



# BASE CAMP: SUMMER CCAP PARENT GUIDE

## Prior to Summer Camp

- Update your CCAP authorization by contacting Larimer County Human Services
- Register for BASE Camp on Day Care Works, using the CCAP bypass code
- Set up your Attendance Tracking System (ATS) PIN

## Daily Attendance Expectations

- EVERY DAY check in your child on ATS,**
  - when you drop off your child to BASE Camp use the tablet for ATS to check in each child
- EVERY DAY, check out your child on ATS**
  - when you pick up your child from BASE Camp use the tablet for ATS to check out each child
- EVERY DAY, complete ALL confirmations from past care.**
  - If you forget to check in/out, staff will enter a check in/out for you, which you MUST confirm these transactions within 9 calendar days, before CCAP will cover your care.

## Attendance Strike Policy

**If you receive THREE STRIKES your summer registration CANCELLED, and re-registration will be allowed on a case by case basis.**

- ❖ If you do not complete confirmations within 9 calendar days, you will receive one strike.
- ❖ If your child is registered, does not attend, and you have not canceled at least 7 days prior, you will receive one strike.