



****SPACE IS LIMITED****

*****Deadline to register and start the first day of summer is Friday, June 19, 2020*****

Dear Prospective BASCOL Parent,

Enclosed is the information you have requested regarding the Summer 2020 BASCOL program including the BASCOL Registration Packet, Brochure and Parent Handbook.

Please fill out the registration packet as completely as possible, following specific instructions in packet sections. **Completed registration forms may be:**

- 1. Scanned and emailed to mmanning@bascol.org,**
- 2. Faxed to 315-622-4885 or**
- 3. Mailed to BASCOL, 4610 Wetzel Road, Liverpool, NY 13090.**

If you fax or mail in your packet, please call the BASCOL office to confirm receipt. Once we have your packet, we will follow up with you regarding any missing information we may need, to make payment arrangements and to go over the required parent orientation checklist. There is a \$30 per child registration fee and a last week deposit. (please note the registration fee will stay \$30 even after the June 1st deadline stated in the packet)

Please Note the following:

- For each child enrolled, a **Registration Packet with all required emergency information MUST be completed including** Physician and phone number, Insurance provider and ID #; and two emergency contacts - name, address and phone number
- If you are registering more than two children, we will provide you with additional forms.
- On the **Verification Form**, please be sure to place your **INITIALS**, not a check mark on the lines.
- If a space provided does not apply to you or your child, please write “Not Applicable” or “None”.
- If your child will need medication at BASCOL, you will need to have the appropriate Medication Administration Forms (MAT) filled out by your child’s physician and yourself. We also ask that you complete a Special Health Care Plan so that we may better care for your child.
- We would like to provide the best possible care for your child. To help assist us with this, please let us know on your registration packet if your child has any of the conditions listed and if he/she will need any special accommodations. If so, there may be additional paperwork required before your child can start and/or a meeting with the Program Manager/Executive Director to discuss.

Please direct any questions and concerns you may have to our office staff by calling 315-622-4815. BASCOL office hours are Monday through Friday, 9:00am to 2:00pm.

We have a fantastic program planned for Summer 2020! We sincerely hope you and your child will join us for the fun!