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

INTRODUCTION:

Roselyn Karll, who held a Bachelor of Science in Education and had more than 25 years of teaching experience, founded Braintree After School Enrichment (B.A.S.E.) in 1985 after she was unable to find after-school care for her own children. Her vision was to create a safe, fun, and nurturing place for children to go after school.

The original B.A.S.E. program began with 18 children, a staff of three, and two rooms at Braintree High School. Since then, the program has 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. serves more than 250 children and employs over 40 staff members.

Sadly, Mrs. Karll passed away in December 2002 after battling pancreatic cancer. Her vision of providing a fun, caring, and enriching program for the children of the Braintree community remains strong today through the continued leadership of her daughters, Alysa Karll Rynne and Meridith Karll Duffy.

Alysa Rynne, who has a background in administration, business, and law, oversees the administrative and business operations of B.A.S.E. She maintains an open-door policy and welcomes parents to reach out with questions or concerns. Meridith Duffy, whose background is in education and school counseling, oversees program planning and works to ensure that the developmental and emotional needs of children are met through high-quality programming and operations.

PROGRAM OBJECTIVES:

The Braintree After School Enrichment Program (B.A.S.E.) is a nonprofit program designed to provide children ages 2.9 through 12 with opportunities to play, learn, and grow in a safe, caring, and supportive environment. B.A.S.E. offers group child care, vacation care, before-school care, after-school care, and summer programming. The program is designed to support the physical, social, emotional, intellectual, and creative development of each child through a balance of structured activities, enrichment opportunities, and individual choice. Cultural enrichment, respect for diversity, and recognition of each child's individuality are important parts of the curriculum.

B.A.S.E. is licensed by the Massachusetts Department of Early Education and Care (EEC) during the school year. Parents may contact EEC for information regarding the program's compliance history. During the summer, the school-age summer program is licensed by the local Board of Health.

The preschool programs, vacation programs, and after-school programs for children in kindergarten through grade 3 are located at 426 Pond Street, Braintree, Massachusetts. During the school year, the after-school program for older children in grades 4 through 5 is located at the South Middle School, 220 Peach Street, Braintree, Massachusetts. B.A.S.E. also operates before-school programs in the Braintree Public elementary schools for enrolled Braintree students. The preschool program serves children ages 2.9 through 5.

B.A.S.E. is an independent nonprofit organization and is not affiliated with Braintree Public Schools.

B.A.S.E. does not discriminate in the enrollment of children or in the hiring of staff on the basis of race, religion, cultural heritage, political belief, national origin, disability, sexual orientation, marital status, or toilet training status.

This handbook is intended to provide families with important information about the program's policies and procedures. Because no handbook can anticipate every situation, B.A.S.E. reserves the right to revise, supplement, or update its policies as needed. Families will be notified of any material policy changes and may be asked to sign an acknowledgment of those changes.

Before a child begins the program, all required enrollment materials must be completed and submitted, including registration forms, emergency information, health forms, allergy and medication forms when applicable, and all required parent authorization and consent forms. For preschool enrollment, families are required to tour the facility and meet with the Preschool Director before enrollment. Parent orientation opportunities are also provided so families can ask questions, learn more about the program, and become familiar with the school and its procedures.

Parents are required to sign a statement acknowledging receipt of this handbook. That acknowledgment will be kept with the child's file prior to the child's start date.

The before-school programs serve Braintree Public School children. Summer camp programming must comply with applicable Massachusetts Department of Public Health and local Board of Health requirements.

STAFFING (430.090, 091, 100, 101):

Alysa Rynne, who holds a Bachelor of Science in Accounting and Management Information Systems from Babson College and a Juris Doctor from Suffolk University Law School, serves as Co-Executive Director. Meridith Duffy, who holds a Bachelor of Arts in Education from the University of Connecticut and a Master of Education in School Counseling from Suffolk University, serves as Co-Executive Director and Behavior Specialist.

B.A.S.E. is supported by a qualified leadership team that includes a Preschool Director, After School Director/Curriculum Coordinator, Site Coordinator, and Office Manager. Our teaching staff includes certified teachers, college students, and high school graduates with experience, interest, or educational backgrounds in early childhood education, elementary education, physical education, or related fields.

All staff members who provide direct care to children meet applicable Massachusetts Department of Early Education and Care (EEC) qualifications. Required background record checks, including CORI, SORI, DCF background checks, fingerprinting, reference checks, and staff orientations, are completed in accordance with applicable requirements. B.A.S.E. also

partners with local colleges to host interns studying education and related fields. Child-to-staff ratios are maintained in accordance with EEC requirements and applicable Board of Health requirements for the summer school-age 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 $75 non- refundable registration fee per child per enrollment form is due for before and after school. For Summer Camp, the registration fee is $75 per enrollment form per child and weekly deposits apply, 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 and NON-TRANSFERABLE.

Payment is made through a third party payment system – HiSawyer. Sawyer 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 help@hisawyer.com or by live chat. Payments must be received on-time or you will incur a late charge. There is no fee for direct withdrawal from your checking account. 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 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 students do not pay for December vacation as we are closed (this is built into the tuition).

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.

A minimum of one month's notice is required to withdraw from the program. A $40 withdrawal fee will be charged per hiSawyer account. Withdrawals submitted after May 1st will remain financially responsible for tuition through the end of the school year.

Any requested schedule changes will take effect at the beginning of the following month.

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.

NO changes will be allowed to your child's schedule after May 1st.

We gladly accept voucher participants. 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 (5 days), the discount is 10% for the second child and not on the total tuition, there is a 10% discount on a third child. The discount applies to the less expensive fee. It is not available for morning BASE only. No Discount is given when attendance is less than five days.**

LATE FEES:
The program hours are 7:30 a.m. to 6:00 p.m. during the school year and 8:00a.m. – 4:30p.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 HOP 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-6	$150 per week or $31 per day. Sibling discount 10% off the lower amount (offered for five days attendance only). No discount for less than 5 day per week enrollment.	Summer Program See Schedule for payment information – deposits are required
Group Day Care Children	Regular fees $335.00 per week for 8:30am – 5:00pm *extra fees for before and after	Regular fees (weekly enrollment only)
Before School Program	$145/month flat fee– payment is due on a monthly basis.	There is no morning program when schools are closed.
Vacation/No School Days	$100 per day	See pg.7
Summer		See summer registration. Most weeks are $340/week. Sibling discount on 3 or more weeks

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 children in **Kindergarten through Grade 2** should keep a complete change of clothes at B.A.S.E., including **socks, pants, and a shirt**. These items should be kept in a **labeled shoebox or gallon-size Ziploc bag**, and each item should be clearly marked with the child's name.

Children should come to B.A.S.E. dressed appropriately for outdoor play each day. During the winter months, children must have **boots, mittens or gloves, a hat, and snow pants** for outside play.

During the summer, **sunscreen must be applied at home each morning before arrival**. If you would like B.A.S.E. staff to reapply your child's own sunscreen during the day, a parent or guardian must sign a sunscreen consent form. **Spray sunscreen is preferred.** Children are also required to bring a **towel** during the summer months.

For backyard water play and any water-related trips during vacation days, holidays, or summer camp, children must wear **water shoes or sneakers**. **Sandals and open-toed shoes are not permitted.**

Please label **all** of your child's belongings. A **Lost and Found** bin is located by the downstairs door. Items that are not claimed by the end of each month will be donated to **Goodwill**.

Children who do not have appropriate clothing or footwear will not be permitted to participate in **outdoor play or gym activities**.

B.A.S.E. CLOSINGS AND EARLY CLOSING FOR 2026-2027:

B.A.S.E. is closed on the following days and official holidays:
Friday, September 4th
Monday, September 7th - Labor Day
Monday, October 12th – Columbus Day
Wednesday, November 11th – Veterans Day Observed
Thursday, November 26th – Thanksgiving Day
Friday, November 27th – Day after Thanksgiving
Tuesday, December 24 – Friday. January 1st – CLOSED ALL WEEK
Monday, January 18th – Martin Luther King Day
Monday, February 15th – Presidents Day
Friday, March 26th – Good Friday
Monday, April 19st – Patriots Day
Monday, May 31st – Memorial Day
Friday, June 18th - Juneteenth

* 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).
*** SOUTH B.A.S.E. is closed on any days South is closed and the program is held at the Pond Street building.**

SNACKS AND LUNCHES:

B.A.S.E. is a completely **nut-free program**. For the safety of all children, please do **not** send any food containing peanuts, peanut butter, peanut products, tree nuts, or any other nut products.

Children enrolled in full-day programs are required to bring their own lunch and snacks. **Please do not send lunches that require heating.** Lunches must also be brought from home on vacation days, snow days, and during camp. On half days for public school children, pizza is provided by B.A.S.E.

Children may also bring a healthy snack from home and may choose between their own snack and the snack provided by B.A.S.E. At the time of admission, families will be provided with a list of nutritious snack and lunch suggestions. Please note that candy is not considered an appropriate snack or dessert and should not be sent to the program.

Children in full-day programs eat lunch between **11:30 a.m. and 12:00 p.m.** No child will ever be denied a snack because of behavior, and no child will ever be forced to eat. If a child forgets to bring a lunch, B.A.S.E. will provide a nutritious meal in accordance with USDA guidelines.

Food is not provided during the Before School program. However, children may bring a healthy snack from home.

During the summer, all lunches should be packed in a **Ziploc bag labeled with the child's name for field trips**. Because children are frequently off-site on trips, lunches that require heating cannot be accommodated**.**

ABSENCES:
Full tuition is due regardless of absences, vacations, or other days off.

If your child will be absent from the program, please call **781-849-3484** to notify B.A.S.E. For the **After School program**, notification must be received by **1:00 p.m.** If you do not reach a staff member directly, please leave a message, send an email or send a remind. If you don't hear a reply, please make sure you reach out again to make certain we received the message.

In the **Before School program**, parents and guardians are responsible for dropping off and signing in their child. Because of this, B.A.S.E. will not call if a child does not arrive in the morning.

If a child does not arrive at the designated pickup location after school and B.A.S.E. has not been notified of the absence, staff will first check with the school regarding the child's whereabouts. If the absence cannot be explained, B.A.S.E. will contact the parent or guardian. If a parent or guardian cannot be reached, emergency contacts will be called. B.A.S.E. will continue making calls until someone is reached.

It is extremely important that families notify B.A.S.E. whenever a child will not be attending. Repeated failure to do so may result in additional fees and/or the need to make other child care arrangements.

Families will receive **two warnings** for failing to notify B.A.S.E. of an absence by the required time. After two warnings, a **$25 penalty fee** will be charged for each late notice or missed call. If this continues and a family receives **three penalty fees**, the child will lose transportation to B.A.S.E.

Please note that your child's school also requires written notification when your child will not be attending the program.

Attendance is taken at each bus pickup, upon arrival at B.A.S.E., and several times throughout the child's time in the program. These attendance records must remain accurate and are kept on file in the office for a minimum of **five years**.

VACATION DAYS FOR THE SCHOOL AGE PROGRAM:

Vacation and holiday programs are held at **426 Pond Street** only. Children must be signed up in advance for each vacation week. Sign-up sheets are posted with the lead teachers at least **four weeks in advance**.

Families may change their selected days without financial penalty up to **one week before** the vacation week begins. After that time, no schedule changes may be made. **No exceptions will be granted.** If your child is not signed up at least **one week before the first day of vacation**, B.A.S.E. may be unable to accommodate your child.

Advance sign-up is required for all vacation days in order to maintain appropriate staffing and child-to-staff ratios as required by the Department of Early Education and Care (EEC). In addition, B.A.S.E. often schedules trips in advance that require reservations and prepayment.

If your child is absent on a vacation day for which they were signed up, **full payment is still required**. Regular weekly tuition is also due unless otherwise stated.

Themes are often planned for vacation days. Children will be informed of these themes in advance and are encouraged to participate.

Trip departure and arrival times will be posted in advance. Children must arrive at least **30 minutes before the scheduled departure time** so that staff can review trip rules and organize buddy groups. B.A.S.E. reserves the right to deny a child participation in a trip due to **late arrival or disciplinary concerns**.

If a child is unable to attend a scheduled trip, the child may **not remain at B.A.S.E. for the day**, and the parent or guardian will be responsible for making alternate child care arrangements.

On days when children remain at B.A.S.E, or have a later trip, the final drop-off time is **9:00 a.m.** After 9:00 a.m., staffing may be adjusted based on attendance, and we may not be able to accommodate late arrivals. In that case, alternate arrangements must be made by the parent or guardian.

If you expect to arrive late — either **within 30 minutes of a trip departure** or **after 9:00 a.m. on a stay-at-B.A.S.E. day** — please call ahead to confirm whether your child can still be accommodated that day.

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SNOW DAYS:
When Braintree Public Schools are canceled for the day due to weather or another emergency, B.A.S.E. will also be closed. If B.A.S.E., at its discretion, decides to open the 2nd day, families will be notified in advance. All directors are consulted before a decision is made to close or delay opening.

If B.A.S.E. opens on a snow day, the day will be treated as a **regular vacation day**, and the applicable **snow day fee** will be charged for children attending the School Age program. Regular weekly tuition remains due whether B.A.S.E. is open or closed during a normal school week.

The final drop-off time on a **snow day** is **9:00 a.m.** After 9:00 a.m., staffing may be adjusted based on attendance, and B.A.S.E. may not be able to accommodate late arrivals. In that case, alternate arrangements must be made by the parent or guardian.

B.A.S.E. cancellations or schedule changes will be posted on **Facebook** and/or announced via **email** and **remind**.

If an **early release** is called due to weather or another school emergency, B.A.S.E. will make every effort to open early for children enrolled in the After School program. Parents and guardians are asked to make every effort to arrange for early pickup for the safety of their child. Families should also have a local emergency contact available in case backup pickup is needed. The school department will notify families of the early release.

If public school has a **delayed opening**, Morning B.A.S.E. will be delayed by the same amount of time. For example, if school is delayed by **two hours**, Morning B.A.S.E. will also open **two hours later**. During a delayed opening, children may **not** be dropped off at the Pond Street location unless the delayed Morning B.A.S.E. program is in session. Only children who are registered for **Morning B.A.S.E.** may attend.

Inclement weather may also require changes to traffic flow in the B.A.S.E. parking lot. Please pay close attention to any posted parking or traffic instructions during bad weather.

PICKING UP CHILDREN:
Upon admission, each family will be given a **family entrance code** for keypad access. These codes are intended for **immediate family members only** and should not be shared with others. All other authorized pickup persons must report to the **front office** and follow proper identification procedures. Please do **not** go past the office area unless directed to do so.

Each parent or guardian must enter their own code when entering the building, as B.A.S.E. maintains an access log.

Please do **not** enter the building during **non-business hours**. Entering the building when the alarm is set will cause the alarm to sound, and the family will be charged a **$100 false alarm fee**.

Parents and guardians are responsible for picking up their child(ren) from the program. B.A.S.E. will not release a child to anyone who is not listed on the child's authorized pickup list unless written authorization is provided by the parent or guardian. Staff may ask any unfamiliar pickup person to show identification before a child is released.

Any unrecognized individual who is not authorized for pickup will be asked to leave the premises while staff verify the child's file and pickup information. The pickup person must report directly to the attending teacher and provide both their own name and the child's name.

If a parent or guardian has not arrived or contacted the program by **6:45 p.m.**, emergency contacts will be called and a plan for pickup will be made. If no authorized contact can be reached by **7:30 p.m.**, the child will be taken to the **Braintree Police Department**, and the parent or guardian will be contacted there for pickup.

Applicable late fees will be charged and must be paid directly to the attending staff member at that time. If a family is late for pickup more than **three times**, other pickup arrangements must be made, or the family may be required to seek alternative child care. In that case, **two weeks' notice** will be provided. These procedures also apply to the **HOP Program**.

Parents and guardians are responsible for supervising any **non-B.A.S.E. children** they bring into the building at drop-off or pickup. Please do not allow children to run in the building or leave young children unattended.

PROGRESS REPORTS:

B.A.S.E. provides written progress reports for each child enrolled in the program. School Age children will have a written **mid-year progress report** on file.

Progress reports are based on staff observations and documentation of each child's development and participation across a range of activities over time.

Parents and guardians will have the opportunity to discuss the contents of the progress report by signing up for a parent conference. Parents and guardians may also request a conference at any time to discuss their child's progress.

For children with diagnosed special needs, parents and guardians will be offered the opportunity to meet and discuss their child's progress **every three months**.

GRIEVANCES/ABUSE NEGLECT:

B.A.S.E. is committed to protecting children from abuse and neglect while they are in the program's care and custody.

All B.A.S.E. staff members are **mandated reporters** and are required by law to report any suspected child abuse or neglect. If there is reason to believe that a child's behavior or condition may be related to abuse or neglect, and that the child may be at risk of serious physical or emotional harm, staff will document their concerns and immediately notify the **Executive Director, Group Day Care Director, or School Age Director**.

When required by law, an oral report will be made to the **Department of Children and Families (DCF)**, followed by a written **51A report** within **48 hours**. A copy of the written report will be maintained on file as required. B.A.S.E. will also notify the **Department of Early Education and Care (EEC)** immediately after filing a 51A report, or upon learning that a 51A report has been filed, and will fully cooperate with any resulting investigation.

Such cooperation may include providing information necessary to support a prompt investigation and protect children, as required by law and licensing regulations. Failure to cooperate with a lawful investigation may result in regulatory action against the program, including suspension, revocation, or refusal to renew its license.

If DCF determines that a report is supported, DCF may develop a service plan and offer services to the child and family.

If a parent or guardian has reason to believe that a staff member has abused or neglected a child, a written grievance should be submitted to the **Program Director** or the **Board of Directors**. All such concerns will be investigated, and appropriate action will be taken.

If the alleged abuse or neglect involves a staff member and is reported to have occurred during program hours, B.A.S.E. will notify **EEC** and file a **51A report** when required. Any staff member who is the subject of such an allegation will be removed from direct contact with children until the investigation is completed and any further requirements of DCF or EEC have been satisfied.

Any employment action taken during or after an investigation, including administrative leave, compensation, reinstatement, or termination, will be handled in accordance with applicable law and B.A.S.E. personnel policies. Staff members who are the subjects of **substantiated 51A reports** may be subject to termination of employment.

Substance Abuse Policy:

All B.A.S.E. locations are **substance-free environments**. B.A.S.E. is committed to maintaining a safe and healthy setting for all children, families, and staff, and to promoting positive practices that support child safety and well-being.

If a parent, guardian, or other authorized pickup or drop-off person appears to be impaired by **alcohol, drugs, or any other substance**, B.A.S.E. may determine that the child cannot be safely released to that individual.

If a staff member believes, based on observed speech, behavior, or other visible signs, that an adult responsible for drop-off or pickup may be impaired, the following steps will be taken:

- The adult will be reminded of this policy.
- The adult will be told that another person listed on the child's emergency contact or authorized pickup list must come to B.A.S.E. to pick up the child.
- The **Director or Program Manager** will be notified immediately.
- Staff will take all reasonable steps necessary to protect the safety of the child.
- Because all B.A.S.E. staff are **mandated reporters**, a report to the **Department of Children and Families (DCF)**, including a **51A report** if required by law, may be filed.
- If the individual does not comply with this policy or becomes aggressive or threatening in any way, **local police will be contacted**.

Concerns involving suspected impairment, child safety, or possible neglect will be handled in accordance with B.A.S.E.'s **Child Abuse and Neglect Reporting Policy** and all applicable legal reporting requirements.

SIGN-IN/SIGN-OUT PROCEDURES:

Parents and guardians are required to **sign their child in and out each day**, including the time of arrival and departure. B.A.S.E. is not responsible for any child **before the child has been signed in** or **after the child has been signed out**.

For children attending the **After School program** who are transported from school to B.A.S.E. by program staff, B.A.S.E. staff are responsible for signing the child into the program upon arrival.

For the **Before School program**, the following procedures apply:

Parents and guardians are responsible for signing their child into the morning program unless the child arrives by an **approved unsupervised walk**. In cases of approved unsupervised walk-in arrival, B.A.S.E. staff will sign the child into the program, and B.A.S.E.'s responsibility begins at that time.

If a child is scheduled to arrive at the morning program by **approved unsupervised walk** and has not arrived by **8:00 a.m.**, emergency contacts will be notified.

Please note that B.A.S.E. is **not responsible** for children during the following transition times:

1. **Unsupervised travel to the program**, including an unsupervised walk from a car to the program entrance. Parents and guardians remain responsible until the child has been signed into the morning program.
2. **School breakfast transition**. If a child leaves B.A.S.E. to attend the school breakfast program, the child will be signed out of B.A.S.E. and will then be considered part of the school community. The child may not return to B.A.S.E. after leaving for breakfast.
3. **Dismissal from Morning B.A.S.E. to school**. Once children are dismissed from the program and the school day begins, responsibility transfers to the school.

TRAFFIC CONTROL POLICY: (Pond Street only)
Parents and guardians are asked to **enter the parking lot using the entrance farthest toward Randolph** and to **exit using either of the other two exits**. Please do **not** attempt to exit using the first entrance, as doing so creates an unsafe situation for vehicles trying to enter the lot.

During B.A.S.E. events or special functions, families should park in the **dirt field next to B.A.S.E.**, using the entrance beyond the regular parking lot. Families may also park at the **Colbert School (Hollingsworth Field)** and walk over.

Please do **not** park at **Luke's Convenient Store**.

In the event of snow or other inclement weather, regular parking lot procedures may be changed to ensure safety. Please be sure to read and follow any posted parking or traffic instructions.

TRANSPORTATION PLANS and Before School Transportation Responsibility:

SCHOOL AGE PROGRAM TRANSPORTATION PLAN:

Transportation is an important part of each child's day and an essential support for families participating in early education and out-of-school-time programs. In accordance with **606 CMR 7.13**, B.A.S.E. is committed to providing safe and reliable transportation services.

Transportation is provided from Braintree public and private schools to B.A.S.E. locations at **426 Pond Street** and/or **220 Peach Street** using **state-inspected and certified yellow school buses**. All drivers are properly licensed in accordance with state law, and all vehicles are registered, insured, and inspected as required by law.

Drivers and transportation staff are informed, through written and verbal communication, of any relevant medical or behavioral concerns involving children in their care. Emergency passenger lists are maintained on each vehicle. Cell phones and/or two-way radios are available on all vehicles. Each vehicle also carries a first aid kit, emergency telephone numbers, and emergency information for the children being transported.

Parents and guardians provide written consent for transportation at the time of enrollment through the required authorization forms. Families must also designate their child's method of arrival to and departure from the program upon admission.

Children may not be released to a parent or guardian directly from the bus or after they have boarded the bus at school. Parents or guardians who arrive at B.A.S.E. before the buses may wait in the child's classroom and sign the child out directly with the attending teacher. B.A.S.E. does **not** provide transportation home from the program.

B.A.S.E. will never transport more children than there are seats available on a bus. Children must remain seated while the vehicle is in motion, and any potentially dangerous items must be properly secured.

A staff member may **not** transport a child in a personal vehicle.

For the **South Program**, South after school staff are responsible for all South/Highlands children, including children in **Kindergarten through Grade 3**, from school dismissal until those children board the B.A.S.E. bus to Pond Street. South B.A.S.E. children are met by a B.A.S.E. teacher at the end of the school day and are brought back to the cafeteria by supervised walk. Transportation time is not regularly more than **40 minutes one way**.

B.A.S.E. provides a **bus monitor** at each elementary school to take attendance and supervise children until the B.A.S.E. bus arrives. In addition, each bus has at least **one monitor on board at all times** while children are being transported. Bus monitors are **CPR and First Aid certified** and carry first aid supplies and emergency information for the children in their care.

If a child violates bus rules, the child may receive a **bus write-up**. A child who receives **three bus write-ups** may be suspended from using B.A.S.E. transportation. Depending on the seriousness of the behavior, a child may also be suspended from transportation immediately at the discretion of the Director.

Older children attending **East Middle School** and **South Middle School** are dismissed at **2:20 p.m.** and are transported to **South B.A.S.E.** by **our B.A.S.E. bus**.

B.A.S.E. teachers, drivers, and monitors maintain passenger logs to account for each child during transportation. As soon as possible after the last child has been dropped off, the driver must confirm that all children have exited the vehicle by doing the following:

1. Physically walking through the vehicle;
2. Inspecting all seat surfaces, under all seats, and all interior compartments or recesses;

3. Signing the passenger log with the driver's full name and time, confirming that every child has been unloaded; and
4. Giving the passenger log to a monitor or other designated reviewer.

Effective communication between families and B.A.S.E. supports the safety and well-being of children both in and out of the program. Parents and guardians must promptly notify B.A.S.E. if their child will be absent or will arrive later than scheduled. Repeated failure to notify B.A.S.E. of a child's absence may be 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
Pick up East	Pick-up at Morrison
Pick up Hollis	Pick-up at Ross
	Pick-up at Flaherty
Pick up Highlands	Drop-off Older kids at South
Drop 4-5 South	
Drop k-3 – Pond Street `	Drop-off K-2nd grade at Pond St.

GCC CARE TRANSPORTATION PLAN FOR OFF SITE ACTIVITIES:

All vehicles used to transport children are **registered, insured, and inspected in accordance with Massachusetts law**.

At the time of enrollment, parents and guardians must sign authorization forms indicating their child's approved method of transportation **to and from B.A.S.E. and school**.

All transportation vehicles are equipped with a **first aid kit** and **emergency information for 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 ride on the bus to and from each trip.

Cell phones and walkie-talkies are taken on all trips, and emergency information for all children is carried by staff at all times. Children are instructed in field trip transportation safety and emergency procedures.

Staff closely supervise children throughout all trips, including during any emergency stop. Attendance is taken before boarding, after boarding, after exiting the vehicle, and at other appropriate times during the trip. Children are assigned **buddies** and participate in regular **buddy checks** throughout the outing. Staff are required to carry dated buddy lists and attendance lists on all trips.

Each bus carries a **main first aid kit**, and staff members also carry **mini first aid kits**. Parents and guardians will be informed of the trip destination, departure time, and return time in advance. Written parent or guardian permission is required for all field trips and related transportation.

To ensure safety, all children must follow the transportation rules listed below while riding on any vehicle used for a B.A.S.E. field trip. These rules are mandatory. If a child does not follow the rules, staff will address the behavior immediately. If necessary, the driver may pull over until all children are safe and in compliance.

Field Trip Transportation Rules

1. Children must remain seated at all times while the vehicle is in motion.
2. All hands, arms, heads, and other body parts must remain inside the vehicle at all times.
3. Throwing or dropping objects from the window is strictly prohibited.
4. Yelling, screaming, or other disruptive behavior is not permitted. Drivers must be able to hear all radio and phone communication at all times.
5. Children may not open or close windows unless directed by staff.
6. Food and drinks may not be consumed on the bus or van unless approved by staff.
7. Writing utensils, toys, and other personal items may not be taken out while riding unless approved by staff.
8. Vandalism or damage to any vehicle will not be tolerated.

Children who do not follow bus or van rules may receive a **bus incident report**. Multiple incident reports may result in suspension from B.A.S.E. transportation. B.A.S.E. also reserves the right to suspend a child from transportation at any time if the child's behavior is considered unsafe to themselves or others.

SCHOOL YEAR AND SUMMER FIELD TRIP TRANSPORTATION PLAN (DPH):
The B.A.S.E. Summer Program is a **travel program**, and all previously stated transportation and bus rules apply.

Trip schedules are provided at the time of registration. Parents and guardians must sign to acknowledge their understanding of the trip schedule and to give permission for their child to attend scheduled trips. Departure and arrival times will be listed in advance.

Children must arrive at the program at least **30 minutes before the scheduled departure time** so that staff can review trip rules and organize **buddy groups**. B.A.S.E. reserves the right to deny a child participation in a trip due to **late arrival or disciplinary concerns**. If a child is unable to attend a trip, the parent or guardian must make **alternative child care arrangements**. CUT-OFF, if no trip or a later trip is 9AM.

Trip destinations may be changed or canceled due to **inclement weather** or other unforeseen circumstances. If a trip is canceled, children will remain at B.A.S.E. for the day. It is the responsibility of parents and guardians to check the **trip information board** or call B.A.S.E. on the day of the trip for any schedule changes. The trip information board is located on the **lower level in the main hallway**. Canceled trips may be rescheduled when possible.

EMERGENCIES:

MEDICAL EMERGENCIES:
Parents and guardians are required to complete an authorization form that includes current emergency information and permission for B.A.S.E. to obtain emergency medical treatment for their child, including transportation to the nearest hospital and the administration of necessary first aid and/or CPR until medical assistance arrives.

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In the event of a medical emergency, **911 will be called first**, and then the parent or guardian will be contacted immediately. If a parent or guardian cannot be reached, emergency contacts will be notified while staff continue attempts to reach the parent or guardian. Families must ensure that all emergency contact information is **accurate, current, and includes local contacts whenever possible**. Repeated failure to maintain current emergency contact information may result in a child being unable to attend the program until appropriate information is provided.

If an ambulance is required, a B.A.S.E. staff member will accompany the child when staffing ratios permit.

For less serious health concerns, such as stomachaches, mild fever, or not feeling well, the child will be separated from the group under staff supervision, either in the child's regular room or in the **Comfort Room** located on the main floor. The child will be given rest, fluids, and appropriate supervision until a parent or guardian arrives. If a child has a fever, the temperature will be taken and reported during the phone call home.

A child may need to be picked up for symptoms including, but not limited to, a temperature of **100.4°F or higher**, nausea, earache, unusual irritability, vomiting, diarrhea, or other symptoms that suggest the child is too ill to remain comfortably and safely in the program. For the child's comfort and to reduce the spread of illness, children with symptoms such as **vomiting, diarrhea, or fever** must be picked up promptly.

If a child is unable to attend school due to a contagious condition, including conditions such as **chickenpox, head lice, or strep throat**, the child may not attend B.A.S.E. until cleared in accordance with program policy and any applicable school or health guidance. Families will be notified when a contagious illness has been identified in the program, and any necessary precautionary guidance will be shared.

B.A.S.E. staff are trained in **basic first aid** and will provide first aid for minor injuries as needed. A medical log will be completed on the day of the incident and will include the nature of the injury or illness, the time it occurred, and any first aid that was provided. Parents and guardians will be informed verbally at pickup of any first aid administered on-site or off-site.

An **Injury/Illness Report Form** will also be provided to the parent or guardian within **48 hours** whenever first aid is administered. Parents and guardians will be asked to sign the form to acknowledge receipt of the information. The original report will be kept in the child's file, and a copy will be made available to the family.

Parents and guardians will be contacted immediately in the event of **severe bleeding**, any **blow to the head or face**, including the eyes, ears, nose, neck, or skull, or any injury or illness that staff determine 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**, which includes detailed information about emergency procedures and preventive health practices, is provided with this handbook. The following is a brief summary of those policies:

- All children and staff are required to wash their hands with **soap and running water**, using friction, after toileting, before eating or handling food, after contact with body fluids or discharges, and after handling animals or animal equipment.

- Children with a **contagious disease** or serious illness may not attend B.A.S.E. until they are cleared to return in accordance with program policy and applicable medical guidance. Families will be notified when appropriate if a contagious illness has been identified in the program.
- Children who do not attend school due to illness may **not** attend B.A.S.E. that day.
- If a child becomes ill while at B.A.S.E., the parent or guardian will be contacted and asked to pick up the child. Please refer to the **Medical Emergencies, Illness, and Injury Procedures** section for additional information. Children who have been **vomiting or have had a fever** must remain out of the program for at least **24 hours**, or as otherwise required by program policy.
- Any medication to be administered by B.A.S.E. staff must be accompanied by a **written request from the parent or guardian**, preferably on the B.A.S.E. Medication Consent Form, and any required physician authorization. Medication must be in its **original container**. A written record is maintained for all medications administered.
- In limited circumstances and only when permitted by law and program policy, a child may self-administer medication under staff supervision with the proper written authorizations.
- All inhalers must be properly labeled and accompanied by written parent or guardian consent and any required physician authorization. Inhalers will be carried and supervised in accordance with the child's health care plan and B.A.S.E. medication procedures.
- An **Injury Report Form** will be completed by the attending staff member for any injury requiring documentation and must be signed by the parent or guardian. All injuries are recorded in the program's central log, filed in the child's record, and a copy will be made available to the family. Injuries involving the **head, eyes, nose, ears, mouth, neck, or skull** are considered especially serious, and parents or guardians will be contacted immediately when warranted.
- All required health forms must be on file and kept current as required by B.A.S.E. and applicable regulations.

FIRE, NATURAL DIASTER, LOSS OF POWER, HEAT, WATER, OR OTHER EMERGENCY (430.210):
B.A.S.E. conducts regular evacuation drills for both **Group Day Care** and **School Age** children throughout the year to help ensure a safe, orderly, and efficient response in the event of an emergency. During the school year, evacuation drills are held **monthly** and are initiated by an Administrator. During **Summer Camp**, the first fire drill is conducted within the first **24 hours** of the start of the program and at least every **four weeks** thereafter.

Before each drill, staff members are assigned specific responsibilities. In most cases, the lead teacher or lead counselor remains responsible for their assigned group and room. That staff member will guide children to safety, bring attendance records, sign-in sheets, and/or buddy lists, and account for all children at the designated safe location. A second staff member will check the room, bathrooms, and other nearby areas to ensure that no child remains behind. Children and staff will evacuate promptly and will not stop to collect coats or personal belongings.

Evacuation routes are reviewed with staff during orientation, and evacuation signage is posted throughout the building. During a drill or actual emergency, the fire alarm will sound and an announcement may also be made over the loudspeaker system. The building is connected directly to the fire alarm monitoring system so that emergency responders receive the necessary information. Administrators will also check bathrooms, closets, and other areas where a child may be located. Parents or guardians who are in the building during an evacuation drill or emergency must exit the building with the children and staff.

All children and staff will evacuate according to the posted plans at each exit. At **Pond Street**, first-floor groups generally exit through the **main front door** and proceed toward the **dirt lot and buses**. Lower-level groups exit through the **nearest designated fire exit** and move away from the building toward the **back fence**. All groups must remain in their assigned safe locations until an Administrator gives the **all-clear**. All evacuation drills are documented by the **School Age Director, Camp Director, or Group Day Care Director** in accordance with applicable regulations.

B.A.S.E. also maintains a **lockdown procedure**. In the event of a lockdown, teachers are instructed to keep children in their classrooms and wait for further direction from administration or emergency personnel. Lockdown drills are practiced at least **once each school year**. Parents or guardians who are in the building during a lockdown will receive instructions over the intercom regarding where to remain until the **all-clear** is given.

If an emergency requires B.A.S.E. to leave the site, bus drivers will be called as needed, and the program may relocate to **Braintree High School** in accordance with the program's emergency contingency plan. Parents and guardians will be notified as soon as possible and will be required to pick up their child at the emergency relocation site.

A Before School program operating at an elementary school may be canceled or relocated in the event of a **natural disaster**, or the loss of **power, heat, water, or another essential service**. In that situation, the **Site Coordinator** or **Before School Director** will notify families of the change in location and the need for immediate pickup if necessary.

Children with disabilities will be assisted during evacuation, relocation, or other emergency procedures as needed in accordance with their individual needs and the program's safety plans.

COMPREHENSIVE DISASTER PLAN (430.210):
If public safety officials advise evacuation of the area, B.A.S.E. staff will follow those instructions immediately. The facility is equipped with intercoms, alarms, and public address systems to support emergency communication. If relocation to an emergency site becomes necessary, such as **Braintree High School**, children and staff will be transported using B.A.S.E. buses.

In the event of a **tornado or severe high winds**, children and staff will move to the **basement level** of the building and shelter in interior hallways or in the lower-level **conference room**, which does not have windows. Everyone will be directed to stay away from windows, crouch low to the floor, and cover the back of the head and neck with their hands.

In the event of a **flash flood**, staff will move children away from low-lying areas and seek higher ground. B.A.S.E. will avoid areas such as streams, low spots, and other locations that may flood quickly. Staff will not walk children through moving water when doing so would be unsafe, and program vehicles will not be driven through flooded areas.

During a **lightning storm**, if children and staff are already indoors, they will remain inside and avoid the use of telephones and electrical equipment except in an emergency. If children are outside when lightning occurs, staff will move them to safe shelter immediately. If children are participating in water activities, they will leave the water at once and move to shelter away from the water. Staff will avoid isolated trees, open areas, bodies of water, fences, and other unsafe locations while seeking appropriate cover.

In the event of a **wildfire or other fast-moving environmental emergency**, the Director will monitor local emergency information and follow the instructions of public safety officials. Because conditions

may change quickly, staff will follow the safest evacuation route identified by local authorities. B.A.S.E. will take all reasonable steps to move children to safety and provide protective supervision until families can be reunited.

Head Lice (Pediculosis) Policy:
B.A.S.E. is committed to maintaining a healthy environment for all children. This policy follows guidance from the **Massachusetts Department of Early Education and Care (EEC)** while also recognizing the unique structure of the B.A.S.E. program. Because B.A.S.E. includes shared transportation, mixed-age groupings, and children from multiple schools, the program takes a proactive, community-based approach to managing head lice.

If a child is sent home from school for any health-related reason, the child may **not** attend B.A.S.E. on that same day.

If **live lice** are identified while a child is at B.A.S.E., the family will be contacted for prompt pickup, and the child will be excluded from the program for the remainder of the day.

A child may not return to B.A.S.E. if **live lice are present**. Before returning, the child must be treated and free of live lice. To support effective treatment and reduce repeated cases, children must be evaluated and treated by a **licensed lice treatment center**. B.A.S.E. reserves the right to require proof of treatment and/or professional clearance before a child returns to the program.

In accordance with **EEC guidance**, a child may attend B.A.S.E. if only **nits** are present and no live lice are found. However, families are expected to continue treatment at home, check the child's hair at least **twice daily**, and work toward complete nit removal. Because children at B.A.S.E. ride shared buses, interact across age groups, and participate in mixed-group activities, incomplete treatment may increase the risk of spread within the program.

Although B.A.S.E. follows EEC guidance regarding nits, the program reserves the right to exercise discretion when necessary to protect the health of the group. A child may be excluded from B.A.S.E., even when only nits are present, if the nit infestation is excessive or worsening, if there are repeated or ongoing cases, if live lice are found again over time, or if there is concern that treatment is not being completed effectively. In such cases, the child may be required to remain out of the program until additional professional treatment has been completed and clearance has been provided.

Families are expected to perform routine head checks, especially after known exposure, begin treatment immediately if lice are detected, follow through fully with treatment and nit removal, and communicate openly with B.A.S.E. staff. The goal of this policy is to balance EEC best practices with responsible health management in a high-contact program setting.

LOST CAMPER PLAN (430.210)/MISSING CHILD PLAN:
If a child is discovered to be missing while in the building or on a field trip, the **Director** or **Site Coordinator** will take immediate charge of the response.

The missing child will be reported to the main office at once. The report will include, as available, the child's **name, age, last known location, and clothing description**.

Staff members carry **cell phones and/or walkie-talkies** on field trips so they can communicate quickly in an emergency. If a public address system is available, staff may request that the child report to a designated location.

An immediate search of the area will be conducted, including locations such as **bathrooms, locker rooms, changing areas, nearby activity spaces, and other areas where the child may reasonably be found**. If the child was participating in a water activity, all relevant water areas will be checked immediately by the appropriate supervising staff.

Attendance records, sign-out records, and any special transportation or pickup arrangements will also be reviewed to confirm whether the child may have been released appropriately.

If the child is not located immediately, **911 or other emergency personnel** will be contacted, and the child's parent or guardian will be notified. The search will continue until the child is located and all children are accounted for.

LOST SWIMMER PLAN (430.210): SUMMER CAMP ONLY DPH

If a child is reported missing during a swimming field trip, the **Director** or **Site Coordinator** will immediately take charge of the emergency response.

Staff members are equipped with **cell phones and/or walkie-talkies** to support communication during emergencies. If a child is identified as a **missing swimmer**, lifeguards will immediately clear the swimming area and begin emergency procedures. **911 or other emergency personnel** will be contacted at once.

The person leading the response will gather critical information, including the child's **name, age, and last known location**, and will assign staff members to search designated areas. Staff will check **bathrooms, showers, locker rooms, and other nearby areas** while lifeguards focus on the water search. A list of staff members assigned to each search area will be maintained when possible. The **buddy system** may also be used to help account for children quickly.

Lifeguards will begin searching the water starting from the area where the child was last seen, including around **docks, piers, rafts, and other nearby structures** as appropriate. Any in-water search will be conducted under the direction of qualified lifeguards or emergency personnel.

In shallow water, search efforts may include additional adult support only when directed by the lifeguards and only in a manner that does not create additional risk. In deeper water, only **trained lifeguards or emergency responders** will conduct the search.

The search will continue until the child is found or until emergency personnel assume control of the situation. Parents or guardians will be notified as soon as possible.

CHILD GUIDANCE/REFERRALS/TERMINATION

CHILD'S RECORDS/PARENT COMMUNICATIONS AND CONFERENCES:

B.A.S.E. values open and ongoing communication with families and uses several methods to share important information. Families receive **Constant Contact newsletters at least quarterly** using the email address provided for program communication. B.A.S.E. also maintains a **Facebook page** to share program closings, emergencies, reminders, and highlights from program activities. Individual classrooms may also maintain **blogs**, and notices may be posted throughout the building regarding special activities and events.

If a parent, guardian, or staff member would like to request a conference, arrangements may be made through the **Program Director** or **Site Coordinator** by written or verbal request. Conferences are held at B.A.S.E. at a mutually convenient time for families and staff.

If there are changes or challenges in a child's life that may be affecting the child's behavior or emotional, social, or physical well-being, it may be in the child's best interest for B.A.S.E. to communicate with outside professionals involved in the child's care or support, such as a **physician, psychologist, school counselor, principal, or teacher**. In these situations, B.A.S.E. requires written parent or guardian consent before communicating with such professionals. Families are also asked to sign a **release of information form** during the registration process.

Information contained in a child's record is **privileged and confidential**. It will not be released or shared without the written consent of the parent or guardian, except as otherwise required by law. If a child's records are subpoenaed, the parent or guardian will be notified as permitted by law.

Whenever information from a child's record is released, B.A.S.E. will maintain a **records release log** documenting the name and position of the person releasing the information, the date, the portion of the record released, the purpose of the release, and the signature of the person receiving the information. This log will be available to the parent or guardian and to program staff responsible for maintaining records.

Parents and guardians have the right to add information, comments, dates, or other relevant materials to their child's record.

B.A.S.E. asks that all families communicate respectfully with staff. If a parent or guardian has a concern or dispute involving a staff member, the matter should be brought to the attention of an **Administrator**. If a family is uncomfortable bringing the concern to an Administrator, or if the concern involves an Administrator, the concern may be brought to the attention of the **Parent Board**.

CHILD GUIDANCE:

B.A.S.E. expects all children to show respect for **themselves, others, and property**. Staff will make every effort to address behavior concerns within the program while keeping parents and guardians informed as appropriate.

If a concern arises involving another child, families should **not** communicate directly with the other child or family about the matter. Instead, concerns should be brought to the attention of a **B.A.S.E. staff member or Administrator** so that the situation can be addressed appropriately and consistently through program procedures.

No child at B.A.S.E. will be subjected to abuse, neglect, corporal punishment, or any cruel, unusual, harsh, humiliating, or frightening form of discipline. Physical punishment of any kind is strictly prohibited. Children will not be subjected to verbal abuse, ridicule, or humiliation. Food, rest, and toileting will never be withheld or used as punishment, and no child will be punished for soiling, wetting, or not using the toilet.

Each year, the children and staff work together to develop the **B.A.S.E. Constitution**, which outlines the program's shared expectations for respectful and responsible behavior. This is typically done in **September and again in June**. Parents and guardians are encouraged to review the Constitution with their child, and children may be invited to sign it once it is completed.

For **School Age children**, consequences for serious or repeated behavior concerns may include alternatives to home suspension, such as **in-house suspension** or **community service**, when appropriate. For **Group Day Care**, behavior guidance procedures follow the progressive steps outlined elsewhere in this handbook.

During **field trips** and **Summer Camp**, the same behavior expectations and guidance procedures apply. However, because of the serious safety concerns involved, if a child intentionally leaves or runs away from their assigned group during a field trip, B.A.S.E. may immediately revoke the child's ability to attend future trips or continue in the summer travel program.

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 and administrators reserve the right to have a child picked up immediately if the child's behavior places the child or others at risk of harm.

If staff have exhausted appropriate intervention strategies, including consultation with the Behavioral Specialist when applicable, and the child continues to be unable to participate safely, the child may be sent home for the remainder of the day.

Serious or ongoing unsafe behavior may also result in **suspension** for a length of time determined by B.A.S.E. administration, in consultation with the Behavioral Specialist when appropriate. In cases where a child's behavior continues to present a serious safety concern or the program is unable to safely meet the child's needs, B.A.S.E. also reserves the right to **suspend or terminate enrollment** from the program. Please refer to the **Termination Policy** for additional information.

POSITIVE GUIDANCE – See: 7.05 (5) A-F, 7.05(6), 7.05(7):
B.A.S.E. believes that children learn and grow best through **positive guidance and support**. Our staff is committed to helping children improve, make safe choices, and develop self-discipline in a respectful and encouraging environment.

Children are recognized for positive growth and improvement through strategies such as **verbal praise, sticker charts, certificates, and other age-appropriate encouragement**. Whenever

possible, staff work with children to solve problems, offer alternatives, and redirect behavior before stronger disciplinary measures are considered.

B.A.S.E. staff use a variety of developmentally appropriate methods to communicate effectively with children and help them work through conflicts. When appropriate, children may be encouraged to sit together and talk through a problem at the **Peace Table** with staff support.

The goal of behavior guidance at B.A.S.E. is to teach **safety, self-control, responsibility, and respect for others**. We believe that a child's social development, self-esteem, and connection to a positive learning environment are essential. Guidance and discipline should help children feel secure, valued, and capable while building the skills they need to make responsible choices.

B.A.S.E. uses the following behavior guidance practices:

- Recognizing and reinforcing appropriate behavior through clear expectations, consistent limits, redirection, and positive support;
- Helping children develop social, communication, and emotional regulation skills they can use in place of challenging behaviors;
- Using environmental changes, activity modifications, adult or peer support, and other teaching strategies to encourage success and prevent challenging behavior;
- Intervening quickly when children are physically aggressive and helping them learn safer, more respectful ways to resolve conflict;
- Explaining rules, procedures, and the reasons for them, and when appropriate, involving children in the development of classroom and program expectations; and
- Promoting consistency by discussing behavior guidance strategies among staff.

COUNSELING SERVICES/FREE WORKSHOPS FOR PARENTS

When a child may benefit from additional support, B.A.S.E. may recommend behavioral support or counseling resources through the **Behavioral Specialist** or in collaboration with the child's parent or guardian.

B.A.S.E. maintains relationships with a variety of outside providers and agencies that may offer services such as **individual counseling, parent workshops, on-site or off-site support services, CORE evaluations, neurological testing, and other appropriate referrals**.

When available, B.A.S.E. may also offer or host **counseling services, workshops, or parent support opportunities** on-site through qualified outside professionals. Families may also be encouraged to participate in free workshops or support services offered through B.A.S.E. or its community partners.

Any communication or referral involving outside support services will be handled in collaboration with the parent or guardian and in accordance with B.A.S.E.'s confidentiality and consent policies.

WRITTEN PLAN FOR REFERRAL SERVICES AND TERMINATION:

B.A.S.E. has procedures in place for referring families to appropriate **social, emotional, mental health, educational, and medical services** when staff believe that additional assessment or support may benefit a child. These services may include, but are not limited to, **dental care, vision screening, hearing screening, physical examinations, developmental evaluations, or other appropriate professional services**.

If a staff member has concerns about a child's development, behavior, or overall well-being and believes that further evaluation may be helpful, the staff member will bring those concerns to the child's **Lead Teacher** or **Group Leader**. The concerns will then be reviewed with an **Administrator**.

If the Administrator determines that a referral should be considered, the Lead Teacher or Group Leader will complete **three documented observations** and review the child's record before making a referral recommendation.

Any referral for outside evaluation or services will be discussed with the parent or guardian and handled in accordance with B.A.S.E.'s confidentiality and parent communication policies.

REFERRAL MEETING WITH PARENTS:
If B.A.S.E. determines that a child may benefit from additional support services, the **Director** will notify the parent or guardian of the program's concerns and schedule a meeting to discuss them.

At that meeting, the Director will provide the parent or guardian with a **written statement** that includes the reasons for recommending a referral for additional services, a summary of observations made at B.A.S.E. related to those concerns, and any efforts the program has made to accommodate the child's needs. When applicable, relevant documented incident reports and behavior reports will also be shared.

The Director will also provide the family with a **current list of community resources** for children who may need social, emotional, mental health, educational, developmental, or medical services. For children in **Group Day Care**, information regarding the appropriate contact person and, when applicable, a referral to the **Early Intervention Program** will also be provided.

B.A.S.E. will offer assistance to families in making a referral. Parents and guardians may be encouraged to call directly or submit a written request for an evaluation. If additional support is needed, B.A.S.E. may, with **written parent or guardian consent**, assist in contacting the referral agency.

The Director will also inform parents and guardians of available services and of any applicable rights, including rights under **Chapter 766**, when relevant.

If, after discussion and reasonable efforts to support the child, a parent or guardian chooses not to follow through with recommended service plans, referrals, or other steps that B.A.S.E. believes are necessary to safely and appropriately meet the child's needs in the program, B.A.S.E. reserves the right to review the child's continued enrollment, including possible suspension or termination. Please refer to the **Termination Policy** for additional information.

FOLLOW-UP TO THE REFERRAL:
With written parent or guardian permission, the **Director** may contact the agency or service provider that evaluated the child in order to consult about how best to support the child's needs at B.A.S.E.

If it is determined that the child is **not eligible for services** or **does not require services** from that agency or provider, B.A.S.E. will continue to monitor the child's progress and will review the child's needs again within **two months**, or sooner if necessary, to determine whether another referral or additional support should be considered.

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. is committed to working with families to support each child's successful participation in the program. In accordance with **606 CMR 7.04(17)(i)**, B.A.S.E. has procedures in place to avoid the suspension or termination of a child due to challenging behavior whenever possible. These procedures include:

- providing parents or guardians with an opportunity to meet to discuss options other than suspension or termination;
- offering referrals for evaluation, diagnostic, therapeutic, behavioral, educational, or other support services;
- pursuing supportive services for the program, including consultation, staff training, and other appropriate interventions; and
- developing a plan for behavioral intervention at home and in the program.

Before suspending or terminating a child for challenging behavior, B.A.S.E. will make reasonable efforts to consider and implement appropriate supports consistent with the child's needs and the safety of the group. When applicable, B.A.S.E. will also comply with its obligations regarding **reasonable accommodations for children with disabilities**. If B.A.S.E. determines that requested accommodations are not reasonable or would cause an undue burden, written notice will be provided to the parent or guardian in accordance with EEC requirements.

B.A.S.E. may suspend or terminate enrollment when, after reasonable efforts and appropriate review, any of the following conditions exist:

- the health or safety of the child cannot be adequately protected in the program;
- the health, safety, or well-being of other children or staff is placed at risk;
- the program is unable to meet the child's needs safely and appropriately, even with reasonable accommodations, modifications, and support services;
- a parent or guardian refuses to participate in required meetings, follow-up planning, or referral efforts that B.A.S.E. believes are necessary to support the child's continued safe participation in the program;
- required tuition, fees, forms, emergency information, or other enrollment requirements are not maintained; or
- repeated failure by a parent or guardian to comply with program policies, including policies related to safety, authorized pickup, attendance notification, respectful conduct, or other essential program procedures, interferes with the child's continued enrollment or the safe operation of the program.

Whenever possible, parents or guardians will be notified in writing and offered an in-person meeting regarding the reasons for suspension or termination. The written notice may include the reasons for the decision, a summary of relevant observations or incidents, supports previously attempted, and any referral information or other transition information appropriate to the situation. A copy of the notice will be maintained in the child's record. EEC also requires that parents receive the program's suspension and termination policy in writing before enrollment.

If a child's enrollment ends, whether by parent decision or by program decision, B.A.S.E. will make reasonable efforts to support the child's transition in a manner consistent with the child's age and ability to understand.

TOYS POLICY:
B.A.S.E. strongly discourages children from bringing toys or personal items from home unless there is a designated **special theme day** or another activity for which children are specifically invited to do so.

When children are asked to bring items from home, parents and guardians should clearly **label all belongings** with the child's name.

B.A.S.E. is **not responsible** for any items brought from home that are lost, damaged, or broken.

TOY WEAPONS OR VIOLENT TOYS:
Toy weapons and other violent toys, including but not limited to guns, water pistols, knives, swords, slingshots, darts, or similar items, are not permitted at B.A.S.E. Parents and guardians are responsible for ensuring that these items are not brought to the program.

For purposes of this policy, B.A.S.E. property includes the B.A.S.E. building and grounds, B.A.S.E. vehicles, B.A.S.E.-sponsored activities and events, and off-site trips or program activities, including field trips.

WEAPONS POLICY:
B.A.S.E. prohibits the possession, use, or display of any weapon on B.A.S.E. property. This includes, but is not limited to, guns, knives, or any other object that may reasonably be considered a weapon.

For purposes of this policy, B.A.S.E. property includes the B.A.S.E. building and grounds, B.A.S.E. vehicles, B.A.S.E.-sponsored activities and events, and off-site program activities, including field trips.

Any violation of this policy will be taken seriously and may result in immediate removal from the program, suspension, notification to parents or guardians, and, when appropriate, notification to law enforcement. Depending on the circumstances, a violation may also result in termination from the program.

THEFT POLICY:
B.A.S.E. expects all children, families, and staff to respect the property of others. Theft of B.A.S.E. property or the property of another person is prohibited on B.A.S.E. property.

For purposes of this policy, B.A.S.E. property includes the B.A.S.E. building and grounds, B.A.S.E. vehicles, B.A.S.E.-sponsored activities and events, and off-site program activities, including field trips.

Any reported theft will be reviewed by administration and addressed based on the circumstances. Consequences may include parent notification, restitution when appropriate, suspension, and, in serious cases, notification to law enforcement. Depending on the circumstances, theft may also result in termination from the program.

DRUGS AND ALCOHOL POLICY:

B.A.S.E. is committed to maintaining a safe, healthy, and substance-free environment for all children. The use, possession, distribution, or being under the influence of drugs or alcohol on B.A.S.E. property is strictly prohibited.

For purposes of this policy, B.A.S.E. property includes the B.A.S.E. building and grounds, B.A.S.E. vehicles, B.A.S.E.-sponsored activities and events, and off-site program activities, including field trips.

Any violation of this policy will be taken seriously and addressed based on the circumstances. Consequences may include immediate parent or guardian notification, removal from the program for the day, suspension, and, when appropriate, notification to law enforcement. Depending on the circumstances, a violation may also result in termination from the program.

BULLYING POLICY

B.A.S.E. is committed to providing a safe, respectful, and supportive environment for all children. Bullying, intimidation, harassment, or repeated behavior that causes another child to feel unsafe or excluded will be taken seriously.

Parents or guardians who have concerns that their child, or another child, may be experiencing bullying should notify B.A.S.E. administration as soon as possible so the concern can be reviewed promptly. In order to respond appropriately, B.A.S.E. may need information from parents, children, and staff regarding the reported behavior.

All reports will be reviewed based on the circumstances, and appropriate steps will be taken in accordance with the program's child guidance, referral, and termination policies. Responses may include supervision changes, parent conferences, behavior support planning, documentation, and other appropriate interventions.

Cell Phones:

Cell phones are not permitted for children at B.A.S.E. during program hours. If a parent or guardian needs to reach a child in an emergency, please contact the program directly.

- BASE: 781-849-3484
- SOUTH: 617.313.7906

FUND-RAISING:

Throughout the year, B.A.S.E. may conduct fundraising activities to help support program operations and to purchase materials, equipment, or enhancements not fully covered by tuition. Family participation in these efforts is appreciated and helps support the continued growth of the program.

Because B.A.S.E. is a nonprofit organization, eligible donations may be tax-deductible to the extent permitted by law. Families who participate in workplace giving programs, including United Way, may also be able to direct contributions to B.A.S.E. by listing the program as a designated recipient where permitted.

Board of Directors:

Jamie Shapiro	781.849.3484
Amy Ferrie	781.849.3484
Susan McPherson	781-849.3484
Rosemary Lonborg	781.849.3484
Stephen Karll	781.849.3484

BRAINTREE AFTER SCHOOL ENRICHMENT

School Age Programs
Summer Camp
Before School Programs

Revised April 2026

426 POND STREET
220 PEACH 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

Christine Hynes
Office Registrar

Alexis Rapoza
Assistant Director-School Age

Maurice Calenda
Morning Director/Site Coordinator

I HAVE READ THE PARENT HANDBOOK THAT IS LOCATED ON THE B.A.S.E.WEBSITE AT 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:_____