

THE BELMONT AFTER SCHOOL ENRICHMENT COLLABORATIVE (BASEC) FAMILY HANDBOOK

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I. STATEMENT OF PURPOSE

The vision of the Belmont After School Enrichment Collaborative (BASEC) is to foster the development of creative, resilient, resourceful, and responsible young citizens in Belmont. Our mission is to cultivate a community in which young people engage in enriching opportunities to nurture their physical, cognitive, social and emotional development.

The BASEC philosophy, predicated on the Collaborative's vision, dictates that the needs of the children come first, and that the special circumstances of parents/families using the program are also considered. Further, the philosophy includes the additional focus on treating each child individually, with integration of accommodation of individual needs with the general health of the program when essential. BASEC recognizes the various needs of children of different ages and stages of development, and uses those variations as the basis for the program's curriculum.

BASEC is a non-profit organization governed by a volunteer board of directors (see organizational structure below) and volunteer Site Councils at each program site. Family participation on all levels, including board and Site Council leadership and ongoing programs and special events, is expected and encouraged.

BASEC does not discriminate in providing service to children and their families on the basis of economic limitations, race, ethnicity or cultural heritage, religious or political beliefs, sexual orientation, physical abilities or limitations, or marital status. 102 CMR 7.06(2)

Participating sites (which, for the 2012 - 2013 school year, are the Mary Lee Burbank School, the Chenery Middle School and Belmont High School) are in compliance with the design standards for building accessibility in 521 CMR (Architectural Access Board). Because BASEC does not make changes to the physical plants of the schools in which it operates, BASEC ensures access for persons with disabilities by compliance with the design standards set by the Commonwealth's Architectural Access Board and with the physical access requirements in 102 CMR 7.06, consistent with compliance and design standards of the public schools in which the programs are housed.

II. LICENSURE

BASEC participating programs are licensed by the Commonwealth's Department of Early Education and Care (EEC). Each program complies with state requirements under 102 CMR 7.00, *Standards for the Licensure of Approval of Group Day Care and School Age Child Care Programs*. Under the terms of its licensure, each program is subject to visits and periodic on-site review by the EEC. All families are notified of any visit and/or report. Reports of these on-site reviews are made available to the public by the EEC. The EEC can be contacted at 617-988-6600.

III. ORGANIZATIONAL STRUCTURE

A. SITE COUNCILS

Each participating BASEC program is overseen by a Site Council consisting of parent/guardian volunteers and with support from the Site Program Director. Site council members, who

generally are parents and other interested persons volunteering their time to serve on the Site Council, meet at least monthly to assist the Program Director with projects, policies, and planning.

1. Site Council Functions

- Assisting BASEC site program directors in creating the site program's annual budget
- Communicating site business to the BASEC Board of Directors
- Providing specialized support to site program directors
- Evaluating the site program director's annual performance
- Planning and assisting in community events for the program site, and providing support for BASEC events
- Providing leadership and support for program development, including developing ways to share resources between and among program sites, and creating connections with community resources
- Site advocacy and communication

2. Site Council Officers – General Functions

Chair/Co-Chair: The Site Council Chair(s) presides over Site Council meetings; conducts Program Director evaluations.

Secretary/Clerk: The Secretary/Clerk records the minutes of Site Council Meetings and distributes these minutes to the Site Council Members.

Treasurer: The Site Council Treasurer assists the site program director with budget and financial development issues, meets at least monthly with the BASEC Board Treasurer to report the site's financial status and prepares regular reports for the BASEC Treasurer.

Site Council Liaison to BASEC Board (2): Site Council Liaisons serve on as members of the program Site Council and as voting members of the BASEC Board of Directors.

Members at Large: Site Council Members at Large are responsible for organizing and staffing special projects, and performing general Site Council duties.

Ex-Officio Members: Ex officio members of the Site Council are non-voting members, and include site program directors, school principals or administrators, and others

Other leadership positions and membership roles are determined by the program Site Council. Site council members are bonded and insured through BASEC's general liability insurance.

Meetings

Site council meetings are announced (date, time and place) through the newsletter or email. For each group, meetings are generally held monthly, with additional meetings held as needed. Families are encouraged to attend at least one meeting each year, and are encouraged to join the Site Council. Generally, child care is available during these meetings at no cost to attendees.

B. BASEC Board of Directors

BASEC is a non-profit program governed by a Board of Directors, consisting of the volunteer parents/ guardians of the children in the program, community members, and ex-officio members. Each participating Program Site shall have a minimum of one parent representative on said Board.

The BASEC Board of Directors and its designee(s) are responsible generally for:

- Approving long-term goals for the organization
- Monitoring short term goals for the organization
- Providing final approval for program site budgets
- Approving capital purchases and major repairs
- Making decisions about and accepting responsibility for any renovations, leasing and expansion to physical sites for programs
- Adopting financial and administrative policies for fees, billing, credit and collections
- Allocating line items for salaries in budget
- Making recommendations for program and staff development
- Providing input to the Site Council during the Site Council's performance evaluation of site directors
- Negotiating and managing health and liability insurance for BASEC and program staff
- Overseeing compliance with relevant state and federal laws
- Developing policies for BASEC

Meetings

BASEC Board meetings are held at least five times per school year. Board meetings are announced through BASEC newsletters or via email.

All parents/guardians are eligible for participation on the Board. Officers are elected by current Board members. Board members are recruited in both May and September; however, the election of officers for the following school year typically occurs in May to ensure continuity and leadership. Board meetings are open to anyone who wishes to attend, regardless of whether or not that person is a member of the BASEC Board of Directors or a Site Council. However, only BASEC Directors may vote at BASEC Board meetings.

A projected annual budget is presented by Site Council Treasurers and Site Program Directors at the March Site Council meeting. The final budget for the following year is presented at the May Site Council meeting, after the enrollment for the upcoming year has been determined. The budget and updates concerning financial status of the program are presented to the BASEC board of directors at the monthly meetings. The BASEC fiscal year begins July 1.

C. PROGRAM SITES

Each participating BASEC program site is staffed by a Site Program Director, teachers, and teaching aides. While EEC regulations require that programs maintain a staff to child ratio of 1:13 (see 102 CMR 7.21), participating BASEC programs work to maintain a smaller ratio. All

staff members meet or exceed training and educational qualifications outlined in 102 CMR 7.21.

(Please note: Due to possible conflict of interest issues, BASEC staff are prohibited from providing private child-care to participating BASEC families during the school year.)

Program Site Directors

For the 2012 – 2013 school year, the participating BASEC program sites are located at Chenery Middle School and Mary Lee Burbank School. Contact information for the Program Site Directors is:

Kendra Blitz, Site Director
BASEC @ Chenery
617-484-8030
kblitz@cheneryextended@gmail.com

Andrew Mountford, Site Director
BASEC @ Burbank
617-489-3442
director.burbankbasp@gmail.com

Families should feel free to make appointments to speak with the Site Program Directors or other staff. The Site Program Directors work with the program staff and children on-site during program hours. Appointments or conferences may be made most easily between 10:00 a.m. and 1:00 p.m., or during evening hours.

The Site Program Director should be contacted about issues including, but not limited to:

- administrative issues, including changes in schedule, and tuition or financial issues;
- student concerns including homework, socialization, health and safety, food allergies, medications, Individual Educational Plans, and accommodations; and
- issues regarding the staff. The Site Program Directors are also available to arrange meetings with parents/guardians and program staff.

Bookkeeping

To receive receipts for tuition payments and tax information, please contact the bookkeeper for participating BASEC programs at basec.bookkeeper@gmail.com. You may also leave a phone message for the bookkeeper at the number listed above for Site Program Directors.

IV. PROGRAM ENROLLMENT AND TUITION

Enrollment

Children enrolled in the schools where BASEC program sites are located are eligible to enroll in the BASEC program located in that school. Registration dates for the following school year are announced each spring, typically beginning in May. A tuition deposit and a non-refundable registration fee are required at the time of registration for each student enrolling in BASEC programming. Tuition deposits are non-refundable after July 1 of the year paid, and will be applied to the final tuition payment. Should a family withdraw from the program during the year, the deposit is forfeited.

Tuition Deposit and Registration fees are as follows:

BASEC @ Chenery

- Early Registration fee (non-refundable): \$25.00
- Regular Registration fee (non-refundable): \$50.00
- Late Registration (non-refundable): \$75.00

- Tuition Deposit (non-refundable after July 1) \$250.00

BASEC @ Burbank

- Registration fee (non-refundable): \$50.00
- Tuition Deposit (non-refundable after July 1): \$200.00

BASEC Application Procedure and Timelines

Registration for a school year begins in the spring of the preceding school year. Registration forms and a projected tuition/fee schedule will be made available at that time. Following is the registration schedule for BASEC programs.

- Early Registration from May 1- May 15: For current BASEC students and siblings; five-day enrollees have priority enrollment. Families should complete and return application forms with the registration fee(s) and deposit to BASEC.
- Regular Registration from May16- June 15: For all students. Applications for five-day are enrollment given priority; four-, three-, and two-day slots are filled if spaces are available.
- Late Registration from June 16-August 15: For all students. Applications for five-day enrollment are given priority; four-, three-, and two-day slots are filled if spaces are available.

All student registrations received after August 15th, including during the school year, are accepted on a first come, first served basis, as space is available. If you'd like to change your child's days enrolled through August 15th, your current placement will be forfeited and your application will be re-enrolled at the next open enrollment date. Because BASEC sites hire staff and make schedules during the summer, it is difficult to accommodate a large number of last minute changes in enrollment. However, BASEC makes every attempt to be responsive to the needs of our community's families, and will make every attempt to accommodate schedule changes late in the summer that do not put a site over its licensed capacity and can be appropriately staffed.

There is a two-day minimum enrollment requirement. Under special limited circumstances, where enrollment "gaps" on a particular day exist, or families' issues warrant, the Site Program Director may allow a student to enroll for one day per week.

If site program enrollment is not at capacity based on the applications received during the spring and summer registration periods, the site program will continue to accept applications during the school year. If program enrollment exceeds the program site's capacity and the site's license cannot be amended, the Site Program Director will maintain a waiting list and students will be enrolled as space becomes available.

Enrollment Schedule Adjustment

Each family will be liable for tuition for the school year consistent with their enrollment selection. Written requests for changes in a student's schedule are permitted only once during the year, between January 1 and January 15 (second half-enrollment/schedule adjustment window). A form for this schedule change period is included in the summer registration packet. Changes requested in a child's schedule will be reviewed by the Site Program Director and a decision regarding approval will be made prior to January 31, based on the availability of space in the program. Approved schedule changes become effective as of February 1, for the balance of the year. See the Site Program Director for more information. Tuition deposits are forfeited if schedule changes are made outside of this approved schedule adjustment period, you will forfeit your tuition deposit.

A student may withdraw from the program with one month's written notice to the Site Program Director. In this case, the tuition deposit and any pre-paid tuition are forfeited. Students may re-enroll in the program. Re-admission depends on availability of staff and space. Requests must be made to the Director.

Tuition Payments

Tuition is pre-paid on a bimonthly basis (September, November, January, March, May). Bills are mailed at least two weeks before the due date. Returned checks are subject to a \$25.00 fee, and a \$25.00 late fee will be assessed for payments received 15 or more days past the due date. Receipts for payment are available from the bookkeeper (see page 5 above.)

If you have any problem meeting the tuition schedule, please contact the Site Program Director. Non-payment of tuition by 30 days after the due date will result in termination of enrollment.

Participating families may be eligible for subsidy of child care services from state- and community-based programs listed below:

- Department of Children and Families (DCF): DCF provides child-care assistance on a sliding fee scale to families that meet both financial and service need eligibility guidelines. Families must be enrolled in DCF to receive assistance. Please see Site Program Director for more information, or contact DCF at (781) 641-8500.
- Voucher Program: The Voucher Program, administered locally by the Child Care Resource Center (CCRC), provides financial assistance for child care to eligible families. Contact telephone number: (617) 547-1063. The CCRC also provides resource and referral information. For more information,
- BASEC Program Tuition Assistance: Each participating BASEC site program may be budgeted limited funds available to provide financial assistance. Further information is available upon request from the Site Program Director. Financial assistance, if available and approved, will take the form of partial tuition waivers. Funding of such financial assistance comes from voluntary contributions from individuals, businesses, and institutional sources, and varies year to year. The BASEC Board of Directors will make final decisions regarding the availability of program financial assistance. Eligibility for assistance is determined based on income and family size, and awarded if families meet deadline requirements. Any applications made after the deadline will be awarded only if funds are available, and are granted on a first-come, first-served basis. The Site

Program Director will make the final decision about the award of the available assistance.

Parents may wish to consult with the Site Program Director if they have concerns about their child's transition into the BASEC programs.

Please note, at the elementary school age, while many children have attended day-care for several years, the school experience is very different. The length of the day is similar to that in day-care; however the transitions of the Burbank day sometimes prove to be a challenge for some children. A recommendation to limit the use of the Before and After School Program may be suggested at the discretion of the Director. As always, please speak to the Director about any concerns regarding your child's schedule.

V. BASEC SITE PROGRAMS

Program Plans

Each participating site program offers a variety of supervised, scheduled activities for a flexible program five days per week. The programs' schedules of activities are the result of the combined efforts of the site educators, the Site Councils, and the participating children and their families. BASEC provides safe and developmentally appropriate experiences that enhance students' physical, intellectual, emotional and social well-being and growth.

Daily Attendance

Participating school office staff notifies the Site Program Director each day when a student is absent from school. However, to ensure that student absences are properly recorded, a student's parent/guardian must notify the program on a specific day if the student will not be attending the BASEC on that day because the student:

- was absent from school;
- left school unexpectedly for any reason or for a scheduled appointment; or
- attended school, but will not be attending the BASEC program.

To report attendance, contact the BASEC program site by telephone or email:

BASEC @ Chenery
Phone (617) 484-8030
Email cheneryextended@gmail.com

BASEC @ Burbank
phone (617) 489-3442
Email burbankbasp@gmail.com

(Please note that email is typically not checked after 1:00 p.m. each day)

Each day, BASEC program staff takes attendance. If a student is absent and the site program has not been notified of his/her absence, staff begins an extensive search for the student. Site program staff consults classroom teachers, and contacts parents/guardians. Prior notice of absence is essential to ensure students' safety.

Authorized Release

With the BASEC program enrollment packet, parents/guardians must identify persons to whom their child(ren) may be released. If there is anyone who is not authorized to pick up your child from the program, including anyone designated pursuant to a 209A Commonwealth of Massachusetts order (restraining order) or other court order, please notify the BASEC Site Program Director in writing.

Each Site utilizes several areas in the site-specific schools (cafeteria/stage area, gymnasium, playground, library, computer lab, community room, room 106, etc.). A daily activity schedule is posted and efforts are made to notify children of any changes in the schedule. An example of the daily activity schedule is as follows (times approximate):

Program Locations

BASEC coordinates its use of school buildings with the school principals/headmasters and other community groups that have access to the buildings.

BASEC @ Burbank is located in the Mary Lee Burbank School. The program's main office is located in Room 106 on the main level of the school, across from the cafeteria. Each day, students report to the cafeteria for attendance, snack and activities. BASEC @ Burbank currently has the use of Room 106 and the cafeteria/stage area, and has access to the gymnasium, library, computer lab and other rooms as needed and available.

Contact information for the program is:

BASEC @ Burbank
Mary Lee Burbank School
266 School Street
Belmont, MA 02478
617-489-3442
Email: burbankbasp@gmail.com

BASEC @ Chenery is located at the Chenery Middle School. The offices are located on the first floor of the building, across from the school's main office. Each day, students report to the cafeteria for attendance and snack. BASEC @ Chenery uses the cafeteria, Room 113, the staff development room, the gymnasiums, the library, and other rooms as needed and available.

Contact information for the program is

BASEC @ Chenery
Chenery Middle School
95 Washington Street
Belmont, MA 02478
617-484-8030
Email cheneryextended@gmail.com

Program Schedules

Although the daily program schedule is subject to change depending on the specific day's activities, following is a general schedule for BASEC site programs. Programs encourage all

children to engage in physical activity each day.

There is a voice mail system for messages; the system is cleared daily before the program begins. The staff also checks the voice mail after returning from outside or the gym. Classroom space is available according to the Burbank and Chenery School specifications

BASEC @ Burbank Before School Program

<i>Starting 7:30 a.m.</i>	Check-in (Room 106) Quiet activities including reading, board games, small art projects Children may bring in breakfast
<i>8:35 a.m.</i>	Kindergartners are escorted to their class lines. Students in grades 1-4 report to their class lines.

Typical BASEC @ Burbank After School Program

<i>2:50-3:00 p.m.</i>	Check-in and attendance in the cafeteria Snack and snack cleanup BASEC Workshops (3:00 – 4:00 p.m.): see below
<i>3:05-3:20 p.m.</i>	“Tile Talk” (Group meeting)
<i>3:20-4:00 p.m.</i>	Outside or gym physical activity
<i>4:00 p.m.</i>	Homework (mandatory for grades 2-4)
<i>4:30-5:30 p.m.</i>	Choice activity, including art project, music, gym/outside/stage
<i>5:00 p.m.</i>	Staff transitions Kindergarten students into activities with other BASEC @ Burbank students following separate snack and activities)
<i>5:30 p.m.</i>	Students return to the cafeteria for clean-up
<i>5:45-5:50 p.m.</i>	Final pick up/sign out; students in Room 106

Typical BASEC @ Chenery Program Schedule

<i>2:25-2:35 p.m.</i>	Check-in and attendance; all students report to the cafeteria,
<i>2:30-3:25</i>	Light snack of fruit/vegetables. <i>Extra help in classroom and Chenery related activities, library opens, free choice</i>
<i>3:30-3:45</i>	Group meeting and Snack
<i>3:45-4:45</i>	Workshops, including art, music, science Choice
<i>4:45-5:45 p.m.</i>	Choice – gym, arts and crafts
<i>5:45 p.m.</i>	Clean-up
<i>6:00 p.m.</i>	Final pick up/sign out

Pick Up and Dismissal

Children may be picked up by parents/guardians or other authorized persons at any time during the program. Designation of others who are authorized to pick up a student is made by parents/guardians on the "Family Emergency Information Form" included in the enrollment packet, or may be authorized at other times in writing. BASEC staff will not release children to any unauthorized persons. For safety purposes, BASEC staff will request and review identification from people unfamiliar to them who are sent to pick up children.

The program must be informed of any persons prohibited from picking up children per 209A, Commonwealth of Massachusetts, or other court orders.

With parent/guardian permission (Authorization to Leave Form), children may sign themselves out of the program to walk home. Please speak with the BASEC program staff if you have questions regarding these forms and permissions.

BASEC programs end promptly at scheduled times. Students must be picked up or signed out by that time. Parents/guardians should call the BASEC program if they will be late in picking up a child; children often worry when parents are late, and this helps to reassure a child that his/her parents are on the way. Two members of the staff will remain with any student not picked up by the end of the program. One staff person will attempt to call the family and emergency back-up numbers; the other will stay with the student. Please remember that staff members also have families and other obligations to attend to. Under BASEC's the agreement with Belmont Public Schools, rooms must be cleaned and secured by 6:00 p.m.

BASEC maintains a log of all late pick-ups. A fee of one dollar per minute late will be charged and billed separately.

The end of the day is often a difficult transition for children. Staff can assist parents/guardians with this transition if a child is having difficulty leaving.

If a parent/guardian brings other children (e.g., siblings, friends, etc.) to pick up a student from BASEC, the parent/guardian is responsible for the care of these children. These children should not use BASEC equipment or be left unattended.

The BASEC staff is prohibited from driving children home or to other off-premises locations (102 CMR 7.12). In the winter, because of early darkness, the lack of street crossing guards, and the absence of clearly defined sidewalks in some neighborhoods, BASEC recommends that children do not walk home. BASEC strongly encourages families to form a backup system with other families in the program or their neighborhood. Please contact the Site Program Director for assistance.

Snacks and Nutrition

BASEC site programs provide students with a healthy snack each day. The site program staff balances fruit and carbohydrate choices. Children are permitted to bring in their own snacks (this option should be considered especially if the child is allergic to foods usually served by the program). BASEC programs make every effort to buy foods that are free of known allergens. Daily food choices are posted on the daily schedule board at each BASEC site program.

On school early release days, the school's cafeteria kitchen is closed and children attending BASEC site programs must bring their lunch. Beverages and snacks are provided at regularly scheduled snack times. BASEC strongly encourages families to pack healthy and hearty lunches on early release days. A nutritious lunch enables children to maintain energy and balance mood throughout these long afternoons. Soda, chips, cookies and other snacks with high sugar content should be avoided. For more information, please speak with the BASEC Site Program Director. 102 CMR 7.11(5)

Homework

Good study habits are strongly encouraged at BASEC. Each program site provides students with quiet work areas and study groups. A homework contract, signed by both child and parent/guardian, is included in the confirmation of enrollment package for those families who want to ensure that their child does homework during the after school program time. Staff encourages all students, with or without signed contracts, to work on their homework. Homework time is supervised but staff does not provide individual tutoring on site. Children, with the support of their families, are responsible for the completion of homework. Parents/guardians should notify the site educators if homework is not getting done. Families of children requiring extra help must speak to their child's teacher.

The Kindergartners in the BASEC @ Burbank program participate in a quiet reading time after snack. There is also quiet space available for reading time for older children.

Field Trips

BASEC programs offer participating students the opportunity to participate in field trips during the year. Written permission from the student's parent/guardian is required for participation. Parental authorization for participation in walking field trips to locations near the program sites is provided through the emergency information form that all parents fill out each year. For field trips requiring transportation, parents/guardians must complete the required authorization forms at least two weeks before the field trip. Information regarding field trips is included in BASEC newsletters, and families will also be notified by email.

The BASEC staff is not permitted to drive or walk children home or to other destinations. BASEC typically uses rented school buses for longer trips (to museums, zoos, etc.). The program may use the MBTA bus and subway system for field trips, also.

In case a medical emergency occurs during a field trip, staff will contact the student's parent/guardian or emergency back-up contacts. If ambulance service is necessary, a BASEC staff member will accompany the child in the ambulance and remain with the child until the parent/guardian or other authorized person arrives.

Student Activities

BASEC students may participate in other activities on or off site (Boy Scouts, Girl Scouts, tutoring, team sports, music lessons, etc.) Families must notify if the BASEC site program if their children are permitted to attend these activities, and must indicate whether the children are to return to after school using the Authorization to Leave the form included with the emergency forms. If on-site space is needed for the student's private activity (e.g., tutoring, music lessons),

please contact the BASEC Site Program Director to determine if space is available.

BASEC Workshops

BASEC Workshops are enrichment programs and classes organized by BASEC that are open to student participation. Workshops typically are offered in two ten-week sessions and one six-week session during the school year. Enrollment in some BASEC Workshops is open to the whole school community. Some of the Workshops offered in prior sessions at BASEC include art, private and group music lessons, sciences, Model United Nations, chess, martial arts, dance, theater, and sports.

BASEC @ Burbank workshops are available to students that regularly attend BASEC on the scheduled day of the workshop at a reduced fee. For individual lessons offered through BASEC Workshops, such as piano lessons, families must pay the full lesson fee. A registration packet containing information about the program, workshop descriptions and a registration form is sent home with BASEC students prior to the start of each session.

BASEC @ Chenery workshops are open to after school students only. A list of workshop offerings will be presented to the community two weeks prior to start date of workshops. There will be a minimal fee for the first workshop and a reduced fee for each additional. Cost of workshops will be posted on the workshop registration form.

Student Evaluations

In early 2010, the Massachusetts Department of Early Education and Care (EEC), the state agency that licenses and sets standards for child care programs, adopted a new regulation requiring school age child care programs to issue annual progress reports for all students in the program. BASEC has developed an evaluation form that will be completed by BASEC staff. Forms will be available in the spring.

The evaluation and progress reports focus on the following developmental benchmarks: self-concept/self-identity, self-control/self-management, social interaction, social problem solving, approaches to learning and play and health and safety. These benchmarks are all important to successful integration to the BASEC program and, we believe, contribute to the development of 21st Century skills. Much of BASEC's programming is specifically designed to foster the development of these benchmarks and related skill sets.

Children with Disabilities

(CMR 7:10 (2))

The licensee must accept applications and make reasonable accommodations to welcome or continue to serve any child with a disability. In determining whether accommodations are reasonable and necessary, the licensee must, with parental consent and as appropriate, request information about the child from the Local Education Agency (LEA), Early Intervention Program or other health or service providers.

(a) Based upon available information the licensee must, with the parent's input, identify in writing the specific accommodations, if any, required to meet the needs of the child at the program,

including, but not limited to:

1. any change or modifications in the child's participation in regular program activities;
2. the size of the group to which the child may be assigned and the appropriate staff/child ratio;
and
3. any special equipment, materials, ramps or aids needed to serve the child.

(b) The licensee must provide written notification to the parent within 30 days of the receipt of the authorized and requested information, if, in the licensee's judgment, the accommodations required by 606 CMR 7.04 (13) to serve the child are not reasonable or would cause an undue burden to the program. This notification must include, but is not limited to:

1. the reasons for the decision;
2. notification to the parent(s) that they may request that the Department review the licensee's decision and determine if the licensee is in compliance with 102 CMR 1.03(1) and 606 CMR 7.04 (13).

(c) The licensee must maintain a copy of this notification in its records.

(d) The accommodations related to the toileting needs of a child with a disability who is not toilet trained must not be considered an undue burden.

(e) In determining whether the accommodations required by 606 CMR 7.04(13) are reasonable or would cause an undue burden to the program, the licensee must consider at least the following factors:

1. the nature and cost of the accommodations needed to provide care for the child at the program;
2. the ability to secure funding or services from other sources;
3. the overall financial resources of the licensee;
4. the number of persons employed by the licensee;
5. the effect on expenses and resources, or the impact otherwise of such action upon the licensee;
6. whether the required accommodation alters the fundamental nature of the program.

VI. BEHAVIOR MANAGEMENT

Behavior Management

The objective of BASEC's behavior management policy is to assure a respectful, safe, comfortable, and nurturing environment for all of the children enrolled in the program. BASEC's behavior management approach is based on the belief that all children in the program will:

- recognize responsibility for appropriate behavior and demonstrate concern for their own safety and that of others;
- accept responsibility for their behavior and for the consequences of behavior that disregards or endangers the safety of others;
- have and display respect for the rights and property of others;
- have and display proper courtesy to and respect for other children and adults; and
- display appropriate manners.

1. Behavioral Guidelines for Participating Students

The following are general rules of behavior that pertain to all BASEC students during the school day and during the BASEC after school programs. BASEC expects students to:

- Be courteous to others in the outdoor area and take turns using the equipment.
- Ask for help when having a problem or a disagreement.
- Food and drinks are not permitted outside of the cafeteria or in outdoor areas.
- Pick up trash when seeing it and putting it in barrels near the play area or inside.
- Playing with sticks, rocks or any other object that is or may be used as a weapon is strictly prohibited.
- Respect flowers and shrubs. Please do not pick the school's or neighbors' flowers.
- Please respect the school's property, and the property and privacy of school neighbors.
- Climbing on trees and in the bushes is not permitted. The area surrounding the playground is not a play space.
- Please walk through the building.
- Please be quiet in the halls. Classes are in session and teachers work in their classes during after school hours.

2. Conflict Resolution

To foster growth and independence, BASEC staff guides and encourages children to resolve conflicts with each other through staff-directed group meetings, small group sessions, and private conferences. As appropriate, a staff member will intervene and assist children towards reaching a resolution when a problem occurs. BASEC staff begin this intervention by asking each person involved to give his/her account of the conflict. Staff then identifies the choices that each child made so that he/she will be aware of his/her own actions. Staff then models the choices that should have been made, and helps the students involved come up with a solution that works for everyone. At times, further action may be appropriate, such as working with one student individually about his/her choices, or implementing consequences or a behavior management plan.

3. Behavioral Consequences

When consequences must be applied, BASEC's goal is to have such consequences relate directly to the behavior being addressed. Consequences for inappropriate behavior may include:

- not permitting a student to participate in a planned activity;
- requiring the student to spend time apart from other children, in the company of an

- adult, to think and talk about alternative behaviors;
- requiring a child/family to repair or replace physical property damaged by the child;
- communicating with the parent/guardian (by telephone or in person) to determine the appropriate steps to ensure safety for the child and the other members of the community.

BASEC program staff will inform parents/guardians of any persistent behavior problems. BASEC requests cooperation and assistance from parents/guardians in addressing persistent and/or severe behavioral issues.

Parents/guardians are encouraged to inform the BASEC site program of outside behavior, family issues, and other areas of concern that may affect their child's behavior in the BASEC program.

No student will be subjected to abuse, neglect, cruel, unusual, severe, or corporal punishment including: any type of physical hitting inflicted in any manner upon the body; punishments that subject the student to verbal abuse, threatening language or actions, ridicule or humiliation; denial of food, rest or bathroom facilities; punishment for soiling, wetting or not using the toilet, or punishment related to eating or not eating food.

If you have a complaint or concern about BASEC staff's handling of discipline issues, see page 19, Grievances.

4. Resources and Referrals

By request, BASEC site program staff can provide families with information regarding referrals for individual and family counseling, or evaluative, diagnostic or therapeutic services. Please note that BASEC is not responsible for arranging and/or paying for these services. Per CMR 7.03 (1) (n), BASEC staff is responsible for informing the Site Program Director of any observed social, mental health, educational or medical, including dental or vision, concerns during program hours. Prior to making appropriate referral, staff and the Site Program Director may observe and record child's behavior and review child's record. An incident report will include reason for referral, summary of observations and efforts to accommodate the child's needs. The report will then be presented to the parent(s). With parental consent, the Director will assist the family in making the appropriate referral. The program keeps a current list of referral services in the Belmont community, including a contact person for chapter 766 and the early intervention program. The Incident Report is to be signed by reporting staff, program Director and child's family and be a written record of events. BASEC is not responsible for the arrangement and/or payment of these services

Suspension and Termination

BASEC reserves the right to dismiss any student whose actions or behaviors jeopardize the overall health and goals of the program, or jeopardize the health and safety of themselves or others. BASEC also reserves the right to suspend or dismiss the enrolled student of any parent/guardian whose actions interfere with the successful operation of the program. Repeated failure to comply with BASEC rules and/or procedures will result in dismissal.

Suspension and dismissal are unfortunate last resorts for any difficult situation. In situations

where a student displays consistently challenging behaviors, prior to suspending or dismissing, a student, BASEC will work with the family to address the behavioral issues by:

:

- providing opportunities for BASEC program staff to meet with the family to discuss options other than suspension or termination;
- offering referral services to parents for evaluations, diagnostic or therapeutic services;
- pursuing options for supportive services to the program including consultation and educator training, and workshops where staff and parents work together to develop behavior management plans and strategies to help students manage behaviors; and
- developing a plan for behavioral intervention at home and in the program.

Behavioral issues are documented in an incident log maintained at the BASEC program site. BASEC staff will inform parents/guardians of behavioral issues as they arise, and will present parents/guardians with an incident report to read and sign.

If all reasonable options that do not place an undue burden on the program are exhausted and a student's behavior continues to seriously threaten the emotional and/or physical safety of him/herself or others, BASEC reserves the right to suspend the student or terminate his/her enrollment. Examples of these behaviors that warrant dismissal can include, but are not limited to:

- Attacking another child or adult
- Documented harassment of another child
- Aggressive behavior requiring an adult to physically restrain the child
- Leaving the program site without permission from a parent/guardian or the staff

A family's liability for tuition continues until a student is officially terminated from the program. When suspension, termination, or grievance procedures have been commenced, the Director and staff of the program may need to share pertinent information with the Program's Site Council and/or the BASEC Board of Directors to enable them to fulfill their duties in reviewing the situation. The Director and staff make every effort to keep the family names confidential. However, in certain circumstances, the Site Council and Board will be given names of families involved in the above procedures. The families will be notified when this occurs. As a condition of enrollment in the program, families acknowledge this requirement.

In the event of dismissal from the BASEC program, a family is no longer responsible for tuition payments.

Confidentiality

All of the participating children's records maintained by BASEC are privileged and confidential, and are accessible only to program staff and authorized persons. Records will not be released to unauthorized persons without the prior written consent of the student's parent/guardian. Written consent must specify the records to be disclosed, the purpose of disclosure, and the persons to whom records may be released. In the event of that a student's record is the subject of a subpoena or other court order, the Site Program Director will notify the student's parent/guardian prior to disclosure. The program site will maintain a written log of disclosure. .

Grievances

Complaints about a BASEC program (e.g., conflicts with children or parents/guardians; concerns regarding curriculum or schedule; and situations regarding staff) must be brought to the Site Program Director, who will work to resolve the matter. If the matter is not resolved to the satisfaction of the parent/guardian, he/she may bring the matter to the attention of the Site Council for resolution. If the matter is still not resolved to the family's satisfaction, the parents/guardians may bring the matter before the school's principal, the BASEC Board of Directors, or ultimately to the Department of Early Education and Care. Complaints about the job performance of any staff member shall be made to the Site Program Director or the Site Council. Complaints regarding the Site Program Director shall be brought to the Site Council.

VII. HEALTH AND SAFETY

Allergies

Families must notify the BASEC site program of a student's allergies at the time of enrollment. This information should be included in the Emergency Information form available in the enrollment packet. Allergies or suspected allergies or sensitivities will be posted at the program site. In the case of a child with food allergies, the parent/guardian should provide the BASEC program with a list of appropriate foods and update it regularly. A copy of the BASEC Protocol for Management of Students with Life Threatening Allergies is available in the BASEC Health Care Policy Handbook.

Medication Administration

Any medication to be administered by BASEC staff must come in the original prescription container labeled by the pharmacy with the patient's name, medication name, doctor's/nurse practitioner's name, date, and the prescribed dosage. Over-the-counter medication may not be administered by BASEC staff without written authorization by a medical professional, and written consent by the student's parent/guardian. Parents/guardians must complete, sign, and date a medication consent form to authorize staff to administer the medication to their child. Medications will be given as instructed by the prescription, and will be properly stored.

A medication consent form is included in the confirmation of enrollment package.

Illness

All BASEC staff is trained in Red Cross Approved First Aid and CPR.

Students who are ill should not attend school or BASEC. If a student is dismissed early from school because of illness, the student may not attend BASEC on that day. If a student becomes ill during the BASEC program, the student's parents/guardians will be contacted by program staff and asked to pick up the student. A staff person must remain with the student in an area away from other children until the parent/guardian arrives.

Parents/guardians should notify the Site Program Director if the student has been exposed to a communicable disease or contagious condition (e.g., chicken pox, head lice) so that other families can be notified.

Medical Emergencies

BASEC requires that parents/guardians submit telephone numbers where they can be reached in case of a medical emergency, and numbers of other people to be called in case the parents/guardians cannot be reached. The BASEC family information form in the enrollment packet includes authorization for BASEC staff to seek emergency medical treatment for a student at an appropriate medical facility if the parents/guardians or the designated alternative emergency contact(s) cannot be reached.

In case of a medical emergency, the following procedures are followed:

1. A BASEC staff member calls the student's parents/guardians or emergency contacts, and/or physicians, consistent with the instructions in the student's emergency medical form.
2. If ambulance service is necessary, a BASEC staff member will accompany the child to an authorized medical facility in the ambulance and remain with the child until the parent/guardian or other authorized person arrives.
3. The BASEC staff member will submit a written accident/emergency report must be submitted to the Site Program Director; a copy is given to the student's parent/guardian and a copy remains in the student's file.

The BASEC health care policy, required by the EEC, is available upon request. .

Identifying and Reporting Suspected Abuse/Neglect of a Child

All BASEC staff is mandated by the Commonwealth of Massachusetts to report suspected child neglect or abuse in accordance with G.L. c.119, § 51A. BASEC program staff reports any suspected family abuse or neglect issues to the Site Program Director, who will contact the Department of Children and Families (DCF) and the Department of Early Education and Care (EEC). Reports may be made anonymously. Whenever possible, parents/guardians will be informed of the need to contact DCF and/or EEC for your child before the call is placed, but the program is not required to notify families of these reports.

In the event that a staff member is suspected of child endangerment, neglect, or abuse, it must be immediately reported to the Site Program Director. The staff member will be removed immediately from working directly with children. The DCF and EEC will be informed. and a written report will be submitted to the Site Council Chair and Board President within 48 hours.

Prior to hire and periodically during the course of a staff member's employment, BASEC conducts a criminal offender record information (CORI) check. Successful completion of a background check is a condition of hire. Families must report any suspected abuse by BASEC staff members to the Site Program Director, DCF, or EEC.

Fire Drills

In case of a fire, a staff member will call 911 immediately and/or pull a firebox alarm lever. BASEC programs hold practice fire drills at regular intervals (five per year). In case of a fire drill,

the students will be required to react as though a real emergency is occurring. Students will evacuate the school building using the closest exit. BASEC students will be led by program staff to the area behind the school where attendance will be taken. Any students who are unaccounted for will be reported immediately to the fire department. The Site Program Director will give a signal to indicate a safe return to the building.

Emergency Evacuation Procedures

BASEC @ Burbank: If the students are required to evacuate the Mary Lee Burbank School, the students will be relocated to the Chenery Middle School, located on 95 Washington Street. All parents of students who are enrolled in BASEC @ Burbank on that day will be contacted by telephone and notified about the relocation. There will also be a recorded message on the program's voicemail making note of the students' location.

BASEC @ Chenery: If the students are required to evacuate the Chenery Middle School, the students will be relocated to the Mary Lee Burbank School, located on 266 School Street. All parents of students who are enrolled in BASEC @ Chenery on that day will be contacted by telephone and notified about the relocation. There will also be a recorded message on the program's voicemail making note of the students' location.

VIII. OPERATION

Program Time

The Belmont School system schedules seven early release days at the elementary school level and five for the Middle School. These days are used for parent/teacher conferences, curriculum days, and staff development.

School dismissal is at 11:00 AM for the BASEC @ Chenery and 11:40 for BASEC @ Burbank on early release days. Kindergarten BASEC @ Burbank enrollees are escorted from their classrooms to BASEC on early release days.

CHILDREN MUST BRING A LUNCH TO BASEC ON EARLY RELEASE DAYS. The cafeteria is closed on these days.

Only children enrolled in BASEC can attend on Early Release Days. To ensure proper staff coverage, families not typically enrolled on Wednesdays must notify the Director of their intention to use BASEC on early release days at the beginning of the year. Tuition rates are adjusted to include these extra days.

BASEC does not operate on snow or emergency weather days. The After School Program operates as usual on days with delayed openings due to inclement weather.

In the rare event that school is dismissed early due to weather, the After School Program staff works with school officials

- to inform BASEC parents that children need to be picked up and
- to cooperate in providing supervision of the children until families arrive.

In the 2011 – 2012 school year, we offered vacation camps during the February and April vacations and the week following the commencement of the school year.

A list of local organizations providing vacation coverage is available through the Director.

Please note that there is very limited care available during the December break.

Add A Day

Parents of part-time BASEC enrollees may request to add days different from those that their child typically attends.

EARLY RELEASE DAYS ARE NOT TYPICALLY AVAILABLE FOR "ADD-A-DAY".

Availability of these days may be limited. The request must be made in writing (forms are available from the Site Coordinator or other staff) one week in advance of the day needed.

Granting of the request is at the discretion of the Director and is dependent on the availability of space (i.e., the program's ability to maintain adequate staffing ratios). The Director must approve your request; please do not ask other staff members for approval of these requests.

In special circumstances, the program may be able to accommodate a last minute add-a-day.

However, please do not send your child to the program without speaking to the Director.

Add-a-day tuition is pre-paid with the request and is non-refundable. In the event that you opt to not use the requested add-a-day your tuition is forfeited and cannot be transferred to other day use.

The request must be made in writing (forms are available from the Site Coordinator or other staff). Granting of the request is at the discretion of the Director and is dependent on the availability of space (i.e., the program's ability to maintain adequate staffing ratios).

The program does not allow switching days.

IX. COMMUNICATIONS

Newsletters are sent via email, and are available at the attendance desk. These newsletters provide calendar updates, notification of upcoming field trips and events, and general announcements. Families and children are encouraged to contribute announcements, ideas, etc. to these newsletters.

A change of clothing may be kept at BASEC @ Burbank with the Director. It is recommended that children bring in a change of underpants and pants. Please mark each child's clothing with his/her name.

The staff asks that a change of clothes be brought in when we have an outdoor water or dirt activity. The staff will notify families of these times.

All Board meetings (usually once a month) are open to all program families. Minutes of the meetings are available upon request. The program also holds informal discussion groups. Please check your newsletter for information.

Children participate in a daily meeting to inform them of the day's schedule, collect ideas for snack, projects and activities, and to work out problems.

Staff meetings are held once a week. Families are welcome to include items in the staff meeting agendas. Please let the Director know if there is something you would like to bring to the staff's attention.

The BASEC staff has daily contact with families of the program. Additional conferences with the Director and/or members of the staff may be scheduled. Arrangements must be made through the Director. A record of each conference is placed in the student's file. All student files are confidential and are available for review by parents/guardians.

If you need to discuss issues with the Director, please call ahead and allow ample time and patience at pick up time.

Visits from parents/guardians and other family members are welcomed and encouraged. If you are interested in volunteering for a project, please contact the Director.

Volunteer opportunities for parents/guardians arise at various times during the year. If you are interesting in volunteering for a project, including serving as a chaperone for field trips, you are encouraged to contact the Director early in the year. All volunteers must provide evidence of a current, negative Tuberculosis test and must have a CORI (Criminal Offender Record Information) check as per the EEC regulations. They are general to both programs.