

Belmont After School Enrichment Collaborative

2017 - 2018 Family Handbook



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1. Welcome

Welcome to BASEC, the Belmont After School Enrichment Collaborative! Our students, teachers, and directors are all delighted that you've chosen to enroll your child in one of our programs. We look forward to meeting you and your family, getting to know you, and having you as part of our community.

BASEC is a non-profit organization governed by a volunteer Board of Directors and informed by the local communities at each of our program sites. We currently operate programs in three Belmont public schools: the Mary Lee Burbank Elementary School, the Chenery Middle School, and Belmont High School; as well as vacation programs at Burbank Elementary, Belmont Lion's Club, Beth El Temple Center and First Church Unitarian Universalist. Our elementary school offerings include before- and after-school programs as well as workshops, tutoring and school vacation programs. Our middle school offerings include after school programs as well as workshops, tutoring and school vacation programs. Our high school program is after-school only.

The goal of the *BASEC Family Handbook* is to help you understand our programs, the principles and philosophies that underlie them, and the overall policies and procedures that guide our operations. Detailed information about specific programs and sites is contained on our website: <http://www.belmontbasec.org/faqs.aspx>. We hope that the handbook and fact sheet will provide useful information and answer most of your questions about BASEC, both before you begin and while your child is enrolled. If you have questions or concerns that aren't fully addressed, please let us know. Your input will enable us to improve future editions.

BASEC is focused on fun, fitness, and learning. We are committed to helping students at every level achieve success, both socially and academically, from kindergarten through high school. We believe in a "whole child" approach, integrating physical exercise, activities and games, the arts, and educational skills. We provide a safe, friendly, supportive environment before and after school and during school vacations, a place where kids can make new friends from different classes and grades, develop new interests and talents, and most of all, thrive and grow.

Thank you.

2. Our Philosophy and Approach

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

BASEC's core philosophy, which informs everything we do, is that children come first. We also believe that we can truly serve the children in our programs well only if we are mindful of the circumstances of their lives outside of school, so we strive to recognize and consider the circumstances of our students' families and caregivers. Further, we are committed to inclusiveness, and to balancing the needs of the individual with the well-being of the group as a whole. We respect each child's unique needs and interests and background and capabilities, and we are committed to the principle that *all* children have something to contribute to their community. BASEC understands the varied requirements of children of different ages and stages of development, and we embrace that diversity as the foundation for each program's curriculum.

At BASEC, we believe in the whole-child approach to programming. Best practices and developmental research help us to implement a daily schedule that balances physical fitness, the arts, experiential learning and academic responsibilities. Our program sites are individual cultures of learning, where students build meaningful relationships with peers, older and younger students and educators.

We believe that out-of-school time programming provides unique opportunities for authentic learning experiences. We provide a consistent schedule with a predictable structure so that students clearly understand expectations. We combine important mandatory responsibilities, such as group meetings and homework, with experiential learning in areas such as theater or sports. Students gain deep understanding through ongoing thematic programming such as *Being Present*, which develops values of mindfulness, self-awareness and living in the moment; *Global Artists, Global Citizens*, where students explore their own identities and share ideas with students in Uganda; or our *Olympics*, which fosters teamwork and sportsmanship through participation in competitions in multi-age teams in events testing athletics, engineering, arts and more.

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.

3. Our Programs

For the 2017 – 2018 school year, BASEC is offering programs for students enrolled at the Mary Lee Burbank Elementary School, the Chenery Middle School, and Belmont High School, as well as school vacation programs open to elementary and middle school students from surrounding communities. Each of these programs is briefly described below.

BASEC @ Burbank

BASEC @ Burbank provides before and after school programming as well as a wide variety of BASEC Workshops and academic tutoring to the Burbank School community. Our programs are diverse, offering students a combination of structured and non-structured activities. *BASEC @ Burbank* students participate in art, sports, theater, music, and many other activities each and every day.

Our kindergarten after school students have a separate classroom with dedicated teachers to provide the most seamless transition to the Burbank experience. They start the year with a focus on making and keeping friends and understanding the structure of after school. Our emphasis on participating in our community continues for grades 1 – 4. Students learn to respect and appreciate each other and to be present in each experience of the day. After School students in grades 2 – 4 participate in supervised homework every day, and each student’s homework is checked for completion and accuracy by a teacher.

BASEC @ Burbank also offers themed workshops on a range of topics, with two ten-week sessions and one six-week session scheduled during the school year. These workshops provide authentic learning opportunities in subjects like cooking, sports, music, chess, computer coding, karate, yoga, science, hip hop, filmmaking and more!

BASEC @ Chenery

BASEC @ Chenery is an after school program created specifically to meet the needs and interests of middle school students. Targeted age-appropriate program offerings address the wide range of developmental maturity typical of a middle school population, especially at Chenery, which includes 5th grade.

5th and 6th graders who enroll in *BASEC @ Chenery* experience a program that focuses on developing independence and responsibility, making good choices, designing and implementing individualized homework plans, and fostering new peer relationships. Upper school students (grades 7 and 8) are given more freedom and flexibility, still within carefully structured parameters designed to challenge and support their

continued personal growth. BASEC provides a safe and comfortable gathering space as well as outreach opportunities and projects that keep students actively engaged in their after school community. *BASEC @ Chenery* is open every day from the end of the school day until 6:00 PM.

BASEC @ Chenery also offers themed workshops on a range of topics, with two ten- to twelve-week sessions scheduled during the school year. These workshops provide authentic learning opportunities in subjects like cooking, Model UN, LARP, sports, art, coding, hip hop, music production and more!

BASEC Branch

BASEC @ Chenery also offers 7th and 8th graders and their families an option for students who may not need or want a full schedule of after school programming, but who could benefit from additional academic support and executive function coaching to help them succeed in the final years of middle school and prepare for high school. *BASEC Branch* is modeled on *BASEC @ BHS* and is designed to support and motivate students by helping them take responsibility and ownership for their homework and school projects; organize and prioritize their academic schedules; and learn critical executive function skills, all within a safe, friendly and positive environment.

BASEC @ BHS

BASEC @ BHS offers a consistent, supportive workspace for Belmont High students, located in the school mezzanine. Using a focused, individualized approach, *BASEC @ BHS* teachers provide students with guided academic support, including individual check-ins and group and one-to-one peer tutoring. Our program is designed to position students for success within the rigorous academic culture of Belmont High School by helping them develop executive function skills and processes and offering ongoing guidance in scheduling, workload management and project pacing and prioritizing.

BASEC @ BHS is open every school day from the end of school until 6:00 PM. Our teachers tailor academic support to each student's need. Additionally, we offer monthly workshops focused on the college application process, as well as intensive guidance for students working on their sophomore, junior and senior theses.

BASEC School Vacation Programs

BASEC School Vacation Programs are held in February, April, June, July and August, coinciding with school vacations. Vacation programs are available for students in grades kindergarten to eight and typically run from either 8:00 or 8:30 AM – 5:00 or 5:30 PM. During BASEC School Vacation Programs, students have the opportunity of engaging with their peers in creative projects, recreational activities, and experiential learning.

Unlike typical academic or even after school programming, our school vacation programs are not burdened by time constraints or concerns about high-stakes testing, so participating students can delve more deeply into subjects of interest, even if these fall outside the formal school curriculum. Options offered during previous vacation sessions have included cooking, basketball, art, theater, broadcast journalism, filmmaking, science, and outing club. Seventh- and eighth-graders may also participate in our Councilor-in-Training (C.I.T.) program during School Vacation sessions, fostering leadership, responsibility, and workplace skills.

All BASEC programs are licensed by the Commonwealth of Massachusetts. The Department of Early Education and Care (EEC) licenses our before and after school programs, as well as our February and April vacation programs; and the Belmont Department of Public Health (DPH) licenses our summer vacation programs. Each before and after school program, as well as each February and April school vacation program, complies with state requirements under Massachusetts' 102 CMR 7.00, *Standards for the Licensure of Approval of Group Day Care and School Age Child Care Programs*. Each school vacation summer program complies with state requirements under Massachusetts' 105 CMR 430: *The Minimum Standards for Recreational Camps for Children*. Under the terms of its licensure, each program is subject to visits and periodic on-site review by the EEC and the DPH. All families with students currently enrolled in the programs will be notified of any EEC or DPH review and/or report. Reports of these on-site reviews are available to the public and may be obtained from the EEC and/or DPH. (See Chapter 9 for contact information.)

Our Facilities

BASEC programs are housed in facilities leased from the Belmont Public Schools, as well as Belmont Lion's Club, Beth El Temple Center, First Church Unitarian Universalist. All BASEC program facilities are in compliance with the design standards for building accessibility in Massachusetts' 521 CMR. BASEC does not make changes to the physical plants of the schools and buildings in which it operates, and we ensure access for persons with disabilities through compliance with the design standards set by the Commonwealth's Architectural Access Board, and with the physical access requirements established in Massachusetts' 102 CMR 7.06, consistent with compliance and design standards of the public schools and buildings in which our programs are housed.

4. Our People

Overview

At BASEC, our teachers bring a professional approach to planning and implementing high-quality programming, a caring attention to students' well-being, and the energy and enthusiasm needed to excite students and get them actively involved and engaged. Our diverse program sites require a blend of education professionals. Full-time teachers manage all aspects of our programs, from administration to curriculum and parent/caregiver communications. Part-time teachers, many of whom work as teachers and professional aides in the Belmont Public School system, provide an important link between BASEC and our schools that creates a cohesive and predictable experience for our students.

BASEC's multi-site organization enables us to seek out professional educators with specialized backgrounds. BASEC teachers have education expertise in academics, visual arts, performing arts, athletics, and many other fields. We seek a balance of skills and interests, so that students can discover and develop passions of their own. While many out-of-school time programs struggle with turnover as quality teachers move on to other employment, BASEC retains a high percentage of its teachers by providing competitive compensation, health insurance and other benefits, upward mobility within the organization, and the opportunity to develop curriculum and teach in areas of interest and passion.

Each BASEC program site is staffed by a Site Director, curriculum specialists, teachers, and teaching assistants. While EEC regulations require that programs maintain a minimum staff to child ratio of one staff member for every thirteen children, participating BASEC programs work to provide a smaller ratio. All BASEC teachers meet or exceed training and educational qualifications outlined in 102 CMR 7.21.

Our teacher-training program begins with an orientation prior to each school year. Staff meetings, first aid, CPR, a comprehensive observation and evaluation procedure and professional development hours (ranging from five to twenty per year, depending on schedule) ensure that BASEC teachers dedicate themselves to learning throughout the academic year.

For many years, Belmont middle school and high school students have volunteered at BASEC to fulfill community service requirements. The resulting mentorship provides enormous benefits for BASEC as well as the students involved. Last year, BASEC has implemented our new Future Teacher program for high school students. This program combines classroom instruction regarding our philosophy, behavior management, and

academic support skills, coupled with on-site training at both Burbank and Chenery. At BASEC, we feel strongly that providing meaningful work experiences for many of our community's young people has far-reaching positive impact.

BASEC is always looking for good people to join our team. If you know someone whom you think might be a good addition to the BASEC staff, please let us know!

Executive Director

Andrew Mountford

Since 2004, Andrew has been the director of after school programming at the Burbank School. With Kendra Blitz and volunteer parents from the community, he founded the BASEC organization in 2010. Andrew completed his undergraduate studies in politics, economics and law at Brandeis University and received his Master of Education from Lesley University.

Site Directors

Annie Gloski

BASEC @ Burbank

Annie is entering her eighth year working for BASEC @ Burbank. She graduated from Roger Williams University with a degree in Elementary Education and has been working with kids in both formal and recreational settings for most of her life. She enjoys developing and implementing exciting new curriculum for BASEC!

Amber Tillson

BASEC @ Chenery

Amber is entering her fourth year at BASEC. She graduated from the University of California, Santa Cruz, where she studied photography. Previously, Amber was an after school art teacher and the director for a grassroots hunger relief organization based in Boston. Through these experiences, she has developed a strong belief that social change begins with preparing youth to thrive in school and in life.

Brandon Heisler

BASEC @ BHS

After four years as a *BASEC @ Chenery* teacher, Brandon took a leadership role in our newest program, *BASEC @ BHS*, and is now in his fourth year as site director of this growing program! Prior to coming to Belmont, Brandon served as Homework Center coordinator at Steps to Success, Brookline High School's program for low-income and at-risk youth. He has B.A. in English Literature from Bethany College.

BASEC Operations Director

Sarah McEllin

Sarah is entering her eighth year with BASEC, with wide ranging previous experience as an educator, assistant site director of vacation programs, and daily operations leader. She graduated from Boston College with a degree in Social Science. Having gone to the Burbank herself, Sarah has long ties to the community and its families.

BASEC Academic Director

Trevor Donahue

Trevor is entering his sixth year working for BASEC. He graduated from Hartwick College in 2012, with a degree in their CBSL Sociology program. Trevor established Homework clubs both at the Boys and Girls Club in Oneonta, NY, and since with BASEC @ Chenery. He loves leading BASEC's coding curriculum during the summer, and BASEC's Academic programs during the school year.

Enrollment Requirements

Children enrolled in the schools where BASEC program sites are located are eligible to enroll in the BASEC program offered at that school. Enrollment in School Vacation Programs is open to any student in grades K – 8. *Please note, for our summer School Vacation Program, participating students must be “School Age” at the time of enrollment, meaning that they must have been in at least kindergarten during the previous school year.*

Application Procedures and Timelines

Registration for the school year begins in the spring of the preceding school year. Registration forms and a projected tuition/fee schedule are made available at that time. The registration schedule for BASEC programs is as follows:

Early Registration (May 1 – May 31)

Early registration for the following school year opens on May 1. Current BASEC students and their siblings have priority enrollment, followed by students enrolling for 5-day schedules. Applications for four-, three-, and two-day slots are filled on a space-available basis. Families should complete and return application forms with the registration fee and deposit to BASEC no later than May 31st. Receive a discount on your registration fee by enrolling before May 31!

Please note, a registration form (or online registration), registration fee and tuition deposit is required for each student enrolling from a family.

Regular / Rolling Admission (June 1 onward)

All student registrations received after June 1st, including those received after the school year begins, will be accepted on a first come, first served basis, as space permits. Changes to a child’s program schedule (“enrolled days”) are permitted until July 31st. However, in the event that you choose to make a change, your current placement will be forfeited and your application will be accepted and your child re-enrolled only on a space-available basis.

Because BASEC program sites must hire teachers and set schedules during the summer, it is difficult for us to accommodate last minute changes in enrollment. However, we will make every attempt to be responsive to the needs of our community’s families, and to be as flexible as possible regarding schedule changes late in the summer. Our primary concern and responsibility is to ensure that each of our program sites is appropriately staffed, and that no site exceeds its licensed capacity.

Toilet training is not a condition of enrollment.

There is a two-day minimum enrollment requirement for all BASEC programs. Under special circumstances, where enrollment “gaps” exist on a particular day or families’ issues warrant, the Site Director may allow a student to enroll for one day per week.

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

Enrollment Schedule Adjustment

Families are liable for program tuition for the full school year, consistent with their enrollment selection (days enrolled.) Written requests for adjustments to a student’s enrolled schedule are permitted only once during the school year, during the mid-year schedule adjustment window, between January 1st and January 15th. A schedule change request form is available for download from the BASEC website, with hard copies available at our program sites. Requested mid-year changes to a student’s schedule will be reviewed by the program Site Director and a decision regarding approval will be made prior to January 31st, based on the availability of space in the program. Approved schedule changes become effective as of February 1st, for the balance of the school year. A \$100.00 change fee is applied if schedule changes are made outside of this schedule adjustment period.

A student may withdraw from the program with one month’s written notice to the Site Director. In this case, the tuition deposit and any pre-paid tuition are forfeited. Students may re-enroll in the program at any time, depending upon availability of teachers and space.

A non-refundable registration fee and tuition deposit are required at the time of registration for each student enrolling in any BASEC program. Tuition deposits are non-refundable after July 1st of the year paid, and will be applied to the final tuition payment. Should a family withdraw from the program during the year, the tuition deposit is forfeited. (For detailed information about the cost of BASEC programs, please see Chapter 7: Tuition and Fees.)

The tuition rates for BASEC School Vacation Programs are listed in all promotional and registration materials and vary depending on the duration and focus of program. Families are responsible for the full tuition for February and April Vacation Programs at the time of registration. Summer vacation program registration requires a tuition

deposit, with the balance of the tuition invoiced prior to the start of camp. All BASEC Vacation Program tuition is non-refundable. We commit to our people and our space far in advance of each Vacation Program and cannot provide reasonable tuition rates with a schedule change policy that permits refunds.

Please contact your program's Site Program Director or the Executive Director for more information.

Pick Up and Dismissal

Children may be picked up by their parents or guardians, or by other authorized persons, at any time during the program day. Designation of other individuals who are authorized to pick up students should be made in writing by a student's parents or guardians on the "Consent for Child to Leave the Program" form included in the enrollment packet. Additional names of authorized persons may be provided, in writing, at any time. BASEC teachers will not release children to any unauthorized persons. Older siblings must be at least 13 years of age to sign BASEC students out of our programs. For safety purposes, BASEC teachers will request and review identification from people unfamiliar to them who are sent to pick up children.

If there is anyone who is *specifically prohibited* from picking 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 Director in writing, in advance.

Children may sign themselves out of the program and walk home on their own *only* if they have prior written permission to do so. Students must be at least nine-years-old to sign themselves out of BASEC programs. If you wish to allow your child to sign out and walk home on his/her own, please complete and sign a "Consent for Child to Leave the Program" form (in the enrollment packet.) "Consent for Child to Leave the Program" forms will be kept on file at the program office. Please speak with a BASEC Site Director if you have questions regarding these forms and permissions.

BASEC programs end promptly at scheduled times. Students must be picked up and/or signed out by that time. Parents or guardians who expect to be late picking up a child should call the BASEC program teachers as far in advance as possible to let them know when they expect to arrive. Children often worry when parents are late, and this notification enables teachers to reassure a child that his/her/their parents are on their way. Two teachers will remain with any student not picked up by the end of the program. One teacher will attempt to call the family or caregivers and, if necessary, any emergency back-up numbers; the other teacher will remain with the student.

Please remember that teachers have families and other obligations. BASEC maintains a log of all late pick-ups. Under BASEC's agreements with Belmont Public Schools and the community organizations housing our vacation programs, all facilities must be cleaned and secured at published closing times. A fee of one dollar per minute late will be charged and billed separately.

Closing Times for 2017 – 2018

BASEC @ Burbank: 5:50 PM

BASEC @ Chenery: 6:00 PM

BASEC Branch: 4:30 PM

BASEC @ BHS: 6:00 PM

February and April Vacation Programs: 5:00 PM

Summer Vacation Programs: 5:30 PM

The end of the day often represents a difficult transition for children. BASEC teachers will assist parents or guardians with this transition if a child is having difficulty leaving.

If a parent or guardian brings other children (e.g., siblings, friends, etc.) with them to pick up a student from a BASEC program, the parent/guardian is responsible for the care of these children. These children may not be left unattended, nor are they permitted to use BASEC equipment.

Please note that BASEC teachers are prohibited from driving children home or to other off-premises locations, per Commonwealth of Massachusetts 102 CMR 7.12.

Early Release Days

The Belmont Public School calendar for 2017 – 2018 includes eight Early Release Days annually at the elementary school level, eight for the Middle School, and five for Belmont High School. Early Release Days are used by school staff for parent/teacher conferences, curriculum review, and staff development.

School dismissal on Early Release Days is at 10:30 AM for BASEC @ BHS, 11:00 AM for BASEC @ Chenery and at 11:40AM for BASEC @ Burbank. On Early Release Days, BASEC programs begin immediately following the end of the scheduled school day.

Early release days always occur on Wednesdays. Students with schedules that include Wednesdays are automatically enrolled for early release days.

Please note that school cafeterias are closed on Early Release Days, so students must

bring lunch on those days, even if they normally purchase lunch. BASEC strongly encourages families to pack healthy and hearty lunches on early release days.

Snow Days

BASEC does not operate on snow or emergency weather days. However, BASEC after school programs operate as usual on days with delayed openings due to inclement weather. The *BASEC @ Burbank* Before School program will not operate on days with delayed openings.

In the rare event that school is dismissed early due to weather, BASEC teachers work with school officials to inform parents that their children need to be picked up, and to cooperate in providing supervision of the children until families arrive.

Holidays

BASEC is closed on all school holidays. BASEC Vacation Camps provide programming options during school breaks. Please note that BASEC is closed on holidays that fall on weeks with Vacation Camp Programs (such as President's Day, Patriot's Day, and Independence Day).

Governance and Parent/Student Participation

BASEC is governed by a volunteer Board of Directors. The BASEC Board of Directors has fiduciary responsibility for the organization and governs all decisions regarding finances and vision. All BASEC Board meetings are open to all program families. BASEC Board meetings are usually held once a month. Minutes of meetings are available upon request. Individual sites also occasionally conduct informal meetings, open houses, or discussion groups focused on program-related issues and/or opportunities, at which current and prospective program participants and their parents or guardians are welcome and encouraged to attend. These opportunities help inform us about the specific values and interests of the local community which we seek to serve. Please check our website for more information.

Each day, students at BASEC programs participate in a daily meeting to discuss the day's schedule, collect ideas for projects and activities, and to work out problems in a collaborative, cooperative fashion.

Site staff meetings are held daily. Families are welcome to suggest agenda items for BASEC staff meetings. Please let the Site Director know if there is something you would like to bring to attention.

BASEC teachers have daily contact with the families, caregivers and/or guardians of

program participants, via telephone and email, and in person at pickup. Additional conferences with the Site Director and/or BASEC teachers may also be scheduled, by arrangement with the Site Director. Visits from parents/guardians and other family members are welcomed and encouraged.

Volunteer opportunities for parents/guardians arise frequently during the year. If you are interested in volunteering for a project, including serving as a chaperone for field trips, you are encouraged to contact the Site Director early in the year. Parent participation in BASEC activities broadens and enriches the experience of our students and teachers, and helps to build a stronger, more cohesive sense of community.

All volunteers must provide evidence of a current, negative tuberculosis test and must have a CORI (Criminal Offender Record Information) check per EEC and DPH regulations. They are general to each of our programs. If you are interested in volunteering for a project, please contact the Site Director.

Suspension and Termination

In very rare cases, a student may be suspended or expelled from a BASEC program. BASEC reserves the right to dismiss any student whose actions or behaviors jeopardize the overall quality or goals of the program, or the health and safety of the child or others. BASEC also reserves the right to suspend or dismiss the enrolled student of any parent or guardian whose actions interfere with the successful operation of the program. Repeated failure to comply with BASEC rules and/or procedures may result in dismissal.

Suspension and dismissal are unfortunate last resorts for any difficult situation. In circumstances where a student consistently displays inappropriate, inconsiderate, or harmful behaviors, prior to suspending or dismissing that student BASEC will work with the family to address behavioral issues by:

- Providing opportunities for BASEC teachers to meet with the family to discuss options other than suspension or termination;
- Offering parents or guardians referrals for evaluations, diagnostic or therapeutic services;
- Pursuing options for supportive services, including consultation and educator training, and workshops where teachers and parents work together to develop behavior management plans and strategies for students;
- Developing an action plan for behavioral intervention at home and at BASEC.

(For more information on BASEC's approach to dealing with behavioral issues, please see Chapter 6: Health and Safety.)

Behavioral issues are documented in an incident log maintained at the BASEC program site. BASEC teachers 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 may result in dismissal include, but are not limited to:

- Attacking another child or adult;
- Documented verbal or emotional harassment of another child;
- Aggressive behavior requiring physical restraint;
- Leaving the program site without permission

When suspension, termination, or grievance procedures have commenced, the Site Director and teachers of the program may need to share pertinent information with the BASEC Board of Directors, to enable them to fulfill their duties in reviewing the situation. The Director and teachers will make every effort to keep family names confidential. However, in certain circumstances, the 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.

A family's liability for tuition continues until a student is officially terminated from the program. In the event of dismissal from a BASEC program, a family is no longer responsible for tuition payments.

Confidentiality

All records maintained by BASEC of participating children 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 that a student's record is the subject of a subpoena or other court order, the Executive Director or Site Director will notify the student's parent/guardian prior to disclosure. The BASEC Site will maintain a written log of record disclosure.

Grievances

Complaints about any aspect of a BASEC program (such as teacher conflicts with children or parents/guardians; concerns regarding curriculum or schedule; and

situations regarding BASEC teachers) must be brought to the attention of the program Site Director or Executive Director.

The Site Director and Executive Director will work to resolve the matter. If the matter is not resolved to the satisfaction of the parent/guardian, he/she/they may bring the matter to the attention of the BASEC Board of Directors for resolution. If the matter is still not resolved to the family's satisfaction, the parents/guardians may bring the matter before the principal of the school where the program is located; or, ultimately, to the Department of Early Education and Care and/or the Department of Public Health. Complaints about the job performance of any teacher shall be made to the Site Director or Executive Director. Complaints regarding the Site Director shall be brought to the Executive Director or BASEC Board. Complaints regarding the Executive Director shall be brought to the BASEC Board.

Transition Plan

BASEC utilizes an approach to transitions between spaces within our spaces consistent with our philosophy of considering the development level of the child and best providing for safety.

Educators utilize a multi-layered communication system to achieve the above-stated goals. Hand radios and attendance logs communicate specific student participation involving distinct spaces around our facilities.

Different grade levels follow different plans for transitions. For instance, kindergarten students are walked from one location to another, to provide for constant guidance and supervision. Elementary-aged students are required to ask permission from a teacher to transition from one activity to another. Middle school students can update their own curriculum and location choices using our sign-out books.

The Site Director and Inclusion Specialist review individual needs to provide personalized support if needed.

6. Health and Safety

Snacks and Nutrition

All BASEC after school programs provide students with a healthy snack each day. In developing menus for snacks, teachers balance good food choices with broad appeal. Children are also permitted to bring in their own snacks, and this option should be considered if a child is allergic to foods usually served by the program. (Please contact your Site Director to discuss the snack menu if your child has known food allergies.) 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.

For more information, please speak with your Site Director.

At BASEC Vacation Programs, students pack their own snacks, lunches and water.

Allergies

As mentioned above, BASEC works with families to ensure that students with known food allergies are not exposed to allergens. A family should notify the Site Director of a student's allergies at the time of enrollment. This information should be included on the Medication Consent and Individualized Health Care Plan forms provided to all registered BASEC families via email, directing recipients to BASEC's database, which houses all BASEC's student information. The allergies or suspected allergies or sensitivities for all affected children will be posted at his/her/their program site, and teachers will be made aware of these issues.

In the case of a child with known food allergies, parents or guardians should provide the BASEC program with a list of both prohibited and appropriate foods and update it regularly, if necessary. BASEC's *Protocol for Management of Students with Life Threatening Allergies* is available in BASEC's Health Care Policy.

Medications

Any medication to be administered by BASEC teachers must be provided to us in the original prescription container, labeled by the pharmacy with the patient's name, medication name, doctor's/nurse practitioner's name, date, and prescribed dosage. Over-the-counter medication may not be administered by BASEC teachers without prior written authorization by a medical professional and written consent of the student's parent or guardian. Parents/guardians must complete a signed and dated medication consent form to authorize teachers to administer the medication to their child. A medication consent form is included in the enrollment packet and may also be downloaded from BASEC's website.

Medications will be administered as instructed by the prescription, and will be properly stored.

Illness

Students who are ill should not attend school or BASEC programs. If a student is dismissed from school early due to illness, he or she may not attend BASEC programs on that day. If a student becomes ill while participating in a BASEC program, that student's parents or guardians will be contacted by BASEC teachers and asked to pick up the student. A teacher will remain with the student, in a location away from other children, until the parent/guardian arrives.

Parents or guardians should notify the Site Director if a student has been knowingly exposed to a communicable disease or contagious condition, such as chicken pox or head lice, so that we can notify the families of other students enrolled in the program.

Medical Emergencies

All BASEC teachers receive Red Cross approved training in First Aid and CPR.

BASEC requires that parents or guardians provide telephone numbers where they can be reached in case of a medical emergency, as well as contact information for other people who can be called in the event that the parents/guardians cannot be reached. The BASEC family information form in the program enrollment packet includes an authorization for BASEC teachers to seek emergency medical treatment for an ill or injured student at an appropriate medical facility if his or her condition demands immediate treatment and if the parents/guardians or the designated alternative emergency contact(s) cannot be reached.

In case of a medical emergency, we will follow the procedures outlined below:

1. A BASEC teacher will call the student's parents/guardians or emergency contacts, and/or physicians, consistent with the instructions in the student's emergency information form.
2. If ambulance service is necessary, a BASEC teacher 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 teacher will submit a written accident/emergency report to the program Site Director following the incident. A copy of the report will be provided to the

student's parent or guardian, and a second copy will remain in the student's file.

4. The parents or guardians will provide BASEC with a record of treatment from the medical facility where the child was treated, for inclusion in the student's file.

Our health care policy is outlined in more detail in the *BASEC Health Care Policy Handbook*. A copy of the handbook is provided to all families, as required by the EEC and DPH.

Student Evaluations

In 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 enrolled in their programs. BASEC has developed an evaluation form that will be completed by BASEC teachers for all enrolled students.

The evaluation and progress reports focus on key 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 metrics are vital to gauging a child's development, and monitoring them in individual students is an integral part of the BASEC program. Much of BASEC's programming is specifically designed to foster the development of these benchmarks and related skill sets, which we believe are essential to helping children become active, engaged and informed 21st Century citizens.

Children with Disabilities

BASEC is committed to inclusiveness, fairness, and universal accessibility. As a licensed Early Education and Care provider in the Commonwealth of Massachusetts, BASEC is legally required under CMR 7:10 (2) to accept applications from and make reasonable accommodations to welcome or continue to serve any child with a disability.

In determining whether accommodations are reasonable and necessary, BASEC must, with parental consent and as appropriate, request information about the child from the Local Education Agency, Early Intervention Program, or other health or service providers. Based upon the available information, BASEC must, with the parent's input, identify in writing any specific accommodations required to meet the needs of the child at the program, including, but not limited to:

- Any change or modification in the child's participation in regular program activities;
- The size of the group to which the child may be assigned and the appropriate

- staff/child ratio; and
- Any special equipment, materials, ramps or aids needed to serve the child.

If, in BASEC's judgment, the accommodations required to serve a child with disabilities are not reasonable or would cause an undue burden to the program, BASEC is required to provide written notification to the parents or guardians of that child within 30 days of the receipt of the authorized request and information. This notification must include the reasons for the decision; advice to the parents or guardians that they may request a review of BASEC's decision by the Department of Early Education and Care and a determination of whether or not we are in compliance with applicable statutes and regulations. BASEC must maintain a copy of this notification in its records.

Accommodations related to the toileting needs of a child with a disability who is not toilet trained may not be considered an undue burden.

In determining whether the accommodations required under the law are reasonable or would cause an undue burden to the program, BASEC must consider the following factors, at a minimum:

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. BASEC's overall financial resources;
4. The number of persons employed by BASEC;
5. The effect on BASEC's expenses and resources, or any other impact of BASEC's operations, of providing the required accommodations;
6. Whether the required accommodations would alter the fundamental nature of the program.

Behavior Management

The objective of BASEC's behavior management policy is to ensure 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;
- Respect the rights and property of others;
- Show proper courtesy and respect for other children and adults;
- Display appropriate manners.

Specific Positive Praise and The Nurtured Heart Approach

BASEC teachers utilize the following behavior management strategies in all aspects of our programming:

- Using a calm, nurturing voice;
- Setting clear expectations that students understand;
- Conveying emotional support: “I believe you can do this!”
- Remaining consistent in teacher-student interactions;
- Delivering specific, authentic, positive feedback for behaviors that contribute to the BASEC community.

We have seen time and again how this approach serves as a model for all students and greatly contributes to the learning community that we strive to foster.

Behavioral Guidelines for Students

The following general rules of behavior pertain to all students enrolled in BASEC programs. BASEC expects students to:

- Be courteous to others;
- Ask for help from a teacher when having a problem or a disagreement;
- Use the program’s equipment properly and share with others;
- Clean up after themselves; and
- Respect the school’s property and the privacy of the school’s neighbors.

Conflict Resolution

To foster growth and independence, BASEC teachers encourage children to try to resolve conflicts with peers through staff-directed group meetings, small group sessions, and private conferences. When appropriate, a teacher will intervene and assist children in reaching a resolution. BASEC teachers begin this intervention by asking each student involved to give his or her account of the conflict. Teachers then identify the choices that each child has made, so that he/she/they will be aware of his/her/their own actions. Teachers then model the choices that *should* have been made, and help the students come up with a solution that is fair and appropriate for everyone involved.

Under certain circumstances, additional action may be appropriate, such as working with a student individually to discuss his/her choices, and/or implementing consequences or a behavior management plan.

Behavioral Consequences

When consequences must be applied, BASEC’s policy is to have any actions taken relate as directly as possible to the specific 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 and/or regain control of his or her body and/or emotions;
- Requiring a student (and/or his or her parents or guardians) to repair or replace property damaged by the child;
- Reporting inappropriate behavior by telephone or in person to the student's parent or guardian and working with the responsible adult(s) to identify and implement appropriate steps to ensure the safety of the child and other members of the community.

BASEC teachers will inform a student's parents or guardians of persistent behavior problems. We request and appreciate the cooperation and assistance of parents or guardians in helping us to address and correct persistent or severe behavioral issues. In conjunction with this, we encourage parents/guardians to inform the BASEC Site Director of any outside behavioral problems, family issues, or other areas of concern that may affect their child's behavior in the BASEC program.

No BASEC student under any circumstances will ever 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.

Resources and Referrals

BASEC teachers are responsible for informing the Site Director of any social, mental health, educational or medical issues they observe in participating students during program hours, including dental or vision. Upon request, BASEC teachers will 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.)

Prior to making a referral, teachers and Directors may observe and record a child's behavior and review a child's record. An *incident report* will be prepared, including the reason for the referral as well as a summary of observations and efforts to accommodate the child's needs, and presented to the child's parent(s) or guardian(s). The *incident report* must be signed by reporting teachers, the Site Director, and the child's family, and will serve as the official written record of events.

BASEC maintains a current list of referral services available in the Belmont community, including a contact person for Chapter 766 and the early intervention program.

Identifying and Reporting Suspected Abuse and/or Neglect of a Child

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

In the event that a BASEC teacher is suspected of child endangerment, neglect, or abuse, this must be immediately reported to the Site Director or Executive Director. The teacher will be removed from working directly with children and DCF, EEC, and DPH will be informed. A written report detailing the issues involved must be submitted to the BASEC Board of Directors within 48 hours. Families must report any suspected abuse by BASEC teachers to the Site Director, Executive Director, DCF, EEC, or DPH.

Prior to hiring, and periodically during the course of a staff member's employment, BASEC conducts criminal offender record information (CORI), sexual offender record information (SORI) checks, as well as a fingerprint-based check of state and federal criminal history. Successful completion of these background checks is a condition of employment.

Fire Drills and Evacuation Procedures

In case of a fire, a BASEC teacher will call 911 immediately and/or pull a firebox alarm lever. BASEC programs hold practice fire drills at regular intervals. In case of a fire drill, 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 teachers to a designated safe area, where attendance will be taken. Any students who are unaccounted for will be reported immediately to the fire department.

Following an incident or fire drill, when instructed to do so by appropriate authorities, the Site Director will give a signal to indicate that it is safe to return the building.

Emergency evacuation procedures for each BASEC site are detailed in BASEC's Health Care Policy.

7. Tuition and Fees

BASEC is a 501(c)3 non-profit organization offering tuition based, out-of-school time programs. Although BASEC utilizes Belmont school facilities, we are not part of the school department. We are a stand-alone organization, and student tuitions are our primary source of revenue. BASEC programs provide well-trained, professional teachers, quality programming, field trips and other exciting activities that promote learning, creativity and community. Your tuition payments make this possible.

Each year, the BASEC Board of Directors carefully reviews revenues and expenses and develops an operating budget before setting tuition rates for the coming school year. We are committed to keeping our rates as low as possible, so as to make our programs as accessible as possible to the entire Belmont community, while still maintaining our high standards for staff and program quality.

Tuition, deposit, and registration fees for the 2017 – 2018 school year are as follows:

BASEC @ Burbank

- Early Registration fee (non-refundable) \$50.00
- Regular Registration fee (non-refundable) \$75.00
- Tuition Deposit (non-refundable after July 1) \$200.00

Tuition Fees:

ENROLLMENT SCHEDULE	ANNUAL TOTAL	BIMONTHLY PAYMENT
5-Day	\$4,690.00	\$938.00
4-Day with Wednesdays	\$3,965.00	\$793.00
4-Day (no Wednesdays)	\$3,580.00	\$716.00
3-Day with Wednesdays	\$3,290.00	\$658.00
3-Day (no Wednesdays)	\$2,835.00	\$567.00
2-Day with Wednesdays	\$2,610.00	\$522.00
2-Day (no Wednesdays)	\$2,130.00	\$426.00
1-Day (Wednesday)	\$1,900.00	\$380.00
1-Day (Any other day)	\$1,315.00	\$263.00

BASEC @ Chenery

- Early Registration fee (non-refundable) \$50.00
- Regular Registration fee (non-refundable) \$75.00
- Tuition Deposit (non-refundable after July 1) \$250.00

Tuition Fees:

ENROLLMENT SCHEDULE	ANNUAL TOTAL	BIMONTHLY PAYMENT
5-Day	\$4,110.00	\$822.00
4-Day with Wednesdays	\$3,445.00	\$689.00
4-Day (no Wednesdays)	\$3,160.00	\$632.00
3-Day with Wednesdays	\$2,815.00	\$563.00
3-Day (no Wednesdays)	\$2,505.00	\$501.00
2-Day with Wednesdays	\$2,195.00	\$439.00
2-Day (no Wednesdays)	\$1,850.00	\$370.00

BASEC Branch-Only Schedule (Grades 7 and 8; closes at 4:30 PM each day; no transition to BASEC @ Chenery)

ENROLLMENT SCHEDULE	ANNUAL TOTAL	BIMONTHLY PAYMENT
5-Day	\$3,010.00	\$602.00
4-Day with Wednesdays	\$2,600.00	\$520.00
4-Day (no Wednesdays)	\$2,310.00	\$462.00
3-Day with Wednesdays	\$2,125.00	\$425.00
3-Day (no Wednesdays)	\$1,900.00	\$380.00
2-Day with Wednesdays	\$1,660.00	\$332.00
2-Day (no Wednesdays)	\$1,400.00	\$280.00

BASEC @ BHS

- Regular Registration fee (non-refundable) \$50.00

Program schedule: Quarterly; follows Belmont public school calendar.

Tuition Fees:

ENROLLMENT SCHEDULE	ANNUAL TOTAL	QUARTERLY PAYMENT
4 – 5 days per week	\$1,940.00	\$485.00
2 – 3 days per week	\$1,680.00	\$420.00
1 day per week	\$1,044.00	\$261.00

BASEC Workshops

Information about upcoming BASEC Workshops, including schedule, description, and cost, will be provided to all interested families in September, January and March, prior to the start of the fall, winter, and spring workshop sessions.

Students must enroll in BASEC (and pay the accompanying Registration Fee) or be previously enrolled in BASEC for the current school year, to participate in any BASEC Workshop. Tuition for workshops at Burbank and Chenery covers the cost of the

program and any required materials. Tuition discounts are offered to students that already attend BASEC after school programs at the site where and on the day which the Workshop will occur.

BASEC Vacation Programs

Information about BASEC Vacation Programs, including registration, schedule, description and cost, on BASEC's website prior to the start of each Vacation Program offering. Our base tuition for 2017 – 2018 is \$335.00 for a four-day (February and April) vacation program; and \$435.00 for a five-day summer vacation camp program. We offer tuition incentives for early registration (the base tuition increases following our early registration period), a sibling discount (\$40 savings), and enrolling in multiple weeks of summer vacation (detailed discount information available on BASEC website).

Tuition Payments

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

Tuition Waivers or Subsidies

Voucher Program:

The Commonwealth of Massachusetts voucher program, administered locally by the Child Care Circuit, provides subsidies for out-of-school time tuition costs for qualified families. For more information regarding the state voucher program please call (978) 686-4288

BASEC Program Tuition Assistance:

Each participating BASEC site program makes limited funds available to provide financial assistance. Further information is available upon request from the Executive Director. Financial assistance, if available and approved, will take the form of partial tuition waivers. Eligibility for assistance is determined based on income and family size, and is 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. Please contact the Executive Director for more information regarding the tuition assistance application.

8. About BASEC

The Belmont After School Enrichment Collaborative was created through the coming together of two existing community informal education programs with deep and interconnected roots: the Burbank Before and After School Program (BBASP) and Chenery Extended (ChenEx).

BBASP director Andrew Mountford and ChenEx director Kendra Blitz had long shared a common vision for what out-of-school time programming could and should be. As it became increasingly clear that both BBASP and ChenEx had outgrown their positions as PTA/PTO offerings in their respective schools, Andrew and Kendra recognized that a different organizational structure was needed. They saw this as an opportunity to create a new collaborative that could offer better programming options through shared resources, a united community of educators, and economies of scale. The boards of directors of both BBASP and ChenEx enthusiastically endorsed this vision, and helped tremendously in launching this ambitious venture.

BASEC's model was that of a town-wide program, with opportunities for participation from all schools. Since its inception, BASEC has added a vacation camp program for all Belmont students in grades kindergarten through sixth grade. In 2013, we launched our new *BASEC @ BHS* initiative, which helps to build organizational and executive function skills in a productive academic after school environment for Belmont High School students. In September 2013, a middle school version of this academic program was extended to 8th grade students at the Chenery Middle School.

BASEC is a non-profit organization governed by a volunteer Board of Directors. We are committed to broad-based community representation on our Board, and our success depends largely on the active engagement and participation of members of the Belmont community in helping to shape and direct our work. If you would be interested in serving on the BASEC Board, please let us know.

9. Contact Information

BASEC welcomes and encourages input from our students and their families and caregivers, and from other community stakeholders. Here's how to get in touch with us:

BASEC @ Burbank

266 School Street
Belmont, MA 02478
781-296-2471
<burbank@belmontbasec.org>
Site Director: Annie Gloski
<Annie.Gloski@belmontbasec.org>

BASEC @ Chenery

95 Washington Street
Belmont, MA 02478
617-484-8030
<chenery@belmontbasec.org>
Site Director: Amber Tillson
<Amber.Tillson@belmontbasec.org>

BASEC@BHS

221 Concord Avenue
Belmont, MA 02478
<basec.bhs@belmontbasec.org>
617-993-5891
Site Director: Brandon Heisler

BASEC Board of Directors 2016 – 2017

President/Chair: Sandi McKinley: sandi.mckinley@gmail.com
Treasurer: Chris Yu: chrisyu@alum.mit.edu
Secretary/Clerk: Kate Blumenreich: kateblumenreich@hotmail.com

Board Members at Large:

April Edrington: aprileedrington@yahoo.com
Ellen Mahoney: emahoney@hbs.edu
Holly Chen: holly.chen@verizon.net
Kathy Gorman: kmgorman@comcast.net
Kelly Gallagher: kellysimsgallagher@gmail.com

Ex-Officio Members:

Andrew Mountford: Executive Director, andrew.mountford@belmontbasec.org