

**Belmont After School Enrichment Collaborative**  
**2024 - 2025 Family Handbook**



## Table of Contents

1. Welcome
2. Our Philosophy and Approach
3. Our Programs
  - Belmont
    - BASEC @ Burbank*
    - BASEC @ Chenery*
    - BASEC @ BMHS*
  - Maynard
    - BASEC @ Green Meadow*
    - BASEC @ Fowler*
    - BASEC Vacation Programs*
4. Our People
5. Our Procedures
  - Enrollment Requirements and Procedures*
  - Calendar*
  - Pick-Up and Dismissal*
  - Early Release and Snow Days*
  - Governance and Parent/Student Participation*
  - Behavior and Classroom Management*
  - Disciplinary Issues*
6. Health and Safety
  - Illness, Injury, and Medical Emergencies*
  - Food and Nutrition*
  - Children with Disabilities*
  - Allergies and Medications*
  - Cell Phones and Electronic Devices*
  - Child Abuse or Neglect*
7. Tuition and Fees
8. About BASEC
9. Contact Information

## 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 Middle and High School; two Maynard public schools: Green Meadow Elementary School, and Fowler Middle School; as well as vacation programs at Burbank, Chenery, Green Meadow, Fowler and First Church Unitarian Universalist. Our offerings include before and after school programs as well as workshops, tutoring, and school vacation programs.

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](#), and our [FAQs](#). 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.

Social-Emotional Learning and Well Being is at the center of every BASEC program. 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 after school, during school vacations, and online; 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 and Maynard.

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, or bringing attention to the present moment; 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, gender identity or expression, physical abilities or limitations, military service, or marital status.

### **3. Our Programs**

For the 2024 – 2025 school year, BASEC is offering programs for students enrolled at the Mary Lee Burbank Elementary School, the Chenery Middle School, and Belmont Middle and High School; students enrolled at the Green Meadow Elementary School and Fowler Middle School; and 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, individual lessons, and academic tutoring to the Burbank School community. Our programs are diverse, offering students a combination of structured and unstructured activities. *BASEC @ Burbank* students participate in art, sports, STEM, 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 and from 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 – 3. Students learn to respect and appreciate each other and to be present in each experience of the day. After School students in grades 2 – 3 participate in supervised reading and/or homework every day, and each student’s homework is checked for completion and accuracy by a teacher.

Before School is open from the second day of school (9/5/24) through the last day of school from 7:25 - 8:30 AM. After school is open from the first day of school for Grades 1 - 3 (9/4/24) through the second to last day of the school year from the end of the school day until 5:50 PM. Kindergarten students start Before and After School on 9/9/24. See our “*Calendar*” section below for more information.

*BASEC @ Burbank* also offers themed [Workshops](#) on a range of topics, with three sessions ranging in duration over the course of 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 upper elementary school students. Targeted age-appropriate program offerings address the wide range of developmental maturity typical of an upper elementary school student population.

Students in grades 4 - 6 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. 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.

After school at BASEC @ Chenery is open from the first day of school (9/4/24) through the second to last day of the school year from the end of the school day until 6:00 PM. See our “*Calendar*” section below for more information.

*BASEC @ Chenery* also offers themed [Workshops](#) on a range of topics, with two eight- to ten-week sessions scheduled during the school year. These workshops provide authentic learning opportunities in subjects like cooking, Model United Nations, LARP, sports, art, coding, hip hop, music production, and more!

### ***BASEC @ BMHS***

*BASEC @ BMHS* is our newest program, entering our second year bringing together two different longstanding BASEC offerings under one large roof!

BASEC @ BMHS is divided into two parts, each operating in its own spaces. Our 9-12 program operates in the high school wing of the BMHS building and remains focused on academic support and executive function coaching in a space designed to be welcoming, supportive, and productive. Our 7 - 8 program operates in the Middle School wing of the BMHS building, with program options specifically designed for the preferences of our middle school students.

Students in grades 7 and 8 are given more freedom and flexibility than in our BASEC @ Chenery program, still within carefully structured parameters designed to challenge and support their continued personal growth. Our “After Hang” space (named by current BASEC students) is designed to foster positive social interaction, supplemented with daily opportunities to engage in enrichment activities that can scale to the level of interest from participating students.

*BASEC @ BMHS* also offers 7<sup>th</sup> and 8<sup>th</sup> graders and their families an option for students 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. Our academic support option 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 @ BMHS](#) Grades 9-12 offers a consistent, supportive workspace for Belmont High students. Using a focused, individualized approach, *BASEC @ BMHS* teachers provide students with guided academic support, including individual check-ins and 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 @ Green Meadow***

*BASEC @ Green Meadow* provides before and after school programming as well as a variety of BASEC Workshops to the Green Meadow School community. Our programs are diverse, offering students a combination of structured and unstructured activities. *BASEC @ Green Meadow* students participate in art, sports, STEM, and many other activities as part of their regular after school day.

Our kindergarten after school students have a separate classroom on the kindergarten wing with dedicated teachers to provide the most seamless transition to and from the Green Meadow school 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 – 3. Students learn to respect and appreciate each other and to be present in each experience of the day. After School students in grades 2 – 3 participate in supervised homework every day, and each student’s homework is checked for completion and accuracy by a teacher. 1st grade students also have a dedicated academic time practicing reading, writing, and social pragmatics skills.

Before School is open from the first day of school 8/28/24 through the last day of school from 7:00 - 8:30 AM. After school is open from the first day of school for Grades K - 3 (8/28/24) through the last day of the school year from dismissal until 6:00 PM. The school year ends early for kindergarten students again for 24-25; therefore, BASEC will again be providing our [K-Days full-day programming options](#). See our “*Calendar*” section below for more information.

*BASEC @ Green Meadow* also offers themed Workshops on a range of topics, with two sessions ranging from six to ten weeks in duration over the course of the school year. These workshops provide authentic learning opportunities in subjects like sports, arts, computer coding, science, filmmaking, and more!

### ***BASEC @ Fowler***

*BASEC @ Fowler* provides before and after school programming as well as a variety of BASEC Workshops to the Fowler School community, created specifically to meet the needs and interests of upper elementary and middle school students. Targeted age-appropriate program offerings address the wide range of developmental maturity typical of a middle school population, especially at Fowler, spanning grades 4 - 8.

The *BASEC @ Fowler* experience 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.

Before School is open from the first day of school (8/28/24) through the last day of school from 7:00 - 8:00 AM, housed in the Green Meadow School. At 7:50 AM, BASEC teachers walk participating before school students to Fowler for the start of the school day. After school is open from the first day of school (8/28/24) through the last day of the school year from dismissal until 6:00 PM. See our “*Calendar*” section below for more information.

BASEC @ Fowler also offers themed Workshops on a range of topics, with two sessions ranging from six to ten weeks in duration over the course of the school year. These workshops provide authentic learning opportunities in subjects like sports, arts, computer coding, science, filmmaking, and more!

### ***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 eighth and typically run from either 8:00, 8:30, or 9:00 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, coding, basketball, art, theater, broadcast journalism, filmmaking, Makerspace, and outing club. Seventh- and eighth-graders may also participate in our Counselor-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 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 our license, each program is subject to visits and periodic on-site review by the EEC and the DPH. 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 and Maynard Public Schools, as well as 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 and Maynard 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, science and technology, as well as 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.

BASEC program sites are staffed with administrators (such as Site Director, Director of Student Programming, Assistant Directors, Operations Director, Director of Impact, Operations Specialists, and Family Engagement Specialist) and teachers (such as Curriculum Coordinators and Specialists, Educators, and Assistant Educators). 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 ratio of at least one staff member for every ten children. 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 a commitment to professional growth through focused training 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. Six years ago, BASEC

implemented our 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. In 2021 - 2022, we expanded our middle school C.I.T. and high school Future Teacher programs to Maynard, as well. At BASEC, we feel strongly that providing meaningful work experiences for many of our community's young people has a 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

After serving as Director of after school programming at the Burbank School from 2004 - 2010, Andrew founded the BASEC organization in 2010 to expand the mission of bringing whole child, whole day programming to students throughout Belmont. Because of his strong belief in the opportunities of the out-of-school time space, Andrew has worked to expand BASEC's impact, most recently with the expansion to Maynard. Andrew completed his undergraduate studies in politics, economics and law at Brandeis University and received his Master of Education from Lesley University.

***Site Directors***

Sarah Houtmeyers

BASEC @ Burbank

Sarah has been with BASEC since 2012, serving as Burbank Site Director since 2018. Her previous experiences with BASEC included educator, assistant site director of vacation programs, and Operations Director. 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.

Amanda Burke

BASEC @ Chenery

Amanda has been with BASEC @ Chenery since 2015. She completed her undergraduate degree from UNH with a bachelor's in Sociology and received her Master of Education in School Counseling from Cambridge College. Amanda enjoys making connections and supporting students and she is passionate about providing a program for families that allows students to learn, play, and grow!

Brandon Heisler

BASEC @ BMHS

After four years as a *BASEC @ Chenery* teacher, Brandon took a leadership role at *BASEC @ BHS*, and is now in his eleventh 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.

Michael Clark

BASEC @ Green Meadow

BASEC @ Fowler

Michael has previously worked with BASEC as an educator at BASEC @ Chenery and is entering his fourth year as Site Director for Maynard programs! Michael enjoys working with kids to build strong positive relationships. He has previous experience working with youth in AmeriCorps NCCC and Amnesty International USA. Michael holds graduate degrees from Brandeis University's Heller School of Social Policy and Management, an MBA in Social Impact and an MA in Sustainable International Development. He also earned a BA from the College of William & Mary.

### ***Director of Impact***

Annie Gladfelter

Annie is in her ninth year at BASEC. Before coming to BASEC, she taught for 5 years in the Cambridge Public Schools and worked in after school programming for over 10 years. Annie also has her M.Ed in Out-of-School Time Program Development and Improvement. Her work passions include science with kids and professional development. Annie also serves as BASEC's Vacation Camp Director.

### ***BASEC @ Burbank Director of Student Programming***

Ellen McEllin

Ellen is entering her twenty-fifth year with BASEC. She has been running the Burbank Workshops since 2009, which continually set the highest standard for depth of programming choices and accessibility. She has been a classroom aide at the Burbank School and has been a foundation point for the seamless connection between the school day and BASEC at the school.

### ***BASEC Operations Director***

Viviana Yearwood

Viviana joined the BASEC team in 2019 after working for 4 years at a Therapeutic Foster Care Agency. She holds a bachelor's degree in social work and human development with a focus in psychology. Her passion for nonprofit work began after working for Jumpstart and AmeriCorps where she saw first hand how nonprofit organizations positively impact

the lives of children and families involved. Prior to serving as BASEC's Operations Director, Viviana held roles at BASEC as Family Engagement and Operations Specialists.

***Assistant Directors***

Blake Stensland

BASEC @ Chenery

Blake joined the BASEC @ Chenery team in 2019 as their Family Engagement Specialist, before being promoted to Operations Specialist. She now enters her second full year as an Assistant Director. Blake graduated from Stonehill College with a Bachelor of Arts degree in Psychology and a Minor in Criminology. She is excited to be part of the team and to develop our BASEC @ Chenery after school program!

Clare McGladrigan

BASEC @ Green Meadow

BASEC @ Fowler

Clare joined BASEC in August 2021 as the Family Engagement Specialist for our Maynard programs at Fowler and Green Meadow. She is excited to start her second full year as Assistant Director of the programs! She has previously worked in education as an assistant teacher, curriculum and assessment researcher, and policy advocate. Clare is passionate about thoughtful student enrichment that promotes development through a whole-child approach. Clare holds a Master's degree in Public Policy and Bachelor's degree in History from the University of Massachusetts Amherst.

Beck Govoni

BASEC @ BMHS

Beck joined the BASEC team in 2023 as the Assistant Director for BASEC @ BMHS. Prior to BASEC, Beck spent four years working at the Cambridge YMCA after school as site coordinator. She holds a bachelors in Sociology with a minor in Gender Studies from Lesley University, and she is currently pursuing her MBA. Beck hopes to create a safe and fun environment where all kids feel they belong.

***Curriculum Specialists***

James Burke: Sports Coordinator, BASEC @ Chenery

Josh Camara: Sports, BASEC @ Chenery

Alex DeMaris: Sports, BASEC @ Burbank

Jess Haddad: Sports, BASEC Maynard Programs

Trevor Donahue: STEM, BASEC @ Chenery

Ava Fleisher: STEM, BASEC @ Burbank

Peter Liffers: STEM, BASEC Maynard Programs

Nick Peladeau: Visual and Performing Art, BASEC @ Chenery

Felisia Sainz: Visual Art, BASEC @ Burbank  
Kayla Sylvia: Visual Art, BASEC Maynard Programs  
Carter Eichenberg: Enrichment, BASEC @ BMHS  
Fran Indelicato: Enrichment, BASEC @ Fowler  
Sydney Padgett: Environmental Science, BASEC @ Chenery  
Erin Pelham: Student Engagement, BASEC @ Chenery  
Jessica Bianco: Kindergarten, BASEC @ Burbank

***Operations Specialists***

Ashley Smith: BASEC @ Chenery

***Family Engagement Specialists***

Ciara McCarthy: BASEC @ Burbank  
Honor Williams: BASEC Maynard Programs

***Absence Management Specialist***

Anna Hellyar

## 5. Our Procedures

### ***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.* Toilet training is not a condition of enrollment.

### ***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. A registration form (or online registration) and non-refundable tuition deposit is required for each student enrolling in any BASEC program from a family (please see **7. Tuition and Fees**, below). The registration schedule for BASEC programs is as follows:

#### *Early Registration (~May 9 – August 2)*

Early registration for the following school year opens on May 9, 2024 (mark your calendars: we’ll open for the 2025 – 2026 school year on May 8, 2025!) Current BASEC students and their siblings receive the initial notification that registration is open, followed by students entering kindergarten whose status for the coming school year is known by the BPS and MPS school districts. Early registration is vital to our planning and preparation—we regularly provide incentives for registering during this early registration period!

#### *Regular / Rolling Admission (August 2 onward)*

All student registrations received after August 2, including those received after the school year begins, will be accepted on a first come, first served basis, as space permits. 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 Form (also known as Family and Student Information Form)*

BASEC sends each registering family our enrollment form via an email containing a link. By following that link, families can populate all necessary fields in their child’s student profile, including important contact, emergency, and health information. If a student has

a chronic health condition and/or requires medication administration, a separate addendum will be provided including an Individualized Health Care Plan and Medication Consent Form. Successful completion of the Enrollment Form is necessary before a child's first day of program participation, per our license.

### ***Enrollment Schedule Adjustment***

Families are liable for program tuition for the full school year, consistent with their enrollment selection (i.e., the before and/or after school days for which they registered.) Written requests for adjustments to a student's enrolled schedule are permitted and penalty-free twice:

- During the Early Registration period (May 9 - August 2); and
- During the mid-year schedule adjustment window, between January 1 and January 31, 2025.

A schedule change request form is available for download from the [BASEC website \(https://belmontbasec.org/about/forms-handbooks/\)](https://belmontbasec.org/about/forms-handbooks/), 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 31<sup>st</sup>, based on the availability of space in the program. Approved schedule changes become effective as of February 1<sup>st</sup>, for the balance of the school year.

For schedule change requests outside of the free schedule adjustment periods, a \$100.00 change fee is applied for all schedule reductions. If a family is adding to a child's schedule or making a "lateral" change (maintaining the same number of days), then there is no schedule change fee; however, capacity and staffing factor into our ability to approve the change request.

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 tuition deposit is required at the time of registration for each student enrolling in any BASEC program. **Tuition deposits are non-refundable after August 2** 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 on our 'Rates and Dates' web pages for both Belmont and Maynard camps, as well as on registration materials. Tuition rates vary depending on the duration and focus of the 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 BASEC’s Executive Director for more information.

### ***Calendar***

We are very excited to announce our calendar tool, available on our website.

Belmont BASEC programs: <https://belmontbasec.org/belmont/calendar/>

Maynard BASEC programs: <https://belmontbasec.org/maynard/calendar/>

### ***Drop Off and Pick Up / Dismissal***

#### ***Drop Off***

2024 – 2025 BASEC **after school** programming will commence with students transitioning directly from their school day classrooms. BASEC administrators will check students into after school at this transition. **Please note** that it is extremely important to let us know if your child will be absent from programming. We manage this transition with an emphasis on expedient check-in and follow up with a multi-tiered search for students who do not check in as expected on their regularly scheduled days; therefore, having accurate communication about attendance is vitally important to our process and keeping all students safe.

2024 - 2025 BASEC **before school** programming will commence with students being dropped off by parents during our before school hours, or otherwise following the specific drop-off transportation plan communicated on a specific student’s enrollment form.

#### ***Pick-Up***

Children may be picked up by their parents or guardians, or by other authorized persons, at any time during the program day.

BASEC will make efforts to minimize the number of people who enter the school building, and will ask that all students are picked up following the specific plans communicated to parents for each program site. Designated pick-up areas will be communicated as part of these plans to all families. We will be staying aligned with the public school rules and Health Department guidelines throughout the school year on

building access and will continue to communicate those plans as they change to all BASEC families.

Designation of other individuals who are authorized to pick up students should be made in writing by a student's parents or guardians initially on our Enrollment Form (see Application Procedures, above), the access to which is delivered by an email including a link to the student's profile in our database prior to program matriculation.

Additional names of authorized persons may be provided, in writing, at any time, but must be submitted to a BASEC Director, Operations Director, Operations Specialists, or Family Engagement Specialist for processing compliant with the regulations that govern our licenses. Our duty of care requires us to strictly follow release plans made by parents/guardians and to not release children to any unauthorized persons. Older siblings must be at least 11 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.

A child may sign him/her/themselves out of the program and walk home on their own *only* if their transportation plan is properly documented in their enrollment form. 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 their own, please complete and sign all fields in the "Consent for Child to Leave the Program" section of the Enrollment Form. If you plan to update or change your walking plans or have any questions about this permission, please speak with a BASEC Site Director.

BASEC programs end promptly at scheduled times. Students must be picked up and signed out by that time. Parents or guardians who expect to be late picking up a child should call the BASEC program 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 and Maynard 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 at the end of each month.

*Closing Times for 2024 – 2025*

BASEC @ Burbank: 5:50 PM

BASEC @ Chenery: 6:00 PM

BASEC @ BMHS: 6:00 PM

BASEC @ Green Meadow: 6:00 PM

BASEC @ Fowler: 6:00 PM

Belmont February and April Vacation Programs: 5:00 PM

Maynard February and April Vacation Programs: 5:00 PM or Extended Day until 5:30 PM

Belmont Summer Vacation Programs: 5:30 PM

Maynard Summer Vacation Programs: 5:00 PM or Extended Day until 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, Cancellations, and Closures***

*Early Release Days*

Early Release Days are in the public school calendar for both Belmont and Maynard.

BASEC programming begins at the end of the school day. Please be sure to pack a lunch for your child on these days!

Please subscribe to our [calendar for Belmont](#) and [calendar for Maynard](#) for updates!

The Belmont Public School calendar for 2024 – 2025 includes ten Early Release Days at the elementary school level, thirteen for the Chenery Upper Elementary School, ten for 7th and 8th graders at BMHS, and seven for 9-12 graders at BMHS. BASEC provides programming on all but two of these. We are closed on Wednesday, November 27, 2024

to provide an opportunity for our staff to travel for the Thanksgiving holiday. After school is closed on the last day of school so that all students can participate in the special ceremonies and plans that our school partners develop for students on that day.

The Maynard Public School calendar for 2024 - 2025 includes 14 Early Release Days at Green Meadow and Fowler, including the last day of school, typically an early release day. BASEC provides programming on all of these.

#### *Snow Days*

BASEC does not operate in person on snow or emergency weather days. However, BASEC after school programs operate as usual on days with delayed openings due to inclement weather; before school would be closed on such days.

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 coordinate 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, Juneteenth, and Independence Day).

#### *Before School Closure for Day 1 of School*

Our Before School program at Burbank is closed on the first day of school so that all students can participate in the special ceremonies and plans that our school partners develop for students on that 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. BASEC utilizes emailed surveys to participating families; as well as occasionally conducting 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 administrators and teachers have daily contact with the families, caregivers, and/or guardians of program participants via telephone, 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.

Volunteer opportunities for parents/guardians arise occasionally during a typical year. Please see your Site Director for more information.

### ***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, The Nurtured Heart Approach, and Growth Mindset***

BASEC teachers utilize the following relationship-building strategies in all aspects of our programming. Strong relationships between teachers and students enable authentic and effective learning and behavior management.

- 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;
- Modeling and supporting a constructive approach to challenges;
- 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;
- Remain in the program spaces supervised by teachers;
- 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 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 their 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:

- "Try it again." For many behaviors, simply asking a child to redo the behavior in a way that follows expectations incentivizes choices that make students successful in a community environment;
- 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 parent(s) or guardian(s) 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.

### ***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.

Behavioral issues are documented on incident reports and a 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 them/him/herself or others, BASEC reserves the right to suspend the student or terminate their 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, Executive 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 when a student is officially terminated from the program.

### ***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. Lower elementary-aged students are required to ask permission from a teacher to transition from one activity to another. Upper elementary and middle school students can update their own curriculum and location choices using our sign-out books.

The Site Director, as well as other BASEC administrators and educators, review individual needs to provide personalized support if needed.

### ***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 21<sup>st</sup> Century citizens.

## 6. Health and Safety

BASEC continually reviews and updates its Health and Safety policies and procedures to meet or exceed Massachusetts Department of Early Education and Care's Minimum Requirements for Health and Safety, and align with the Department of Public Health and our public schools' policies and recommendations.

### *Illness*

Students who are ill should not attend school or BASEC programs. If a student is dismissed from school early due to illness, he/she/they 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. The presence of symptoms will initiate our reentry plans (which may periodically be updated based on the most current recommendations from the Department of Public Health); please see our [Health Care Policy](#) for more detailed information.

Exclusion from programming is a necessary health and safety step for students testing positive for COVID and for students with a fever (fever-free for at least 24 hours without fever-reducing medication). This step is vital in keeping our community safe and keeping BASEC open for the school year. **Please note that we are not able to provide tuition refunds** in situations where students are excluded from programming for health and safety protocols.

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

For more information, please see *Care of Mildly Ill Children* and *Exclusion Policy for Conditions Reportable to the Town Health Department* in the [Health Care Policy](#) for more information.

### ***Medical Emergencies***

All BASEC teachers receive Red Cross approved training in First Aid and CPR. All BASEC programs utilize that periodic training to inform our responses to emergency situations.

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. Family information fields in our enrollment form include 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 communication and supervision procedures outlined below:

1. A BASEC teacher will call the student's parents/guardians or emergency contacts, and/or physician, 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 injury report to the program Site Director following the incident. A copy of the report will be provided to the student's parent or guardian, a copy will remain in the student's file, and a copy will be submitted to our licensor at the EEC.
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.

More details about these plans are available in BASEC's [Health Care Policy](#).

### ***Injury and First Aid***

All BASEC teachers are trained in CPR and First Aid. Equipment and supplies necessary to provide these measures are available at all BASEC sites. For details about First Aid supply contents and locations, injury prevention and management, and recording and reporting injury, please see the [Health Care Policy](#).

### ***Infection Control and Monitoring***

BASEC maintains plans for controlling infection through the use of hand hygiene; cleaning, sanitizing, and disinfecting; appropriate use of Personal Protective Equipment (PPE); and other means. Details about these plans are available in BASEC's [Health Care Policy](#).

### ***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](#).

### ***Smoking / Tobacco Use***

Massachusetts' state law prohibits the use of any form of tobacco, including cigarettes, smokeless tobacco, and nicotine delivery devices like e-cigarettes, by staff, campers, or any person at the camp. Smoking is not permitted in any school building or on school property (playground, blacktop area, sidewalks, etc.) The use of tobacco is prohibited for any BASEC employee while on program grounds.

### ***Traffic Control Plan***

With large programs and small parking areas, BASEC always urges families to show caution and understanding when navigating pick-up and drop-off. Parents may not drive at a speed over 10 miles per hour. For morning drop-off (before school and camps), please follow the specific drop-off plans communicated for that specific program.

***Plans for Missing Children, the Arrival of Unenrolled Children, and No-Shows***

Per licensing requirements with the Department of Public Health, BASEC maintains and trains staff in plans for lost campers, missing children, lost swimmers, arrival of un-enrolled students, and no-shows of enrolled students. Please see the [Health Care Policy](#) for details about those plans.

***Insect and Sun Protection***

Per licensing requirements with the Department of Public Health, BASEC maintains plans for utilizing insect repellent, conducting visual inspection for ticks, and implementing tick awareness instruction during any programs that involve field trips into wooded areas or spaces with tall grasses. BASEC also encourages the use of sunscreen or other forms of solar protection and communicates specifics about these preventative measures during vacation programs that may include longer outdoor exposures. More information is available in BASEC's [Health Care Policy](#).

***Unrecognized Persons***

BASEC sites maintain the protocol to question any unrecognized persons entering program or camp property. We recommend politely engaging with, "how can I help you?" Any non-parent/guardian picking up a child must show identification and must be approved with BASEC prior to release of the student.

***Snacks, Meals, and Nutrition***

Traditionally, 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.

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

For more information about snacks, meals, and nutrition, please see *Plans for Snacks and Meals*, and *Plan for Camper or Student Who Forgets Lunch* in the [Health Care Policy](#).

***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, by answering "yes" to the questions on the BASEC enrollment form about chronic health conditions and medications. Following the

“yes” response, families are separately emailed BASEC’s Medication Consent and Individualized Health Care Plan forms, prompting recipients to provide more detailed information about the health condition and medication and/or treatment. The allergies or suspected allergies or sensitivities for all affected children will be confidentially posted for teachers at 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](#).

Please note that BASEC does not accept Benadryl as a medication option for food allergies per recommendations of our Healthcare Consultant because it may mask dangerous anaphylaxis signs.

### **Medications**

If a child requires medication to be administered at BASEC, the parent/guardian must answer “yes” to the questions on the BASEC enrollment form about a chronic health condition or medication. Following the “yes” response, families are separately emailed BASEC’s Medication Consent and Individualized Health Care Plan forms, prompting recipients to provide more detailed information about the health condition and medication and/or treatment. These forms must be completed in detail in order for BASEC to administer medication (see details below).

If the need to take medication at BASEC arises after the enrollment form is completed, please reach out to your Site Director in order to update these required forms.

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, prescribed dosage, and expiration date. 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. All BASEC teachers participate in training detailing the administration of medication.

Medications will be administered as instructed by the prescription, and will be properly stored. Details about the *Storage and Administration of Medication* are available in the [Health Care Policy](#).

BASEC provides staff specific medical training to its staff as it can. However, certain medications require more significant technical knowledge than is feasible. BASEC reviews all medication and care plans on a case-by-case basis to determine if the individualized care required is above and beyond the administration practices recommended by our healthcare consultant. If you have questions about your child's medication, please reach out to your Site Director before completing the IHCP to ensure expedient and accurate planning.

### ***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.

### **BASEC Policy for Student Use of Cell Phones and Smart Watches**

*BASEC @ Burbank, BASEC @ Chenery, BASEC @ BMHS 7-8, BASEC @ Green Meadow, and BASEC @ Fowler*

We strongly discourage families from sending their elementary and middle school aged children to BASEC with a cell phone or smart watch. Cell phones/smart watches can be a distraction from engaging with peers and learning experiences and can present challenges for maintaining internet safety. We appreciate when families can help keep our programs as free from cell phones/smart watches as possible.

We understand that some families require that their child carry a cell phone or smart watch, particularly in cases where the child walks home from BASEC. To meet these needs, we **require** that students only use their phones/watches:

- To contact or reply to a parent/guardian,
- After asking permission from a BASEC teacher, **AND**
- While under the direct supervision of that teacher during phone call or messaging.

We communicate this to students through multiple touch points over the course of the year. We encourage students to use BASEC's phone and make it available throughout each day.

Our teachers take this policy seriously. When a student is not following the rule, we ask that they leave their cell phone/smart watch at the front desk for the day. When



necessary, we create individual behavior plans to help students manage keeping a cell phone/smart watch at BASEC and following the rules.

As you may know, there are areas in our spaces that students access without adult supervision (primarily, the bathrooms). As you may not know, it is almost impossible for the filters and block lists to completely prevent children from accessing inappropriate content--particularly if they are actively attempting to circumvent them.

Because of this, we strongly encourage you to have conversations with your child about safety on the internet. Many resources are available to help inform this discussion. One free one is available on the Belmont Media Center archive of a Workshop we hosted at BASEC:

<http://www.belmontmedia.org/watch/belmont-after-school-enrichment-collaborative-kristen-lavalee-030717>; others directly from the Center on Media and Child Health website: <https://cmch.tv>

We continually talk to students about consent; that is, how to say no when feeling uncomfortable about a situation as well as how to respect and listen to each other. It's a part of our goal of helping kids make better choices and to be more successful in every interaction.

### **BASEC Personal Electronic Device and Wifi Policy**

*BASEC @ Burbank, BASEC @ Chenery, BASEC @ Green Meadow, and BASEC @ Fowler*

Personal electronic devices, such as tablets and laptops, are strictly prohibited at BASEC--with the exception of school-issued Chromebooks or iPads that are used for homework purposes. We appreciate when families make sure that their students never bring any personal electronic devices to BASEC, other than cell phones on a very limited basis and in compliance with the above policy on student cell phone use. On occasion when internet use is permitted as part of our program:

- WiFi access is strictly limited,
- WiFi access is allowed only on BASEC computers, AND
- While under the direct supervision of a teacher.

If you have questions about this policy, or would like to speak further about the topic, please do not hesitate to contact your Site Director, or speak directly to BASEC Executive Director, Andrew Mountford.

## **BASEC Cell Phone, Personal Electronic Device and Wifi Policy**

*BASEC @ BMHS 9-12*

BASEC expects that High School students, when attending our program, will utilize their cell phones and other personal electronic devices, such as tablets and laptops, for educational purposes only. Student access to the internet for any purpose that is not directly related to a school assignment or other educational purpose explicitly authorized in advance by a teacher is strictly prohibited.

Our teachers take this policy seriously. When a student is not following the rule, we ask that they leave their cell phone or other device at the front desk for the day. When necessary, we create individual behavior plans to help students manage their cell phone and/or personal electronic device use at BASEC and following the rules.

As you may know, there are areas in our spaces that students access without adult supervision (primarily, the bathrooms). As you may not know, it is almost impossible for the filters and block lists to completely prevent students from accessing inappropriate content--particularly if they are actively attempting to circumvent them.

Because of this, we strongly encourage you to have conversations with your child about safety on the internet. Many resources are available to help inform this discussion. One free one is available on the Belmont Media Center archive of a Workshop we hosted at BASEC:

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We continually talk to students about consent; that is, how to say no when feeling uncomfortable about a situation as well as how to respect and listen to each other. It's a part of our goal of helping kids make better choices and to be more successful in every interaction.

It is our expectation that every BASEC High School student will read and abide by the Belmont Public Schools Student Network Acceptable Use Policy at all times. [Please read that policy by clicking here.](#)

If you have questions about this policy, or would like to speak further about the topic, please do not hesitate to contact your Site Director, or speak directly to BASEC Executive Director, Andrew Mountford.

### ***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 and Maynard communities, 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. Parents or guardians may 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 every three years during the course of a staff member's employment, BASEC initiates a background record check (BRC) through the Department of Early Education and Care's BRC Navigator. The BRC Navigator completes a comprehensive check of criminal offender record information (CORI), sexual offender record information

(SORI), Department of Children and Family (DCR) reports, as well as a fingerprint-based check of state and federal criminal history. Successful completion of these background checks is a condition of employment. Parents have the right to review background checks, health care and discipline policies, and grievance procedures.

A guide for mandated reporters is available 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 and Maynard school facilities, we are not part of the school departments. 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 and Maynard communities, while still maintaining our high standards for staff and program quality.

Tuition, deposit, and registration fees for the 2024 – 2025 school year are listed on our website (see links below)

### ***BASEC @ Burbank***

- BASEC is now Registration fee-free!
- Tuition Deposit (non-refundable after July 21) \$300.00

*Tuition:*

<https://belmontbasec.org/burbank/tuition/>

### ***BASEC @ Chenery***

- BASEC is now Registration fee-free!
- Tuition Deposit (non-refundable after July 21) \$350.00

*Tuition:*

<https://belmontbasec.org/chenery/tuition/>

### ***BASEC @ BMHS Grades 7-8***

- BASEC is now Registration fee-free!
- Tuition Deposit (non-refundable after July 21) \$300.00

*Tuition:*

<https://belmontbasec.org/bmhs7-8/tuition/>

**BASEC @ BMHS Grades 9-12**

- BASEC is now Registration fee-free!

*Tuition:*

<https://belmontbasec.org/bmhs9-12/tuition/>

**BASEC @ Green Meadow**

- BASEC is now Registration fee-free!
- Tuition Deposit (non-refundable after July 21) \$300.00

*Tuition:*

<https://belmontbasec.org/maynard/green-meadow-tuition/>

**BASEC @ Fowler**

- BASEC is now Registration fee-free!
- Tuition Deposit (non-refundable after July 21) \$300.00

*Tuition:*

<https://belmontbasec.org/fowler/fowler-tuition/>

**Tuition Deposit**

The non-refundable tuition deposit (\$300 for Burbank, BMHS 7-8, Green Meadow, Fowler; \$350 for Chenery; and \$175 per week for Summer) is required at registration and is a part of the annual tuition. This non-refundable fee is applied to your final tuition payment (May 1 for before and after school tuition; June 1 for summer tuition).

**Agreement for Annual Tuition Payment**

An enrolling family commits to the annual tuition aligned with their schedule choice. For billing, we divide this annual tuition into installments (see Tuition Payments, below) in order to make payments manageable for our families. BASEC then commits to expenses for the school year or camp program to meet enrollment needs. Staff wages; employee health insurance; disability, liability, and worker's comp; rent; supplies; bookkeeping services; as well as many other expenses are necessary parts of our annual operation. Very few of these expenses are reduced or eliminated by students terminating their participation—or even during unplanned closures as in the necessary health and safety response to a pandemic. Full payment of the tuition associated with each child's enrollment is necessary for BASEC to remain financially viable.

### ***BASEC Workshops***

BASEC Workshops are enrichment classes that meet weekly over a multi-week session. They allow for students to dive deeply into a new skill or interest, with more rigorous opportunities than are typically available in regular daily programming. Information about upcoming BASEC Workshops, including schedule, description, and cost, will be provided to all interested families periodically over the school year, prior to the start of BASEC workshop sessions. Registration for Workshops happens on our website.

Students must enroll in BASEC (see Our Procedures, above) to participate in any BASEC Workshop. Tuition for Workshops at Burbank, Chenery, BMHS, Green Meadow, and Fowler 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, are made available on [BASEC's website](#) prior to the start of each Vacation Program offering. We are planning to operate February, April, and Summer vacation programs at both our Belmont and Maynard sites.

### ***Tuition Payments***

Before and After School annual tuition is divided into five bi-monthly installments for Burbank, Chenery, BMHS 7-8, Green Meadow and Fowler (September, November, January, March, May); or four installments aligning with academic quarters for BMHS 9-12 (September, November, February, April).

Summer camp invoices are sent after our designated drop/change date. Tuition deposits are applied and the balance is due in one installment. If a parent wishes to discuss a payment plan, they should contact the Executive Director.

Invoices are emailed from our bookkeeper ([bookkeeper@belmontbasec.org](mailto:bookkeeper@belmontbasec.org)) 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 in Belmont by [Community Care for Kids](#) (617-657-3505) and in Maynard by [Seven Hills](#)

(508-755-2340), provides subsidies for out-of-school time tuition costs for qualified families.

**BASEC 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 eighth 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 8<sup>th</sup> grade students at the Chenery Middle School. In 2018, we added Sports League evening programs. In 2020, we launched our *BASEC @ Home* programming. In 2021, we opened our programs in the Maynard community, with before and after school sites at the Green Meadow and Fowler schools. In 2023, we transitioned our 7th and 8th grade program into the newly completed Belmont Middle and High School building.

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:

### Executive Director

Andrew Mountford

[Andrew.Mountford@belmontbasec.org](mailto:Andrew.Mountford@belmontbasec.org)

### BASEC @ Burbank

266 School Street; Belmont, MA 02478 -- 781-296-2471

[Burbank@belmontbasec.org](mailto:Burbank@belmontbasec.org)

Site Director: Sarah Houtmeyers [Sarah.Houtmeyers@belmontbasec.org](mailto:Sarah.Houtmeyers@belmontbasec.org)

Director of Student Programming (for Workshop and Tutoring questions): Ellen McEllin

[Ellen.McEllin@belmontbasec.org](mailto:Ellen.McEllin@belmontbasec.org)

### BASEC @ Chenery

95 Washington Street; Belmont, MA 02478 -- 617-484-8030

[chenery@belmontbasec.org](mailto:chenery@belmontbasec.org)

Site Director: Amanda Burke [Amanda.Burke@belmontbasec.org](mailto:Amanda.Burke@belmontbasec.org)

Assistant Director: Blake Stensland [Blake.Stensland@belmontbasec.org](mailto:Blake.Stensland@belmontbasec.org)

### BASEC @ BMHS

221 Concord Avenue; Belmont, MA 02478 -- (617) 431-6686

[bmhs@belmontbasec.org](mailto:bmhs@belmontbasec.org)

Site Director: Brandon Heisler [basec.bhs@belmontbasec.org](mailto:basec.bhs@belmontbasec.org)

Assistant Director: Beck Govoni [Beck.Govoni@belmontbasec.org](mailto:Beck.Govoni@belmontbasec.org)

### BASEC @ Green Meadow

5 Tiger Drive; Maynard, MA 01754 -- Phone 978-801-1334

[Greenmeadow@maynardbasec.org](mailto:Greenmeadow@maynardbasec.org)

Site Director: Michael Clark [Michael.Clark@maynardbasec.org](mailto:Michael.Clark@maynardbasec.org)

Assistant Director: Clare McGladrigan [Clare.Mcgladrigan@maynardbasec.org](mailto:Clare.Mcgladrigan@maynardbasec.org)

### BASEC @ Fowler

3 Tiger Drive; Maynard, MA 01754 -- Phone 978-801-1334

[Fowler@maynardbasec.org](mailto:Fowler@maynardbasec.org)

Site Director: Michael Clark [Michael.Clark@maynardbasec.org](mailto:Michael.Clark@maynardbasec.org)

Assistant Director: Clare McGladrigan [Clare.Mcgladrigan@maynardbasec.org](mailto:Clare.Mcgladrigan@maynardbasec.org)

**BASEC Vacation Programs**

[vacationcamp@belmontbasec.org](mailto:vacationcamp@belmontbasec.org)

**Director of Impact**

Annie Gladfelter: [Annie.Gladfelter@belmontbasec.org](mailto:Annie.Gladfelter@belmontbasec.org)

**Operations Director**

Viviana Yearwood: [Viviana.Sanchez@belmontbasec.org](mailto:Viviana.Sanchez@belmontbasec.org)

**Bookkeeper**

Judy Paratore: [bookkeeper@belmontbasec.org](mailto:bookkeeper@belmontbasec.org)

**BASEC Board of Directors 2023 – 2024**

President/Chair: Sandi McKinley: [sandi.mckinley@gmail.com](mailto:sandi.mckinley@gmail.com)

Treasurer: Karine Stanislaus: [karinestanislaus@gmail.com](mailto:karinestanislaus@gmail.com)

Secretary/Clerk: Jessica Krefting: [kuhn.jessica@gmail.com](mailto:kuhn.jessica@gmail.com)

Board Members at Large:

Helen Marrow: [Helen.Marrow@tufts.edu](mailto:Helen.Marrow@tufts.edu)

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Emily Rando: [emilymrando@gmail.com](mailto:emilymrando@gmail.com)

Prakriti Majumdar [prakritia@gmail.com](mailto:prakritia@gmail.com)

Ex-Officio Members:

Andrew Mountford: Executive Director, [andrew.mountford@belmontbasec.org](mailto:andrew.mountford@belmontbasec.org)