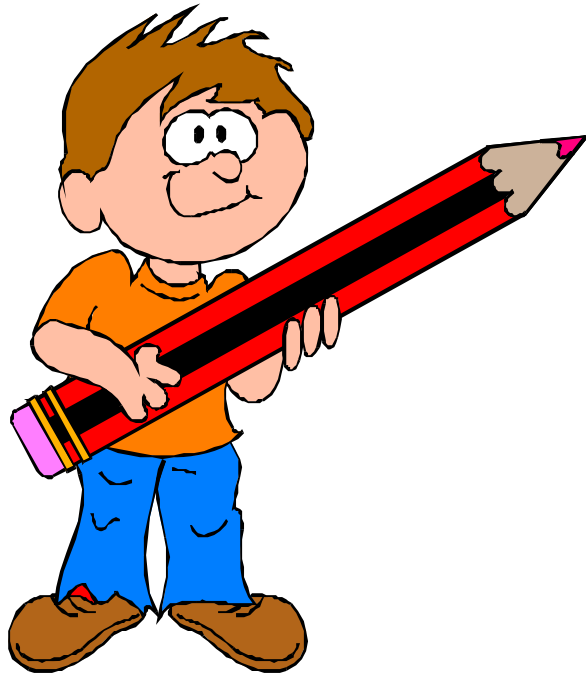


B.A.S.E. 2009-2010

A program designed to provide
quality care for school age children
in grades K - 5



Sponsored by:
The Otsego Public Schools
and
Community Education

Welcome to the B.A.S.E Program. We hope this booklet will provide you with the information you will need to make a well informed decision regarding quality care for your child. If you have additional questions, please contact the Community Education Office at 692-6225.

PROGRAM PURPOSE

1. Enhance children's physical, intellectual, social and emotional development.
2. Promote the school as a safe, secure, and stimulating environment.
3. Provide child care at a reasonable cost in a convenient location.

FINANCIAL POLICIES

The Otsego Community Education Program is operated on the philosophy that programs offered must be financially self-sufficient. This means that fees generated by programs must offset costs such as instruction, material, supplies and administration.

LOCATION

The B.A.S.E. Program is located at Alamo Elementary School, Washington Street Elementary School and Dix Street Elementary School.

SCHEDULE OF OPERATION

The program runs Monday - Friday, 6:30 a.m. to the start of school and after school until 6:00 p.m. The B.A.S.E. Program will remain open through the entire school year including half days, teacher inservice days and holiday breaks. Notification will be made in the event of any schedule changes. In the event school closes early due to inclement weather, B.A.S.E. will remain open until 4 p.m. B.A.S.E. will be open on Snow Days from 6:30 a.m. until 4:00 p.m. You will be billed the hourly rate with a maximum of \$25.00.

STAFF

The B.A.S.E. Program's staff are responsible, competent adults who are well trained and demonstrate the personal characteristics for successfully working with children. All supervisors meet licensing qualifications such as education credits and are experienced in working with children. Volunteers will not be left unattended with the children.

ENROLLMENT POLICIES

Any students in grades K-5 are eligible to attend B.A.S.E. A regular weekly schedule is required at the time of registration. A parent may enroll his/her child at any time during the school year provided there are openings in the program. Early registration will help to ensure a place in the Program. The following must be completed and returned before a child can attend B.A.S.E.:

- Child Information Card
- Health and Immunization Statement
- Payment of Registration Fee
- Registration Form

All necessary forms are available at each B.A.S.E. site and the Community Education Office. Parents must keep the Director informed of any changes to their enrollment information.

FEES

A \$20 non-refundable registration fee is charged for each child you wish to register. This fee assists in defraying the cost of processing forms and purchasing materials. A daily snack fee of \$1.00 will be charged to any student who participates in the afternoon snack. Students may bring their own snacks if they do not want to be charged the snack fee. Rates are charged an hourly fee, anything after the first hour and 10 min. will be rounded up to the next hour.

Regular Hour Fee -	\$3.50
Sibling Fee	\$2.00
Late Payment -	\$25.00
Late Pick Up -	\$5.00/10 minutes
No Show Fee -	\$5.00

(These fees are subject to change based on a financial review)

WITHDRAWAL PROCEDURE

A parent may withdraw his/her child at anytime. To withdraw a student, one week's notice is requested.

PAYMENT PROCEDURE

B.A.S.E. invoices are issued on a bi-weekly schedule. B.A.S.E. bills will be mailed or emailed, if email address is provided. Payments are due by the following Friday. A late fee of \$25.00 will be assessed to statements not paid on time. Failure to make payment can result in dismissal from the program.

Payment in the form of cash can be made **ONLY** at the Community Education Office. Please make all checks and/or money orders payable to:

OTSEGO PUBLIC SCHOOLS
501 S Grant St.
Otsego, MI 49078

LATE PICK-UP FEE

A late fee will be charged for picking up your child after 6 p.m. The extra charge will be \$5.00 for each 10 minute period. The staff will contact the emergency persons designated on the Child Information card after 10 minutes.

TAX CREDIT

The B.A.S.E. Program qualifies for the Child Care Tax Credit.

PHONE NUMBERS:

Alamo B.A.S.E. Room	(269) 692-6140
Washington Street B.A.S.E. Room	(269) 692-6088
Dix Street B.A.S.E. Room	(269) 692-6114

A parent is notified immediately if his/her child does not report to the program as scheduled.

Please contact the B.A.S.E. site if your child will not be in attendance.

RELEASE OF CHILDREN

A child is released only to those authorized on the registration form. A written statement must be given to the supervisor if the child is to walk home or pick up arrangements are altered.

SIGN IN/SIGN OUT POLICY

Your child must be signed in by a parent or authorized adult upon arrival in the morning and signed out by a parent or authorized adult upon departure in the evening.

B.A.S.E. PROGRAM ACTIVITIES

Field Trips	Individualized activities
Computers	Creative arts & crafts
Group activities	Organized playground & gym activities

FOOD

An after school snack is provided daily. A snack menu will be posted in the Base rooms.

RULES AND REGULATIONS

Students enrolled in the B.A.S.E Program are expected to adhere to the rules and regulations stated in the current elementary handbook. Failure to comply with these rules will lead to disciplinary action:

1. Safety
2. Follow staff members directions
3. Show respect for others, yourself and equipment
4. Clean up after yourselves

CONSEQUENCES

If a student breaks a rule, the following consequences will apply:

1st consequence: Verbal Warning

2nd consequence: Time out from special activities

3rd consequence: Loss of entire activity, disciplinary note is sent home, a meeting is set up with parent/guardian

Three disciplinary notes may result in dismissal from the program.

CLOTHING & PERSONAL POSSESSIONS

Children should dress appropriately for active indoor and outdoor play. Personal toys and electronic devices are not allowed during the school day; however, they may be brought to B.A.S.E. at the supervisor's discretion. If a child brings such items, he/she will be required to leave them locked within the B.A.S.E. room for the school day. All items will be locked safely and cannot be picked up until after school. The B.A.S.E Program is not responsible for lost or broken items. Any items found during the school day will lead to consequences that correspond with the elementary school's handbook.

HEALTH/ACCIDENT POLICIES

Each parent is required to sign a health statement assuming the responsibility for his/her child's state of health while participating in the B.A.S.E. Program. Staff needs to be informed of any allergies or medical problems.

Hands of both the staff and the children will be washed prior to handling food and before eating.

Precautions are used when handling children's bodily fluids. Latex gloves and sanitizing will be done when handling blood, including blood containing body fluids and tissue discharges. Any personal items will be placed in a plastic bag and returned to the parents. If a child becomes injured while at the B.A.S.E. site, the child will be given appropriate first aid, an accident report will be completed, and a parent will be notified. Personal insurance must be provided to cover injuries. All toys, equipment, and surfaces are cleaned once every three months. Tabletops are cleaned daily, and cots are cleaned after each use, unused cots are cleaned every three months.

Parents need to use discretion when your child isn't feeling well and needs to be kept home due to: fever, diarrhea, vomiting, lice etc. You will be called to pick up your child if they are running a fever of 100 degrees or more, If they are vomiting, if they are in pain, or if they cannot rest comfortably. Accommodations will be made for the child to rest comfortably and be supervised while waiting for a parent or designated person to arrive. The staff may give medication only after the proper forms are filled out.

Allegan County Health Department

3255 122nd Ave. Suite 200

Allegan, MI 49010

Phone: (269) 673-5411

Fax: (269) 673-4172

www.allegancounty.org/health/index.htm

Allegan County Health Department Programs

Bioterrorism Preparedness and Emergency Planning

(269) 686-4530

Preparedness Education Presentations

(269) 686-4580

Information Web Site

www.allegancounty.org/bioterrorism/index.htm

- Preparation and Planning
- Agents/Diseases -Natural Diseases
- Radiation -Extreme Weather Precaution

Environmental Health Services

(269) 673-5415

On-Site Sewage Disposal

- Site evaluation for suitability
- Permits -Evaluations -Consultations
- Mortgage Evaluations

Groundwater Contamination

- Analysis - Consultation -Education

Water Supply

- Commercial/Private Well Permits
- Water Analysis -Mortgage Evaluations
- Evaluation -Consultation

Licensing and Inspections

- Food Establishments -Mobile Home Parks
- Campgrounds -Public Swimming Pools

Allegan County Resources Recovery

Recycle/Solid Waste Planning

Personal Health Programs

Children's Special Health Care Services

(269) 673-5440

Vision and Hearing

(269) 673-5411

Communicable Disease/TB Control

(269) 673-5411 or (269) 673-5526

Immunization and TB Testing for Adults and Children

(269) 673-5411 or (269) 673-5526

Lead Testing

*By Appointment (269) 673-5411 or (269) 673-5526

Clinic for International Travel

*By Appointment (269) 673-5411 or (269) 673-5513

Health Promotions (Education)

(269) 673-5411

BOARD OF EDUCATION

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Otsego Community Education

Summer Office Hours: M - F: 8:00 a.m. - 12:00 p.m.

Fall Office Hours: M - T: 7:45 a.m. -6:00 p.m.

Fridays: 7:45 a.m - 12:45 p.m.

(269) 692-6225