



To: ALL BASCOL Families

From: Candace B. Edwards

Executive Director

Re: School Delays and Early Dismissal Procedures

Date: January 11, 2016

We are sending this letter to remind BASCOL families of the following procedures for school delays and early dismissals. **Please note: We can ONLY guarantee room for your child based on what they are registered for in the program.** (Your child's specific schedule and set days.)

For example, if your child is registered for the afterschool program (PMs Only) or for only certain days in the morning (AM but only Mondays & Fridays) and there is a 1 or 2 hour delay on a Wednesday, you **MUST** contact the BASCOL Office to see if there is room at the site for your child to attend that session. **Please do not just bring your child to the site,** if you show up at a site without calling the office first, your child may not be accepted due to ratios and will **NOT** be allowed to stay.

This is the same if your child is registered for the morning program and there is an early dismissal, you would need to contact the BASCOL Office to see if there is space for your child if you wanted them to attend.

BASCOL is a New York State licensed child care provider and we must follow staff to child ratios and regulations to ensure the safety of the children in attendance. Therefore, we cannot accommodate every child that wants to attend on these special days. We can only guarantee room for children that are scheduled to be there for that session. Any additional sessions that you would like your child to attend **MUST** be arranged through the BASCOL Office.

The BASCOL Office opens at 7:30am. We will do our best to accommodate any requests for additional attendance on a first come first serve basis. If you need care prior to 7:30am, you can call the BASCOL pager @467-3872 and someone will return your page.

If you need further clarification regarding these procedures or have additional questions, please do not hesitate to contact the BASCOL Office at 622-4815.

Thank you in advance for your understanding and cooperation.