



Before and After School & Summer  
Child Care Programs

# **LIVERPOOL PARENT HANDBOOK 2019-2020**

**BASCOL Site  
Cell Phone Number**

|     |                               |              |
|-----|-------------------------------|--------------|
| CHE | Chestnut Hill Elementary..... | 315-715-2032 |
| DDE | Donlin Drive Elementary ..... | 315-715-2036 |
| EE  | Elmcrest Elementary.....      | 315-715-2047 |
| LBE | Long Branch Elementary.....   | 315-715-2219 |
| LE  | Liverpool Elementary.....     | 315-715-2230 |
| MRE | Morgan Road Elementary.....   | 315-715-2237 |
| NPE | Nate Perry Elementary.....    | 315-715-2380 |
| SRE | Soule Road Elementary.....    | 315-715-2759 |
| WFE | Willowfield Elementary.....   | 315-715-2771 |

|                         |              |
|-------------------------|--------------|
| BASCOL Office.....      | 315-622-4815 |
| Executive Director..... | 315-622-4815 |
| Program Manager.....    | 315-622-4815 |
| Billing Department..... | 315-622-4815 |

BASCOL  
4610 Wetzel Road, Liverpool, NY 13090  
315-622-4815 Fax 315-622-4885  
[www.bascol.org](http://www.bascol.org)





Dear Parents,

Welcome to Before and After School Child Care on Location, Inc. (BASCOL). BASCOL provides Central New York's premiere before and after school child care throughout the school year (see school calendar, page 22), including days and weeks when school is closed; i.e. school holidays, week long breaks, snow days, delayed school openings due to weather or building/equipment failures, half days, and any other days when regular school hours are altered.

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 and recreational based program.

BASCOL creates a safe and nurturing environment.

BASCOL's caring staff encourage 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 |

This handbook is designed to inform parents/guardians of BASCOL's policies and procedures. Please read it and keep it for reference.

Thank you!

# TABLE OF CONTENTS

|                                              |      |
|----------------------------------------------|------|
| Registration and Enrollment .....            | 1-2  |
| Withdrawal .....                             | 2    |
| General Agenda & Hours of Operation .....    | 3-4  |
| Program Expectations.....                    | 4    |
| Scheduled/Unscheduled School Closings.....   | 5-7  |
| School Chart.....                            | 6    |
| Quick Reference Chart.....                   | 7    |
| Shelter in Place Plan .....                  | 7    |
| Program Evacuation Plan .....                | 7    |
| Fee Policies and Procedures .....            | 8-11 |
| Miscellaneous Fees Chart.....                | 10   |
| Weekly Contracted Rate Chart .....           | 11   |
| Additional Fees Chart .....                  | 11   |
| SHO-Plus (School Holiday Only-PLUS) .....    | 12   |
| Afternoon Closing/Overtime Fees.....         | 13   |
| Action Plan if a Child is Not Picked Up..... | 13   |
| Field Trips .....                            | 14   |
| Release of Children .....                    | 14   |
| Transportation Plan .....                    | 15   |
| Behavior Management Plan .....               | 16   |
| Discipline and Discharge.....                | 17   |
| Notification of Accidents/Incidents .....    | 17   |
| Absences/Non-Attending Child .....           | 18   |
| Communications .....                         | 18   |
| Health Care Policy .....                     | 19   |
| Visitors and Observation.....                | 20   |
| Concern/Complaint Procedure .....            | 20   |
| Holiday Closings .....                       | 20   |
| Child Abuse Information.....                 | 20   |
| Financial Assistance for Tuition .....       | 21   |
| BASCOL Helping Hands Scholarship .....       | 21   |
| Child Health Plus Information .....          | 21   |
| Taxpayer ID Number .....                     | 21   |
| United Way .....                             | 21   |
| School Calendar.....                         | 22   |

# REGISTRATION AND ENROLLMENT

A child currently in Grades K through 6th may be registered for enrollment in BASCOL at any time.

The parent must complete a registration packet each year and submit it in person to the BASCOL office, along with a \$30.00 non-refundable registration fee per child. All parents are given an orientation by BASCOL administration. If BASCOL is full, children may be placed on a waiting list. **You must re-register for BASCOL every school year.**

## Enrollment

1. The parent/guardian will be provided with a registration packet and forms. Prior to the child's first day of attendance, the parent/guardian will complete all forms and submit them to the BASCOL Office.

The forms include:

**Registration Packet**

**Medication Authorization** (as needed)

**Special Health Care Plan** (as needed)

2. Upon enrollment, the parent/guardian is required to pay the following fees to BASCOL:
    - a. Non-refundable \$30.00 registration fee (per child)
    - b. The first week's tuition
    - c. One week deposit (applied to your last full week in the program)
- ◇ **Please Note: Parent MUST advise their child's school office in writing that the child will be attending BASCOL.**

If the parent has not submitted completed forms before the date the child was scheduled to start BASCOL, the parent will be responsible for payment of weekly fees in order to hold the reserved enrollment spot until such time as the completed forms are returned to BASCOL. The completion of these forms is critical to your child's safety and mandated by state regulations prior to your child attending BASCOL.

## **REGISTRATION AND ENROLLMENT (Cont'd.)**

The program requires all information to be kept current. The parent must provide updated information to BASCOL such as: emergency contact persons, employers, phone numbers, arrival/departure changes, etc. All updated information must be submitted to BASCOL on a Change of Data form available from your Site Director. If a parent cannot be reached in the event of an emergency, due to failure to update contact information, the child will be subject to a one-day suspension from BASCOL.

### **Enrollment After School Year Has Begun**

BASCOL attempts to accommodate every child requesting child care, on a first come, first serve basis. When full or part-time child care openings occur, parents of registered children on the waiting list are contacted to join BASCOL on the basis of:

1. The schedule as indicated on their registration form.
2. On a first-come basis for the available time according to the date on the registration packet.

## **WITHDRAWAL FROM BASCOL**

Parents/Guardians wishing to withdraw their child/ren from BASCOL must provide written notice at least two week's prior to the discontinuance of this service. If less than two weeks notice is given, we will automatically bill your account for two weeks from the date we receive written notice. Your last weeks deposit will be applied and payment for the balance will be due immediately. An alternative to withdrawing from regular attendance is transferring to the SHO Plus program, two weeks notice still applies (see page 12). There is a registration transfer fee of \$5.00.

# **GENERAL AGENDA & HOURS OF OPERATION**

## **AM Program**

We open at 6:30am. All parents are required to sign their child/ren in upon arrival, including time of arrival. (Hours of operation for drop off and pick up are according to the BASCOL clock.)

When the child/ren arrive, they will be greeted and offered a wide variety of choices such as Art, Dramatic Play, Fine Motor Skills, Physical Education, Health and Nutrition, Literacy, Science Discovery, Social/Emotional Development and Special Events and the opportunity to enjoy the morning in a relaxed and positive environment.

Children will be offered a nutritious morning snack.

**\*Supervision is not provided prior to 6:30am.**

**\*\*The AM program for LE is at LBE, the AM program for CHE is at NPE and the AM program for SRE is at WFE.**

**The children are bussed to LE, CHE and SRE by the Liverpool School District.**

## **PM Program**

At the end of the school day, children will be dismissed by their classroom teachers directly to the BASCOL program.

Upon arrival, children are greeted and careful attendance is taken (see absent and non-attending child procedure pg. 18).

Children will begin their afternoon with a group meeting to discover what special activities will be happening at BASCOL that afternoon. The group meeting will also provide them with the opportunity to share personal experiences with their friends in a social setting.

A nutritious snack will be served as children enjoy quiet conversations among friends.

BASCOL offers children of all ages a wide variety of choices and experiences. Center activities are offered on a daily basis. These core program areas include: Art, Dramatic Play, Fine Motor Skills, Physical Education, Health and Nutrition, Literacy, Science Discovery, Social/Emotional Development and Special Events. Time for large group games and physical activities are provided daily. Depending upon the activity, the older children may or may not be separated from the younger children.

**The program closes promptly at 6:00pm.** (See page 10 for late pick up fees.) Don't forget to check your child/ren's mailboxes for important communications each day as you sign your child/ren out.

## GENERAL AGENDA (Continued)

**Extra Curricular Permission** If your child will be participating in any extra curricular activities during their scheduled BASCOL time (i.e. running club, chess club, dance, etc.) please complete the Extra Curricular Activity permission form.

**Adequate nutrition** is important for your child to be healthy and active. BASCOL strives to meet the nutritional needs of your child each day with a nutritious snack offered before school and after school. Menus for the month are posted at each site. If you have any questions, please call the BASCOL office. BASCOL follows USDA guidelines for food choices and serving sizes.

### **Personal Belongings/Toys**

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.

## PROGRAM EXPECTATIONS

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

### BASCOL Expectations:

- |                        |                                                 |
|------------------------|-------------------------------------------------|
| • 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 Yourselves         |
| • 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.

# SCHEDULED AND UNSCHEDULED

## School Closings & Delays

Please refer to **Fee Policies and Procedures**, page 8-11, for additional cost information.

During the school year, there are many different types of school closings/delays/school vacations that occur. If you have any questions regarding these, please call the BASCOL Office.

**Please discuss the following procedures with your children:**

### I. Scheduled School Closings

#### A. Scheduled School Vacation Days/Weeks

**Please pack a lunch.** A nutritious morning and afternoon snack will be provided. BASCOL is open from 6:30am to 6:00pm at Longbranch Elementary (LBE) and Morgan Road Elementary (MRE) if enrollment warrants both locations. If we combine sites the BASCOL program parents will be notified of the location.

#### B. Scheduled Early Dismissal (Half Days)

BASCOL is open at **your home school** immediately after school is dismissed. You must sign up for any scheduled early dismissal in advance.

**(Exception:** For the last week of school in June, BASCOL children may be transported by Liverpool Central School District (LCSD) buses from their home school to a combined site. Parents will be notified in advance.)

### II. Unscheduled School Closings

If the weather is severe, BASCOL may operate on a delay. Please look for BASCOL on the TV and internet school closings list.

#### A. Unscheduled School Closings Due to Weather/Equipment/Building Failure

BASCOL is open at **LBE** and **MRE** (see school chart page 6) if equipment or building failure occurs at LBE or MRE announcements will be on the TV (Channel 9 news) and internet ([www.localsyr.com](http://www.localsyr.com)).

**Scheduled/Unscheduled School Closings & Delays, continued**

**II. B. Unscheduled School Delays Due to Weather/Equipment/  
Building Failure**

BASCOL is open at 6:30am at your home school. BASCOL staff will remain with BASCOL children until school opens. \*BASCOL can only guarantee room for a child that is regularly scheduled for that morning. If your child does not attend all mornings, attends after school only or is SHO Plus, we cannot guarantee room for your child on a school delay. You will need to call the BASCOL office at 7:30am to see if we have space to add your child to our program. **If you show up at the site without calling the BASCOL office first, your child may not be able to stay due to maintaining staff to child ratio.**

**C. Unscheduled District Wide Early Dismissal Due to  
Weather or Building Specific Closure (school closed)**

- 1. If dismissal occurs prior to noon**, BASCOL children will be transported by LCSD busses from their home school to LBE or MRE (see school chart below).
- 2. If dismissal occurs at noon or later**, children will report to the BASCOL room in their home school immediately upon dismissal, and parents should pick children up no later than 6:00pm.

\*BASCOL can only guarantee room for a child during an early dismissal for a child that is regularly scheduled for that afternoon. If your child does not normally attend, you must call the BASCOL office to see if there is room for your child to stay on an early dismissal day.

**SCHOOL CHART (for Full Days\*)**

| Your child should go to <b>LBE</b><br>if he/she attends: |                          | Your child should go to <b>MRE</b><br>if he/she attends: |                        |
|----------------------------------------------------------|--------------------------|----------------------------------------------------------|------------------------|
| CHE                                                      | Chestnut Hill Elementary | EE                                                       | Elmcrest Elementary    |
| DDE                                                      | Donlin Drive Elementary  | MRE                                                      | Morgan Road Elementary |
| LBE                                                      | Longbranch Elementary    | SRE                                                      | Soule Road Elementa    |
| LE                                                       | Liverpool Elementary     | WFE                                                      | Willowfield Elementary |
| NPE                                                      | Nate Perry Elementary    |                                                          |                        |

\*Note: Parents may choose which Full Day Site they prefer.

## Scheduled/Unscheduled School Closings & Delays, continued

Here is a quick reference for scheduled/unscheduled school closings.

### QUICK REFERENCE CHART

| CLOSING/DELAY<br>REASON                   | REPORT TO<br>HOME SCHOOL | REPORT TO<br>LBE or MRE |
|-------------------------------------------|--------------------------|-------------------------|
| Scheduled school<br>closing, day or week  |                          | X                       |
| Scheduled early<br>dismissal/half day     | X                        |                         |
| Unscheduled school<br>closing, full day   |                          | X                       |
| Unscheduled school<br>delay, AM           | X                        |                         |
| Unscheduled early<br>closing, before noon |                          | X                       |
| Unscheduled early<br>closing, after noon  | X                        |                         |

### SHELTER IN PLACE PLAN

BASCOL must complete a Shelter in Place Plan and Drill and review with parents and children.

**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 during an incident or drill, primary and secondary evacuation routes and sites. 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.

## FEE POLICIES AND PROCEDURES

The program and all administrative expenses are supported entirely by child care fees. **A minimum enrollment of two (2) sessions per week is required. A Weekly Contracted Rate reserves space for your child in BASCOL. This fee is due every week of the school year, regardless of absences or illness, including holidays, school vacations, personal family vacations, or when BASCOL is closed.**

A **registration fee** of \$30.00 per child is non-refundable and must be paid upon registration in the BASCOL program.

**Weekly Tuition Payments** are due on or before Thursday of each week for the following week. (You are paying one week in advance at all times.) See chart on page 11 for **Weekly Contracted Rates**. Tuition can be paid at the site with a check or a money order. You can also pay over the phone with a credit card or set up an automatic credit card payment. There is also a click-to-pay link in your emailed billing statement to pay online. Cash payments can only be accepted at the BASCOL Administrative Office on Wetzel Road. Monthly and bi-monthly arrangements are available. Please contact the Parent Biller at the BASCOL office to make arrangements to pay in advance.

**Please Note:** All regularly scheduled registrants must contract specific days of attendance for each week. Varying days of attendance on a weekly basis cannot be accommodated. However, attending additional days to meet the needs of parents is always an option as long as child/staff ratios can be met.

**Late tuition payments** will incur a \$10.00 late fee per week, accumulated at the end of the day EACH Thursday any time there is a balance greater than \$50.00 due on your account. Tuition may be paid directly to the Site Director, or at the BASCOL office. If the tuition is not paid in full by the end of the third full week, the child will automatically be withdrawn from BASCOL. Reinstatement may occur on a space-available basis when all fees have been paid. If there is a discrepancy with anything charged to you, please inform the Billing Department at the BASCOL office.

**Additional Attendance** is allowed for all children enrolled in our regular weekly program as long as arrangements are made in advance by contacting the BASCOL office and if staffing allows. Varying days of attendance each week or “switching” one day for another is not allowed. There will be a charge for the extra session attended that is not part of your weekly contracted schedule.

## Fee Policies and Procedures, continued

**Extended Child Care Hours** are available for scheduled/unscheduled half days, school holidays, school delays or early dismissals, full snow days and full week breaks including vacations. See the chart, page 11, for **Additional Fees Schedule** relative to Full and Half Day charges. There is no additional charge for an unexpected delay in school opening for those children scheduled to attend BASCOL that morning. An additional regular AM charge will be applied to all children who attend the school delay and who are not regularly scheduled to attend that morning.

**Scheduled half days, full days, and week long** scheduled breaks must be signed up and paid for in advance in order to reserve your child's space. **Once you have signed up for the days and the deadline has passed, these fees are NON-REFUNDABLE.** Sign up sheets are posted at your BASCOL site 3 to 4 weeks in advance of these days. Late sign ups less than a week away will incur a \$10.00 per child late fee and will be accepted on a space available basis. 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 regular stated fees.

If you do not sign up in advance for a scheduled full day or make arrangements in advance with the BASCOL office, we cannot accept your child unannounced at a site due to safety and ratio reasons.

**Unscheduled school delay and snow day** additional fees must be included in the Thursday payment immediately following the days in which the extended hours occurred.

**A Withdrawal from the BASCOL program or change in Child's (Regular Attendance) Schedule** requires a written two weeks notice. If you wish to change your schedule and reduce attendance, two weeks advance notice is required. A start date for an increase in schedule is dependent upon appropriate staff availability at the site to maintain ratios. A **Schedule Change Form** can be obtained from your Site Director, the change form must be completed and returned to the Site Director or the BASCOL office.

## Fee Policies and Procedures, continued

**Non-sufficient funds (NSF) checks** returned will incur a \$35.00 returned check fee. Notification of the returned check will be on your weekly statement. There will be a charge for the amount of the returned check and for the returned check fee. The NSF check and fee must be paid immediately. After the second NSF check only cash, money orders or credit cards will be accepted for payment.

**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, actual and anticipated collection 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 repayment plan is agreed upon and adhered to. As always, if there is a financial problem regarding your account, contact the BASCOL office immediately so payment arrangements can be made and your child's enrollment in the program is not in jeopardy.

**\*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

### Miscellaneous Fees

| FEE DESCRIPTION                                      | FEE           |
|------------------------------------------------------|---------------|
| Non-refundable Registration Fee                      | \$30.00/child |
| Late Tuition Payment Fee (for balances over \$50.00) | \$10.00/week  |
| Registration Transfer to SHO Plus                    | \$5.00/child  |
| NSF Fee (non-sufficient funds/returned checks)       | \$35.00/check |
| Late Pick-up Fee (according to the BASCOL clock)     |               |
| First 5 minutes                                      | \$15.00/child |
| Additional fee for next 15 minutes                   | \$30.00/child |
| Additional fee per minute after 6:20pm               | \$2.00/child  |
| Late Sign Up Fee for Full/Half Days                  | \$10.00/child |

## Fee Policies and Procedures, continued

### 2019-2020 Weekly Contracted Rate

Weekly contracted rates are due every Thursday regardless of attendance (including school holidays and vacations).

#### BEFORE SCHOOL CARE ONLY

|                  | 5 Days/Week | 4 Days/Week | 3 Days/Week | 2 Days/Week | Each Day |
|------------------|-------------|-------------|-------------|-------------|----------|
| 1 Child          | \$76.25     | \$61.00     | \$45.75     | \$30.50     | \$15.25  |
| Each Add'l Child | \$68.75     | \$55.00     | \$41.25     | \$27.50     | \$13.75  |
| 2 Children Cost  | \$145.00    | \$116.00    | \$87.00     | \$58.00     | \$29.00  |

#### AFTER SCHOOL CARE ONLY

|                  | 5 Days/Week | 4 Days/Week | 3 Days/Week | 2 Days/Week | Each Day |
|------------------|-------------|-------------|-------------|-------------|----------|
| 1 Child          | \$92.50     | \$74.00     | \$55.50     | \$37.00     | \$18.50  |
| Each Add'l Child | \$83.75     | \$67.00     | \$50.25     | \$33.50     | \$16.75  |
| 2 Children Cost  | \$176.25    | \$141.00    | \$105.75    | \$70.50     | \$35.25  |

#### BEFORE AND AFTER SCHOOL CARE

|                                         | 5 Days/Week                              | 4 Days/Week                              | 3 Days/Week                             | 2 Days/Week                             | Each Day                              |
|-----------------------------------------|------------------------------------------|------------------------------------------|-----------------------------------------|-----------------------------------------|---------------------------------------|
| 1 Child                                 | \$146.25                                 | \$135.00                                 | \$101.25                                | \$67.50                                 | \$33.75                               |
| 2 Children<br>(10% off 2nd child)       | \$146.25 + \$131.50<br>= <b>\$277.75</b> | \$135.00 + \$122.00<br>= <b>\$257.00</b> | \$101.25 + \$91.50<br>= <b>\$192.75</b> | \$67.50 + \$61.00<br>= <b>\$128.50</b>  | \$33.75 + \$30.50<br>= <b>\$64.25</b> |
| Each Add'l Child<br>(10% off 3rd child) | \$277.75 + \$131.50<br>= <b>\$409.25</b> | \$257.00 + \$122.00<br>= <b>\$379.00</b> | \$192.75 + \$91.50<br>= <b>\$284.25</b> | \$128.50 + \$61.00<br>= <b>\$189.50</b> | \$64.25 + \$30.50<br>= <b>\$94.75</b> |

\*\*\* Minimum

#### Additional Fees for Extended Child Care Hours

VACATION WEEK RATE = \$235.25/1<sup>st</sup> Child - \$220.50 EACH Additional Child.

December, February & April Break / MUST SIGN UP FOR ALL 5 DAYS

|                             | FULL DAYS                            | 1/2 DAYS                             | 1 OR 2 HOUR DELAY                                           |
|-----------------------------|--------------------------------------|--------------------------------------|-------------------------------------------------------------|
| AM Only Registrants         | \$33.50 additional per day per child | \$31.75 additional per day per child | No charge if child is scheduled to attend morning of delay. |
| PM Only Registrants         | \$32.25 additional per day per child | \$14.25 additional per day per child |                                                             |
| AM & PM Registrants         | \$17.75 additional per day per child | \$14.00 additional per day per child |                                                             |
| Not scheduled AM PM Session | \$50.75 additional per day per child | \$32.75 additional per day per child |                                                             |

## SHO Plus (School Holidays Only-Plus)

SHO Plus is a BASCOL program which will accommodate those families who only need child care for school holidays, half days, full days and snow days. An occasional attendance at an AM or PM session may be possible, if space is available at your site and prior arrangements have been made through the BASCOL office. Please be advised that occasional attendance may be denied due to ratio issues. Please note: If you have a weekly schedule/contracted rate and switch to SHO Plus, you are not guaranteed a space if you should decide to resume a weekly schedule.

### Requirements

1. Initial registration for SHO Plus must take place at the BASCOL office before the first day of attendance. BASCOL orientation will occur at that time.
2. A **non-refundable** enrollment fee of \$35.00 per child must be paid upon registration. If switching from a Weekly Contracted Rate to SHO Plus status, your registration fee paid upon enrollment may be used as partial payment towards the SHO Plus registration fee. It must, however, be a currently enrolled child with BASCOL and the \$5.00 balance must be paid at the time of status change.
3. Sign-ups and payments for scheduled SHO Plus days must be made at the BASCOL office five days prior to attendance or as soon as possible. Payment can be made the day your child attends or we can bill you and you will have one week to pay.
4. If you sign up for a regular AM or PM session, you can cancel up to 6:00pm the day before. Cancellations on the same day will still be responsible for payment. There is a one week deadline to cancel any half days or full days you sign up for.

### SHO-PLUS Rates

|           |                           |
|-----------|---------------------------|
| AM ONLY   | \$18.75 per child per day |
| PM ONLY   | \$21.00 per child per day |
| AM AND PM | \$39.75 per child per day |
| FULL DAYS | \$57.25 per child per day |
| HALF DAYS | \$51.25 per child per day |

## **AFTERNOON CLOSING/OVERTIME FEES**

The BASCOL program ends promptly at 6:00pm each day. We understand that some delays are unavoidable. Please call the BASCOL office to give notice if you will be late for any reason so we can reassure your child. You will still be responsible for overtime fees.

Parents/Guardians whose children remain past 6:00pm must pay a late pick up fee of \$15.00 per child for the first 5 minutes, an additional \$30.00 per child for the next 15 minutes and then \$2.00 per minute per child after 6:20pm. Time and late fee is calculated according to the BASCOL clock.

Overtime fees will be billed on the next statement. Child care services may be suspended or withdrawn if three late pick ups occur or if any time the late fees are not paid.

## **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;

- 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.

## **FIELD TRIPS**

Participation in field trips requires parent permission and a separate payment. Field trip fees must be paid the week before the field trip.

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

If there are not enough children scheduled to stay back from the field trip at the St. Ann's site, we will bus those children to the Liverpool site.

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

## **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 older, know password and show ID).

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

The parent/guardian must see the Site Director in charge 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.

## 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. Safety seats will be supplied by: NA
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.
11. Liverpool District parents are informed at registration of BASCOL's specific transportation plan for them if the Liverpool School District goes from a delay to a closing or has an early dismissal. The child/ren will be bused by the Liverpool School District to their designated full day site as stated in the Parent Handbook.

# 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.

## **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.

## ABSENCES/NON ATTENDING CHILD

If your child will not be attending BASCOL because of a scheduled appointment, vacation, or other planned absence, please notify the BASCOL Office in advance. **You are still required to pay your contracted weekly rate.** If your child is ill, or you pick up your child **early** from school for any reason and your child will not be attending the afternoon session **as scheduled**, please call the BASCOL Office. If your child will be arriving late to BASCOL or leaving early for any reason, (art club, sports, extra help, etc.) before or after school, please complete an Extra Curricular Activity form.

### Non Attending Children

Absences in the afternoon without prior notification may be mistaken for a missing child. If a child does not arrive at BASCOL as expected, the Site Director will look for the child, then the BASCOL office will contact the parents. If the parents cannot be reached, the BASCOL office will contact the child's emergency person. If no one can be reached, and the child was known to be in school that day, but did not appear at BASCOL after school was dismissed, 911 will be called.

Time and manpower spent looking for a missing child who really was in their parents'/guardians' care is extremely time consuming and presents a safety hazard to the other children at the site.

**Whenever a child will not be attending the afternoon session as scheduled, BASCOL must be notified.**

Repeated failure of a parent/guardian to advise BASCOL of a scheduled absence from the afternoon session may result in suspension and/or immediate discharge from the program and forfeiture of your last week's deposit.

## 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 regarding BASCOL issues. **If you have an emergency, you may call the site cell phone listed on the front of this handbook.** Thank you.

# 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.
- ◇ Parents are responsible for transporting medication to full day locations and snow days.
- ◇ 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 its 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.

## **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 unexpected 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's 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. Phone Numbers are listed on your sites Parent Information Board.

## **HOLIDAY CLOSINGS**

BASCOL is closed on the following holidays:

November 28 and 29, 2019—Thanksgiving Day and the day after

Wednesday, December 25, 2019—Christmas Holiday

Wednesday, January 1, 2020—New Year's Holiday

Monday, May 25, 2020—Memorial Day

## **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 calling them at (315) 435-5683.

## **BASCOL HELPING HANDS SCHOLARSHIP**

BASCOL offers a scholarship to working families in need of financial assistance who are not eligible for government child care subsidies (DSS, Jobs Plus, etc.) Scholarships are determined by eligibility and verified by supporting documentation. Please call the BASCOL Office at 315-622-4815 for more information.

## **CHILD HEALTH PLUS**

For more information on Child Health Plus, New York State's health insurance plan for low-income children, please call 1-800-698-4KIDS (1-800-698-4543).

## **TAXPAYER ID NUMBER**

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

## **UNITED WAY CONTRIBUTIONS**

If you contribute to the United Way or SEFA and since we are a non-profit organization, you can request that your contribution be applied to BASCOL, specifying the school your child attends.

# Liverpool Central School District Calendar 2019-2020

(Not all Half Days available at time of printing)

## September

| M        | T        | W        | T   | F  |
|----------|----------|----------|-----|----|
| <b>2</b> | <b>3</b> | <b>4</b> | 5*  | 6  |
| 9        | 10       | 11       | 12* | 13 |
| 16       | 17       | 18       | 19* | 20 |
| 23       | 24       | 25       | 26* | 27 |
| 30       |          |          |     |    |

## February

| M         | T         | W         | T          | F         |
|-----------|-----------|-----------|------------|-----------|
| 3         | 4         | 5         | 6*         | 7         |
| 10        | 11        | 12        | 13*        | 14        |
| <b>17</b> | <b>18</b> | <b>19</b> | <b>20*</b> | <b>21</b> |
| 24        | 25        | 26        | 27*        | 28        |

## October

| M         | T  | W  | T   | F  |
|-----------|----|----|-----|----|
|           | 1  | 2  | 3*  | 4  |
| 7         | 8  | 9  | 10* | 11 |
| <b>14</b> | 15 | 16 | 17* | 18 |
| 21        | 22 | 23 | 24* | 25 |
| 28        | 29 | 30 | 31* |    |

## March

| M  | T  | W         | T   | F  |
|----|----|-----------|-----|----|
| 2  | 3  | 4         | 5   | 6  |
| 9  | 10 | <b>11</b> | 12* | 13 |
| 16 | 17 | 18        | 19* | 20 |
| 23 | 24 | 25        | 26* | 27 |
| 30 | 31 |           |     |    |

## November

| M         | T        | W          | T         | F         |
|-----------|----------|------------|-----------|-----------|
|           |          |            |           | 1         |
| 4         | <b>5</b> | 6          | 7*        | 8         |
| <b>11</b> | 12       | 13         | 14*       | 15        |
| 18        | 19       | 20         | 21*       | 22        |
| 25        | 26       | <b>27*</b> | <b>28</b> | <b>29</b> |

## April

| M         | T        | W        | T         | F         |
|-----------|----------|----------|-----------|-----------|
|           |          | 1        | 2*        | 3         |
| <b>6</b>  | <b>7</b> | <b>8</b> | <b>9*</b> | <b>10</b> |
| <b>13</b> | 14       | 15       | 16*       | 17        |
| 20        | 21       | 22       | 23*       | 24        |
| 27        | 28       | 29       | 30        |           |

## December

| M         | T           | W         | T          | F         |
|-----------|-------------|-----------|------------|-----------|
| 2         | 3           | 4         | 5*         | 6         |
| 9         | 10          | 11        | 12*        | 13        |
| 16        | 17          | 18        | 19*        | 20        |
| <b>23</b> | <b>24**</b> | <b>25</b> | <b>26*</b> | <b>27</b> |
| <b>30</b> | <b>31</b>   |           |            |           |

## May

| M         | T  | W  | T   | F         |
|-----------|----|----|-----|-----------|
|           |    |    |     | 1         |
| 4         | 5  | 6  | 7*  | 8         |
| 11        | 12 | 13 | 14* | 15        |
| 18        | 19 | 20 | 21* | <b>22</b> |
| <b>25</b> | 26 | 27 | 28* | 29        |

## January

| M         | T  | W        | T   | F  |
|-----------|----|----------|-----|----|
|           |    | <b>1</b> | 2*  | 3  |
| 6         | 7  | 8        | 9*  | 10 |
| 13        | 14 | 15       | 16* | 17 |
| <b>20</b> | 21 | 22       | 23* | 24 |
| 27        | 28 | 29       | 30* | 31 |

## June

| M  | T  | W  | T   | F  |
|----|----|----|-----|----|
| 1  | 2  | 3  | 4*  | 5  |
| 8  | 9  | 10 | 11* | 12 |
| 15 | 16 | 17 | 18* | 19 |
| 22 | 23 | 24 | 25  | 26 |
| 29 | 30 |    |     |    |

\* Weekly Contracted Rate Due  
 □ School Vacation/  
 Superintendent's Conference

/ Half Day or Early Dismissal  
 ■ National Holiday/BASCOL Closed  
 ⚙ Last Day of School—TBA  
 \*\*Open until 2:00PM on 12/24



