



Before and After School & Summer  
Child Care Programs

# X-treme Summer Thrills!



## Summer 2019 Liverpool Parent Handbook

Before and After School Child Care on Location, Inc.  
4610 Wetzel Road ♦ Liverpool, NY ♦ 13090  
Phone: 315-622-4815 Fax: 315-622-4885  
Site Cell Phone: 315-715-2219  
[www.bascol.org](http://www.bascol.org)





Dear Parents,

Welcome to BASCOL's X-treme Summer Thrills! Our summer program is open from 6:30am until 6:00pm Monday through Friday, July 1st through August 28, 2019. Summer programs are held in Liverpool at Long Branch Elementary and St. Ann's School in Syracuse. There is also a Summer Program at Central Square Intermediate in Central Square. Please note: Weeks 8 and 9 for Liverpool will be held at Northside Baptist Church. BASCOL will be closed on Thursday, July 4, 2019, in honor of Independence Day.

Our Mission Statement:

To provide convenient, quality NYS licensed Before & After School Childcare On Location with engaging activities for children in Grades K through 6.

BASCOL's Goals:

BASCOL is a fun, recreational based program.

BASCOL creates a safe and nurturing environment.

BASCOL's caring staff encourages each child to grow to their fullest potential.

BASCOL's Core Programming Areas:

- |  |                                  |
|--|----------------------------------|
| *Art                                       | *Literacy                        |
| *Dramatic Play                             | *Science Discovery               |
| *Fine Motor Skills                         | *Special Events                  |
| *Physical Education,<br>Health & Nutrition | *Social/Emotional<br>Development |

BASCOL is a New York State licensed program and is required to follow the Office of Children and Family Services School Age Child Care Regulations. This handbook is designed to inform parents/guardians of BASCOL's policies and procedures. Please read it and keep it for reference. Thank you.

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# REGISTRATION AND ENROLLMENT PROCEDURES

We welcome your child/ren's enrollment in BASCOL's summer program, "X-treme Summer Thrills!", which will operate for 8 one-week sessions. Week 9 is only a three day week session. You may register for as many days or weeks as you need. If enrollment becomes full, you may be placed on a waiting list by completing the necessary forms and paying the appropriate registration fee.

The parent/guardian must complete and submit a Registration Packet. Each booklet can register multiple children.

## 1. Registration Fee

\* Payment Due at time of registration

**Registering by June 3, 2019**

\$30.00 Registration Fee per child (non-refundable)

\$60.00 total for two or more children

**Registering after June 3, 2019**

\$45.00 Registration Fee (non-refundable)

\$90.00 total for two or more children

## 2. Last Week's Tuition Deposit

\* Payment Due at time of registration

One week deposit; will be applied towards your child's last week of attendance.

## 3. T-shirt Fee (required for field trips)

\* Payment Due at time of registration

\$10.00 per Shirt

## 4. Field Trip Fees

\$20.00—Beaver Lake

\$25.00—Get Air

\$25.00—Wonderworks

\$35.00—Seabreeze

\* Field Trip Fees are due with the tuition payment for that week in advance. Please Note: Field Trip fees may be increased due to increased fuel charges.

## 5. First Week Tuition

Payment must be made by Thursday, June 27, 2019.

Note: Your child/ren's enrollment in BASCOL's summer program is not guaranteed until the Registration Packet is completed in full and fees as outlined in numbers 1, 2, and 3 have been paid.

# FEE POLICIES AND PROCEDURES

As per BASCOL's Summer Fee and Service Contract, parents are responsible for weeks registered. Any changes in scheduling must be done at least one week in advance in order to avoid financial penalty. DSS participants who register, but do not attend the program and fail to contact the BASCOL office one week in advance, will be responsible for paying BASCOL's regularly stated fees. All policies and procedures as stated on the Fee and Service Contract will be strictly adhered to.

## Payments

We can only accept Money Orders and Checks at the sites. Cash, Money Orders, Checks and Credit Cards will be accepted at the BASCOL office. You can also pay by phone or sign up for automatic payments on a credit card by calling the BASCOL office at 315-622-4815. There is also a click-to-pay link in your e-mail billing statement to pay online.

## Late Tuition Fee

A \$10.00 late tuition fee will be incurred for any balances not paid in full by the previous Thursday prior to attending.

### 2019 Summer Rates

	5 Days	4 Days	3 Days	2 Days
1 Child	\$212.25	\$199.00	\$149.25	\$99.50
2 Children	\$403.00	\$398.00	\$298.50	\$199.00

## Late Pick Ups (after 6:00pm)

Please notify the BASCOL Office if you anticipate that you will be late for any reason. You will still be responsible for all late pick up fees as stated on the Fee and Service Contract. (\$15.00 per child for the first five minutes after 6:00pm. An additional \$30.00 per child will be charged for the next 15 minutes after that. An additional \$2.00 a minute will be charged for each child after 6:20pm. All late time is calculated according to the BASCOL clock.)

Child care services may be withdrawn, if three late pick ups occur or if anytime the late fees are not paid.

## Non-Sufficient Fund (NSF) Checks

Non-sufficient fund (NSF) checks returned will incur a \$35.00 returned check fee. Notification of the returned check will be via the weekly statement. There will be a charge posted to your account for the amount of the returned check plus the \$35.00 returned check fee.

## **FEE POLICIES AND PROCEDURES (continued)**

The NSF check and fee must be paid immediately. After the second NSF check, only cash, credit cards or money orders will be accepted for payment.

### **Delinquent Accounts**

Delinquent Accounts will be assessed additional fees to cover the costs associated with collecting on the account. The charges will include, but are not limited to, costs incurred by BASCOL for time spent trying to collect, small claims court filing fees, and attorney's fees\*. These fees can be avoided if a payment plan is made and adhered to. As always, if there is a financial problem regarding your account, contact the BASCOL Office so payment arrangements can be made and additional fees can be avoided.

#### **\*Collection Fees - If the outstanding balance is:**

- \$200 or less, the fee is \$80
- \$201-\$400, the fee is \$120
- \$401-\$600, the fee is \$160
- \$601-\$800, the fee is \$200
- \$801-\$1000, the fee is \$240

## **RELEASE OF CHILDREN**

Children will be released to persons other than parent ONLY if they are specifically designated on the Authorized Release Persons' list in the Registration Packet. (Person MUST be 18 or over, know password and show ID.)

### **Release of Children From a Field Trip**

The parent/guardian must see the Site Director or Program Manager in charge, know the password, show photo ID and sign the Field Trip Sign Out Form before a child may leave the field trip location.

*\*Please remember your Password indicated on the Registration Form for future reference.*

Please Note: If there are any family custody issues, we would need a copy of the court papers in order to implement the legal procedure.

## PARENT/GUARDIAN RESPONSIBILITIES

- ◇ BASCOL Program operates 6:30am until 6:00pm. Please do not try and drop off your child prior to 6:30am. Staff cannot accept them. Please be sure to pick up no later than 6:00pm.
- ◇ All children are required to be signed in and sign out at the designated table by the person responsible for dropping off and picking up your child/ren; i.e. parent, guardian or authorized persons. Photo ID is required.
- ◇ BASCOL provides a nutritious snack every morning and every afternoon.
- ◇ Please provide a ready-to-eat lunch and beverage (no soda). Glass bottles are prohibited due to safety reasons. **Do not send lunches that need refrigeration or need to be microwaved.**
- ◇ Please label all property and clothing.
- ◇ Please dress your child for summer weather; shorts, light-weight tops, sneakers and socks. Please bring sweatshirt or light jacket on inclement days. Items can be kept in locker/cubby at the site. Sandals are not suggested.
- ◇ Children are **NOT** allowed to bring any home toys to BASCOL. This includes all electronic devices. BASCOL is not responsible for any lost, stolen and/or damaged items.
- ◇ BASCOL computers will use pre-approved educational based games. Any videos/DVD's provided will be part of the weekly theme. ALL electronic media will be approved by the BASCOL Administrative Team.
- ◇ Parent billing statements are e-mailed on Monday each week. Payments are due on Thursday by 6:00pm for the following week.
- ◇ **Please send each child attending with the following items:**
  - 1.) One water bottle (labeled).
  - 2.) Sunscreen (separate for each child, cannot be shared between siblings) - Parent permission is required for children to apply this topical ointment to themselves during the day. The container must be original with your child's first and last name noted on the container (see **Health and Safety Policy**, page 8).
  - 3.) Change of Clothes (labeled).
  - 4.) Water clothes, swim shoes and towel (labeled).



# PROGRAM EXPECTATIONS

BASCOL has an expectation of appropriate behavior at all times which includes, but is not limited to, the following:

## BASCOL's Summer Success:

- Respect Others           \*Listen to Teachers and Others
- Respect Yourself       \*Solve Problems with Words, Not Physical Action
- Respect Property       \*Use Inside Voices and Walking Feet
- Behave Appropriately \*Keep Your Hands and Feet to Yourselfes
- Have Fun!               \*Treat Others As You Would Like to Be Treated

Parent/Guardian support of these basic rules and expectations will help ensure that BASCOL provides a safe, happy and friendly environment for all children.





























## DAILY SCHEDULE\*

Children will be divided into groups based upon their September grade level. The summer schedule may vary due to special programs.

6:30-8:00	Children Arrive. Free Choice of Activities
8:00-8:30	Nutritious Morning Snack
8:30-9:00	Group Meeting and Attendance
9:00-12:00	Programmed Activities Stations: Dramatic Play, Arts and Crafts & Kids Zone with Special Centers
12:00-12:30	Lunch (brought from home)
12:30-1:00	Outdoor Team Activities
1:00-3:00	Programmed Activities Stations: Dramatic Play, Arts and Crafts & Kids Zone with Special Centers
3:00-3:30	Group Meeting and Attendance
3:30-4:00	Nutritious Afternoon Snack
4:00-5:00	Group Games and/or Outdoor Time
5:00-6:00	Kids Choice
6:00	Program Ends

\*Schedule subject to change

## X-treme Summer Thrills!

 <span style="font-size: 2em; font-weight: bold;">"The Magic of Summer"</span> 					
July					
	Monday	Tuesday	Wednesday	Thursday	Friday
wk 1 Welcome to Summer!	1  First Day Fun	2  Team Spirit	3  America's Bday Party	4 CLOSED	5  Artful Antics
wk 2 The Magical World of Harry Potter	8  Welcome to Hogwarts!	9  Potions and Charms	10  Jeff the Magic Man @ LBE & CSI Magical Adventures	11  Jeff the Magic Man @ SAS Creatures of the Wizarding World	12  TriWizard Tournaments
wk 3 Dazzling Decades	15  50's Sock Hop	16  Peace of the 70's	17  Beaver Lake Field Trip 80's Glam 	18  BACK TO THE 90's The 90's... 'Nuff Said	19  Y2K!
wk 4 All Around the World	22  The Wonders of the Earth	23  Maps & Compass	24  Dan the Snake Man @ All Sites Pole to Pole	25  Continental Travel	26  The World's Dinner Table
wk 5 Lego Engineers	29  Brick City Engineers	30  Ultimate Build Challenge	31  Get Air Field Trip Creative Free-For-All 	1  Lego Transport	2  Lego My Eggo!

 <span style="font-size: 2em; font-weight: bold;">"The Great Outdoors"</span> 					
August					
	Monday	Tuesday	Wednesday	Thursday	Friday
wk 6 Adirondack Days	5  Mountain Majesty	6  Can I Have S'more?	7  Zoo to You @ LBE & CSI Wild Wednesday	8  Salmon Run	9  Zoo to You @ SAS Survivor Skills
wk 7 Out of This World	12  E.T.	13  Star Gazing	14  Wonder Works Field Trip To Earth & Beyond	15  Space Science	16  NASA Mission to Mars
wk 8 Blue Planet	19  Nemo's Aquarium	20  Animals of the Sea	21  Bubble Man @ LBE & SAS Colors of the Reef	22  Bubble Man @ CSI Ocean Science	23  Dive into the Deep Sea
wk 9 Let's Play	26  Sports & Fitness	27  GAME TIME! Board Game Free-For-All	28  Seabreeze! Field Trip 	29 CLOSED	30 CLOSED

\*Calendar subject to change\*

## FIELD TRIPS

Participation in field trips requires parent permission and a separate payment. All children attending the field trip must wear a BASCOL shirt for their safety and security. Please provide a brown bag lunch for your child labeled with their name.

If you want your child to attend a field trip, you must sign up no later than 48 hours before the day of the field trip. **For safety reasons, this time frame will be strictly adhered to. Space is limited.**

A verification form must be signed by you giving permission for each field trip. Your child/ren must be dropped off at the home site by the time announced.

BASCOL reserves the right to change a field trip destination, if required, due to weather or other circumstances.

If you do not wish for your child/ren to participate in a field trip, BASCOL always has a full day of fun activities planned for those children not attending.

Please **DO NOT SEND** children with any **MONEY** on field trips. Children will not be permitted to visit gift shops on our field trips as it takes away from field trip activities.

## SWIMMER/NON-SWIMMER POLICY

Parents will be asked to designate their child/ren as a “Swimmer” or “Non-Swimmer” for water field trips.

BASCOL defines a “Swimmer” as a child who can hold their breath and go under water. Swimmers can swim independently and (height provided) can go down slides and other water rides.

BASCOL defines a “Non-Swimmer” as a child who cannot swim independently or hold their breath efficiently underwater. Non-Swimmers will only be allowed to sit in shallow water or stand in water up to their waist.

If a parent chooses to classify their child as a “Non-Swimmer,” BASCOL will be responsible for placing a brightly colored wrist band on their child the day of a water field trip.

Please note: All children entering Kindergarten will be in the “Non-Swimmer” group.

*For Seabreeze* - “Non-Swimmers” will stay in the splash factory. Children will not be permitted to ride the Helix ride or go in wave pool even if they are a “Swimmer”.

# TRANSPORTATION PLAN

1. The Program will obtain written consent from the parent(s) for any transportation of their child provided for, or arranged by a caregiver, and will keep the transportation policy and the written parental consent on file at the program, and parents can be given a copy.
2. A child will never be left unattended in any motor vehicle or other form of transportation.
3. Every child will board or leave a vehicle from the curb side of the street.
4. Each child will be secured in safety seats or safety belts as required by law.
5. Drivers will be 18 years of age or older and hold a current valid license to drive the class of vehicle they are operating. All vehicles used to transport children must have a current registration and inspection sticker.
6. The parent(s) will be provided a copy of this plan at enrollment. If the plan changes, the parent(s) will be provided a copy of the amended transportation plan, prior to its start date. The use of cell phones or any other electronic device during transport, including hand-free devices, is prohibited. Necessary calls will be made once the vehicle is parked in a legally permitted position off the road.
7. The Program will display daily transportation schedules at the following locations: NA
8. During the transport of children, the program will adhere to the required ratio of caregivers to children at all times as determined by regulations.
9. When a child is released from the program, the program will verify that the individual approved by the parent(s) to receive the child is present at the designated drop off location. If the approved person is not present as planned, the parent(s) will be contacted immediately by the Program.
10. The parent will be able to check the posted daily transportation schedule regarding transportation arrangements for each day a child is in care. Other Comments: Not Applicable—BASCOL does not transport on a daily basis.

# HEALTH CARE POLICY

## Sickness

If your child becomes sick while attending BASCOL, a staff member will contact the parent/guardian and request the child be picked up as soon as possible.

Please refer to the Health Care Plan & OCFS Exclusion Criteria in the Parent Sign In and Out Binder for specific protocol.

## Medical Condition & Medication

If your child has a known medical condition, please be sure to notify the BASCOL Office at time of registration. An Individual Special Health Care Needs Plan will need to be completed and the parent will be responsible for reviewing the plan with staff and complete any necessary training with staff on an as needed basis. If any medication is required to be given while your child is at BASCOL, a Written Medication Consent Form will need to be completed by both the physician and parent. All staff administering medications are certified to do so by NYS. These staff are also CPR and First Aid certified and they follow the procedures and policies of the Medication Administration Law.

Please Note:

- ◇ NYS requires the MAT forms to be updated every 12 months or whenever there is a change in the medication or dosage.
- ◇ ONLY parents/guardians are allowed to transport medication to and from sites.
- ◇ If your child's medication is NOT at BASCOL during the time he/she is scheduled to attend BASCOL, they CANNOT attend.
- ◇ Any prescribed medication brought to BASCOL to be administered MUST be in the original container with the pharmacy label on the bottle or box and the drug information sheet included.
- ◇ Any non-prescribed (over-the-counter) medication MUST be in it's original container and have the child's first and last name on it.
- ◇ If your child has Asthma or Allergies with no medication needed at BASCOL, you will need to complete an Asthma/Allergy Action Plan and have the child's doctor provide a note saying that your child does not need medication while at BASCOL.
- ◇ Parents are required to review all Special Health Care Plans with the staff at the program.

## BEHAVIOR MANAGEMENT PLAN

*Per regulations set forth from the New York State Office of Children and Family Services:*

A child may only be disciplined by the Site Director, group teacher, assistant teacher, provider, substitute, and/or assistant.

- The program must apply all rules consistently and appropriately to the ages of the children and their developmental level and abilities.
- Any discipline used will relate to the child's actions and be handled without prolonged delay.
- A child may be separated briefly from the group, but, only long enough to gain self-control and must be in view of, supervised and supported by a director, group teacher, assistant teacher, provider, substitute, and/or assistant.
- Corporal punishment is prohibited.
- No child can be isolated in an adjacent room, hallway, closet, darkened area, play area of any other area where a child cannot be seen, or supervised.
- Withholding or using food, rest or sleep as punishment is prohibited.
- Methods of interaction that punish, demean or humiliate a child are prohibited.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is absolutely prohibited. Any child care program must not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, any person under the program's control.
- Physical restraint is prohibited.

## **DISCIPLINE AND DISCHARGE POLICY**

Disruptive behavior will be dealt with in the following manner:

1. Any disruptive or consistent behaviors will be communicated with parents and documented.
2. An Incident Report will be documented and will be discussed with parent/guardian.
3. Any additional behavior issue will result in another Incident Report and will require a parent meeting which will be requested at that time. The meeting would consist of the Executive Director and Site Program Manager and the parent/guardian. At the meeting, an Action Plan will be developed with steps to be implemented. A follow-up meeting may be required depending on the severity of the incident within a 2 week time frame.

**Depending on the severity of the issue, BASCOL reserves the right to skip any of the steps set forth above and immediately disenroll any child based on inappropriate conduct that BASCOL considers serious. Parents/Guardians will be responsible for the payment of tuition during the period of suspension or until the child is withdrawn, or is discharged from BASCOL by the Executive Director.**

If a child is reinstated in BASCOL and receives another Incident Report, they may be suspended immediately from the program.

## **SHELTER IN PLACE PLAN**

BASCOL must complete a Shelter in Place Plan Drill and review it with parents and children per NYS OCFS Regulations.

**What is “Shelter in Place”?** - A Shelter in Place Plan/Drill is a plan for a response to an emergency that creates a situation in which it is safer to remain in the building rather than to evacuate. Some situations that may require sheltering in place are: severe weather conditions, public disturbances that escalate to violent acts, chemical or biological spill or a rabid animal sighting.

## **PROGRAM EVACUATION PLAN**

Each BASCOL program has an evacuation plan (which includes an instructional flowchart of staff’s responsibilities as well as primary and secondary evacuation routes and sites) to be followed during an incident or drill. This information was distributed at the time of registration. If you would like to request another copy or want more information regarding this, please contact the BASCOL Office at 315-622-4815.

## **ACTION PLAN IF A CHILD IS NOT PICKED UP**

If a child is not picked up by 6:00pm the following action plan will be put in place and additional fees will be charged.

- 1) Parent/Guardian listed on child’s Emergency Information page will be called on all available phone numbers and a message left.
- 2) If parent/guardian cannot be reached the additional Emergency contact people listed will be called and messages left.
- 3) If no one can be reached or returns BASCOL’s messages, 911 will be contacted and the child will be released into police custody.

## **NOTIFICATION OF ACCIDENTS & INCIDENTS**

- 1) Depending on the severity of the accident or incident, the parent/guardian will be notified immediately via telephone or at time of pick up.
- 2) A written Accident Report/Head Bump or Incident Report will be completed by BASCOL staff and reviewed with parent/guardian.



## **COMMUNICATIONS**

Please call the BASCOL office at 315-622-4815. BASCOL Office hours are 7:30am-5:30pm, Monday-Friday. Please do not call the Elementary School's Offices or St. Ann's Church regarding BASCOL issues. **If you have an emergency, you may call the site cell phone at 315-715-2219.** Thank you.

## **VISITORS AND OBSERVATION**

Parents/Guardians of current and prospective clients are always welcome to visit BASCOL. For liability and supervisory reasons, it is not possible for visiting children to participate in program activities. For security purposes, anyone visiting the premises must identify themselves with picture ID to the Site Director immediately upon arrival, sign in the visitor's log and wear a visitor badge.

## **CONCERN/COMPLAINT PROCEDURE**

Should you ever have a question or concern regarding the BASCOL program or staff, please feel free to contact a Program Manager or the Executive Director. OCFS phone number is listed on your site Parent Information Board.

## **UNITED WAY CONTRIBUTIONS**

BASCOL is a not-for-profit 501 (c) (3) charitable organization. If you contribute to the United Way, Combined Health Appeal or SEFA, you can request that your contribution be designated to BASCOL and specify the site your child attends.

## **CHILD HEALTH PLUS**

New York State has a health insurance plan for kids, called Child Health Plus. Depending on your family's income, your child may be eligible to join either Children's Medicaid or Child Health Plus. Both Children's Medicaid and Child Health Plus are available through dozens of providers throughout the state. Call this toll-free number: 1-800-698-4KIDS (1-800-698-4543), and ask about Child Health Plus and Children's Medicaid. If you are hearing impaired call the TTY number, 1-877-898-5849.

## **TAXPAYER ID NUMBER**

BASCOL's Tax ID# 16-1417526. It can also be found on the weekly billing statements.

## **CHILD ABUSE INFORMATION**

In accordance with the provisions of Sections 413 and 415 of the Social Services Law, child care providers must report any suspected incidents of child abuse and maltreatment to the State Central Register of Child Abuse. This includes the reporting of parents/guardians who appear to be impaired by drugs and/or alcohol. It may be beneficial to advise staff about any unexplained bruises or conditions that your child may exhibit since their last attendance at the program.

Should you have any concerns regarding any child in our program, please do not hesitate to let the Site Director, Program Manager and/or Executive Director know. Confidentiality and protection of all children are strictly upheld. For your information, the Child Abuse Hotline is 1-800-342-3720.

## **FINANCIAL ASSISTANCE FOR TUITION**

Financial assistance for tuition is available to those who qualify through the Onondaga County Department of Social Services day care unit. You can find out more by visiting their website [www.ongov.net/dss/dayCare](http://www.ongov.net/dss/dayCare) or calling them at 315-435-5683.

## **BASCOL HELPING HANDS SCHOLARSHIP**

BASCOL offers a partial tuition scholarship to working families in need of financial assistance, who are not eligible for government child care subsidies (DSS, Jobs Plus, etc.). Applications are accepted starting April 1st for the upcoming summer and fall until the funds are depleted. Scholarships are limited and determined by eligibility and verified by supporting documentation. Please call the BASCOL office at 315-622-4815 for more information.