B.A.S.E. (Before and After School Enterprise) Program
2025-2026 Parent Handbook
Copper Mesa Elementary

Mission Statement

B.A.S.E. Mission: Promoting the safety, well-being, and development of every child while partnering with school and community to be the best choice for families.

Vision Statement

B.A.S.E. Vision: A safe community where exploration and growth are encouraged and celebrated.

Purpose Statement

The purpose of this handbook is to communicate to parents the processes and procedures of our Before and After School Enterprise (B.A.S.E.) program.

Hours of Operation / Specific Hours for Special Activities / Holidays and Closure Dates

Hours of Operation:
Before School: 6:30 am-8:30 am
After School: 3:30 pm-6:00 pm
School Breaks / School Out Days: 7:00am - 5:30pm
Specific Hours for Special Activities: As needed, will be communicated by BASE Program Manager

Holidays and Other Closure Dates: All B.A.S.E. Programs are closed on holidays observed by the Douglas County School District. Other closure dates for our B.A.S.E. Programs are also listed below.

HOLIDAY CLOSURE DATES	HOLIDAY OBSERVED
Thursday & Friday, July 3rd & 4th, 2025	4th of July Holiday (2 days)
Monday, September 1st, 2025	Labor Day Holiday
Thursday-Friday, Nov. 27th and 28th, 2025	Thanksgiving Holiday (2 days)
Monday-Friday, Dec. 22nd through Dec. 26th, 2025	Christmas Holiday (2 days) Observed
Thursday & Friday, January 1st & 2nd, 2026	New Year's Day Holiday Observed
Monday, January 19th, 2026	Martin Luther King, Jr. Day Holiday
Monday, February 16th, 2026	Presidents' Day Holiday (2 days)
Monday, May 25th, 2026	Memorial Day Holiday
Friday, May 29th, 2026	Summer Prep
Monday, June 1st, 2026	BASE Professional Development Day
Friday, June 19th, 2026	Juneteenth Holiday

Admission and Registration (2.511)

Admission: All required registration information shall be complete and submitted through the online SchoolCare Works parent portal prior to first day of attendance. Parents shall comply with registration and payment policies outlined below, to ensure their child has a spot and to allow for proper staffing within State-mandated ratios (1 staff to 15 children). Children may participate in our programs after registration information is complete and submitted to the program.

Scheduling and Payment Processes: Parents shall submit child care schedules through the online SchoolCare Works parent portal, no later than Wednesday at midnight for the following week or weeks of care, in order to allow the program time to staff and plan accordingly. If space is available, parents may sign up after the Wednesday midnight cutoff, and late fees will be automatically charged through the online system. If parents need to cancel a day that has been scheduled, they are asked to contact the BASE Program Manager.

Same Day Unscheduled Child Care: It is important that parents submit schedules online so that we can provide adequate and appropriate supervision at all times. Parents who do not submit schedules through the SchoolCare Works parent portal must first verify that there is space available by contacting the program. This policy applies to our Before Care, After Care, and our Full Day Programs. If a child checks into the program without being properly scheduled by

parents and/or without contacting the program, parents will be contacted. If the program is not able to accept the child due to staffing or capacity limits, parents shall arrange to have the child picked up at school immediately. When parents do not schedule child care through SchoolCare Works, appropriate charges will be posted to the parent's account.

Absences / Refunds : All families will be allotted three credits* per school year, per student. One credit is equivalent to one day of service. Credits must be used by the end of the school year. Any unused credits will have no cash value and cannot be refunded or rolled over to the following school year.
*Credits do not apply to accounts that are under a CCCAP contract.

Schedule Changes / Late Schedules: Parents may add days after the scheduling cutoff if there is space available, and at a higher rate as outlined in the itemized fee schedule. Late schedules (submitted after Wednesday midnight cutoff)

District Declared Emergency Closure Days (Snow Days, Facility Emergencies, etc): If the B.A.S.E. program closes due to District Declared Emergency Closure, parents who have paid for childcare services that day may apply unused monies toward future childcare payments. These monies must be used in full by the end of the school year and have no cash value. If the number of emergency closure days exceeds our budget projections, the program may need to raise tuition rates the following year to cover the revenue loss. These days do not accumulate from year to year, nor are they transferable to other families.

2025-2026 B.A.S.E. Tuition and Fees

Copper Mesa Elementary

Effective: First Day of School for the 2025-2026 School Year

Tuition rates based on per child, per day.	On-Time Schedule Rate: Schedule submitted by Wednesday at midnight prior to week(s) requested	Late Schedule Rate: Schedule submitted after cut-off and no less than one day before first day of care, if space is available.	Unscheduled Rate: No schedule submitted, parent must call staff in advance to ensure space is available
Before School	$14.00	$17.00	$19.00
After School	$17.00	$18.00	$20.00
Full Day/School Breaks	$35.00	$39.00	$41.00

Explanation of BASE Fees and Processes

Our mission is to promote the safety, well-being, and development of every child while partnering with schools and communities to be the best choice for families. We also commit to

remaining affordable for parents while ensuring we have a financially sustainable program for years to come. Thank you for choosing us and we appreciate your support.

Rationale:

- Evaluating and refining our practices ensures we are integrating our resources toward what is best for children.
- Rationale of fees should be easily communicated and justified to the community in a transparent, consistent manner.
- Market rates and actual costs are major factors in our process to set rates and fees.
- Aligned fees and practices creates better efficiency, fairness, and consistency for families.
- Aligned fees and processes are easier to understand and simpler for parents who are searching for the best choice for their child, as well as parents who are enrolled in BASE programs at more than one school (ex: A family open enrolls at School A and accesses the before and after school program then chooses to utilize School B for school break programs).
- Due to different school starting times, we are continuing to set tuition rates at each site.

On-Time Scheduling Cut-off: Parents shall submit schedules and payment for child care sessions by midnight on the Wednesday prior to the week (or weeks, as some sites have monthly registration, due to size and programming needs) in order to receive the regular registration rate. This provides staff with two (2) business days to plan for staffing and programming for the following week(s). No credits or refunds will be given for missed sessions or schedule changes (including trades or switches) after the Wednesday cut off date.

Late Schedule Rate: Late Schedule Rates: A late schedule rate applies for sessions added after the scheduling cutoff, subject to space availability. This rate is an additional $3.00 per child for Before School and After School sessions and $4.00 per child for School Breaks. To ensure we meet the minimum 1:15 staff-to-student ratio and remain within room capacity, parents who submit schedules after midnight on Wednesday and before the first scheduled day of care will incur a late schedule fee of $3.00 per session, per child, for before and after school. For school break days, the late schedule fee is $4.00 per day.

Unscheduled Rate: Parents who do not submit schedules and payment before the first scheduled day of care (child attends the program with no schedule, no payment) will pay an additional $5.00 per session scheduled, per child, for before and after school sessions. For school break days, unscheduled child care is $6.00 per day. This can present a safety issue as there is no record in the system that the child is expected to attend the program. Staff will not be in a position to account for the child should he/she accidentally go home on the bus or walk home instead of going to after school. For this reason, parents must call and confirm with program staff that space is available.

Annual Registration Fee(July 1st- June 30th): **This fee has been waived for the 2025-2026 School Year** $75.00 per child, $100.00 per family. These fees pay for the cost to enroll families into the

program, which includes setting up accounts so parents can access our new parent portal. Parents will be able to enroll, schedule, pay with credit or debit cards, and access receipts, schedules, and year-end tax statements online, 24 hours a day, 7 days a week. Registration fees are allocated toward the cost of the SchoolCare Works parent portal, our online scheduling and payment system. Families are only required to pay **one** registration fee for each school year, even if the child(ren) attends more than one BASE program. When registering for multiple BASE programs, SchoolCare Works will charge a registration fee for each program in order to create your parent portal account(s). After you have paid the additional registration fee(s), you will need to contact SCWBASESupport@dcsdk12.org - we will refund any duplicate registration fees that you have paid to additional BASE programs.

Sibling Discounts: A 10% discount is available for additional siblings on School Break days. This discount is applied to the regular daily tuition rate for on-time scheduling only and does not apply to activity fees, unscheduled child care fees, or late registration rates (i.e., schedules submitted after the cutoff but before the child's first session).

If you are currently receiving the DCSD Staff Discount and notice that the Sibling Discount is not being applied, or if the discount is missing from your full-day tuition, please contact your B.A.S.E. Manager to ensure your account is updated correctly.

DCSD Staff Discount:
Children of Douglas County School District (DCSD) staff members are eligible for a 20% discount on Before School and After School sessions, based on the on-time scheduled daily base rate. This discount does not apply to late registration (schedules submitted after the cutoff but before attendance begins) or unscheduled child care fees.

If you do not see the DCSD Staff Discount reflected in your tuition, please contact your B.A.S.E. Manager to ensure it is correctly applied to your account.

Activity Fees (School Breaks): Activity/field trip fees will continue to be site-based and justified by the actual cost of the activity or entrance fee. For the 2025-2026 school year, a $7 transportation fee will also be charged to each child whenever a bus is used for an offsite excursion. This transportation fee will be in addition to the activity/field trip fee. Similarly, for school breaks, the activity and/or field trip fee will be charged per child based on the cost of the entrance fee, with an additional $7 per child for offsite excursions where transportation is required.

Late Pick-Up Fees: A $3.00 per child, per minute fee will be charged for any pick-up occurring after the program's designated closing time. This is a standard rate across all B.A.S.E. programs and helps cover the cost of staff working beyond regular operating hours.

The Program Manager reserves the right to suspend or deny services if there is a concerning pattern or frequency of late pick-ups.

Eligibility and Special Needs Policies

Children shall:

- Be a minimum **5 years of age and maximum of** 13 years 0 months. Children who are **four years old and enrolled in kindergarten for the 2025-2026** school year may access the program **beginning the first day of school. Children who are within the age range but attend Middle School may attend at the discretion of the BASE Program Manager, and shall comply with all behavioral expectations.**
  -Incoming Kindergartners who are 5 years old may start attending BASE during the summer
- Your child must be 100% potty trained before they can attend our program.
- Be given priority enrollment if they are enrolled at our school. Children enrolled in other schools may participate in our B.A.S.E. Program if space is available and at the discretion of the B.A.S.E. Program Manager. Families enrolled at other schools shall provide copies of immunization records along with the required registration information.
- Comply with behavioral expectations as indicated in the handbook.

Failure to comply with policies may result in immediate denial or withdrawal of all Douglas County School District B.A.S.E. services.

Special Needs:

- Our main focus is to treat people with disabilities in the same manner as those who do not have disabilities by providing reasonable accommodations, modifications, and services in accordance with the needs of their disability. Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) provide that no otherwise qualified individual with a disability shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under Douglas County School District activities and programs.
- Role of the Individual Educational Plan (I.E.P.) and 504 Student Service Plan: B.A.S.E. services fall outside the realm of the general education curriculum and are optional, and special education services outlined in the plans apply to the general education curriculum. Some modifications and adaptations may apply to our B.A.S.E. programs. We ask parents to indicate if their child has an I.E.P. , 504 Student Service Plan, Behavior Plan on our registration forms to help us better understand the child's needs and provide the best support possible.
- If it is determined that BASE needs to provide accommodation(s) for a child that is not currently available or in place, and the accommodation is essential to ensuring the safety and health of the child (medical training, for example), we may need to delay registration or suspend attendance of a child until such accommodation can be implemented. For this reason, it is important that parents provide accurate, complete, and timely information about the child's physical, socio-emotional, cognitive, and/or health needs.

Parents shall:

- **Complete registration and emergency information forms prior to the child's first day of attendance (5.512.51B). Including supplying any needed medications to the BASE Program prior to the child's first day of attendance.**
- **Communicate a child's physical, emotional, and/or cognitive needs with the B.A.S.E. Program Manager prior to the first day of attendance and as needed while the child is actively enrolled in the program so that staff can provide reasonable accommodation**

and appropriate support systems. Any information that is provided to the school through Infinite Campus shall also be disclosed in your SchoolCare Works parent portal account. Program Managers may request to meet with parent(s), child, and school team members who have knowledge about the child prior to the first day of attendance. The purpose of the meeting is to gain a clear understanding of the child's needs, assess current and needed accommodations, and develop a support plan to ensure the safety and well-being of the child.

- Comply with policies and procedures as indicated in the handbook, including behavioral expectations and payment policies.
- If in the judgment of the program manager or program manager's designee a visitor's presence may have or is having a disruptive effect on BASE operations or is interfering with the BASE process, the visitor may be denied access to the school or school site, the visitor's access may be restricted as to time or place, and/or the visitor may be directed to leave the school or school site. Unauthorized persons shall not loiter on school property at any time. Law enforcement authorities may be called if necessary to enforce the provisions of this paragraph.
- Communicate changes in custody arrangements.

Guidance, Positive Behavior Instruction and Support

Rationale: Staff partner with children to build a nurturing, inclusive community that supports positive behavior and encourages respectful, cooperative interactions. Staff support positive behavior by:

- Establishing a consistent routine
- Encouraging active participation and engagement
- Providing a stable and flexible environment
- Involving children in developing rules and expectations that are developmentally appropriate, support growth and self-expression, create a safe and inclusive environment, and can be consistently upheld and implemented.
- Helping children learn to self-regulate their emotions and behavior by using modeling, coaching, and guidance
- Supporting children in developing empathy, openness and respect for each other by teaching them to be kind and stand up for others
- Facilitating opportunities for children to listen and learn about the experiences, feelings, and perspectives of others
- Supporting and encouraging positive choices and behavior by maintaining high expectations, recognizing and reinforcing positive behaviors, and providing individualized guidance and support
- When concerning behaviors or conflict arise, staff shall typically encourage children to resolve the situation on their own, and step in only as needed
- When it is necessary to intervene, staff shall help children cool down as needed and speak with children to learn their perspectives regarding what caused the situation
- Incidents shall be viewed as learning opportunities that can help children improve their behavior

Anti-bullying and Progressive Discipline Policies and Procedures

Bullying: Bullying is an extreme form of peer conflict that is deliberate and repeated. Bullying involves a power imbalance, and typically peaks in early adolescence. Staff shall intervene immediately and appropriately with children who may be experiencing bullying. Staff will collaborate with families and other relevant partners (school officials, mental health consultants, for example), to monitor the situation and address any issues and effects.

How Families Can Help

- Learn more about bullying and cyberbullying at:
- www.cyberbullying.us
- www.stopbullying.gov
- www.commonsensemedia.org
- Teach your child to tell a trusted adult at school and at home if he or she, or another student, has been bullied or cyberbullied.
- Anonymous tips on bullying can be sent to Safe2Tell at 1-877-542-7233 or by visiting www.safe2tell.org

Severe / Challenging Behaviors: When children exhibit concerning behavior needs or issues that do not improve with staff guidance and support, we may seek intervention supports through the family and school support team. Our intention is to better understand the child's behavior and develop an individualized support plan with the hopes of reducing challenging behaviors and preventing further disciplinary actions, including removal from the program. Such support plans shall be documented, shared with the family, and included in the child's record and re-visited as appropriate.

When a behavior occurs that is disruptive or threatens to disrupt the operation of the program, interferes in any way with the rights and privileges of others, endangers the health or safety of any person, or damages property, staff members will respond accordingly using progressive disciplinary steps and techniques.

B.A.S.E. Progressive Discipline (Referral) Process: The purpose of the B.A.S.E. Referral Form is to formally communicate concerns regarding a child's behavior with the family. Referrals are issued for repeated severe, challenging, and unsafe behaviors that do not improve after guidance and positive behavior support strategies have been unsuccessful. Referral forms may also be issued immediately after severe and/or unsafe behaviors. Forms are completed by staff and given to the parent to sign. Parents have the option to add comments to the referral form. Referrals do NOT become part of the child's school record.

Suspension / Expulsion: Children who receive three (3) referrals during a 12 month period shall be suspended from the program for up to one week, depending on severity of behavior, impact on others, and other safety factors. Children who receive four (4) referrals in a 12 month

period shall be removed from all B.A.S.E. Programs for up to one calendar year as of the most recent incident. If a child moves to another BASE Program, any previous referrals received will transfer to the new program. Staff will exhaust as many reasonable accommodations and interventions as possible before it is decided that services need to be withdrawn. When a child poses a safety threat to self and/or others, he/she may be immediately removed without prior referrals or interventions. Examples of behaviors that may warrant immediate suspension of care or expulsion may include, but not be limited to: Elopement from supervision, exceedingly harmful and detrimental behavior toward other children or staff, fighting or assault, possession of dangerous weapons, destruction of school property, theft, and drug violations. Removal from any BASE program shall apply to all DCSD BASE programs.

Re-entry Process: Families may contact the Program Manager to request a re-entry meeting if they wish to re-enroll a child after the removal period to discuss the child's behavior needs and develop a transition plan for the child's successful return to the program.

Behavior Expectations: Students, Staff, Parents, and Community

EXPECTATION	INDICATORS
Work Habits/Time Management: *Students, staff, parents and community will develop and use productive work habits.*	● Complete work to the best of their ability. ● Strive for excellence in all their work. ● Honor time commitments. ● Arrive at school prepared to work. ● Work cooperatively with others and independently when appropriate. ● Persevere even when tasks are difficult.
School Climate: *Students, staff, parents, and community will behave in a manner which fosters a positive school environment.*	● Participate actively in the learning process. ● Encourage parent and community involvement. ● State expectations clearly. ● Show sensitivity towards others. ● Use courteous and polite language and behavior. ● Follow school and district rules.
Dress: *Students, staff, parents, and community will dress appropriately for the school environment.*	● Dress in a clean, neat, and safe manner. ● Dress in a manner that is non-demeaning to self or others. ● Dress in a manner that promotes practices that are consistent with district policies. ● Dress in a manner which is conducive to the activity in which you are engaged.

Physical and Emotional Safety: *Students, staff, parents, and community will promote, create and maintain an environment free from physical and emotional harm.*	● Control anger and resolve conflicts through non-violent means. ● Ensure that schools are free from weapons. ● Ensure that schools are free from harmful substances. ● Ensure that schools are free from intimidation, discrimination, and harassment.
Respect for Grounds and Property: *Students, staff, parents and community will be thoughtful caretakers of the school and district property and the property of others.*	● Use property and materials for their intended purpose. ● Take responsibility for maintaining school and district property. ● Show respect for the personal property of others.
Integrity and Responsibility: *Students, staff, parents and community will accept personal responsibility and accountability for their actions or inactions.*	● Honor commitments. ● Promote excellence by setting challenging and attainable goals. ● Serve self and others through community involvement. ● Take the initiative to help others. ● Determine the right thing to do and do it.
Diversity: *Students, staff, parents and community will respect the unique attributes and qualities of every individual.*	● Treat others with fairness and compassion. ● View diversity as enhancing the school environment and community. ● Promote and encourage increased knowledge and understanding of diversity in curriculum and school-related activities.
Communication: *Students, staff, parents and community will communicate effectively to build a more positive school environment.*	● Communicate with positive intent. ● Communicate in an open, trusting, and truthful manner. ● Express ideas clearly. ● Listen and actively encourage feedback. ● Communicate in a timely and on-going manner. ● Clarify communication directly with the source.

Notification and Handling Children's Illnesses, Accidents, Injuries, and Medical Emergencies

Illness

If a child becomes ill while attending the program, the child is confined to a mat in a designated area and parents are contacted to make arrangements for their child to be picked up immediately. The B.A.S.E. program complies with Douglas County School District health guidelines when caring for ill children.

Guidelines for determining child's attendance at program:

- Skin eruptions / rashes
- Nausea / vomiting / diarrhea
- Severe abdominal pain
- Fever of 100 degrees or higher (associated with complaint)
- Eye drainage

Other conditions that are indicators of illness and are considered when determining illness are:

- Decreased activity – droopy, tired appearance
- Irritable behavior
- Sore throat / swollen glands
- Runny nose / cough

When can a child return to the program?

After 24 hours of medication for the following conditions:

- Strep throat
- Infected skin eruptions
- Other conditions requiring antibiotics

Free from the following conditions for at least 24 hours:

- Fever without benefit of fever reducing medication
- Eye drainage

Free from the following conditions for at least 48 hours:

- Diarrhea
- Vomiting (related to stomach virus such as norovirus)

Parental Support

Parents can help maintain a healthy program environment, keep children well, and stop the spread of illness by.

- Checking a child's health before leaving home.
- Keeping children home when they have signs/symptoms of illness.
- Being sure your child and staff know where you are.
- Giving the program current emergency contact information.
- Making alternative childcare arrangements for sick children if unable to do so yourself.
- Contacting the Program Manager when a child comes down with a contagious illness such as COVID-19, strep throat, chickenpox, CMV, etc. Many of these illnesses require exclusion from the program for at least 24 hours after treatment.

Accidents, Injuries, Medical Emergencies

The program is responsible for the emergency handling of accidents and sudden illness/injuries occurring while the program is in operation (on and off site). If a child becomes hurt while in our care, appropriate first aid is applied. Injuries are documented. When applicable, District forms are sent to Risk Management and parents. Parents are notified of all known minor head injuries. Staff are authorized to use their best judgment in an emergency situation, and parents and/or emergency contacts are notified immediately. When a child requires medical attention as the result of an injury or accident that occurs while participating in the program, staff are required to

provide an online injury report to the Office of Early Childhood and Child Care Administration in accordance with licensing requirements.

Parent Communication

Program Updates and Announcements: Can be found on the SchoolCare works website, on the Copper Mesa BASE website, or by reaching out via phone or email to the BASE program manager.
Activities and Upcoming Events: Can be found on the SchoolCare works website, on the Copper Mesa BASE website, or by reaching out via phone or email to the BASE program manager.
Account Information: Can be found by accessing your SchoolCare works account.

Itemized Fee Schedule and Payment Methods

Please see BASE Tuition and Fees Table and Explanation of Fees

Payment Methods Available: All major credit cards, including debit cards, and online checking accounts (ACH) are accepted. We prefer to avoid handling cash and paper checks, thank you for understanding.

Credit and Debit Card Declines, Returned Checks, and Non-Payment Collections Policy

Credit Card / Debit Card Declines: Our merchant company charges BASE a $35 fee for every ACH decline that is processed. This $35 ACH decline fee will be posted to the account holder's SchoolCare Works account, in addition to the amount of the ACH decline. If our records reflect a pattern of ACH declines for the same account, we may require an alternative form of payment.

Returned Checks/ Debit Payment: We recognize that occasionally a parent may inadvertently overdraw a checking account and a check or debit may be returned by your bank. In order to recover these funds in a private and professional manner, Douglas County School District has contracted with CHECKredi, a company based in Lexington, Kentucky, for collection of returned checks. Each check written to the district should be on a commercially printed check with your name, address, and two telephone numbers. Counter or starter checks will not be accepted. When a person writes a check to the district, the person writing the check agrees that if the check is returned, that it may be represented electronically on the same account, and that the fee established by law, now $40.00 in addition to the face value, may be debited from the same account. CHECKredi will contact you by mail and by telephone in order to make arrangements to pay before attempting to represent the check electronically. Payments may be made to CHECKredi's office by mail to P.O. Box 11848, Lexington, KY 40578. Payments of the check and fee may be made online at www.checkredi.com using a credit card, debit card or electronic

check without any additional fees. For a convenience fee, payments may be made over the telephone at (866)433-7334 by credit card, debit card or electronic check.

Non-Payment: We will make every attempt to work with families to reconcile outstanding balances. In the event that we are unsuccessful in collecting dollars owed to the program, a final letter will be sent and parents will have five (5) business days to pay the full amount due. Failure to pay at this time shall result in denial of child care services and the account will be turned over to a CHECKRedi collections agency.

Request to Separate Accounts: Parents who wish to hold separate accounts within the same BASE program shall create their own accounts through the SchoolCare Works online portal. Parents shall inform the Program Manager they have separate accounts for the same family, and we will split the registration fee between accounts by applying a credit for half the fee. The Program Manager is unable to separate an established SchoolCare Works account, so if there is an existing account, the other parent or guardian will need to open a new account. We are unable to transfer payments or charges in between accounts.

Release of Financial and Children's Records

Financial Records: Year-end tax statements, customer statements, receipts, and other records that are related to the family's account may be released to the name of the parent(s) or legal guardian(s) who are the account holder in SchoolCare Works. Unless presented with legal documentation in the form of a subpoena or court order, we are unable to release financial records to parties other than the payee(s).

Children's Records: Information required for registration, attendance (electronic sign-in and out records), disciplinary referrals, accident/injury reports, and other documents that are part of the child's file may be released to parents and/or legal guardians. In recognition of the confidential nature of children's records, no person or agency may access children's records without prior written consent from the child's parent or legal guardian, except as set forth in state or federal law. Program staff shall use reasonable methods to authenticate the identity of parents and any other party to whom they disclose children's records. BASE programs shall provide one copy of children's records to third parties within a reasonable time at the cost of $.25 per page.

Release of Contact Information

Unless required to do so by law enforcement or Department of Social Services, DCSD's policy is NOT to release contact information for children or their families, including email addresses and phone numbers, unless parents or guardians provide written consent.

Inclement and Excessively Hot Weather

Inclement Weather: We encourage outdoor play and children should come to the program with appropriate clothing, including boots, hats, gloves, socks, coat, etc. Children who wear boots are allowed to play off of blacktop areas when snow covers the ground. Children will remain indoors if there is precipitation, lightning, or the temperature (with wind chill considered) falls below 20 degrees.

Excessively Hot Weather: On excessively hot temperature days, we encourage children to bring a water bottle from home, and wear light colored clothing including brimmed hats. We limit outdoor play and have access to shaded areas and drinking water whenever possible.

Sunscreen: Per Colorado Department of Early Childhood licensing rules and regulations, sun protection is required for all children in attendance. Programs ask that guardians apply sunscreen with an SPF of 30 or greater prior to their child arriving at the program. Sunscreen is applied on a regular basis (according to the sunscreen label), and parents are required to declare their sunscreen preference on the registration form.

Snow Day/Severe Weather Procedures: Weather related schedule changes are provided to local television and radio stations. DCSD will send out notifications on all weather related issues. Please make sure your communication preferences with DCSD are up to date. Only exceptions to normal school schedules are announced.

Check the Douglas County School District's website (www.dcsdk12.org) or call our weather hotline at (303) 387-SNOW (7669). DCSD makes every effort to assure that weather related schedule changes are posted by 5:00 a.m. Please watch for area delayed openings, closures, and early dismissals. If Douglas County School District is closed, ALL schools and programs in the District are closed due to inclement weather.

The policy regarding adverse weather and Air Quality Index Advisory Unhealthy for Sensitive Groups as defined in rule 2.504.E

Air Quality Index Advisory Unhealthy for Sensitive Groups means an Air Quality Index value of 101 to 150. People with asthma, children, and older adults are the groups most at risk, as defined and explained by the Environmental Protection Agency (EPA). No later editions or amendments are incorporated. These resources are available at no cost from the Environmental Protection Agency (EPA) at https://www.airnow.gov/aqi/aqi-basics/. These resources are also available for public inspection and copying at the Colorado Department of Early Childhood, 710 S. Ash St., Denver, CO 80246, during regular business hours.

https://www.airnow.gov/aqi/aqi-basics/

Delayed Schedule, Early Dismissal, and School Closure

Delayed Schedule: Unless otherwise notified, our schools that operate on a delayed schedule will start **90 MINUTES** later than the normal start time. Our program is on a **90-minute** delayed schedule in order to ensure that staff members arrive safely, children are adequately supervised, and Grounds personnel are able to clear parking lots and walkways in a timely manner. The program opens at 8:00am when the school is on a **90-minute** delayed schedule.

Early Dismissal Schedule: On an early dismissal schedule, the BASE program closes at the same time the school dismisses all students in order to ensure the safety of staff members and children. Please be sure emergency contact information is current and make prior arrangements for your child on inclement weather days.

School Closure: If our school is closed for the day, all programs and functions occurring in the building, including the BASE program, are closed for the day.

Cancellation of Extracurricular Activities by School or District: Unless otherwise notified, when after school activities are canceled, our after school child care programs continue to operate on a normal schedule.

Identifying Where Children are at all Times

Staff shall account for children and ensure they know children's location by providing active supervision and conducting regular attendance throughout the day. Children are supervised at all times by an assigned staff member. When the group leaves the program premises (field trips, walking trips), a list of children and staff members participating in the activity will be available at program headquarters. Parents are provided information about offsite activities and trips in advance, including departure and arrival times and location of destination. Parents are required to grant permission for participation on field trips as part of the registration process.

Release of Children to Extracurricular Activities

Parents choosing to involve their child in school or community sponsored activities (tutoring, girl/boy scouts, band, choir, etc.) during program hours shall complete an extra-curricular authorization form. When children transition to and from school or community sponsored activities, children shall sign into the BASE program prior to transitioning to and from any before or after school extracurricular activities. Staff shall check children in and out of the program as part of their attendance procedures. Please contact the BASE program for more information

Release of Children from the Program and Written Authorization (2.506 B)

For security purposes, a sign-in/sign-out record is maintained daily by the program. The program shall only release children to persons (16 years and older) for whom written authorization has been given and as indicated on the child's registration form. Authorized individuals shall

provide verification of identity and time through the SchoolCare Works application and the use of a designated Personal Identification Number (PIN). In an emergency, the child may be released to an adult for whom the child's parent or guardian has given verbal authorization. If a staff member does not recognize an authorized individual who is signing out a child, photo identification is required to assure that the adult is authorized to pick up the child. Please discuss any requests for other arrangements with the BASE Program Manager.

Unless presented with legal documentation in the form of a subpoena or court order, we cannot deny a parent access to his or her child.

Child Care Assistance and Other Family Resources

COLORADO CHILD CARE ASSISTANCE PROGRAM (CCCAP) The low-income Child Care Assistance Program (CCCAP) helps eligible families with the costs of childcare for children from birth to age 12 while the parents work toward self-sufficiency. Families should contact their county's Department of Human Services for eligibility requirements and application process. After a family has selected a BASE program to provide childcare, the parent(s) notify their CCCAP county caseworker, who sets up an authorization between the provider and the county. The agreement explains provider responsibilities and establishes the reimbursement rate the county will pay. Parents may be required to pay a portion of childcare costs, or monthly parental fees. The fee is established by the county based on income and number of people in the household. Monthly parental fees are paid using SchoolCare Works at the beginning of each month. Failure to pay parental fees will result in benefit termination. Parents are responsible to schedule their child's attendance using SchoolCare Works Family Portal. When checking out, their balance will only include the parental fee and any additional applicable fees, including late pickup fees, late schedule fees, and tuition for any absences in excess of what is covered by CCAP. The parent must electronically sign their child in and out of care in order for the provider to be paid. Failure to do so may result in no payment from the county to provider and full payment from parent to provider may be required. Parents are responsible to obtain a new authorization when attending a new school's BASE Program.

For a list of additional local family resources click here.

Liability

Colorado State Law defines the District's responsibilities for injuries to children, or damage to their property in connection with these activities. Generally, the District's liability is limited to its involvement in transporting children and has immunity from most other claims, such as those resulting from the general supervision of children. The District does not have any medical, dental, or hospitalization insurance covering children for injuries incurred in school or on field trips. The District does carry insurance coverage related to the transportation of children, as long as they are passengers in District vehicles or in specially authorized private vehicles. The program is not responsible for subsequent treatment or medical expenses incurred after the administration of first aid.

Storing and Administering Children's Medications, Delegation of Administration in Compliance with the "Nurse Practice Act." (2.512C)

Administering Children's Medications
In order for staff to administer over-the-counter (fever reducers such as Tylenol, ointments and creams used as treatment for a skin condition, eye or ear drops) and prescription medication, the following is required:

- The "Medication Request Release Agreement", available at the program, shall be completed and signed by parents and health care providers. Authorization includes type of medication, route, dosage, time, start/end dates, purpose, and side effects.
- The BASE Program should be provided with required medications, both prescription and over the counter - the BASE Program does NOT have access to the school's Health Room to share medications.
- All prescription medication is furnished in the original pharmacy labeled container.
- Over-the-counter medicine containers are in their original container and labeled with the child's name.

Storage of Medication and Delegation
Medications are stored in a locked, clean container or cabinet. A record is kept of all medications dispensed to children by staff. The Delegatory Clause of the Nurse Practice Act covers medications in the schools, including the child care program. Designated staff need to complete a State-approved, four-hour medication administration class and are trained by a Registered Licensed Nurse before medications can be released to a child. **Please consult with the B.A.S.E. Program Manager if your child has medical needs.**

Disposal / Return of Medication
If medication is out of date or a family no longer participates in the program, we ask parents to pick up medication that is stored at the program. If medication is left at the program after repeated efforts to request that parents pick up medication, we will safely dispose of the medication.

Emergency Response: Lost/Missing Children, Tornadoes, Fires, and Other Emergencies

Lost/Missing Children: A child is determined to be lost or missing when it has been identified a

child is separated from their group and not under the direct supervision of their assigned staff member.

Before School Program / School Break Programs

- Child is signed into the program and whereabouts are unknown.

After School Program:

- Child is registered for that day (parent has registered the child according to program policies) and is not present during roll call/check-in.
- Child is checked into the program and whereabouts are unknown.

In the event that a child is determined to be lost or missing, program staff shall follow the steps listed below until the child is found or local authorities are alerted.

Staff actions:

1. Check with childcare staff, office support staff, and classroom teacher.
2. If a child was inadvertently put on the bus, call Transportation Central Dispatch main line at 303-387-0415 and then select one of the following options; Press 1 for the Castle Rock Feeder Area, Press 2 for the Highlands Ranch Area, Press 3 for the Parker Feeder Area, and provide the child's name and bus number. If Dispatch is able to locate the child on the bus, the bus driver will be able to return the child to the program.
3. Conduct immediate search of the school/campus/ surrounding areas as appropriate.
4. Notify parents if the child is not found.
5. Notify emergency contacts, if parents cannot be reached.
6. Designate a staff member as a key contact to personally answer the phone.
7. Exchange phone numbers once parent or emergency contact is reached. If a bus is involved, the driver needs to keep in communication with the transportation dispatcher.
8. Call 911 and contact the Security Communications Center at (303) 387-9999, if the child has not been found at this point.
9. Contact all appropriate parties as soon as possible when the child is found.

Fire, Tornado, and Other Emergencies:

As required by Douglas County School District and State of Colorado Division of Child Care, we periodically practice and document fire and tornado drills. Evacuation routes are outlined for all spaces utilized within the school. We follow Douglas County School District's Emergency Response Procedures, and these are posted in licensed areas of the school building. Procedures address emergencies such as: fire, tornado, person with a weapon, media (release of information), suspicious person/intruder, hazardous material, bomb threat, lockdown, suspicious package, lightning, and explosion/gunfire. Staff is trained in fire and safety procedures prior to working with children.

Evacuation to an Alternative Location:

In the event that inclement weather or other conditions exist that would preclude the use of the school grounds as evacuation locations, we would move the group to Mountain Vista High School and contact parents as soon as possible.

Transportation Arrangements and Parental Permission

Field trips will be scheduled throughout the school breaks and on designated school out (professional development, conference) days. Transportation is provided by our District Transportation Department, and also District approved charter buses may be utilized as needed. Parents shall provide permission during the registration process.

Vehicle Safety: Seating, Supervision, and Emergency Procedures on the Road

Bus drivers, children, and staff share the responsibility for bus safety, including following all bus rules set by the Board of Education. Riding a school bus is a privilege and not guaranteed by law. If a child loses his or her bus privileges, parents must arrange for their child's transportation to and from the field trip destination. All bus drivers hold a current Commercial Driver's License (CDL) and are trained in bus safety and emergency procedures through the District's Department of Transportation. If the program utilizes a District approved charter bus, the charter bus drivers are required to sign off on a Safety and Evacuation Procedures Certification. A monitoring system may be installed and used in school buses for purposes related to safety. Staff is responsible for the supervision of children while on the bus, and staff-to-child ratios are maintained at all times.

Field Trips, Swimming, Provisions for Care

Field Trips: Field trips will be scheduled in advance for school break and school out days, and parents will be provided an activity calendar which will include information such as departure and arrival times, name of the destination, meals required or included, and other materials or supplies needed. Parents authorize their child to participate in field trips when they schedule these days through the online scheduling system, as well as at the time they sign their child into the program on the day of the field trip. Parents shall also complete all required permission forms. Staff shall account for children and ensure they know children's location by providing active supervision and conducting regular attendance on field trips. Children are supervised at all times by an assigned staff member.

Swim Ability Level: During the enrollment process, parents will be asked to indicate the swimming ability level of their child(ren). This information helps us better understand the

swimming ability of our children as well as protect the safety and welfare of our children while swimming.

Provisions For Care On-Site When Group is on Field Trip: There are no provisions for care when the group is on a field trip. Parents who opt out of specific field trips shall find other child care alternatives while the group is off site.

Media Usage

Films/Movies: In accordance with Board Policy IJB-R: Use of Film Resources, B.A.S.E. Programs may show G and PG rated movies on site with parental permission. Movies are intended to supplement, as opposed to replace or substitute for, program curriculum and activities, and staff shall ensure that content and language is appropriate for elementary school children. Parents shall indicate whether or not they permit their child(ren) to view G and/or PG movies on the enrollment form questions. Children who are not permitted to watch movies will be provided with an alternative activity. Staff shall account for children and ensure they know children's location by providing active supervision and conducting regular attendance during television and film viewing. Children are supervised at all times by an assigned staff member.

Video Games: Video games may be provided at the program, use will be on a limited basis, and all games will be rated "E" for everyone. Staff shall account for children and ensure they know children's location by providing active supervision and conducting regular headcounts while children are engaged in video games. Children are supervised at all times by an assigned staff member.

Computers / Other Technology: Technology devices such as tablets and/or laptops may be available to children on a limited basis, and all games and applications will be age appropriate. Children will be directly supervised and online games will only be accessed through DCSD web filters. Program personnel may enforce additional guidelines limiting or prohibiting the possession and use of portable electronic devices as appropriate to program needs. Staff shall account for children and ensure they know children's location by providing active supervision and conducting regular headcounts while children are utilizing technology devices. Children are supervised at all times by an assigned staff member.

Personal Technology Devices:
Children are not permitted to use personal technology devices during program time unless specific permission is granted by BASE staff for the purpose of a program activity or homework assistance. Failure to adhere to this policy will result in the personal technology device being collected by BASE staff and returned to a parent/guardian at dismissal.

Program Managers will have ongoing communication with children about online safe practices for all children. Media and internet usage is given under the Program Manager's discretion and is consistently monitored and observed.

Special Activities and Supervision: Special guests may be invited to provide activities and

enrichment at the program, and all invited guests are required to hold the required insurance and liability as verified by our Risk Management department. During such activities, staff shall account for children and ensure they know children's location by providing active supervision and conducting regular headcounts during special activities. Children are supervised at all times by an assigned staff member.

Media Consent Policy

Douglas County School District is committed to the safety of our children, as well as respecting the privacy of our families. We also know the importance of celebrating our children's achievements and providing them with engaging learning opportunities, which today means connecting with the world outside of our programs. Under Board Policy JRA/JRC and Family Educational Rights and Privacy Action (FERPA): BASE may disclose information that is generally not considered harmful or an invasion of privacy without written consent of the parent/guardian, if the primary purpose is to allow BASE to include this type of information in certain publications and promotional venues, such as brochures, newsletters, websites, and social media. Additionally, unless parents indicate otherwise, students may publish digital and/or social media online as part of a project or activity, or participate in interviews, photography, or audio/video recording by our schools, District, or news media. A parent may deny permission for their child to be included in promotional and instructional media as part of the annual registration process. Please note, there is no expectation of privacy during large program gatherings and events, off-site field trips, and special activities. Privacy cannot be guaranteed in public locations.

Caring For a Child Who Arrives Late and Group has Left the Program

Late Arrival: If parents arrive at the program after the group has departed to an off-site destination (field trips, walking trips), parents shall call the program's cell phone and make arrangements to bring their child to the group and release the child to the staff.

If a parent arrives after the bus has already left the school for a field trip, they will not be able to meet the group at the destination **unless prior arrangements have been made**. In these cases, the child will not be able to attend the field trip, and no credit or refund will be issued for the missed day.

Children's Personal Belongings and Money

Children's Personal Belongings (toys, games, electronic portable gaming devices, cell phones):
Option 1: We strive to provide a variety of toys, games, and materials for children. If children

wish to bring personal belongings to the program, we ask that the items be labeled with the child's name. Any lost and found items will be placed in the school's lost and found area. We are not responsible for personal belongings that are lost, damaged, or stolen.

Option 2: We strive to provide a variety of toys, games and materials for children. We ask that children do not bring in outside toys, games and materials from home. Should your child require an exception, please reach out to the BASE Program Manager.

Children's Money: Douglas County School District is not responsible for lost or stolen money belonging to children.

Meals and Snacks

Meals and Snacks: Children are welcome to bring their own healthy snacks from home. If children have special needs and/or food allergies, parents are required to share this information with staff prior to the child's first day at the program. During school break days, children are required to bring their own lunch and snacks unless otherwise designated on the activity calendar.

Visitors and Volunteers to the Program (2.506.K and 2.510)

Visitors: Parents/Guardians are encouraged to visit schools and our programs as long as such visits do not disrupt the program operations or interfere with the environment (Board Policy: KI). All visitors sign the visitor's log and shall be prepared to provide photo identification to staff upon request. If in the judgment of the Program Manager or Designee a visitor is disruptive, the visitor may be denied access to the program, restricted as to time or place, and/or directed to leave the program premises.
Volunteers (7.712.44): Volunteers are not used at the program.

End of Day Procedures

Staff ensures children are picked up before leaving by checking the childcare facility and surrounding areas (including restrooms) and reviewing School Care Works electronic sign in/out. Parents are strongly encouraged to have a secondary plan in place to ensure their child is picked up during program hours. Parents are required to notify staff if they are going to arrive at the program after closing time to pick up their child. (Late fees still apply.) Staff will attempt to contact parents and emergency contacts to ensure arrangements have been made to pick up the child. If a child is not picked up thirty minutes after closing and attempts to contact parents and emergency contacts are unsuccessful, staff is required to contact local authorities and release the child to their custody. Program Manager reserves the right to deny services if parents show concerning patterns / frequency of late pick-ups.

Filing a Complaint About Child Care (2.122)

We encourage open and honest communication regarding the quality of service we provide for our families. We ask that parents first share concerns with the B.A.S.E. Program Manager. If parents feel their concerns are not being addressed appropriately at the program level, they may then speak with the Principal or contact:

Michele Stewart, BASE Area Manager, at 720-474-1837, or email at michele.stewart@dcsdk12.org

If parents wish to report a licensing violation, they may contact:

State of Colorado
Department of Early Childhood
710 S. Ash St.
Denver, CO 80246
Phone: (303) 866-5958

Reporting Child Abuse (2.122)

Any staff who has reasonable cause to know or suspect that a child has been subjected to abuse or neglect or who has observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect must immediately report or cause a report to be made of such fact to the county department (see contact information below) or local law enforcement agency. Staff are required to release information from the children's record, including the child's age, date of birth, names and contact information of parents or guardians, and circumstances regarding the incident. Information regarding child abuse reports is confidential except in certain instances specified by law. If a case must be reported to law enforcement officials by the county agency, the names of the persons who made the report or cooperated in the investigation must be given to law enforcement.

Douglas County Human Services
4400 Castleton Court
Castle Rock, CO 80109
(303) 663-6270

Policy and Procedure Regarding Withdrawal of Child Care Services

If, for any reason, parents wish to withdraw their child from the program, a two-week written notice to the BASE Program Manager is requested. When the program is no longer able to serve children, parents or legal guardians will receive a written notification. Withdrawal of services for failure to comply with behavioral and safety expectations, payment policies, and/or late pickup policies will result in withdrawal of all BASE services. Any unused dollars remaining in the family's account will be refunded to the account holder.

Contact / Other Information

Lindsey Jackson - Program Manager
ljackson@dcsdk12.org

Kenzie Eyster - Assistant Program Manager
mackenzie.eyster@dcsdk12.org

Program Cell - (303) 503-2962

Cafeteria - (303) - 387-7394