

BASREP

**BEFORE AND AFTER SCHOOL
RECREATION AND ENRICHMENT PROGRAM
OF DURHAM AND MIDDLEFIELD, INC.**

PARENT'S HANDBOOK

**2011– 2012 SCHOOL YEAR
& 2012 SUMMER PROGRAM**

**LOCATED AT
KORN SCHOOL
144 PICKETT LANE, DURHAM, CT 06422
(MAILING ADDRESS: P.O. BOX 131, DURHAM)
(860) 349-1819
Cell Phone (In case of emergency only):
(860) 316-7875
(860) 301-3915**

Email: Director@BASREP.org

WWW.BASREP.ORG

CO-DIRECTORS: Jodi Rempe & Meggan Pierce

STATEMENT OF PURPOSE

The Before and After School Recreation and Enrichment Program (BASREP) is organized to provide quality activities, for children in grades K – 6, before and after school hours and certain full days (i.e. Professional Days, Vacation Days, and Summer Days). It is a parent-run program, designed to encourage these children's social, cognitive, physical and emotional growth, under the watchful eye, of qualified teachers.

STAFF QUALIFICATIONS

Jodi Rempe graduated from Southern Connecticut State University, with a Bachelor's Degree, in Early Childhood Education, English, and Fine Arts. Jodi has held the Director's position at BASREP, since 1993, a position she shares with her colleague, Meggan. Meggan Pierce began working, at the program, in September 1997. She has a Bachelor's Degree in Social Work and Psychology, from Central Connecticut State University. Jodi resides in East Hampton, with her husband Bill, their son Luke, her step-son John, and her two cats, Patricia and Zoë. Meggan lives in Higganum with her husband Wayne, their daughter Sarah and their three cats, Gus, Mabel and Midge. Meggan and Jodi, each maintain a State of Connecticut Head Teacher Certificate, having met all state guidelines, for the position. In addition, they are CPR and First Aid Certified, and trained in the administration of medications. The Directors attend at least twenty hours, of continuing education, each year.

Each of BASREP's other staff members have met the following requirements, to qualify, for employment:

- ◆ CPR certified
- ◆ 1st Aid certified
- ◆ Continuing education equal to 1% of their total annual hours worked
- ◆ Criminal conviction check, upon hiring
- ◆ Fingerprinted (Federal and State)
- ◆ At least 16 years old
- ◆ Trained in the administration of medications
- ◆ Having a positive, upbeat attitude!

ADMISSION

Admission to BASREP is open to all children, who are residents of Durham and Middlefield, attend Korn, John Lyman, Brewster Elementary or Memorial Middle Schools and are in Grades K – 6 (ages 5-12). Children who are not residents of Durham & Middlefield may be registered as drop-ins during school vacations & the summer (space permitting). We do not discriminate based on sex, race, color, handicap or religion.

Your child may attend 1 – 5 days a week. Children with siblings attending the program will have preference. We are limited in the number of children we can serve, so within these guidelines, admission will be on a first come, first serve basis. Families enrolled in the current school year program, will have the opportunity to register, for the following school year, before new families are accepted into the program.

All children must have a current health record, as is acceptable to the local education authority and the local director of health, on file, at BASREP, in order to attend.

There is no provisional enrollment period for the BASREP program. However, in extreme cases, BASREP reserves the right, to remove a child from the program. Grounds for dismissal include: the child is very difficult to manage in a large group, the child may be a danger to him/herself or others, the child or parent consistently uses abusive language, and the child or parent makes threatening remarks, towards other children or staff.

HOURS OF OPERATION

BASREP will be open from 6:30 am to 9:00 am and from 3 pm to 6 pm Monday through Friday, during the school year. You may sign up for am, pm, or both sessions. On Vacation Days, Professional Days, and throughout the summer program, we will be open all day from 6:30 am until 6:00 pm. On Early Dismissal Days (parent teacher conference days, etc), BASREP will begin operating whenever the schools close and will remain open, until 6:00 pm. On *planned* 2 hour delayed openings, the BASREP morning session will open at 6:30 A.M. and operate until the school day begins.

SCHOOL YEAR CALENDAR

We *plan* to be open on all days during the regular school year, except on the holidays of Labor Day (9/5/11), the Friday of the Durham Fair (9/23/11), Columbus Day (10/10/11), Veteran's Day (11/11/11), Thanksgiving (11/24/11) and the day after (11/25/11), the day after Christmas (12/26/11), the day after New Year's (01/2/12), Martin Luther King's Day (1/16/12), President's Day (2/20/12) and the day after (2/21/12), Good Friday (4/6/12), and Memorial Day (5/28/12). We will also be closed on the Professional Day of Tuesday, November 8, 2011 (Voting Day). In the event that BASREP must close on any other days, parents will be notified.

EMERGENCY SCHOOL CLOSINGS

The BASREP program will not be open, if the school is closed as a result of unsafe conditions such as electrical failure, environmental emergency, or any other reason that results in the Superintendent of Schools closing the building. Parents should have a contingency plan prepared for these rare events.

SNOW DAYS

On Snow Days, BASREP will follow the School District 13 schedule.

- ◆ If school is cancelled for the day, both BASREP sessions will be cancelled.
- ◆ If the opening of the school is delayed, due to the weather, the morning BASREP session will be cancelled, but the afternoon session will operate as usual.
- ◆ If schools are closed early, BASREP will close at 3:00 pm. BASREP teachers will arrive by 1:00 pm, to receive the early school buses at the program. Parents will be expected to have their child(ren) picked up, by three o'clock. If this does not occur, alternates will be called. Please note, there will be a \$12.00 fee for any registered children, on weather related early dismissals, if they are not previously scheduled to attend, on that afternoon.
- ◆ If there is inclement weather on a planned delayed opening, BASREP may choose to open at 8:30 A.M. Surcharges for planned delayed openings will still apply. Please use one of the methods listed below to determine if BASREP will open late on a planned delayed opening.
- ◆ If on a normal school day some bad weather arises after 3:00 pm, BASREP will normally stay open as usual until 6:00 pm, unless the weather is so bad (e.g. ice storm), in which case parents will be called to have their children picked up, as soon as possible.
- ◆ If there is inclement weather, during winter Professional or vacation days, please call B.A.S.R.E.P.'s phone number (349-1819), and you will be informed if we will be delayed or closed.
- ◆ BASREP closings, due to inclement weather, will also be announced on WTIC 1080 AM radio. In addition, you can access the information at the following websites: WWW.WTIC.COM, WWW.965TIC.COM, and WWW.WRCH.COM.

SUMMER PROGRAM CALENDAR AND FEES

The BASREP Summer program will run, throughout the summer vacation. BASREP will be closed, on Independence Day. Any additional summer closings, as well as pricing, will be announced in the BASREP summer program pre-registration packets, which will be available in April.

REGISTRATION

An annual registration fee of \$ 30.00 is required to hold a position open for your child. Families with more than one child will pay a registration fee of \$ 20.00 for each additional child. This fee is not refundable unless space is not available. The registration fee runs from September through August, each year.

MONTHLY FEE SCHEDULE (SCHOOL YEAR)

No. of Days Per week	AM 6:30-9:00 am	PM 3:00-6:00 pm	AM&PM
1	56.00	79.00	136.00
2	93.00	138.00	230.00
3	118.00	170.00	288.00
4	139.00	205.00	343.00
5	155.00	228.00	381.00

A 15% tuition reduction will apply to the second, third, or fourth child, in the same family, simultaneously enrolled in BASREP. The discount will be applied to the lowest tuition first.

No refund can be given for absences. The fee remains the same, even if the child is out sick, on a scheduled day. Special arrangements can be made for extended illness. *The monthly tuition fee structure has been averaged out, over the 10 month period, allowing for a shorter month of June and Holidays. No refunds will be given for these days.* **BASREP DOES NOT HAVE AN HOURLY RATE FOR ATTENDANCE.**

PAYMENT POLICY

- In order to meet our initial operating expenses, two months of tuition will be due, at the time of enrollment. These will cover the first month, as well as, the last month of June.
- All tuitions will be due on the **FIRST OF EACH MONTH** (i.e. October tuition on Oct. 1, etc.).
- There will be a \$ **30.00** late fee, for any payment not made within 10 days of the due date. Late fees will be charged, automatically, to all past due accounts, on the 11th day of the month.
- Any family whose account is 30 days overdue will be sent a warning letter, stating that this family will be withdrawn from the program, if their account is not paid up, within the following two weeks.
- If, after this two-week period, the account is not paid in full, the family will be immediately terminated, from the program.
- If special, problems exist; the Board will consider payment arrangements, provided these are discussed in writing, with the Board.
- A \$ 25.00 fee will be charged, for any checks not honored by the bank.
- Late pick up fees will be added when appropriate.
- Fees for excessive failure, to report absences will be added, when appropriate.

PAYMENT

Please make checks payable to BASREP and leave with the Directors, or via the tuition envelope provided at the sign-in/out cart, or mail to P.O.Box 131, Durham, CT, 06422-0131.

BASREP also accepts Visa, MasterCard, Discover and American Express credit cards. You may opt to have your monthly tuition automatically charged to your account, by filling out the "Credit Card Payment" form in the registration packet. If you choose this option, BASREP will process the charge, on or near the first of each month. You will receive a receipt after the transaction is complete. If you prefer not to have your credit card automatically charged each month, you may choose to bring your card in, to be swiped, instead.

EXTRA FEES

On Professional Days, Vacation Days, Planned Delayed Openings and Early Dismissal days, a surcharge will apply, as we must maintain staff, for the extra hours.

PROFESSIONAL DAY

Friday, February 17, 2012

VACATION DAYS

Holiday Break: December 27, 28, 29 & 30, 2011

April Break: April 16, 17, 18, 19 & 20, 2012

For the Holiday and April vacations, we must have at least 20 children signed up, to warrant being open and to plan our staffing. A surcharge of \$26.00 (per child/no discounts) will apply on these days for children who are signed up to attend. The fee for drop-ins is \$42.00 (per child/no discounts). This fee will not be waived, if a child who is signed up for the day does not attend, for any reason, unless we receive at least one week's notice.

EARLY DISMISSAL DAYS

Wednesday, November 23, 2011

Wednesday, November 30, 2011

Thursday, December 1, 2011

Friday, December 23, 2011

Wednesday, March 21, 2012

Thursday, March 22, 2012

Friday, May 25, 2012

Last 3 days of school (scheduled for June 12th, June 13th and June 14th)

A surcharge of \$10.50, per child/no discounts will apply, on these days, for children who attend any portion of the early dismissal. Sign-up sheets will be provided for early dismissal days. You must circle YES/NO to indicate whether or not your child will attend on the early dismissal day if it is a day that he/she regularly attends. If the child does not attend any portion of the early dismissal, no surcharge will apply. Children who do not regularly attend on the afternoon of the early dismissal may attend as drop-in, space permitting. The drop-in rate for attending any portion of the early dismissal day is \$30.50, per child, no discounts. If a child who is signed up to attend as a drop-in on an early dismissal day is absent, a \$5.00 cancellation fee will apply.

PLANNED DELAYED OPENINGS

Tuesday, October 4, 2011

Wednesday, December 14, 2011

Thursday, February 2, 2012

Friday, March 30, 2012

Monday, May 14, 2012

A surcharge of \$10.50, per child/no discounts, will apply, on these days, for children who attend any portion of the delayed opening. Sign-up sheets will be provided for delayed openings. You must circle YES/NO to indicate whether or not your child will attend on the delayed opening day if it is a day that he/she regularly attends. If the child does not attend any portion of the delayed opening, no surcharge will apply. Children who do not regularly attend on the morning of the delayed opening may attend as drop-ins, space permitting. The drop-in rate for attending any portion of the delayed opening day is \$27.00, per child, no discounts. If a child who is signed up to attend as a drop-in on a delayed opening day is absent, a \$5.00 cancellation fee will apply.

CHANGE IN ATTENDANCE

One month's written notice is required, for all changes, to attendance. BASREP must receive this notice, by the 1st of the month, prior to when the change will take effect. Tuition credits will not be given, for partial months. Parents must fill out a "Change in Attendance" form, which is available from the BASREP office, and on the sign-in/out card. Forms can be left with the Directors, or mailed to the program. No verbal notice will be accepted. Whether reducing the number of days, which a child attends the program, or withdrawing a child, from the program, parents are responsible, for payment of present status, for that thirty-day period, no exceptions. Parents wanting to add days may do so, if space is available. **A change form is also necessary to change or add days.** A parent, who wants to temporarily drop certain days, may be required to pay for the slot, if they want to guarantee the availability of the slot, in the future. Parents who wish to temporarily withdraw their child(ren) from the program will be required to pay a "break-in-service" fee of \$25.00 (per child), in order to guarantee re-enrollment of the child(ren), after a leave of absence of longer than 8 weeks.

DROP-IN POLICY

Drop-ins are welcome, as space permits, at the 1-day tuition rate, of \$ 16.50 (per child/no discounts) per morning session or \$ 20.00 (per child/no discounts) per afternoon session, payable when dropped off or picked up. (Please note, these rates do not apply during the summer vacation months, professional days, early dismissal days, or school vacations). When using BASREP for the first time a basic, non-refundable registration fee of \$ 30.00 per child (\$ 20.00 for each additional child of the same family) will apply. Please allow sufficient time, when dropping off your child for the first time, to complete the necessary registration forms. It is required, to register your child, before hand, if you plan to drop him/her off at a future date. Please call the office, at 349-1819, and you may request a form, from the Directors. **Cancellation Fee:** If you have contracted for your child to attend BASREP, as a drop-in, on a specific day, and he/she is absent (for any reason), a \$5.00 cancellation fee will be applied to your account. **Emergency Drop-in Fee:** If your child arrives at BASREP, by mistake, on a day that he/she is not scheduled to attend, and is picked up within **20 minutes** of arriving, a \$10.00 charge (per child/no discounts) will be applied to your account, no exceptions. If your child stays longer than 20 minutes, the regular drop-in rate will apply.

ATTENDANCE POLICY

Parents **MUST** contact BASREP by 3 PM, if a child will be absent, from the afternoon program. Written notice of absences is very helpful. Please do not send notes, to the classroom teacher, with the expectation that the note will be passed on, to BASREP. This usually does not occur. In addition, do not expect the school to inform BASREP, when your child is out sick, from school. This information is not given, from the schools. It is imperative, that parents contact BASREP, to inform us about absences. You may call us at 349-1819 (leaving a message is acceptable), email us at Director@BASREP.org, or send in a note. When parents are aware of an upcoming absence, they may mark their child absent, and **MUST** include their initials or signature, on the weekly sign in/out sheets.

The following procedure is used to locate children, who have not arrived at BASREP:

- The BASREP staff checks the answering machine, and email, to see if any message has been left, stating that the child will be absent.
- Parents are contacted via home, work and/or cell phone, to verify the child's absence.
- If the parent cannot be reached, the school may be called, to help locate the child.
- In some cases, alternate/emergency contacts, listed in the registration packet may be called, if the child is still not located.

Locating missing children, each afternoon is very time consuming, for the BASREP staff, when parents do not follow this policy. **Parents will be fined \$5.00, for repeated violations (more than 3) of this rule, and may be terminated from enrollment.**

DROP OFF AND PICK UP

Each child, attending the before school morning session, must be **SIGNED IN** by a parent, guardian, or authorized alternate. Parents, guardians, or authorized alternate pick-ups must come into the building, in the evening, to **SIGN OUT** their child. No child may be left at the school, unless two staff members are present.

PICK UP BY ALTERNATES

- Emergency and pick up people are located in the registration packet, for each child. Each child **MUST** have *at least three*, non-parental emergency contact numbers listed. If possible, we also ask that parents provide us with one “out-of-state” emergency contact number. In the event of an emergency that disrupts local phone service, this may be the only means of getting word to parents or guardians.
- Any person picking up a child must show identification. If a person other than a parent or guardian comes to pick up a child, and is not listed on the pick-up list, the person will not be allowed to sign the child out of the program. Non-custodial parents or guardians, that are not listed on the registration information as either mother or father, must be listed as a pick-up person, if they will be removing the child from the program.
- Pick-up people can be added or removed at anytime, during the school year. All changes must be made, in advance, in writing.
- If at any time an alternate will pick up your child, kindly notify the Directors, ahead of time.
- Special “One-Day Authorization” permission forms are available, on the sign-in/out cart, for special instances, when your child will be picked up by someone, other than a parent, or alternate, who is listed on your registration forms.

Emergency numbers are called when:

- During a medical emergency, if a parent cannot be reached.
- If a child is sick, and needs to be picked up, and a parent cannot be reached.
- If a child does not arrive at BASREP, and a parent cannot be reached.
- If a parent does not arrive by 6:15, and has not contacted BASREP.

LATE PICKUP

We ask all parents to be prompt, in picking up their child, and to be even a few minutes early. This gives the parent time to speak with the teacher, about any concerns, he or she may have to find out, about their child’s day. Late pickups are inconsiderate of BASREP staff members, many of whom have obligations after work hours. Frequent tardiness (in excess of three times) will result in the family being asked to remove their child, from the program

- If a parent fails to arrive at closing time and has not arranged previously, for an alternate plan to return the child home, the child will remain with at least two BASREP staff members eighteen years of age or older, until he or she is picked up or until the parent or alternate is contacted, and pick up arrangements are made.
- If a child has not been picked up on time and the parent fails to show up or call, without being reached by 6:15 p.m. to make other arrangements; an authorized alternative adult will be contacted, to pick up the child.
- If, by 6:45 p.m., an emergency contact person cannot be reached, or cannot come and pick up the child, and staff have not heard from a parent, the police will be notified, as well as the Department of Children and Families.
- At least two BASREP staff members eighteen years of age or older will remain with the child, until he or she is picked up or until the parent or alternate is located, and pick up arrangements are made.

*Please note, if a situation arises in which the parent is unable to make it to a phone before 6 p.m., they are asked to call BASREP, at 349-1819, or the BASREP cell phone (860-316-7875 or 860-301-3915), as soon as possible, to explain their tardiness and discuss any alternate pick-up plans, with the Directors.

The fee for late pick up is \$5.00 per each 5 minute increment, or portion thereof. This fee is per child.

CHANGE OF INFORMATION FORMS

Parents are required to report any changes in information (i.e. phone number, address, doctor) to BASREP, as soon as possible, following the change. Change of information forms are available on the sign-in/out cart, as well as, from the BASREP office. Written notice of any changes is imperative, so that we can keep your child's records up-to-date.

FOOD

If your child attends the morning session and arrives before 7:45 am, he or she may bring along a breakfast. If the arrival time is later, there will not be sufficient time, to eat, before school starts. BASREP will provide a nutritious snack daily, for afternoon students. All children should bring their own lunches, with drinks, on professional days, school vacation days, and throughout the summer program. Please do not send items, which need to be heated. On these days, BASREP will provide nutritious morning and afternoon snacks, with drinks, for the children.

Children are expected to maintain good table manners. Staff will never take snack away, as a consequence, of unacceptable activity, during the snack. However, children will be asked to leave the area, with their snacks, if their behavior is inappropriate, at the snack table. Children can participate in snack, while it is out, however once snack is over and supplies are put away, there will not be food available. Water will always be available.

TRANSPORTATION

All transportation, to and from school, is provided, by the Regional School District 13, bus system. Children attending John Lyman Elementary, Brewster Elementary or Memorial Middle Schools will take buses, to their respective schools, from Korn School, each morning. They will be picked up, as a stop on an existing bus route. BASREP staff will supervise the loading of students, in the morning. Afternoon transportation, from the above schools, to Korn School is also provided. BASREP staff will supervise the unloading of children. On days in which the program is open all day (Vacation Days, Professional Days and Summer Days), parents, legal guardians, or authorized alternates must drop off, and pick up, their children. The BASREP program is a stop, on the regularly scheduled bus route and we have no control over the route, times, or bus company. The bus company can terminate a child, from riding on the bus, for repeated infractions. BASREP staff will inform parents, of any reports, of misconduct, by their child, on the bus.

PAYMENT OF DAMAGES

Parents will be held responsible, for payment of the replacement, and/or repairs to, any property that has been damaged, by his/her child, as a result, of misconduct.

PARENT COMPLAINT PROCEDURE

When a parent has a concern regarding the care of their child, the parent should address the concern, immediately, with the Directors. The Directors will do their best, to discuss the issue, in a private location. Please do not address the Directors, in an angry or confrontational way. Most issues can be resolved quickly and often just require better communication.

While most parental concerns are addressed swiftly, it is possible that a particular issue deeply angers a parent. Please take care, to calm down, prior to addressing the Directors (or ANY BASREP staff member), with an issue that has caused you, to become angry or upset. It is NEVER appropriate for a parent to yell, threaten, or harass a BASREP staff person, a child, or another parent. Such behavior will lead to termination from the program. In the extremely rare case, in which a confrontation arises, BASREP staff will call 911, if the parent presents aggressive behavior towards staff, children or parents. Staff will always conduct themselves, in an appropriate and professional manner, when discussing parental concerns.

CHILD CARE

BASREP has absolutely no liability, with BASREP staff, who provide additional childcare, to families, outside of BASREP. There will be no endorsements or recommendations, from BASREP management, in regards to staff providing additional care, to families, associated with BASREP.

TYPICAL SCHEDULE (Before and After School)

Mornings

6:30-8:15 A.M.

- A variety of activities are provided, for the children, such as: art projects, craft projects, free art time, computer time, free play with games, building toys, cards, etc.
- Gym or outdoor time will be provided to each age group, throughout the morning.
- Children may work on homework, if necessary.

8:15-8:30 A.M.

- Clean up and prepare for dismissal and buses.

Afternoons

3:00-4:00 P.M.

- Children arrive, throughout the hour. Attendance is taken, and then children proceed to the cafeteria, for their snack.
- When children have finished their snack, they will proceed to their first station.

4:00-5:15 P.M.

- Station Time – The children will rotate between a variety of activities, such as: Outdoor play, organized sports games, homework, art, crafts, building toys, board games, computer time, BINGO, aerobics, drama, karaoke fun, etc. Children choosing homework may join an activity, when they have completed their assignments.

5:15-6:00

- Clean up, and then free play, in the gymnasium.

HOMEWORK

Parents who would like their children to do their homework, at BASREP, can sign them up, for the homework station. Sign ups can be for as few as one and as many as five days, per week. Children on the list will be asked, at station assignment time, if they have homework. Those who do will go to the homework station, to work on their assignments. If a child says that he/she does not have homework, he/she will be allowed, to join his/her station. It is up to the parent and child, to be sure that the child is doing his/her homework, at the program, if signed up. BASREP staff will ask each child only once, and accept whatever answer is given. Due to the number of children enrolled in the program, BASREP cannot be responsible for checking homework, providing one on one support, or insisting that a child join the homework station, if he/she insists that there is no homework to complete.

OUTDOOR POLICY

Taking the children outdoors is a healthy, integral part of our daily schedule. Children will participate in routine outdoor play, unless the conditions are considered hazardous such as extreme hot or cold conditions. When the temperature drops below 32 degrees, and conditions are not considered hazardous, outdoor activity may occur, however, it will be limited to 20 minutes. When temperatures drop below 20 degrees, there will be no outdoor play. During the warmer months and summer, water will always be available to children, outdoors. As a general rule, children that are too ill, to participate in outdoor activity, are too ill to be at BASREP.

PROPER FOOTWEAR

Please be aware that children who are not wearing proper footwear (i.e. sneakers) will not be allowed in the playscape area, to play running games or participate in a variety of physical activities, due to certain safety issues that sandals and flip-flops pose. Therefore, we ask parents to have their children wear sneakers, or closed shoes, when they will be attending BASREP. You may also opt to send a pair of proper shoes in your child's backpack that he/she can change into.

ITEMS FROM HOME

In our continued effort to ensure that every child's BASREP experience is safe and stress free, we ask that children refrain from bringing in items from home. If your child would like to bring an educational toy, book or game, to share with his/her group, please check with the office staff, beforehand. Belongings from home will otherwise be placed in your child's backpack, while at BASREP. Please note that the following items are NEVER permitted, at BASREP: Cell phones, Legos from home, Action Figures, Tech Deck (and other brands) mini skateboards, Bey Blades, Trading cards (baseball, Yugi-Oh, Pokemon, etc), hard baseballs, Bakugan toys, portable video game units, personal DVD players, CD's with questionable or unacceptable lyrics, iPods, Tomagotchi's and violent/graphic comic books.

MEDICAL EMERGENCIES AND HEALTH FORMS

BASREP does not have medical personnel employed, at the program. Specific health concerns, conditions, special diets or allergies, must be reported in writing, in the child's medical history, upon enrollment, and brought to the Directors' attention, prior to enrollment. In addition, parents are responsible for any medical expenses, including transportation, as a result of emergency medical care.

Medical Emergencies

Upon registration, all children must have medical records, which have been submitted, in their files, or a copy of the school health form can be forwarded to BASREP from the school nurse, if parents sign the waiver in B.A.S.R.E.P.'s registration packet. In addition, an "Authorization for Emergency Medical Care" form will be retained in each student's records. This form, signed by the parents, designates what physician and hospital should treat the child in case of a medical emergency. It also authorizes first aid/CPR trained BASREP staff to treat the child, when necessary. At least one staff person on site will be certified in first aid/CPR. Complete first aid kits will be on the premises, at all times. In the event of a field trip, portable first aid kits will be brought along by staff.

Illness

If a child becomes ill during the time he or she is under BASREP care, a staff member will evaluate the child's illness. The staff member will take appropriate action, depending on the severity of the illness. In the case of a mild illness, such as a stomachache, headache, etc., a place will be provided for the child to lie down away from the other children. He/she will be monitored to insure the condition does not worsen. In the event that the condition does worsen, parents will be notified immediately, and asked to pick up their child. When warranted, the child's physician will be called.

In the case of a more severe illness such as fever or vomiting, the parent will be notified immediately, and be asked to pick their child up. While waiting for the parent or alternate to arrive, the child will be taken to a quiet area, away from other children, to lie down. Staff will continuously monitor the child.

If the condition warrants immediate medical attention, 911 will be called to transport the child, by ambulance, to the nearest hospital. Staff will administer necessary first aid/CPR, until Emergency Medical Personnel arrive. Parents will be notified immediately, and advised of the circumstances surrounding such action. One of the Directors, or a first aid trained staff member, will be appointed to travel with the child to the hospital. If needed, a substitute staff member will be called in to maintain staff-child ratios and to care for the other children.

EXCLUSION DUE TO ILLNESS

Children who are absent from school, due to illness, are not permitted to attend the BASREP program. In addition, children should be excluded, from childcare, if they exhibit one or more of the following symptoms:

- Fever greater than 100 degrees or has had one during the previous 24 hours
- Undiagnosed rash

- Vomiting
- Diarrhea
- Serious pain
- Green or yellow discharge from the nose or eyes.
- Severe nasal congestion, that interferes, with daily activities
- Other obvious signs of communicable illness such as head lice, chicken pox, pink eye (conjunctivitis), etc.

Accidents

In the event of an accident, a staff member will assess the condition, of the child. First aid-trained staff will care for minor injuries. Any injury deemed major, such as broken bones, will warrant calling 911 and arranging for the child, to be transported, by ambulance, to the closest hospital. Staff will administer necessary first aid, until Emergency Medical Personnel arrive. Parents will be notified immediately, and advised of the circumstances surrounding such action. One of the Directors, or a first aid trained staff member, will be appointed to travel, with the child, to the hospital. If necessary, a substitute staff member will be called in, to maintain staff-child ratios and to care for the other children. All accidents, occurring at the program, will be documented, on an incident/accident report, which parents will be required to sign, to verify notification.

FIRE EMERGENCIES

In the event of a fire, BASREP will be notified by the fire alarm system, within the school. BASREP will evacuate the building through the closest fire exit. Staff will be responsible for supervising the children under their care and leading them to the fire exit. The group will walk to the soccer field, safely away from the building, and line up for attendance. The staff will take immediate attendance from their attendance lists that are carried with them at all times. The Directors, or person in charge, will be responsible for checking the bathrooms and closing exit doors. In addition, the Directors, or person in charge, are responsible for taking the sign in/out sheets, portable first aid kit, cell phone and emergency file with them. The emergency file contains the following items: Student names, addresses, parent addresses, contact phone numbers, alternate pick-up names and phone numbers, staff emergency contacts, pre-printed signs to post for parents, and a copy of the District 13 Crisis Plan. The Directors will then take a secondary attendance from the sign-in/out sheets. If there are any missing children, BASREP will notify emergency personnel immediately.

In the event of a fire, BASREP will lead the children away from possible danger to Coginchaug Regional High School, directly across the street. From there, parents will be contacted via cell phone, to pick up their children. If a parent cannot be reached, alternates will be called. Staff will remain until the last child is picked up.

Periodically, BASREP will hold random, fire drills to train staff and prepare children in the event that a fire emergency should ever occur.

WEATHER RELATED EMERGENCIES

In the event of hazardous snow, ice or flooding where District 13 Schools are closed, BASREP will also close early. Staff and children will stay indoors and away from windows and doors. Parents will be notified by phone of the impending closure and asked to pick up their children. Staff will remain until all children are picked up.

In the event of other serious weather emergencies such as tornado or hurricane warnings, children will follow emergency drills. Staff and children will move indoors away from doors and windows. In serious weather emergencies, they will move to interior hallways and assume the "Drop and Tuck" position. First aid-trained staff will be on hand to administer first aid as needed, until emergency personnel can arrive. Parents will be notified after immediate danger passes and children will be picked up as soon as possible.

EVACUATION

In the event that BASREP must evacuate the premises, staff will lead the children away from the building to the playground and take attendance. The Directors, or person in charge, are responsible for taking the sign in/out sheets, portable First Aid kit, cell phone and Emergency file with them. 911 will be called and local Emergency personnel (Police, Fire and Medical) are available to assist us in any way. If necessary, students and staff will move across the street to Coginchaug Regional High School for alternative shelter. Coginchaug High School is staffed at all times that the BASREP program is in session. Notes will be posted to alert parents of the location of their children. Parents will be notified via cell phone to pick up their children. Staff will remain until all children are picked up.

*BASREP is also on the Town of Durham's Crisis Preparedness List, so in the event of severe emergencies, aid would be dispatched to the program immediately.

MEDICATION

BASREP will store and administer prescribed inhalant, injectable, topical, and oral medications with parent's consent. In addition, BASREP will store and administer non-prescription oral medication (such as Motrin or Benadryl), for any children who require them. A written order, from an authorized prescriber, is available at BASREP, and MUST be on file at the program, before any medication will be stored or administered. This form must include the child's name, address, date of birth, the date the medication order was written, drug name, dose, method of administration, time that medication should be administered, the date(s) the medication is to be started and ended, side effects and the prescriber's plan for management should they occur, notation if the medication is a controlled drug, a listing of any allergies, reactions to or negative interactions with foods or drugs, specific instructions from the authorized prescriber who orders the medication regarding how the medication is to be given, the authorized prescriber's name, telephone number and address, the authorized prescriber's signature. The form must also include the name, address, telephone number, signature and relationship to the child of the parent(s) giving permission for the administration of the drug by properly trained program staff. Medications must be in their original child-resistant safety container, and clearly labeled with the child's name, the name of the medication, directions for the medication's administration and the date of the prescription.

All medications will be locked in the office cabinet. Non-prescription topical medication is also allowed to be stored in the locked cabinet, with signed permission by parents. The topical medication must be stored in the original container & it needs to be labeled with the individual child's name, name of the medication, & directions for the medication's administration.

BASREP will keep accurate documentation of all administration of medication. Included in this documentation is the date the medication was administered, the time, the dose, the signature of the staff member administering the medication, and any comments. Parents will be notified when/if a child has been administered the medication.

All unused portions of the medication will be returned to the parent within one week following the termination of the order. BASREP will keep a record of all medication that has been returned, signed by both BASREP personnel and the parent. BASREP will maintain, on file, written medication administration records for each child for at least two years after the child is no longer attending the program.

Staff is trained on the Administration of Medications by the BASREP nurse consultant. The training includes instruction in the administration of inhalant medication used to treat asthma. This training is renewed every three years. Training for injectables is repeated once per year. The course has been approved by the State of Connecticut. At no time is an untrained staff member allowed to administer medications.

BASREP will not deny services to a child on the basis of a child's known or suspected allergy or because a child has a prescription for an automatic pre-filled cartridge injector or similar automatic injectable equipment used to treat an allergic reaction or for injectable equipment used to administer glucagon. In addition, BASREP will not deny services to a child on the basis of a child's diagnosis of asthma or because a child has a prescription for an inhalant medication to treat asthma.

BEHAVIORAL EXPECTATIONS

- Children will treat others with respect and will not use inappropriate language, put downs, and other language to harm other children.
- Children will not hit, punch, bite, kick, or physically harm other children or staff.
- Children will follow program rules and the requests of program staff.
- Children will take good care of program equipment.
- Children will participate in program activities and will not disrupt group activities.

DISCIPLINE POLICY

Children will be encouraged to freely explore the school environment and materials within certain limits. Those limits, which will be clearly explained to the children, are set to (1) ensure the child's safety and (2) protect the rights of others. The operator and staff shall manage child behavior using techniques based on developmentally appropriate practice, including positive guidance, redirection and setting clear limits that encourage children to develop self-control, self-discipline and positive self-esteem. When a child is acting in such a way as to violate these limits, the teacher will intervene, with disciplinary action. The following guidelines will be implemented, as appropriate, to each individual situation:

- Response to unacceptable behavior should be immediate. First priority is given to protecting the child and others.
- The child will be given options to his/her unacceptable behavior by telling him/her what is clearly acceptable.
- The consequences for misbehavior should be immediate, of short duration, and if possible, related to the act. Consistency is key.
- It is preferred that the consequences be restrictions of space, such as where the child can play or be, and restrictions in use, such as which toys he/she may or may not play with. "Time Out" defined as sitting in a chair for several minutes should be used only on a limited basis, particularly for a child whose activity level has escalated to a point where he/she needs help to calm down. At all times during disciplinary action, the child will be supervised.
- The best method of discipline is prevention. Teachers can guide children away from potential conflicts and model appropriate behavior.

Under no circumstances are the following types of punishment allowed: abusive, neglectful, emotionally abusive, corporal, humiliating, or frightening. In addition, physical restraint is prohibited, unless such restraint is necessary to protect the health and safety of the child, or other people (in which case, the least restrictive method appropriate would be used). No matter what form of discipline is used; it is important that the child's feelings are respected. The child should be encouraged to express his or her negative feelings and should not be made to feel bad or guilty about them. Ridicule and threats can be just as harmful to the child's sense of self as physical punishment is to the body.

The Director will report regular discipline problems to the parent. Either party may then request a meeting between the Director, parent and another board member to address the area of concern jointly for the welfare of both the child and the program. The usual areas of concern in this regard are:

- The child is very difficult to manage in a large group
- The child may endanger other children, him/herself or staff.
- Consistent use of abusive language by parent or child.

After a reasonable period of time, the parent will be advised of any progress or will be invited to another meeting, if further action or help is required. In a very extreme case, BASREP reserves the right to remove a child from the program.

In addition, BASREP supports a zero tolerance policy, for any incidents involving weapons, dangerous instruments or threats. Weapons include (but are not limited to) any weapon, whether loaded or unloaded, from which a shot may be discharged, a switchblade knife, gravity knife, Billy club, blackjack, bludgeon or

metal knuckles. Dangerous instruments include any instrument, which, under the circumstances, it is being used, attempted, or threatened to be used, are capable of causing death or serious injury. Examples include sharpened sticks or rocks. If a child is involved in an incident involving any of type of weapon or threat, he/she will be automatically suspended from the program. If the behavior happens more than once with the same child, further steps will be taken, and removal from the program is likely.

Suspension Policy

Children will be issued a behavioral report and will be suspended from the BASREP program, for the following reasons:

- The child is a danger to him/herself, to other children, or to staff.
- The child brings a weapon or threatens to bring a weapon, to the program.
- The child purposefully causes bodily harm to another child or staff member, as a result of hitting, scratching, biting, choking and other acts of aggression.
- The child repeatedly breaks program rules, such as leaving the program area, ignoring staff requests, disrespecting staff and other children, using inappropriate language, etc.

Suspensions are for 1 to 5 days, depending on the severity, of the behavior and number of behavioral reports issued.

Please note that if a child is suspended from any District 13 school, they will not be allowed to attend B.A.S.R.E.P. for the duration of their suspension.

Expulsion of a Child

BASREP will request the removal of a child, from the program, when:

- The child threatens the physical or emotional well being, of other children or staff members.
- The child threatens the overall quality, of the program, such as repeated misconduct, running from the program grounds, demanding one on one attention and care.
- The staff, within the limits of the program, cannot meet the needs of the child.
- Repeated conduct reports, for behaviors, as stated above.
- A parent refuses to follow BASREP policies, threatens or harasses BASREP staff or other children, repeatedly disrespects staff, with inappropriate and intimidating language and/or actions.
- If a special request for care is made, that cannot be met with available resources or is not consistent with the policy and program philosophy, of BASREP. For example, BASREP will not permit punishment, of children, during program that is not consistent, with our discipline plan. Children cannot be isolated from peers in our program. Children cannot be forced to only attend the homework station, while in our care; they must be permitted equal access, to the full range of program activities offered.

When possible, a parent or guardian will be provided, with a one to two-week notice, to find alternative child care arrangements. BASREP, however, reserves the right to terminate without notice, when necessary.

ABUSE AND NEGLECT POLICY

The BASREP program has a responsibility to prevent the abuse and neglect of children, who are enrolled in the program. All children have the right to be free from abuse and neglect. The operator and staff shall not engage in, nor allow any form of abuse including (but not limited to) physical, sexual or emotional, to occur with the day care children, while in attendance, at the program.

Definitions

Child abuse means that a youth or child "has had physical injury or injuries inflicted upon him other than by accidental means, or has injuries which are at a variance with the history given of them, or is in a condition which is the result of maltreatment such as, but not limited to, malnutrition, sexual molestation, deprivation of necessities, emotional maltreatment or cruel punishment."

Neglect means that a child or youth "has been abandoned, or is being denied proper care and attention, physically, educationally, emotionally or morally, or is being permitted to live under conditions, circumstances or associations injurious to his well being, or has been abused."

Child Abuse and Neglect means "the physical or mental injury, sexual abuse or exploitation, negligent treatment, or maltreatment of a child by a person who is responsible for the child's welfare, under circumstances which indicate that the child's health or welfare is harmed or threatened."

Reporting Requirements

The operator and staff shall report actual or suspected child abuse or neglect, or the imminent risk of serious harm of any child to the Department of Children and Families as mandated by section 17a-101 to section 17a-101e, inclusive, of the Connecticut General Statutes. The employees of BASREP are mandated reporters. Any mandated reporter, "who in his professional capacity has reasonable cause to suspect or believe that any child under the age of 18 years is in danger of being abused, or has had a non-accidental physical injury, or injury which is at variance with the history given of such injury, inflicted upon him by a person responsible for such child's health, welfare, or care or by a person given access to such child by such responsible person, or has been neglected, shall report the abuse or neglect."

Staff responsibility

It is the responsibility of the staff member (mandated reporter) who suspects that an enrolled child in the program, has been, or is in danger of being abused or neglected, to file the report. The staff member may inform the Director/Head Teacher, that a report has been made, after filing it. In cases of suspected abuse or neglect by a BASREP employee, the staff member must inform the Director or a member of the BASREP Board of Directors, of the report, so that proper administrative action can be taken.

Reporting Requirements

The mandated reporter must make an oral report, within 12 hours of suspecting or believing, that a child has been abused or neglected. This report must be made, either by telephone or in person, to the Commissioner of Children and Families, or a law enforcement agency.

When a mandated reporter has reasonable cause to suspect or believe that a child has been abused or neglected, by a member of the staff, at the program, he/she shall report, as required, within 12 hours, to the Commissioner of Children and Families, or a law enforcement agency. He/she shall also notify the Director of the program, or a member of the program's Board of Directors. This person shall then notify the child's parent or other person responsible for the child's care that a report has been made.

A written follow-up report must follow the oral report, within 48 hours. This report (Form DCF-136) shall be submitted to the Commissioner of Children and Families, or his/her representative. A copy of this report shall also be submitted to the Director/Head Teacher, or a member of the program's Board of Directors, to be kept on file. In addition, a copy of the written report shall be sent to the executive head of the state-licensing agency. The addresses, to which the forms are to be sent to, are kept on file, at the program. Staff members are notified of their whereabouts, upon hire.

All written and oral reports shall contain, if known:

- The names and addresses of the child and his parents
- The age of the child
- The gender of the child
- The nature and extent of the child's injury or injuries, maltreatment, or neglect
- The approximate date and time the injury or injuries, maltreatment, or neglect occurred
- Information concerning any previous injury or injuries to, maltreatment or neglect of, the child or his siblings
- The circumstances in which the injury or injuries, maltreatment or neglect came to be known to the reporter,

- The name of the person or persons suspected to be responsible for causing the injury or injuries, maltreatment or neglect
- Whatever action, if any, was taken to treat, provide shelter, or otherwise assist the child.

DCF Phone Number

The Department of Children and Families Hotline Telephone number to call for reporting suspected abuse or neglect is 1-800-842-2288. The phone number is posted, in the BASREP office, at all times.

Administrative Responsibilities

If there is suspected abuse or neglect to a child, by someone who is not a staff member, there will first be an oral report made to The Department of Children and Families, within the required 12 hour time period. Next, notification will be made to the Director of the program that a report was made. If the parent is not the suspected person who caused the abuse or neglect, they too will be notified of the report. A written follow-up will be made with 48 hours, and forwarded to the proper officials.

If a BASREP employee is suspected of abuse or neglect, there will first be an oral report made to The Department of Children and Families, within the required 12 hour time period. The Director/Head Teacher, and/or the BASREP Board of Directors will then be notified. The parent or legal guardian will then be notified of the report, and told of the administrative action that will be taken by the program to safeguard the child from further abuse or neglect. A written follow-up will be made with 48 hours, and forwarded to the proper officials.

Medical Services

Either a First Aid trained staff member, or our nurse consultant shall provide the victim of abuse, with any needed medical attention. If the situation requires extensive medical attention, the child shall be taken to the authorized doctor's office or hospital, listed in the child's registration packet. If the situation is an emergency, 911 will be called.

Administrative Actions

BASREP supports a zero tolerance policy for abuse and neglect. Therefore, if a staff member is suspected of abusing or neglecting a child, who is enrolled in the program, they will be immediately removed, from working with children, for the duration of the investigation. The staff member may be put on leave, or given office duties, that do not require contact with children, during the time of the investigation. Under no circumstances will the suspected staff member be allowed to work with the children in the program, unless after an investigation, it is deemed acceptable to reinstate the staff member to their previous position. If, after the investigation, the staff member is found to be guilty of abuse and/or neglect, proper restrictions will be put on the employee, to assure the safety of the children in the program. An example would be if a staff member were found guilty of withholding snack as a form of punishment. This employee may be reinstated to their previous position, but would no longer be involved in any aspect of the daily snack, nor would they be allowed to handle discipline issues. In cases deemed more severe than the previous example, the employment of the staff member will be terminated, if the staff member is found to be guilty of abuse or neglect. If the investigation proves beyond a doubt that the employee is innocent of the charges, they will be reinstated to their position.

Protection by Law

Staff, as mandated reporters, are protected by law from discrimination or retaliation for reporting abuse or neglect. Mandated reporters are granted immunity from civil or criminal liability, for making required reports in "good faith". Mandated reporters are also granted immunity for not reporting in "good faith", as long as the employee himself is not responsible for causing the abuse or neglect. However, failure to report could result in fines up to \$500 and mandated reporters could also be sued for damages, if further injury is caused to the child because they did not act. Employers may not discharge, discriminate, or retaliate against an employee for making a "good faith" report, or for testifying in an abuse or neglect proceeding. Any employer who violates this provision can face a court action, as well as, be fined a civil penalty up to \$2,500, plus other equitable relief.

Penalty for false reports

Anyone who knowingly makes a false report of child abuse and/or neglect may be fined up to \$2,000 or imprisoned, for not more than one year, or both. The identity of such person will be disclosed to the proper law enforcement agency and to the perpetrator of the alleged abuse.

Staff Training

All staff members are given a copy of BASREP's Discipline Policy (including Abuse and Neglect), upon hire. In addition, literature regarding the prevention and detection of abuse, and staff reporting requirements, as a mandated reporter, are given to each employee, upon hire. This information is discussed between the employee and Director/Head Teacher, so that the employee is clear, on what is required of him. The entire BASREP staff is trained in Mandated Reporting and Child Abuse and Neglect, no less than once per year, either by a DCF representative, or by our Social Services Consultant. Periodic staff meetings, in which mandated reporting and abuse/neglect are discussed, are also held, to keep staff current on what to look for, and what is expected of them.

Records

Records are properly maintained to document injuries, abuse/neglect reports, staff training in abuse, neglect and mandated reporting, refresher training in Abuse and Neglect, and new employee orientation.

Parent Notification

BASREP parents will be supplied with, upon enrollment, a copy of the Discipline and Abuse and Neglect Policy, and procedures, which will be included in the Parent Handbook. At any time, parents may ask the Director for another copy of the policy and may discuss it with the Director/Head Teacher, if needed or desired.

ALCOHOL/DRUG POLICY

State of Connecticut law prohibits childcare personnel from releasing a child, to an adult, who is under the influence of alcohol, drugs, and controlled substances. If a person arrives at the site and staff are concerned that the person is impaired, smells of alcohol, and/or is acting, in an unsafe manner, the staff person will contact police. In addition, if a person who is suspected of being under the influence of drugs or alcohol, or is behaving in an unsafe or threatening manner, removes children from the program, the police will be called. As mandated reporters, childcare staff is required to report any suspected cases of abuse or neglect. If a parent of guardian is arriving under the influence and is placing their child at risk, a report to the Department of Children and Families will be made.

PARENT INVOLVEMENT

The BASREP program is open to parents, *at all times*, during operating hours. Parents may drop in, at any time, to observe the program, or interact with their child, in the program setting. In addition, we encourage parent volunteers to help with parties, craft projects, and other activities. Please let the Directors know, if you would like to volunteer your talents, at the program, at any time, throughout the year!

CONFIDENTIALITY OF CHILDREN'S FILES

All of the information in children's files shall be considered privileged and confidential. This information will be accessible, only to appropriate staff, personnel from the State of Connecticut Licensing Unit, and the nurse consultant.