



**BASE Camp, Inc.**

## **Parent Handbook**

**Revised, July 2018**

1224 East Elizabeth St., Fort Collins, CO 80524 | 970.266.1734 | [www.mybasecampkids.org](http://www.mybasecampkids.org)

## WELCOME TO BASE CAMP

We are pleased that your family has chosen to participate in BASE Camp's child care and enrichment programs. We look forward to working with you this year. Through the cooperative efforts of the Poudre and Thompson School Districts, Global Village Academy and St. Joseph's Catholic School, BASE Camp is able to provide your child with a positive experience within a safe, onsite and professional environment.

BASE Camp and Poudre School District have a cooperative agreement which allows BASE Camp to access multiple spaces within all elementary schools both before and after school. We are also under contract with Thompson School District, Global Village Academy, and St Joseph's Catholic School. With the mixture of different age groups and opportunities for sharing diverse interests and ideas, BASE Camp offers a rich atmosphere for interaction and personal growth for children, staff and volunteers. Varied program activities are designed to encourage friendships, enhance coordination and motor skills, and foster an increased awareness and tolerance for individual differences.

BASE Camp Programs give parents and guardians the peace of mind and security of knowing that their children are engaged in safe, enriching, and constructive activities. BASE Camp programs strive to provide school-aged children with a nurturing environments while promoting physical, emotional, and intellectual development. Activities include, but are not limited to homework support, literacy, math/reasoning, art, science/technology, appreciation for diversity, health/nutrition, active games/sportsmanship, construction, dramatic/expressive play, music, and community engagement.

Additional components of our programs consist of School Out Day Programming, Summer Camp, and Preschool at three locations. We offer tuition assistance to qualifying families through sliding fee scales and scholarships, in addition to accepting Colorado Child Care Assistance Program (CCAP).

### **All Programs include:**

- Age appropriate activities with school peers
- Homework help, snacks, active play, and personalized attention
- Intentional program planning that supports classroom learning
- Enrichment activities planned to meet student interests
- Access to school staff

This parent handbook provides important information. Please read it thoroughly and carefully. It's intended to serve as a reference for most questions you may have concerning BASE Camp policies, procedures and general information.

BASE Camp strives to provide age appropriate programs in a quality setting. To help us achieve this goal, we need your continued interest and participation. We encourage and welcome your comments and suggestions.

On behalf of the staff and Board of Directors, once again, welcome to BASE Camp. We're looking forward to working together this year.

Sincerely,

**Seth Kelley**

Seth D. Kelley, Executive Director

[sethk@mybasecampkids.org](mailto:sethk@mybasecampkids.org)

# ORGANIZATION INFORMATION

## Vision

Our children achieve life-long success.

## Mission

To be the choice provider of safe, affordable, accessible, out-of-school childcare with enrichment services, aligned with the community schools.

## Values

- Support our children by providing a safe, fun, and engaging environment.
- Support our children's strengths to enhance their growth and development with our programs guided by BASE Camp principles.
- Support our parents by meeting their needs and expectations for out-of-school care.
- Support our employees, holding each other accountable to perform at the highest standards.
- Support our schools, with partnerships, out-of-school childcare, enrichment, and extended learning opportunities.
- Support our local economy by providing care for children of working families.
- Support our communities through support of family, education, work force and child care.

## FORMING YEARS

BASE Camp first began providing programs for school age children in the Fort Collins, Timnath, Wellington, and Red Feather area in the fall of 1988. Organized as a 501c3 non-profit organization to meet the needs of families whose children were in self-care, BASE Camp fills a unique niche in community services with tuition assistance programs and age-appropriate activities for children on site at their elementary schools.

## BASE CAMP NON DISCRIMINATION POLICY

BASE Camp is committed to providing a working and learning environment free from unlawful discrimination. It is an equal opportunity employer. BASE Camp does not discriminate with respect to its staff, clients, or volunteers on the basis of race, color, religious creed, age, marital status, socio-economic status, sexual orientation, national origin, gender (including gender identity and expression), genetic information, mental or physical disability, military or veteran status or any other local, state or federal legally protected status.

## NON-RETALIATORY GRIEVANCE PROCEDURE AND REPORTING

BASE Camp may rely upon the Board of Directors, administration, individual site staff, families, and community partners to report to the appropriate BASE Camp staff any cases where it appears that a member or partner of BASE Camp is not complying with applicable law or policy. A major deterrent to reporting is fear that the person or persons against whom the report is made will retaliate against the person making the report. The purpose of this policy is to define that BASE Camp prohibits retaliation against those who make bona fide reports of possible non-compliance.

BASE Camp administrators and staff shall not intimidate or take retaliatory action, as defined below, against any member of the BASE Camp or a relative of such a person who is an employee of the organization, who makes a report of the type defined below in good faith and without malice.

This policy also prohibits persons from knowingly and intentionally making a report of non-compliance

that is false.

The prohibition against retaliation applies to:

- The disclosure of information concerning conduct that a that the reporter believes is illegal or in violation of BASE Camp policies, procedures, or any rules and regulations of governing bodies.
- Disclosures made during compliance review or peer review process
- Filing of a legitimate complaint or incident report
- The filing of a legitimate complaint or concern to governing agencies
- Any legitimate report to Child Protective Services

Types of Retaliation that are prohibited

- Intimidation
- Adverse actions towards the reporter's job duties, salary, benefits, and or other terms of employment
- Termination of employment
- Suspension without timely investigation and compensation if unfounded
- Threats of any nature

Terms:

Individuals who violate this policy or intentionally make false reports shall be subject to disciplinary action. Upon investigation if any parties are found to have violated this policy, termination may result. In addition, the notification of authorities and governing bodies may result.

Recommend Process for Reporting and Support

The following individuals can offer assistance if you need to make a report or you have reason to believe you are being retaliated against:

- BASE Camp Executive Director
- Director of Human Resources
- Director of Programs

To make a report to any of these individuals please call the main office at 970-266-1734 to schedule a meeting. Prior to the meeting it is highly recommended that the reporting party has documented objective evidence of report such as date, time, individuals of concern, and objective supporting details.

## **BOARD OF DIRECTORS**

The Board is comprised of community members and parents who lend their individual expertise to setting policy, fundraising, and organizational management. To learn more about our Board of Directors please visit our website at [www.mybasecampkids.org](http://www.mybasecampkids.org)

## **STAFF**

The staff at BASE Camp meet licensing requirements set by the Colorado Department of Human Services, Division of Early Care and Learning and are the heart of the organization. All staff complete Federal and State background checks and are trained in Mandated Reporting and Standard Precautions. Most staff also have current CPR/FA and Medication Administration Certification. They include certified teachers, college students, parents, school paraprofessionals, and retired seniors. State licensing allows for an adult to child ratio of 1:15; BASE Camp strives to meet a ratio of 1:10. All staff that have contact with children are required to complete 15 hours of professional development training annually, related to industry-related topics and research. The site staff who deliver the actual program are the heart of the organization and their success is of the utmost importance to the leadership and management staff at BASE Camp.

## **VOLUNTEERS**

BASE Camp sites are fully staffed with employees, but we can always use an extra set of hands to help with projects, serve as guest speakers, or help with homework. Volunteers can serve in all areas in of our organization including the office, fundraising, or staff development. Volunteers complete background checks and training prior to working with children if they volunteer more than one time and over the age of 18. Volunteers are also required to take Mandated Reporter Training when volunteering.

We welcome one-time volunteers at the office or to serve as guest speakers.

## **NONPROFIT ORGANIZATION**

BASE Camp is a 501c3 nonprofit organization. We depend on donors and volunteers to provide our programming to families in need within our community. One in four families receives tuition assistance from BASE Camp. If you have an interest in donating to support BASE Camp or would like to volunteer your time in one of our programs, please email us at [info@mybasecampkids.org](mailto:info@mybasecampkids.org).

# OUR PROGRAMS

## GENERAL INFORMATION

BASE Camp is a program in which children are cared for in a nurturing and stimulating environment. Daily activities include nutritional snacks, organized projects such as arts and crafts, leisure time activities, clubs, games, recreation, quiet moments for reading, interaction with peers, and homework support. All programs take place in your child's school.

## PARTICIPANTS

BASE Camp provides services for school-age children from kindergarten through fifth grade, ages 5-12, with programs for preschool children ages 3-5 at designated sites. Services offered for children with special needs or needing special accommodations are in compliance with the Americans with Disabilities Act.

## PROGRAM LOCATIONS

The BASE Camp program is conveniently held at your child's elementary school. Please refer to your welcome letter (received via email upon completion of your registration) to find out where your program is located within your child's school. Registration, billing, and other support services are located at the central office at 1224 E. Elizabeth St. Fort Collins, CO 80524, (970) 266-1734.

## PROGRAM SCHEDULE & HOURS

BASE Camp opens on the first day of school at participating sites unless otherwise noted at the time of enrollment. BASE Camp is open Monday through Friday, from school dismissal to 6:00 PM. Before school program starting times vary by school, but operate until school begins. Out of school care times vary, but in general are from 6:30 AM—6:00 PM. The program closes the last day of the school year before summer break. On the last day of school, care is limited to the morning session only. Care is available during in-service days, holiday breaks, spring break, and during the summer months. Check the monthly family newsletter and e-mails for details about out-of-school care.

## ENROLLMENT

Children are enrolled in BASE Camp once online registration has been submitted, received and confirmed by a BASE Camp staff and attendance has been entered through the app. Complete registration includes, but is not limited to detailed child information, medical information, parent/guardian information, emergency/authorized contact information, immunization record, child's schedule, parent/guardian signature page, and Income Eligibility Form (IEF). BASE Camp reserves the right to deny care if registration information is incomplete. Registration is not accepted over the phone or at school site location. Once registration is complete children are then able to access our program at their elementary school location on a scheduled or drop in basis. Should there be a change in either your address or telephone number or that of your emergency contact person or others who are authorized to pick up your child please update information on the online registration system and notify your Site Director.

## REGISTRATION

Upon enrollment parents are required to pay an annual registration fee. This fee covers enrollment information processing and communication to our site staff. Registration fees are \$55 for one child and \$65 for a family with more than one child.

## **TUITION**

Tuition is based on services used. If a child is scheduled to attend and misses for any circumstance, families will not be charged for before and after care. Please note this is not the case for other programs such as School Out Day and Summer Camp. In order to accommodate all children BASE Camp offers several different forms of payment. In addition to our full-fee rate we offer a 3-tier sliding fee schedule. Sliding fee rates are contingent on a complete and approved sliding fee application which can be obtained by visiting [www.mybasecampkids.org](http://www.mybasecampkids.org) or calling (970) 266-1734. Larimer County Child Care Assistance Program provides child care fee assistance to eligible families to support their efforts towards self-sufficiency. It is the responsibility of the family to contact the county to obtain CCAP authorization. Families are subject to the full fee rate until a current authorization for care (CCAP Certificate) is provided to the BASE Camp office. BASE Camp is proud to accept the Colorado Child Care Assistance Program (CCAP) at all school age and preschool locations. CCAP clients are bound by the contract set by Larimer County. Fees set by the county are subject to BASE Camp payment policies. CCAP rates and agreements can be obtained by contacting Larimer County Department of Human Services at [CCAP@co.larimer.co.us](mailto:CCAP@co.larimer.co.us) or by calling (970) 498-6300.

## **SCHOOL OUT DAY (SOD) PROGRAMMING**

BASE Camp is excited to extend our specialized and enriching programs on most days when school is not in session. During Poudre School District and most of Thompson School District (full-day) in-service days, winter, spring break, or other times school is closed, BASE Camp may offer care at various pre-determined elementary school locations. SOD hours are 6:30-6:00pm unless otherwise advertised. For more information about St. Joseph Catholic School and Global Village Academy, please contact your Site Director. Families are required to register and unlike Before and After Care, prepay for these days of care. Refunds will be issued for cancellations up to two business days before. To register please visit [www.daycareworks.com](http://www.daycareworks.com), or call the BASE Camp main office at 970-266-1734 for assistance. Information regarding the theme and field trips will be provided through the monthly newsletter and on our website [www.mybasecampkids.org](http://www.mybasecampkids.org). Please note children are required to bring their own lunch, however BASE Camp will provide a morning and afternoon snack which is included in the daily tuition.

## **SNACK**

Each BASE Camp site participates in the Child and Adult Care Food Program (CACFP), which is a USDA program that reimburses the organization for serving nutritious snacks to our students after school. The Income Eligibility Form that you completed in your registration supports this program, regardless of eligibility. The menus, which are created to support the CACFP meal pattern guidelines and the Healthier Meals Initiative, are posted at program location. Components ordered do not have nuts on their ingredient list, but many items are manufactured on shared equipment, so please send your child with a snack if you have allergy concerns. All children are welcome to bring their own snack if they choose to not participate in BASE Camp snack service. For children with server allergy needs please contact our main office for additional paperwork to be filled out by the child's care provider.

## **NON DISCRIMINATION STATEMENT**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

USDA is an equal opportunity provider, employer, and lender.

## **GOVERNING AGENCIES**

BASE Camp is governed by the following departments:

Colorado Department of Human Services Office of Early Care and Learning. To learn more about these rules and regulations please visit [www.coloradoofficeofearlychildhood.com](http://www.coloradoofficeofearlychildhood.com)

Larimer County Department of Public Health and Environment. To learn more about these rules and regulations please visit [www.larimer.org/health/](http://www.larimer.org/health/)

## **HOLIDAYS**

In order for children and staff to enjoy holiday time BASE Camp is closed or closes early on all the following days: (Please watch Facebook and parent communication at your site for more details on holiday closures)

- New Year's Day
- Memorial Day
- 4<sup>th</sup> of July
- Labor Day
- Thanksgiving Day & the day after Thanksgiving Day
- Christmas Eve & Christmas Day

Please note if any of these holidays fall on a weekend BASE Camp may be closed on days following or preceding the holiday. It is important that families check the monthly site newsletter and or calendar for more information involving closures.



## **ADDITIONAL BASE CAMP CLOSURES 2018 – 2019 SCHOOL YEAR**

December 26<sup>th</sup> 2018

December 31<sup>st</sup> 2018

July, 5<sup>th</sup> 2019

### **INCLEMENT WEATHER and EXCESSIVE HEAT**

If your child's school is cancelled due to inclement weather or excessive heat, BASE Camp will also be closed. If Poudre School District (PSD), Thompson School District (TSD), St. Joseph's Catholic School and Global Village Academy declares a late or delayed start, BASE Camp will open at normal hours and will provide extended care for the delay. Delayed start is typically 2 hours later than the normal bell time. Additional charges for extended care will apply. Should any school location close during the normal school day, BASE Camp will also be closed. Parents will be notified. For additional information regarding school closures please visit [www.mybasecampkids.org](http://www.mybasecampkids.org), [www.facebook.com/mybasecampkids](https://www.facebook.com/mybasecampkids), or [www.poudreschools.org](http://www.poudreschools.org), [www.thompsonschools.org](http://www.thompsonschools.org), or any local news or radio station. On excessive heat days children are encouraged to bring a labeled water bottle and activities will be highly monitored or modified due to the heat outside or in the building, scheduled field trips may be cancelled. Please help us care for your child, always send them to BASE Camp in appropriate clothing for the weather, with a water bottle, and with sunscreen. Please note BASE Camp does not provide or apply sunscreen to children enrolled in our program. Students may however, bring and apply their own.

### **OTHER**

BASE Camp reserves the right to close any location if conditions are deemed unsafe to operate child care. This includes but is not limited to power outages, illness or outbreak, and acts of violence or threat. Parents will be notified as soon as possible of the closure.

## COMMUNICATION

Having clear and consistent communication is key to providing your child with the best out-of-school time experience possible. Thank you in advance for communicating any changes to your child's schedule, routine or behavior, illness, or any other information you want to share that may be important for us to know.

- **ENROLLMENT**

Children are enrolled in BASE Camp once online registration has been submitted, received and confirmation email has been received and attendance has been provided to the main office or entered through the app. Complete registration includes, but is not limited to detailed child information, medical information, parent/guardian information, emergency/authorized contact information, immunization record, child's schedule, parent/guardian signature page, and Income Eligibility Form (IEF). BASE Camp reserves the right to deny care if registration information is incomplete. Registration is not accepted over the phone or at school site location. Once registration is complete children are then able to access our program at their elementary school location on a scheduled or drop in basis. Should there be a change in either your address or telephone number or that of your emergency contact person or others authorized to pick up your child please update your information in Day Care Works.

- **ATTENDANCE & SCHEDULE CHANGES**

Safety and security of your child is our number one priority at BASE Camp. Parents or guardians of children scheduled or expected to be in attendance are required to any schedule changes or if your child will be absent from the program due to an unexpected illness or alternative activity. It is imperative that you notify **BEFORE** the program begins. Failure to notify the main office and site staff will result in the contact of parents/guardians and emergency contacts.

- **BASE CAMP STAFF COMMUNICATION**

Procedure for Drop-ins and Attendance Changes

Our goal at BASE Camp is to make it easy for families to use our program when they need to without requiring a commitment for the times you don't! This flexibility that is a cornerstone of our program requires that we have good systems in place to ensure that both BASE Camp and parents are on the same page about attendance. This communication is key to ensuring the safety of all kids in our program.

When do you need to notify BASE Camp?

- If you do not have a regular schedule and you plan to drop-in for the afternoon.
- If you have a regular schedule and it changes for the afternoon.
- If your child is sick or absent from school and does not need BASE Camp.
- If your child will be late to afternoon BASE Camp because they are attending another club or program first.

When do you NOT need to notify BASE Camp?

- Morning attendance does not require notification.
- If you plan to change your pick up/drop off time, you do not need to notify BASE Camp – we only need to know if they will be there or not.

### How can you notify BASE Camp?

It is essential that we collect a firsthand record of the attendance plan. You may record that record via:

- Web Application (Preferred)
- Phone to Main Office (970) 266-1734, Option 1

When leaving a voicemail, please be sure to state your name, your child's name and school, the dates the attendance change applies to, any other pertinent information. Speak slowly and clearly.

### Important Things to Remember about Drop-ins and Schedule Changes

- A confirmation of the change will be sent to the child's primary guardian.
- If you notify site staff of the change, you still need to use the web app or call to record that change with our central office.
- All changes must be received prior to 1 PM. This is essential for program safety. If you have an emergency change after 1 PM, please call our office at 970-266-1734, option "0" and ensure you get a live person so we can make sure that change is communicated to your child's BASE Camp site.
- You should always call your child's school as well, and let them know of the change, so they can help ensure your child gets to the right place. This is especially important for kindergartners.

- At any time if you have questions, concerns, or celebrations to share with our staff, please let us know. Please know we value and respect the opportunity to speak with you as to how we can make our program better. If these conversations need to occur away from children and require our undivided attention, we will ask that you schedule a meeting with our staff outside of our time with children. You can schedule a meeting by contacting the site staff directly or by calling the main office at (970) 266-1734.

- **SCHOOL COMMUNICATION**

It is important to note that our staff are not district or school employees and information shared between your child's school staff and BASE Camp staff requires your permission. Parents/guardians are able to grant their permission on the enrollment agreement and verbally to site staff.

## **POLICIES AND PROCEDURES**

### **ENROLLMENT**

Complete registration must be made prior to the start of attendance. Registration instructions are online at [www.mybasecampkids.org](http://www.mybasecampkids.org). Initial registration is not accepted by phone or at the program location. Registration is complete once the online registration process is finalized, sliding fee application turned in (if applicable), CCAP authorization, (if applicable), the Income Eligibility Form (IEF), immunization records, and registration fee have all been completed and turned in and a confirmation email has been received. BASE Camp requires all completed information to be turned in two business days prior to the start of attendance.

### **ENROLLMENT NOTIFICATION TO SCHOOL**

School personnel are notified of those children attending BASE Camp at their school prior to the start of the school year. This information helps school personnel to ensure that your child leaves the classroom according to your directions. Should you enroll your child after the start of the school year, you should notify your child's school day teacher of any changes in your child's after-school schedule.

### **WITHDRAWAL**

BASE Camp requests two weeks of notice should you choose to end care for your child whenever possible. The end date should be submitted in writing to the Site Director and the BASE Camp main office. This courtesy enables staff to update records and maintain program continuity. Unpaid balances must be cleared prior to the last day of attendance and upon re-enrollment. For prepayment programs (SOD/Summer Camp), please refer to the program's individual refund policies for further information.

### **CCAP**

BASE Camp is a provider for the Colorado Child Care Assistance Program (CCAP) and has current fiscal agreements with Larimer and Weld County. To apply for CCAP please visit the Larimer County Department of Human Services or call 970-498-6300. Families registering with CCAP must present a current authorization and adhere to the parameters set by CCAP and internal policies set by BASE Camp.

It is BASE Camp's expectation that families utilizing CCAP check-in and out every day using the Attendance Tracking System (ATS). Missed or entries not approved will result in the termination of services. Families utilizing CCAP are required to fill out a BASE Camp agreement prior to utilizing services. This agreement can be obtained by calling our main office at 970-266-1734 or on our website [www.mybasecampkids.org](http://www.mybasecampkids.org)

## **PAYMENT PROCESS**

1. Billing is posted to Day Care Works accounts, and an invoice is sent on the 1<sup>st</sup> of the month via email. You can print invoices/tax statements by logging into your Day Care Works account at any time.
2. Payment is due by the 7<sup>th</sup> of the month. Auto-Pay accounts are processed on the first business day of each month. (Auto-Pay accounts are set up by clients, who agree to have the current balance auto-debited each month. Reminder balance notices are sent on 15<sup>th</sup>, when applicable.
3. You can make payments by logging into your Day Care Works accounts. If needed, credit card payments can also be processed in person/over the phone at the BASE Camp office. Check/cash/money order can be processed in person only.

## **RELEASE OF RECORDS**

Parents/legal guardians requesting financial or child related records may request these records by contacting our main office at 970-266-1734. These records will be available for pick up in our main office, in person, within 48 hours (excluding weekends) from receiving the request unless otherwise notified. The party requesting the records must be the same party picking up the records and will be required to show a photo ID. Records requested via court order must be requested in person and accompanied by the current county or state issued court order.

## **DELIQUENCY**

If your account is more than 30 days past due, your account status may become inactive and program attendance suspended, until payment arrangements are made. If you are experiencing extenuating circumstances, please contact BASE Camp to make arrangements.

## **PERSONAL BELONGINGS**

BASE Camp provides each child with space to store personal belongings. We do not have places to store items of high sentimental or personal value. Please do not send any items of sentimental or personal value that you would have concern about should it be lost by your child. Please label all children's belongings. If labeled, lost articles can be more readily returned to the rightful owner. Unclaimed articles will be turned over to charitable organizations. Do not send money, or valuable items to school with your child. BASE Camp is not responsible for personal items or money that becomes lost or stolen.

## **GUIDANCE**

Our programs place high priority on developing positive, appropriate, and even mentor like relationships among children enrolled in our care. Whether children attend our programs on an irregular basis or use us daily our staff make efforts to develop a positive specific relationship with each child. Furthermore, BASE Camp field and administrative staff place emphasis on cultivating positive relationships with families. Specifically, our site based Quality Rating Scale places emphasis on creating and maintaining a socially and emotionally respectful environment, positive behavior and prosocial peer interaction, and supports the social and emotional competence in children. The following is a brief example of teaching strategies that are evaluated on the site based Quality Rating Scale:

- Plans for family events each semester
- Parent information boards, displays, and newsletters
- Process to include child's input into program planning
- Site recognizes individual achievements
- Parents/guardians are invited to share personal interests in the program, parent presentations

- Environment is inviting and developmentally engaging
- Use of child's name each time they are addressed by a BASE Camp staff
- Interact with children using Positive Specific Praise (PSP)

To obtain a complete copy of our site based Quality Rating Scale please contact the main office at 970-266-1734.

## **MENTAL HEALTH SUPPORT**

BASE Camp partners with various mental, behavioral, and physical health specialists. If your family is seeking support outside of the scope of BASE Camp services please contact our main office to be given our most updated list of available resources. If your child is receiving services from a specialist during BASE Camp time please notify your site director so they can be directed to our visitors log and can be signed in and out of the program appropriately.

## **DISCIPLINE and CONSEQUENCES (BEHAVIOR MANAGEMENT)**

- BASE Camp has a zero tolerance for bullying.
- BASE Camp staff will not permit the use of corporal or other harsh punishment, humiliating, or frightening methods of discipline to control the actions of any child.
- BASE Camp encourages children to be responsible for their behavior and uses redirection and coaching if inappropriate behavior is observed. Inappropriate language and/or behavior will be handled on an individual basis by the site staff and with the involvement of the parent/guardian. If the inappropriate behavior or language continues, site staff may call the parent/guardian and send the child home from the program. Suspension may also result.
- The Site Manager, Program Manager, or the Executive Director will request a conference with the parent and site staff. At this conference a behavioral contract will be established and consequences for the continued behavior will be determined. The conference will also include what measures BASE Camp is able to implement to support the child, encourage, and reinforce positive/pro-social behaviors. This conference may be required upon the return of the child from the initial suspension. If inappropriate language, bullying behaviors, or flee from the program continue, the child will be suspended from the program indefinitely or permanently.
- BASE Camp reserves the right to terminate enrollment at any time for any reason. A child may be immediately terminated from the program without any notification if the child endangers themselves or other children in the program, program staff, school or BASE Camp property.

## **BULLYING POLICY**

BASE Camp has a Zero Tolerance Policy as it applies to bullying, discriminatory attitudes, belief, behavior, distinctions, exclusions, restrictions, preferences, or name-calling that are based on presumptions about a person's color, descent, accent, national or ethnic origin, migrant status and religion. BASE Camp will not tolerate any form of bullying. In the event a child reports they have been victim to any of these acts BASE Camp will take appropriate action such as suspension, termination of services, reporting to school district authorities, and reporting to proper agencies/authorities. If your child reports they have been bullied under these circumstances please immediately inform the BASE Camp Director of Programs or Executive Director by calling 970-266-1734.

## **PARENT/STAFF CONFERENCES**

BASE Camp doesn't schedule regular conferences unless parents or staff deem it necessary. Safety and supervision of children is our number one priority. Should any situation arise and you need to conference with our staff please be mindful of this and know we also place priority on our communication with families. To schedule this conference or speak to staff outside of program time they can be reached on their site cell phone or site email. This information can be obtained by calling our main office at 970-266-1734 or by asking site staff.

## **SUPERVISION**

BASE Camp policy and Colorado Division of Early Care and Learning Licensing Rules and Regulations require staff to know the location of all children participating in our program while the program is operating. Staff are trained to provide optimal supervision along with how to use the required child tracking system, Name to Face (NTF) that is required to be used at all times while caring for children.

## **ADDITIONAL FEES**

The vast majority of program activities and special activities are included by BASE Camp's tuition fees. In the instance special activities arise requiring additional fees the Site Director will provide parents with advanced notice. Children will have the ability to opt out of activities that cost additional fees.

## **PROGRAM LOCATION**

BASE Camp and Poudre School District agree on site locations within each school. Occasionally, due to school activities or the amount of children needing care, our program location may change without advanced notification. Should parents arrive to the program to drop off or pick up children and the program has moved, please look for a posted note indicating the new, temporary location within the school. Parents may also call the BASE Camp office for this information at (970) 266-1734. BASE Camp will notify parents of any long term or permanent location changes within your child's school

## **LATE PICK-UP**

All BASE Camp locations close at 6:00pm. In the event you will be late please notify your Site Director as soon as possible by calling the main office or the site phone. Everyone picking up must be a child must be authorized and provide proper identification. As a result of a late pick up parents may be given a late slip inclusive of the charge, \$1 per minute. After 3 slips are issued care may be terminated. In the event parents have not communicated with the staff and staff are not successful reaching parents/guardians, authorized pick up and emergency contacts the department of social services may be contacted to continue care for the child/ren until the appropriate arrangements can be made or parties can be reached.

## **ILLNESS**

**There are three main reasons to keep sick children at home:**

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, irritable or won't stop crying).
2. The child needs more care than teachers and staff can give, while still caring for the other children.
3. The illness is on the list referenced below and staying home is recommended.

*Please see Addendum A for the complete policy (including illness list) provided by Colorado Department of Public Health and Environment.*

## **INJURIES**

If your child becomes injured while attending BASE Camp our staff will assess the injury, administer First Aid, and or call 911 if they deem it to be necessary. For minor injuries staff will either call a parent or notify them at the time of pick up through verbal communication and a communication report. For head injuries parents will be notified via a phone call regardless of the severity. Upon pick up parents will receive a head injury notification form. For major injuries staff will may call paramedics or parents. In emergent situations parents will be immediately notified after paramedics are called. If your child is injured at BASE Camp and receives medical attention after being picked up, you must notify the BASE Camp office within 24 hours of seeking medical attention so we can report the injury to the Division of Child Care. Parents are required to sign the Emergency Medical Transportation Authorization located on the signature page of the enrollment forms through Day Care Works.

## **MEDICATION**

The administration or application of medication, including over the counter and prescription medications, dietary supplements, or facilitating a medical procedure shall be done only on written order and or prescription of a licensed doctor or dentist, by the parental/guardian written request and pending a complete delegation of BASE Camp staff by a licensed nurse under contract with BASE Camp. All medical paperwork must be complete in order to administer/apply medication. These forms are valid for one year from the date of the prescribing physician's signature. The written medication request as well as the original medicine container must be personally delivered by the parent/guardian to the Site Director. Medications prescribed for an individual child shall be kept in the original container bearing the original pharmacy label which shows the child name, medication name, route, dosage, time and frequency to be administered, doctor's name, date the prescription was filled and its expiration date. All medications are kept in a secure location at the site with the exception of emergency medications, these are stored out of reach of children in an unlocked container. Parents are responsible for transporting medications from their child's typical program to any other BASE Camp programs they may attend (i.e. School Out Day services). All medications are to be picked up when the child is no longer attending BASE Camp or at the end of each school year. Medications not picked up will be disposed of within 48 hours. Please visit our website at [www.mybasecampkids.org](http://www.mybasecampkids.org) to download all medication forms.



## **EMERGENCY PROCEDURES**

- **LOCK OUT**

In the event of a potential threat outside of the building, staff will go into a lock out status. During a lock out, the program continues as usual with the exception of anyone being allowed to enter or exit the school. Doors are locked and blinds are closed. BASE Camp staff are in communication with school officials, BASE Camp administration and potentially the police. Once staff have received word that the threat is diffused, the program will go back to normal. Parents will be notified upon pick up the site was on a lock out status.

- **LOCK DOWN**

In the event of an immediate threat inside or outside of the building staff and children will go into a lock down status. During a lock down, the program stops and the children and staff go to a predetermined area, usually a pantry, bathroom, or closet, in the building with the intent to hide. Emergency contact information will go with the children. Parents are notified via phone as soon as staff have received the all-clear. BASE Camp staff along with school officials and police are authorized to put their location on lock out if there is a perceived threat to the care and concern of children and staff.

- **FIRE DRILLS**

Staff and students will practice monthly fire drills. These drills are timed and recorded with the number of staff and children present along with how long it took to reach the safe zone. When appropriate BASE Camp will use the same safe zone as the school day.

- **TORNADO DRILLS**

Staff and students will practice monthly tornado drills. These drills are timed and recorded with the number of staff and children present along with how long it took to reach the safe zone. When appropriate BASE Camp will use the same safe zone as the school day.

- **REUNIFICATION OF FAMILIES**

The sooner students are reunited with their caregivers, the less likely they are to exhibit traumatic stress. Programs are responsible for being accountable and maintaining the chain of custody for students both during and after a crisis event. A predetermined and practiced reunification process helps ensure the safety and security of our students and will not add to any stress or trauma as a result of the event. When appropriate BASE Camp staff will seek this information from each school location and implement the same or similar reunification process and location. To learn more about this practice please ask your site staff for more information.

- **EVACUATING CHILDREN WITH DISABILITIES**

Upon enrollment of children with special needs BASE Camp staff may ask families for additional information as to how to safely and effectively evacuate a child needing additional support with movement, medication, social emotional support, or other topics that may arise.

- **ACTIVE SHOOTER**

When appropriate BASE Camp staff will seek this information from each school location and implement the same or similar active shooter process and location. To learn more about this practice please ask your site staff for more information.

*Lock out, lock down, fire drills and tornado drills are practiced monthly. Logs are available for public review by asking BASE Camp staff, records must remain on site at all times.*

- **MISSING or RUNAWAY CHILD**

BASE Camp has stringent accountability policies and procedures. If a child becomes missing or intentionally runs away from our program, staff will search for the child for 10 minutes prior to contacting parents and or police. If the child is in immediate danger, staff will call 911. BASE Camp staff are trained to remain with the group and sending a staff to actively pursuit the child and encourage their return. Should the child not be located within 10 minutes the parents and police will be notified. In most situations when a child intentionally runs from our staff and or program children are immediately placed on a behavior contract, suspension or care may be terminated.

## **PARENT/GUARDIAN/VISITORS CONDUCT**

It is BASE Camp's goal to provide a positive, engaging, nurturing and respectful environment and we welcome parents/guardians and visitors into the program at any time. Having an open door policy is possible when parents/guardians cooperate by also exhibiting these traits while in our programs. Parents/guardians and visitors are expected to treat staff and the children with the utmost respect at all times. Visitors will be required to show an identification and sign into the visitor's log. Intimidating, threatening, or hostile behaviors, threats, physical contact, inappropriate or offensive comments directed towards staff or children will not be tolerated. If any such actions occur or impairment is suspected, authorities will be contacted immediately. Please join us in providing a positive learning environment for our children.

## **TRANSPORTATION OF CHILDREN**

On the BASE Camp Parent Signature Form parents/guardians are asked to give permission to transport children to field trips and in the event of an emergency for child care staff to access emergency medical services including transportation to the nearest medical facility. BASE Camp staff will not transport any child for any reason without seeking parent/guardian permission unless the situation is deemed life threatening and immediate removal of children becomes necessary.

## **BABYSITTING AND HOUSE SITTING**

BASE Camp recognizes that parents trust their BASE Camp staff and may want to utilize their services outside of BASE Camp hours. Any such arrangements would be up to the individuals and would not be sanctioned or covered under BC rules or policies. BASE Camp would not be liable for any incidents or accidents during these arrangements.

## **MANDATED REPORTER**

All staff while working at BASE Camp are mandated by Colorado Law to report any and all reasonable suspicion of child abuse and neglect to the Larimer County Department of Social Services. BASE Camp's procedure is for staff to notify administration when such a report is made, however, it is not required for staff to notify administration when making a report.

## **PARENT REPORTING OF CONCERNS**

Should a parent have concerns that can be addressed by the site staff, please do so directly. If the parent feels uncomfortable addressing the issue with the site staff, they are encouraged to call the central office and talk with the supervisory staff (Site Managers, a member of the Programming Team, or the Executive Director). These staff will work with the parent to resolve the concern. If a parent has a concern about the abuse or neglect of a child on the part of the staff, or has a concern that they do not wish to discuss with any BASE Camp employee, or a concern that they feel has not been resolved to their satisfaction, they may call Larimer County Social Services at 498-6990. BASE Camp makes every effort to screen, train, and supervise employees to care for children in a safe and respectful manner.

## **SCREEN TIME PLAY**

As a general rule, BASE Camp does not use the television or video viewing as a part of the regular day's program. A specific program or video may be used to enhance an activity topic. BASE Camp staff will notify parents will be notified of what is to be viewed and have the option of having their child not participate. It is the policy of BASE Camp to only view "G" rated movies, unless parental approval has been given in advance. Alternative activities will be available for children who become disinterested in the movie or whose parents to not give consent to participate.

## **SPECIAL ACTIVITIES**

BASE Camp offers a variety of experiences for children. Should our programming change and a special activity outside of our normal scope of activities be planned, parents/guardians will be asked to give additional permissions for children to participate. Occasionally, special activities will be off site and transportation is necessary for special activities. Parents will always be notified and asked for permission before transporting their child unless in case of emergency. Additional activities or arrangements will be provided at or near the program location for children unable to attend the field trip.

## **UNAUTHORIZED PICK-UP**

Parents indicate during registration who may pick up their child. During the first few weeks of BASE Camp, staff will need to check identification for all persons picking up children who are not known to them. Once staff recognizes parents, they will ask only those unknown to them for identification. If a parent gives them a note authorizing someone new to pick up their child, staff will check that person's identification when they arrive for the child. If, in an emergency, a parent needs to give phone authorization for a person not on their list, the parent needs to give the following information: 1) Name; 2) Address; 3) Phone Number; 4) Description of person.

Staff is to note when the parent called, be sure that the parent has authority to authorize the pick-up person, and ask the newly authorized person for identification when they arrive. When someone arrives to pick up a child and they are not listed as approved, they are considered unauthorized pick-ups. Staff is not allowed to release the child. Staff will call the parent and check to see if the child should go with the person and get the information for telephone permission as listed above. An unauthorized person with a note for pick-up is treated as above. If a parent does not give permission for the child to be released, the unauthorized person may not take the child. Police will be notified if the unauthorized person persists in trying to take the child home. Staff will attempt to keep the unauthorized person at the site, but will not endanger the child, other children, or the site staff.

## **DIAPERING AND TOILETING**

At the time of enrollment, families should notify staff of the need for diapering or any special considerations around toileting needs for their child. BASE Camp makes reasonable accommodations for such needs, working with the parent and school to find accessible locations, providing staff training to implement services and supporting the child's privacy.

## **FIELD TRIPS**

Occasionally, field trips may be arranged. Check the monthly calendar, parent newsletter, and notes sent home for such arrangements. Parents should give permission for their child(ren) to attend by signing the field trip sign-up form provided by the staff. BASE Camp assumes all children present at the session for which the field trip is scheduled will attend the field trip. If parents need to make other arrangements, they may do so by communicating with the Site Director prior to the day of the field trip. If a child arrives who is not expected for the day and is not signed up for the field trip, every effort will be made to contact the parent/legal guardian for permission to attend. If unable to contact the parent/guardian, registration will be checked to see if general permission has been given for field trips. If permission is given, the child will attend the field trip.

## **TRANSPORTATION**

BASE Camp does not have vehicles for transporting children. Each site must obtain written permission from the parents or guardians prior to any transportation of a child during child care hours. When staff and children travel from the school site, they do so by using the public bus system, TransFort, or by renting school busses. Parents are notified at the time of the sign-up for the activity as to the arrangement of travel, including times when students may walk to an event. The number of staff members who accompany children when being transported in a vehicle must meet the child to staff ratio of 1:15. Staff follow safety procedures that include leaving a list of children who are on the trip at the site. Children are accounted for during transportation and throughout the duration of the field trip.

## **CHILD NOT PICKED UP**

If a child is left at closing, parents will be notified immediately. If the parent cannot be reached, staff will call those listed on the emergency numbers. If unable to locate anyone to come for the child, staff will call the Site Manager, a member of the Programming Team, or Executive Director. Ultimately, if no one can be reached, the Police and Child Protective Services will be contacted.

## **PARENT REPORTING PROCEDURE**

Dear BASE Camp Parent:

Thank you for enrolling your child in BASE Camp. BASE Camp is a child care program licensed by the Colorado Department of Human Services Office of Early Care and Learning. The license indicates that the program has met the required standards for the operation of a school age child care facility. For more information or to view the license please contact your site staff.

BASE Camp makes every effort to provide a safe and healthy environment for your child. If you believe that your child has been abused, you should seek immediate assistance from your county department of social services. The telephone number and address to report child abuse in our county is:

**Larimer County Department of Human Services**

**970-498-6990**

**2555 Midpoint Drive E & F**

**Ft Collins, CO 80525**

Colorado law requires that child care providers report all known or suspected cases of child abuse or neglect.

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program at your child's school regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have concerns about our child care facility, please consult with the following:

**Colorado Department of Human Services Office of Early Care and Learning**

**303-866-5958**

**1575 South Sherman**

**Denver, CO 80203**

I'm always available to talk with parents about any concerns they have regarding the program. You can reach me through the central office at (970) 266-1734 or [sethk@mybasecampkids.org](mailto:sethk@mybasecampkids.org). We are always interested in your comments and suggestions for programming and welcome your comments regarding staff, facilities, etc.

Sincerely,  
Seth Kelley, Executive Director



**ILLNESS POLICY - HOW SICK IS TOO SICK?  
WHEN TO KEEP YOUR CHILD AT HOME  
FROM SCHOOL OR CHILD CARE**

**There are three main reasons to keep sick children at home:**

1. The child doesn't feel well enough to take part in normal activities, (such as; overly tired, fussy or won't stop crying).
2. The child needs more care than teachers and staff can give, and still care for the other children.
3. The illness is on this list and staying home is recommended.

**And remember, the best way to prevent the spread of infection is through good hand washing.**

**Children with the following symptoms or illness should be kept home (excluded) from school:**

<b>SYMPTOMS</b>	<b>Child Must Be at Home?</b>
<b>DIARRHEA</b> frequent, loose or watery stools compared to child's normal ones that are not caused by food or medicine	<b>Yes</b> - if child looks or acts sick; if child has diarrhea with fever and isn't acting normally; if child has diarrhea with vomiting; if child has diarrhea that overflows the diaper or the toilet
<b>FEVER</b> with behavior change or other illness A fever of 100°F or above in babies 4 months or younger needs immediate medical attention.	<b>Yes, when</b> the child also has a rash, sore throat, vomiting, diarrhea, behavior changes, stiff neck, difficulty breathing, etc.
<b>"FLU-LIKE" SYMPTOMS</b> Fever over 100°F with a cough or sore throat. Other flu symptoms can include tiredness, body aches, vomiting and diarrhea	<b>Yes</b> - for at least 24 hours after the fever is gone, without the use of medicine that reduces the fever
<b>COUGHING</b> <u>Note:</u> Children with asthma may go to school with a written health care plan and the school is allowed to give them medicine and treatment	<b>Yes</b> - if severe, uncontrolled coughing or wheezing, rapid or difficulty breathing and medical attention is necessary
<b>Mild RESPIRATORY OR COLD SYMPTOMS</b> stuffy nose with clear drainage, sneezing, mild cough	<b>No</b> - may attend if able to take part in school activities <i>Keep home if symptoms are severe. This includes fever and the child is not acting normally and/or has trouble breathing.</i>
<b>RASH WITH FEVER</b> <u>Note:</u> Body rash without fever or behavior changes usually does not need to stay home from school, call the doctor	<b>Yes</b> – call the doctor. Any rash that spreads quickly, has open, weeping wounds and/or is not healing should be evaluated
<b>VOMITING</b> Throwing up two or more times in the past 24 hrs	<b>Yes</b> - until vomiting stops or a doctor says it is not contagious. If the child has a recent head injury watch for other signs of illness and for dehydration

**ILLNESS POLICY - HOW SICK IS TOO SICK?  
WHEN TO KEEP YOUR CHILD AT HOME**

ILLNESS	Child Must Be at Home?
<b>CHICKEN POX</b>	<b>Yes</b> - until blisters have dried and crusted (usually 6 days)
<b>CONJUNCTIVITIS (PINK EYE)</b> pink color of eye <i>and</i> thick yellow/green discharge	<b>No (bacterial or viral)</b> – children don't need to stay home unless the child has a fever or behavioral changes. Call the doctor for diagnosis and possible treatment.
<b>CROUP (SEE COUGHING)</b> <u>Note:</u> May not need to stay home unless child is not well enough to take part in usual activities	Seek medical advice
<b>FIFTH'S DISEASE</b>	<b>No</b> - child is no longer contagious once rash appears
<b>HAND FOOT AND MOUTH DISEASE (Coxsackie virus)</b>	<b>No</b> - unless the child has mouth sores, is drooling and isn't able to take part in usual activities
<b>HEAD LICE OR SCABIES</b>	<b>Yes</b> - from end of the school day until after first treatment.
<b>HEPATITIS A</b>	<b>Yes</b> - until 1 week after the start of the illness and when able to take part in usual activities
<b>HERPES</b>	<b>No, unless</b> - the child has open sores that cannot be covered or is drooling uncontrollably
<b>IMPETIGO</b>	<b>Yes</b> - for 24 hours after starting antibiotics
<b>RINGWORM</b>	<b>Yes</b> - from end of school until after starting treatment Keep area covered for the first 2 days
<b>ROSEOLA</b>	<b>Yes</b> – if the child has a fever and rash, call the doctor
<b>RSV (Respiratory Syncytial Virus)</b>	Staying home isn't necessary, but is recommended when a child is not well enough to take part in usual activities and/or is experiencing acute respiratory symptoms. Call the doctor. RSV spreads quickly through classrooms
<b>STREP THROAT</b>	<b>Yes</b> - for 24 hours after starting antibiotics and the child is able to take part in usual activities
<b>VACCINE PREVENTABLE DISEASES</b> Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	<b>Yes</b> – the doctor says the child is no longer contagious
<b>YEAST INFECTIONS</b> including thrush or Candida diaper rash	<b>No</b> - follow good hand washing and hygiene practices

References

- American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. 2011. Caring for our children: National health and safety performance standards; Guidelines for early care and education programs. 3rd edition. Elk Grove Village, IL.
- American Academy of Pediatrics, *Managing Infectious Diseases in Child Care and Schools*, 3<sup>rd</sup> Edition, Elk Grove Village, IL 2013.
- Colorado Department of Public Health and Environment, Communicable Disease Epidemiology Program, *Infectious Disease in Child Care Settings: Guidelines for Schools and Child Care Providers*, Denver, CO, October 2013.