ahead of time with the lead teachers. You may change your days without financial penalty up until one week prior to that vacation week. **Prior sign-up is mandatory for all vacation days.** Once the sign-ups come down, no changes can be made to your child's schedule- **NO EXCEPTIONS WILL BE MADE.** Your child must be signed up one week prior to the first day of vacation or we may be unable to accommodate your child. This stresses the importance of staffing and ratio as required by DEEC. B.A.S.E. often will plan trips in advance, which require advance reservations. If your child is absent on a "signed-up" for vacation day, full payment is still due. Themes are often chosen for these days, which children are informed of ahead of time and encouraged to participate. **All Vacation/Holiday programs are held at 426 Pond Street.** Full regular weekly fees are otherwise due. **Prior sign up is mandatory for all vacation days.** Times of departure and arrival are listed. **Children must arrive at least 30 minutes before the scheduled time of departure in order to discuss the trip rules and form "buddy lists."** B.A.S.E. reserves the right to not allow a child to attend a trip because of late arrivals or discipline problems. **If a child cannot attend a trip, alternative arrangements must be made by the parent/guardian as they will NOT be able to stay at B.A.S.E. for the day.** All trip admissions and transportation fees are included in the weekly payment. The final cut off time to bring your child to B.A.S.E., if and only if, it is a "stay at B.A.S.E. day" is 9:00 a.m.. At 9:00 a.m. we will start cutting staff and if you arrive late, we may not have the staff to accommodate your child and therefore, alternate arrangements must be made by the parent/guardian. \*\*\*If you know that you are going to be late (more than  $\frac{1}{2}$  hour before trip leaves or after 9:00 am on a stay-at-BASE day), please call us to verify that it will be alright for your child to come to BASE that day.

#### **SNOW DAYS:**

When public school is canceled for the day because of a weather emergency, B.A.S.E. will also be closed. If, in its discretion B.A.S.E. chooses to open, we will notify parents in advance. All directors are consulted before a decision is made to close or delay opening. 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 will start cutting staff and if you arrive late, we may not have the staff to accommodate your child and therefore, alternate arrangements must be made by the parent/guardian. B.A.S.E. cancellation will be posted on **FACEBOOK and/or on the Internet at [www.whdh.com](http://www.whdh.com).** If B.A.S.E. opens, it is treated as a **regular vacation day (\$56)** for attendance in the School Age program. If B.A.S.E. is closed due to snow, regular tuition is due for the week. If an early release is called for a weather or school emergency, B.A.S.E. make every effort to open early for our After School Children and we ask that parents make every effort to arrive early for the safety of your child. If necessary, please have a local person available as a back up to pick up your child. The school department notifies parents on this emergency. Regular payment is due whether B.A.S.E. is open or closed during a normal school week. Due to the nature of our parking lot, inclement weather may result in changes in the way the parking lot is

organized. Please be aware of any changes posted outside for traffic in our parking lot due to inclement weather. If Public school has a delay, morning B.A.S.E. is also delayed for the same amount of time. During this delay, you can not bring your child to the Pond Street location. If school is delayed 2 hours, morning BASE is delayed 2 hours. Only children registered for morning BASE are allowed into morning BASE.

**PICKING UP CHILDREN:**

Keypad entry with family entrance codes will be given out upon admission. 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. DO NOT ENTER THE BUILDING DURING OFF BUSINESS HOURS. YOU WILL INCUR A \$100.00 FALSE ALARM CHARGE BECAUSE THE ALARM WILL SOUND. 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 a note from the parent to give 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. Appropriate late fees (see page 5) 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. The above-mentioned procedures are the same for the Hollis Program. Parents are responsible to supervise any non-B.A.S.E. children they bring into the building at drop-off/pick-up. Please do not let children run in the building or leave small children unattended.

**PROGRESS REPORTS:**

B.A.S.E. shall provide written progress reports for each child in the program. Our school age children will receive one mid-year report. 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 to discuss progress reports.

**GRIEVANCES/ABUSE NEGLECT:**

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, Group Day Care Director or School Age Director with documented concerns. The teacher or Director is then mandated to report a 51A to the Department of Children and Families. A phone call, followed by a written report to be kept on file to DCF is made who 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 DEEC 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 to 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 Department



of social service provides protective services for children, including emergency services, plus a full range of family-support services such as daycare, counseling and sexual abuse treatment. If a parent 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 DEEC 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.

#### **Substance Abuse Policy:**

All B.A.S.E. locations are "Substance Free locations". Children and parents will remain safe and healthy while in our program and we will promote positive strategies to do so. If you or someone responsible to pick up or drop off your child appears to be impaired due to having consumed alcohol or drugs, regardless of medical or emotional conditions, your child may not be released. According to the B.A.S.E. child abuse and neglect policy, domestic violence is a reportable issue to DCF and a 51A may be filed with the Department of Children & Families.

If you or someone you know is responsible to pick up or drop off your child and a staff member suspects through observations of speech and behavior that the adult is impaired due to having consumed alcohol or drugs regardless of any medical or emotional conditions we will take the following steps:

- The adult will be reminded of this policy
- The adult will be told that someone else on the emergency card needs to come and pick up your child at B.A.S.E.
- All of the staff at B.A.S.E. are mandated reporters. All staff members are required and responsible to ensure the safety of all of the children enrolled in the program.
- The director or manager of the program will be informed immediately.
- A 51 A may be filled with the Department of Children and Family Services.
- If the impaired individual does not follow this policy and becomes aggressive in any manner, the local police will be called.

#### **SIGN-IN/SIGN-OUT PROCEDURES:**

Parents are required to sign-in and sign-out their child on a daily basis, including the time. B.A.S.E. is not responsible for your child before your child is signed-in, or after your child is signed-out. When your child(ren) are brought from their school to B.A.S.E. for our after school program, the B.A.S.E. teachers are responsible for signing your child in.

Before school program regulations are as follows: Emergency contacts will be made if your child is scheduled to arrive at the program via unsupervised walk and has not done so by 8:00 a.m. Please understand that B.A.S.E. morning program is not responsible during the following transitional periods.

- 1) Unsupervised walks to the program, including an unsupervised walk from the car to the program. Parents are responsible until the child is signed into the morning program.
- 2) If your child will participate in the school breakfast program they will be signed out of B.A.S.E. and be part of their home school community at this time and cannot return to the B.A.S.E. program.
- 3) Dismissal time unsupervised walk from the program to the classroom. The school is responsible once the bell rings for class.

Children must be signed into the morning program by their parent/guardian unless the child(ren) arrive by an unsupervised walk, in which case teachers are responsible for signing children into the morning program and the programs responsibility begins at that time.

**TRAFFIC CONTROL POLICY: (Pond Street only)**

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 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 next to B.A.S.E. entering from the entrance beyond the regular lot. It is also advised to park at the Colbert School (Hollingsworth Field) and walk over. Do not park at Luke's Convenient Store. 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 postings outside in the event of snow.

## **TRANSPORTATION PLANS and Before School Transportation Responsibility:**

**SCHOOL AGE PROGRAM TRANSPORTATION PLAN:**

Transportation is often a child's first encounter with the educational system each day. Safe, reliable transportation services represent an essential gateway for children and their families to access and participate in early education and out of school time settings. 606 CMR 7.13 In order to ensure transportation safety, transportation is provided from all Braintree public and private Schools to B.A.S.E located at 426 Pond Street and/or 482 Washington Street in state inspected and certified yellow school buses and a van owned and operated by B.A.S.E. A van, program owned or hired by B.A.S.E., that conforms to requirements as contained in M.G.L. c 90(7D) may also be used when needed. Operators of all vehicles are licensed in accordance with the laws of the state and all vehicles are registered, insured and inspected in accordance with the laws of the state. Drivers are made aware through written and verbal communication any medical or behavioral problems among the children. Drivers have passenger emergency lists. Children may not be released to parents from the bus or once they have boarded the bus from his/her school. B.A.S.E. parents arriving at B.A.S.E. before the buses may wait for the child in the child's classroom and then sign him or her out with the attending teacher. There is no transportation home from B.A.S.E. B.A.S.E. will not allow the number of children to exceed the number of seats on a bus or van. When using a van, children must be seat belted in at all times or in restraints as required by law. Children must remain seated while vehicles are in motion and all potentially dangerous materials must be restrained. Cell phones and or two-way radios are on all vehicles. A first aid kit, emergency telephone numbers and emergency information is available for each teacher on each vehicle. Parents give written consent for transportation upon admission in the authorization form. A method of arrival to the program and departure from the program must be signed for upon admission into the program. A staff member may not transport a child in his/her own car. Hollis after school staff is responsible for all Hollis children including grades k-3 from the time of release until the time grades k-3 boards the B.A.S.E. bus for Pond Street. Hollis B.A.S.E. children are accepted by a B.A.S.E. teacher at the close of school and brought back to the cafeteria via a supervised walk. Transportation is not regularly more than forty-five minutes one way. Base provides a bus monitor at each of the elementary schools to take attendance and wait with the children until the Base bus arrives. Buses also have at least one monitor each riding the bus with the children at all times. Monitors are CPR/First Aid certified, carry first aid packs with them, along with emergency lists for all of the children in their care.

\*If your child violates any bus rules, your child may receive a bus write-up and 3 bus write-ups may result in a suspension from using any B.A.S.E. transportation. A child may be suspended immediately following any unruly behavior, at the discretion of the director.

Older children who attend East Middle School and South Middle School are dismissed at 2:20. These students will be transported to Hollis B.A.S.E. by Braintree Public Schools Bus Transportation Services.

Our teachers and bus drivers keep passenger logs that are used to track each and every child during transportation. As soon as possible after dropping off the last child, the driver shall ensure that all children have been dropped off by:

1. Physically walk through the vehicle;
2. Inspect all seat surfaces, under all seats and in all compartments or recesses in the vehicle's interior;
3. Sign the passenger log, with the driver's full name and time, indicating that each and every child is unloaded; and
4. Give the passenger log to either a monitor or an additional reviewer

Effective communication between parents and B.A.S.E. promotes the safety and welfare of your children both in and out of child care settings. Timely communication ensures that children are accounted for as soon as possible. **Parents and/or guardians must promptly notify B.A.S.E. that their child will be absent or will arrive later than scheduled on that day.** Recurrent failure of a parent to notify B.A.S.E. of a child's absence may be the grounds for termination from the program.

Our regular afternoon bus schedule is as follows but is subject to change:

Bus 1	Bus 2
Monitor on bus	Monitor on bus
Leaves B.A.S.E. pick up the Monatiquot children	
Drop-off Monatiquot children at Pond Street	
Pick up Highlands	Pick-up at Morrison
Pick up Liberty	Pick-up at Ross
Drop off OK at Hollis	Pick-up at Flaherty
Pick up K-3 from Hollis	Drop-off Older kids at Hollis
Drop K-2 at Pond Street	Drop-off K-2nd grade at Pond St.

#### **GCC CARE TRANSPORTATION PLAN FOR OFF SITE ACTIVITIES:**

All vehicles used for transportation of children are registered and inspected in accordance with the laws of Massachusetts. Parents must sign off on the method of transportation to and from B.A.S.E. to school. All vehicles are equipped with emergency first aid kits and emergency information on each child.

#### **SCHOOL YEAR FIELD TRIP TRANSPORTATION PLAN:**

B.A.S.E. School buses are used for most field trips. At least one teacher or chaperone will be on the buses to and from the field trip. When the vans are used, the teacher may also be the driver, if they have the proper 7D licensing. The buses will never carry more than the legal capacity allowed. In order to accommodate the children, it may be necessary to follow the buses in one or more B.A.S.E. vans with children and or teachers as occupants. Cell phones and walkie-talkies are taken on all trips. Emergency information cards of all children are taken on all field trips. Children are all versed in emergency procedures for field trip transportation.

Staff must monitor children closely in an emergency stop situation to ensure the safety of the children. Attendance counts are taken before and after embarking and disembarking the bus.

Children have 'buddies' for the trip and submit to 'buddy checks' at designated intervals. All teachers must date and keep buddy lists and attendance lists with them.

Cell phones are used to call for help. First aid kits are available on the buses and mini kits on staff members. One main kit is on each bus on all trips. Parents are informed of the trip destination, the departure and arrival time. Also, parents must sign off on the field trip transportation and permission when a field trip is taken. In order to ensure the utmost safety, all children must adhere to strict discipline policies for all vehicles used for transportation. The following rules are mandatory. If children violate rules after the second warning, the driver will pull over to the side of the road until all children are in compliance.

- Remain seated at all times while the bus is in motion.
- All body parts must remain inside the bus at all times.
- Throwing or dropping things out the window is prohibited and punishable by Massachusetts State laws.
- Yelling and screaming are not acceptable tones of voice control. All songs must be appropriate and have no negative connotations. Drivers must be able to hear cell phone and radio communications at all times.
- Children may not open or close windows.
- Food and drinks may not be consumed on the bus.
- No writing utensils or toys of any kind may be taken out on the bus
- Vandalism of any kind to the bus will not be tolerated
- Bus incident reports - 3 may result in a suspension from the bus, however we reserve the right to suspend your child at any time if we feel they are unsafe to themselves or anyone else while riding the bus

#### **SCHOOL YEAR AND SUMMER FIELD TRIP TRANSPORTATION PLAN (DPH):**

The Summer Program is a travel program. All previous bus rules and policies apply. Trip schedules are given out upon registration and all parents must sign off on their understanding of the trips and give permission for attendance. Times of departure and arrival are listed. Children must arrive at the program 30 minutes before the scheduled time of departure in order to discuss the trip rules and form 'buddy lists.' B.A.S.E. reserves the right to not allow a child to attend a trip because of late arrivals or discipline problems. If a child cannot attend a trip, alternative arrangements must be made by the parent/guardian. All trip admissions and transportation fees are included in the weekly payment.

Trip destinations may be cancelled due to inclement weather and other unforeseen difficulties. In the case of a cancelled trip your child will remain at B.A.S.E. It is the parents/guardians responsibility to read the trip information board or to call B.A.S.E. on the day of the trip to find out any changes. This board is in the lower level in the main hallway. Trips that are cancelled may be rescheduled.

## **EMERGENCIES:**

#### **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, updated, and local persons.** 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.

For less severe medical conditions (stomach aches, 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. Temperatures of 100.4 or over, nausea, earaches, and general irritability may require pick-up. For the child's comfort and to reduce the risk of spreading illness, children with the following symptoms: vomiting, diarrhea, and high fevers **must** be picked up from the program. If a child cannot attend school for contagious medical reasons (chicken pox, head lice, strep throat), he/she cannot attend B.A.S.E. until there has been an evaluation by a school nurse, physician, or nurse practitioner. Parents will be notified if a B.A.S.E. child contracts a contagious disease. Specific instructions may be advised for precautionary measures.

Staff is trained in basic first aid, which will be administered for minor accidents. 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 verbally informed at pick-up of any first aid measures that are taken on and off site. They are also informed 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.

**HEALTH CARE POLICY (430.150, 430.151, 430.152, 430.153, 430.154, 430.160, 430.161):**

A complete health care policy booklet containing information regarding all aspects of emergency and preventative health measures accompanies this handbook. The following is a brief summary of the policies:

- 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, and after handling animals or their equipment.
- Children with a contagious disease or a serious illness may not attend B.A.S.E. until cleared by a physician. Other parents will be notified of the contagious disease.
- Children, who do not attend school due to illness, may not attend B.A.S.E.
- Parents/guardians of children who become ill while at B.A.S.E. will be notified and asked to come and pick up their child (Please see section on medical emergencies). Your child must stay out of the program for 24 hours if your child was vomiting or had a temperature.
- 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. The child may be permitted to administer his/her own medication, under the supervision of staff. 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.
- An injury report form is filled out by the attending staff member 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.

**FIRE, NATURAL DIASTER, LOSS OF POWER, HEAT, WATER, OR OTHER EMERGENCY (430.210):**

Evacuation drills are held monthly for Group Day Care and School Age Children 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. During the Summer Camp the first fire drill will be held within the first 24hrs of the season and every four weeks after that. Prior to each drill, staff members will be advised of assignments to specific areas. In most cases, the specific grade lead counselor or lead teacher will be assigned to her room and be responsible to close doors, but not lock, to confine fire/smoke, take attendance books, sign in sheets, and/or buddy lists with them, and count the children when they arrive at designated safety areas. The faculty will facilitate rapid movement to the outside without stopping for coats or other personal belongings. A second group leader or counselor will be responsible to check all areas of the room and bathroom for children. All egresses are reviewed during orientation, with signs at each door designating places to evacuate. 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. At Pond Street B.A.S.E., in general, 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/Group Day Care Director documents all fire drills according to regulations.

B.A.S.E. also has a "Lockdown" procedure where the teachers have been instructed to keep the children in the classroom and await further instructions. The drill for a lockdown will be practiced at least once during the school year. Parents who are in the building during a lockdown will be given instructions over the intercom as to where they should proceed until the "all-clear" is given.

B.A.S.E. will call in bus drivers in case of an emergency. The school department has made a provision for the B.A.S.E. program to relocate to Braintree High School in case a contingency plan is in affect for the above-mentioned reasons and occurs during program hours. Parents will be notified as soon as possible and required to pick up children at the emergency site.

The appropriate before school program held at a specific elementary school will be cancelled in the event of a natural disaster, loss of power, heat, water or other emergency. The Site Coordinator or the Before School Director is responsible to notify parents for the change in location and need for immediate pick up. Children with disabilities are assisted with evacuated as needed.

**COMPREHENSIVE DISASTER PLAN (430.210):**

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, except for emergencies, or any other electrical appliances. 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.

#### **LOST CAMPER PLAN (430.210)/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 where 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 the bathrooms, the showers, locker rooms, and other camp areas. Lifeguards check all water areas. All attendance records will be checked completely making sure that the child had not been picked up by parents or other special arrangements had not been made. Emergency personnel (911 if available) and parents are contacted. The search will continue until all children are accounted for.

#### **LOST SWIMMER PLAN (430.210): SUMMER CAMP ONLY DPH**

If there is a lost swimmer on a field trip, the Director or the Site-Coordinator is in charge of the search. Staff members are equipped with walkie-talkies and cell phones. If a child is reported as a "missing swimmer", lifeguards will clear the swimming areas. Emergency personnel (911 if available) are called immediately. Designated group leader will check bathrooms, showers, locker rooms, and other camp areas. Person in charge of the search will have a list of staff members conducting the search in assigned areas. The "buddy system" may be used. The person in charge of the rescue should interview the person who reported the missing child. The interview will include, but not be limited to, the child's name, age, and last place seen. Lifeguards search the swimming area, starting where the missing camper was last seen, under docks, piers, rafts, and other potentially dangerous locations. To search shallow waters with pool water clarity, adult volunteers or non-life guarding staff members should serve as a lookout standing above the water level with rescue equipment in case a searcher gets in trouble or the missing swimmer is found. The shortest person should be in the shallowest water, and the tallest person should be in water that is no more than chest deep. The whole line moves slowly across the area together and starts where the lost camper was last seen. One lifeguard should be assigned to oversee this part of the search. As the search line moves forward, the searchers gently sweep their feet across the bottom. The searchers must not go deeper than chest-deep water. Only trained lifeguards should search the deeper areas.

In a deep- water search, lifeguards wearing masks and fins form a straight line, no more than an arm's length from each other. One lifeguard serves as a lookout, standing above the water level with rescue equipment, in case a searcher gets in trouble, or the missing swimmer is found. On command from the lead lifeguard, all searchers do the same surface dive to the bottom and swim forward three strokes.

If the water is murky, the searchers search the bottom by sweeping their hands back and forth in the front of them, making sure to cover the entire area. They return to the surface as straight up as possible. At the surface, the line backs up and the lead lifeguard checks to make sure all searchers are accounted for. The line then reforms, and on command from the lead lifeguard dives again. Repeat this procedure until the entire swimming and diving area has been searched in one direction. No areas on the bottom should be missed. The searchers then repeat the pattern at a 90-degree angle to the first search pattern. If the missing swimmer is not found in the swimming and diving areas, expand the search to nearby areas considering the currents. The search must be continued until the missing person is found or until emergency personnel arrive.

## **CHILD GUIDANCE/REFERRALS/TERMINATION**

### **CHILD'S RECORDS/PARENT COMMUNICATIONS AND CONFERENCES:**

B.A.S.E. tries to keep communication open with parents in a number of ways. There are at least quarterly Constant Contact Newsletters e-mailed to families to and e-mail they have provided specifically for these important notifications. We have a Facebook page in which we update with all closings, emergencies, and fun activities and happenings around B.A.S.E. Classrooms do individual Blogs and signs are hung up around the building for extra curricula activities. If a parent or staff member desires a conference, arrangements are made upon written or oral request to the program Director or Site Coordinator. Conferences are held at B.A.S.E. at a convenient time for parent 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 consult with the **physician, psychologist, school guidance counselor, principal, or teacher**. **B.A.S.E. requires parents to sign a form of consent for proper communication with the aforementioned professionals; also parents sign a release of information during the registration process.**

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.

A child's parent(s) or guardian shall have the right to add information, comments, dates or any other relevant materials to the child's report. B.A.S.E. asks that parents please be respectful of our staff members, if you have a concern or a dispute with a staff member please bring it to the attention of an administrator. If you feel uncomfortable bringing your complaint to an administrator or if your problem is with an administrator, please bring your concerns to the parent board.

### **CHILD GUIDANCE:**

We expect all children to respect themselves and others, as well as their property. Staff will do their best to resolve discipline problems internally keeping parents advised of the situation. **PARENTS ARE ADVISED NOT TO COMPROMISE B.A.S.E.'S DISCIPLINE POLICIES BY COMMUNICATING WITH ANY OF THE PARTIES INVOLVED IN A DISPUTE.** Please inform a member of the B.A.S.E. staff if you have a concern. No child is subjected to abuse or neglect, cruel, unusual, severe or corporal punishment. 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, wetting or not using the toilet.



The children and staff establish the "B.A.S.E. constitution" in September and June. Parents are instructed to review this policy with their child and the children are encouraged to sign the constitution when completed. For School Age children, "in house suspension" or 'community service' may be given as an alternative to home suspension. For Group Day Care, steps A-D stated below are followed when a child is in need of guidance. For field trips during the school year and the Summer Camp, all steps below are initiated, with one exception; if a child intentionally runs away from his or her group while on a field trip they will be unable to attend the remainder of the summer. There will be no exceptions.

**A) Warning Time**

**B) Restrict the student from participating in the problem activity and redirect the child to alternatives activities.**

**C) The child's lead teacher will write an incident report with verification from the site coordinator and/or administrator. One copy to be given to parents and one filed.**

**D) Two written reports within a three-month period call for conference with parent(s)/ Lead Teacher/ Administrator/ Child. A conference form will be completed noting those in attendance and a brief overview of the discussion.**

**E) In the School Age Program, three written reports call for one-day suspension Conference with parents for direct input on controlling the situation.**

**Four written reports within a three-month period call for a suspension for two days in the school age program.**

**Five written reports within a three-month period call for suspension for one week in the school age program.**

**Six or more written reports within a three-month period call for a referral process, which may lead to termination from the program in all programs.**

**Depending on the severity of the incident, B.A.S.E. may, in its discretion, choose to utilize one or more of these steps in succession, although there may be circumstances where one or more steps are bypassed.**

\*B.A.S.E. lead teachers/administrators have the right to send a child home if the child is putting himself/herself in harm's way or the other children in the classroom in harm's way. If the teachers have exhausted all possibilities with the child and behavioral specialist, and the child continues to be uncontrollable, than then child can be sent home for the day. 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.

**POSITIVE GUIDANCE - See: 7.05 (5) A-F, 7.05(6), 7.05(7):**

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.

Our educators have many methods of communicating effectively with each child. We frequently ask children involved to sit and talk out the problem at the "peace table". 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.

The B.A.S.E. policy is to:

Recognize and reinforce children's appropriate behavior, having reasonable and positive expectations, setting clear and consistent limits, and redirecting;

Help children learn social, communication, and emotional regulation skills they can use in place of challenging behaviors;

Use environmental modifications, activity modifications, adult or peer support, and other teaching strategies to encourage appropriate behavior and prevent challenging behaviors;

Intervene quickly when children are physically aggressive with one another and help them develop more positive strategies for resolving conflict;

Explain rules and procedures and the reasons for them, and where appropriate and feasible, allowing children to participate in the establishment of program rules, policies, and procedures;

Discuss behavior management techniques among staff to promote consistency.

#### **COUNSELING SERVICES/FREE WORKSHOPS FOR PARENTS**

Children in need of counseling, referred by the behavior specialist, or by a child's parent to the behavior specialist at B.A.S.E., can arrange for the child to have counseling services. B.A.S.E. has several connections with outside agencies available for off site or on site counseling, workshops offered on or off site, off site CORE evaluations, Neurological testing, etc. B.A.S.E. will offer and encourages 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.

#### **WRITTEN PLAN FOR REFERRAL SERVICES AND TERMINATION:**

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. Also, for group Daycare, the appropriate contact person and the Early Intervention Program referral will be provided. 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 your child from our program. See termination policy.

At the meeting, the Director will provide the parents with a written statement including their 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 who 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.

**RECORD OF REFERRALS:**

The Director will maintain a written record of any referrals, including the parent conference and results. A checklist will be put in the child's record.

**TERMINATION- See 7.04 (17)i1-4 & 7.04(3)b:**

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 from following referral policy after given 30 days.

Parents will be notified in writing and at a face-to face meeting, when possible, about the circumstances including the reasons for termination. We will try to avoid suspension/termination by providing an opportunity to meet and discuss other options. We will offer referrals to parents for evaluation, diagnostic or therapeutic services. We will pursue options for supportive services to the program, including consultation and educator training. We will also develop a plan for behavioral intervention at home and in the program. A copy of the letter will be kept in the child's record.

The Director will inform parents of the availability of information and referral for other services through the appropriate Public or Private school or Quincy Community Actions Services.

When any child is terminated from the program, whether initiated by B.A.S.E. or the parents, the Lead Teacher will prepare the child for termination from B.A.S.E. in a manner consistent with the child's ability to understand. For example, the teacher should talk with the child and other children about the departing child and simple reasons for departure. The child's class may make a "good bye" book about B.A.S.E. with drawings or photos and stories of the center. Occasionally, a child's departure is sudden, and the child and B.A.S.E. are not given an opportunity to say good-bye. The teacher will write a simple note of good-bye addressed to the child with possible photos and drawings included.

**TOYS POLICY:**

B.A.S.E. strongly requests that toys not be brought in from home, unless it is a special theme day and the children are asked to bring in toys from home. In this case, we ask parents to clearly label your child's belongings. B.A.S.E. is not responsible for lost or broken items that come from home.

**TOY WEAPONS OR VIOLENT TOYS:**

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.

**THEFT POLICY:**

B.A.S.E. has no tolerance policy for theft. Theft of B.A.S.E.'s or another individual's property while on B.A.S.E. property (See above definition of B.A.S.E. property) will be cause for suspension, and if warranted, may be reported to the Braintree Police Department, and result in termination from the program.

**DRUGS AND ALCOHOL POLICY:**

B.A.S.E. has a no tolerance policy for drugs or alcohol. Any student found under the influence of, in possession of, or distributing drugs or alcohol on B.A.S.E. property (see above definition of B.A.S.E. property) will be suspended from the program, and if warranted, may be reported to the Braintree Police Department, and result in termination from the program.

**BULLYING POLICY**

B.A.S.E. has a no tolerance policy for bullying. If a parent has a concern that their child or another child is being bullied, B.A.S.E. directors need to be made aware of this accusation immediately so we can take proper action, if necessary. We take bullying very seriously and this problem cannot be investigated properly without information from parents and children regarding the accusations. Steps will be followed from our child guidance/referrals/termination policy depending on the situation and information gathered during the investigation process.

**Heelys Shoes (Shoes that Roll):**

Sneakers with wheels known as heelys or any other type of shoe that rolls 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. B.A.S.E. understands that the specific shoes entitled "heelys" have wheels that are detachable. These wheels must be detached at all times any child is on B.A.S.E. property.

**Cell Phones:**

Cell phones are NOT allowed at B.A.S.E.. If there is an emergency and you need to reach your child, please call the main number if your child is at Pond Street at 781.849.3484 or 781.849.1234 if your child is at Hollis B.A.S.E..

**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.

B.A.S.E. also offers an "opt out" fundraising option for those who may be too busy or overburdened with several organizations to fund raise for. The "opt-out" fundraising option allows families to still support our organization by allowing us to meet our commitments. If this sounds like the right choice

for you, B.A.S.E. is offering a one time yearly "opt-out" contribution of \$25.00 per child per school year. Please keep in mind that your "opt-out" contribution is also tax deductible.

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:**

Elizabeth Bloom	781.849.3484
Elizabeth Brown	781.849.3484
Susan McPherson	781-849.3484
Rosemary Lonborg	781.849.3484
Dr. Charles Brown	781.849.3484



## BRAINTREE AFTER SCHOOL ENRICHMENT

School Age Programs  
Summer Camp  
Before School Programs  
426 POND STREET  
482 WASHINGTON STREET  
BRAINTREE, MA 02184  
(781) 849-3484  
Fax (781) 849-3483



Alysa Karll Rynne  
Executive Director

Meridith Karll Duffy  
School Age Executive Director/Behavior Specialist

Rachel Karll White  
Office Registrar

Christie Flaherty  
Assistant Director-School Age/ Before School Director

I HAVE READ THE PARENT HANDBOOK THAT IS LOCATED ON THE B.A.S.E.WEBSITE AT [WWW.BASEKIDS.ORG](http://WWW.BASEKIDS.ORG) AND UNDERSTAND ALL OF THE B.A.S.E. POLICIES. I AGREE TO ABIDE BY THEM. I HAVE HAD AN OPPORTUNITY TO HAVE MY QUESTIONS ANSWERED. I AGREE THAT THIS WILL BE IN MY CHILD'S FILE PRIOR TO MY CHILD STARTING.

Parent

Signature: \_\_\_\_\_

Child's

Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Date: \_\_\_\_\_