



Before and After School Childcare on Location, Inc.

Lyncourt Program Parent Handbook 2024-2025

**BASCOL Site
Cell Phone Number**

LYN Lyncourt School.....315-715-2801

Full Day Sites:

MRE Morgan Road Elementary BASCOL.....315-715-2237

LBE Long Branch Elementary BASCOL.....315-715-2219

BASCOL Office.....315-622-4815

BASCOL

4610 Wetzel Road, Liverpool, NY 13090

315-622-4815 Fax 315-622-4885

www.bascol.org

BASCOL

Parent Handbook

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WELCOME TO BASCOL!

Thank you for choosing BASCOL!

OUR MISSION

To provide convenient, quality NYS licensed **B**efore & **A**fter **S**chool **C**hildcare **O**n **L**ocation 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 | *STEAM |
| *Fine Motor Skills | *Special Events |
| *Physical Education | *Social/Emotional
Development |
| *Health & Nutrition | |

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

BASCOL's BOARD OF DIRECTORS

Before and After School Child Care on Location, Inc. (BASCOL) is a nonprofit 501 c3 organization governed by a Board of Directors that is made up of parents and interested local community members. The families that participate in our program and others that designated BASCOL for voluntary contributions support BASCOL. BASCOL's staff promote and support our mission to provide convenient, quality NYS licensed childcare with engaging activities for children in grades kindergarten through sixth.

OUR STAFF

BASCOL staff must meet the required qualifications through OCFS – Office of Children and Family Service, which include experience working with school age children and educational requirements.

All staff have to receive medical clearance, background and reference checks and required training. BASCOL caring staff promote a fun and recreational-based program in a safe and nurturing environment.

NYS OCFS LICENSING

BASCOL is a NYS licensed child care program and operates under Office of Children and Family Services School Age Child Care Regulations. BASCOL maintains a ratio of 1 staff per 10 children.

REGISTRATION AND ENROLLMENT

Children currently in Grades K through 6th may be registered for enrollment in BASCOL throughout the school year if space allows.

The parent/guardian must complete a registration packet each school year and submit it to the BASCOL office, along with a \$30.00 non-refundable registration fee per child. All parents are sent an orientation video to watch.

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 required 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 Plans** (as needed)

2. Upon enrollment, the parent/guardian is required to pay the following fees to BASCOL:

- Non-refundable \$30.00 registration fee (per child)
 - The last week's tuition deposit
- The first week tuition deposit may be required depending on time of enrollment

Please Note: Parent/Guardian MUST advise their child's school office in writing that the child will be attending BASCOL.

If the parent/guardian has not submitted all required forms before the date the child was scheduled to start BASCOL, the registration will be placed on hold and the child cannot attend the program until all required forms are complete. The completion of these forms is critical to your child's safety and mandated by state regulations prior to your child attending 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 the registration packet is received.

REGISTRATION AND ENROLLMENT – SPECIAL NEEDS INFORMATION

BASCOL is a NYS licensed child care program and operates under Office of Children and Family Services School Age Child Care Regulations. Per OCFS regulations BASCOL maintains a ratio of 1 staff per 10 children.

In order to provide the best possible care, please provide any special health care information regarding your child on the registration packet such as asthma, allergies, diabetes, **Individual Education Plan (IEP), 504 Plan, Behavior Plan, etc.** Additional Health Care Forms will be required to be completed prior to your child starting the program as applicable.

If parent/guardian has indicated that a child may require additional support, BASCOL will set up a meeting with the parent/guardian to develop an Individual Health Care Plan prior to the completion of the enrollment process. This meeting will be used to verify that BASCOL expects to be able to meet the needs of the child without fundamental alteration or undue hardship to the program.

If a child requires services beyond those BASCOL is able to provide, BASCOL will direct the parent/guardian to local agencies that may be able to provide the child with a support person. It will then become the parent's/guardian's responsibility to secure the necessary support person who will be responsible for facilitating participation as well as completing all tasks related to toileting for the child. If the parent/guardian provided support services are unavailable, the parent/guardian will need to make other child care arrangements for the day.

In accordance with the requirements of Title III of the American with Disabilities Act and applicable state disability law, BASCOL will not discriminate against any individual on the basis of a disability. BASCOL will consider reasonable accommodations and modifications as necessary to allow children with disabilities an equal opportunity to participate in the program unless the accommodations or modifications would pose an undue hardship or fundamentally alter the program.

The program requires all information to be kept current. The parent/guardian must provide updated information to BASCOL such as: any changes in medical conditions, updated Individual Education Plan (IEP), 504 Plan, Behavior Plan, etc.

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.**

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. 19).
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 15 for late pick up fees.) Don't forget to check your email and the parent/guardian table for important communications each day as you sign your child/ren out.

Extra-Curricular Permission, If your child will be participating in any extracurricular 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/Electronics - Children are **NOT** allowed to use any home toys or electronic devices at BASCOL. This includes all electronic devices (smart watches, tablets, cellphones, etc.) Children are not allowed to make phone calls or text message from personal devices while in BASCOL program. If this occurs, the device will be taken away until after the program. If a child needs to talk to their parent/guardian they can call from the BASCOL site cell phone. 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 BASCOL Managers.

SCHEDULED AND UNSCHEDULED

School Closings & Delays

Please refer to **Fee Policies and Procedures**, pages 10-13, 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

- BASCOL is open from 6:30am to 6:00pm at our Full Day Sites at Long Branch Elementary (LBE) and Morgan Road Elementary (MRE) located in the Liverpool School District when Liverpool schools are also closed. Parents/Guardians will be notified by email no later than one week prior to a scheduled day off if full day site is not available.
 - **Please pack a lunch.** A nutritious morning and afternoon snack will be provided
- ##### B. Scheduled Early Dismissal (Half Days)
- BASCOL is open at Lyncourt School immediately after school dismissal. You must sign up in advance for any scheduled early dismissals.

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** if Liverpool schools are also closed. (see school chart page 8)
- If equipment or building failure occurs at LBE or MRE announcements will be on the TV (Channel 9 news) and internet (www.localsyr.com).

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

- BASCOL is open at 6:30am at Lyncourt 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)

-
- When school dismissal occurs, all BASCOL children scheduled for that day will be immediately dismissed to the BASCOL program. Parents/Guardians must pick up children no later than 6pm. Parents/Guardians will not be called and should check TV and/or internet schools closings.
- 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.

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

QUICK REFERENCE CHART		
CLOSING/DELAY REASON	REPORT TO HOME SCHOOL	REPORT TO LIVERPOOL IF AVAILABLE
Scheduled school closing, day or week.		X
Scheduled early dismissal/half day	X	
Unscheduled school closing, full day		X
Unscheduled school delay, AM	X	
Unscheduled early closing, before noon	X*	

***If approved by district for BASCOL to stay in building on an unscheduled early closing.**

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 a site specific evacuation plan which includes: an instructional flowchart of staff’s responsibilities during an incident or drill, primary and secondary routes of egress from the building and primary and secondary evacuation sites.

Below is a list of each BASCOL programs primary and secondary evacuation sites. In the event BASCOL had to evacuate the school these are the locations we would go to.

BASCOL Site	Primary Evacuation Site	Secondary Evacuation Site
Lyncourt Elementary School	Lyncourt Fire Department 2909 Court Street, Syracuse	CPS Recruitment 904 7 th North Street, Liverpool
Long Branch Elementary <i>Full Day Site</i>	Brookdale Liverpool 4055 Longbranch Road, Liverpool	Liverpool Fire Department 4089 Longbranch Road, Liverpool
Morgan Road Elementary <i>Full Day Site</i>	Liverpool High School 4338 Wetzel Road, Liverpool	Church of Christ 4268 Wetzel Road, Liverpool

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.**

Weekly Tuition Payments will be auto-charged on the Friday of each week for the following week. (You are paying one week in advance at all times.) Auto-pay is required. Credit cards and ACH payments will be charged on Friday afternoons. Processing times may vary depending on your bank.

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 \$15.00 late fee per week, accumulated at the end of the day EACH Friday any time there is a past due balance due on your account. If the tuition is not paid in full by the end of the second full week, the child's attendance will be placed on hold until payment is made in full. If payment is not received after three weeks, the child will be withdrawn from the program. 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. Excessive repeated late payments may result in withdrawal from the program.

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.

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 12, 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 that 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.

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 Friday 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 or the BASCOL website, the change form must be completed and returned to the BASCOL office.

WITHDRAWAL FROM BASCOL Parents/Guardians wishing to withdraw their child/ren from BASCOL must provide written notice at least two weeks prior to the discontinuance of this service. If less than two week notice is given, we will automatically bill your account for two weeks from the date we receive written notice. An alternative to withdrawing from regular attendance is transferring to the SHO Plus program, two week notice still applies (see page 13). There is a registration transfer fee of \$5.00.

DISENROLLMENT

BASCOL reserves the right to disenroll your child from the program for the following reasons:

- 1) More than three late pick-ups from the BASCOL program.
- 2) Failure to pay your weekly contracted rate as described.
- 3) If there are consistent disciplinary issues with your child that put other children or the program staff at risk physically and/or emotionally.
- 4) If a Parent/Guardian is verbally or physically abusive or threatening to staff or program participants.

Non-sufficient funds (NSF) ACH payments will incur a \$35.00 return fee. Notification of the returned ACH payment will be on your weekly statement. There will be a charge for the amount of the returned ACH payment and for the returned ACH fee. The NSF ACH payment and fee must be paid immediately. After the second NSF ACH payment only 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. 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.

2024-2025 WEEKLY CONTRACTED RATES

Weekly contracted rates are due every Friday 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	\$52.50	\$42.00	\$31.50	\$21.00	\$10.50
Each Add'l Child	\$91.25	\$42.00	\$31.50	\$21.00	\$10.50
2 Children Cost	\$105.50	\$84.00	\$63.00	\$42.00	\$21.00

AFTER SCHOOL CARE ONLY

	5 Days/Week	4 Days/Week	3 Days/Week	2 Days/Week	Each day
1 Child	\$82.50	\$66.00	\$49.50	\$33.00	\$16.50
Each Add'l Child	\$82.50	\$66.00	\$49.50	\$33.00	\$16.50
2 Children Cost	\$165.00	\$132.00	\$99.00	\$66.00	\$33.00

BEFORE AND AFTER SCHOOL CARE

	5 Days/Week	4 Days/Week	3 Days/Week	2 Days/Week	Each day
1 Child	\$121.50	\$108.00	\$81.00	\$54.00	\$27.00
Each Add'l Child (10% off 2nd child)	\$121.50+\$109.25 \$230.75	\$216.00	\$162.00	\$108.00	\$54.00
2 Children Cost (10% off 3rd child)	\$230.75+\$109.25 \$340.00	\$324.00	\$243.00	\$162.00	\$81.00

*** Minimum enrollment of 2 sessions required per week.

Additional Fees for Extended Child Care Hours

VACATION WEEK RATE = \$241.50/1st Child - \$217.25 EACH Additional Child.

February & April Break MUST SIGN UP FOR ALL 5 DAYS

	FULL DAYS	1/2 DAYS	1 OR 2 HOUR DELAY
AM Only Registrants	\$40.50 additional per day per child	\$38.00 additional per day per child	No charge if child is scheduled to attend morning of delay.
PM Only Registrants	\$34.50 additional per day per child	\$21.50 additional per day per child	
AM & PM Registrants	\$24.00 additional per day per child	\$20.50 additional per day per child	
Not scheduled AM PM Session	\$51.00 additional per day per child	\$38.00 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	\$13.25 per child per day
PM ONLY	\$20.75 per child per day
AM AND PM	\$34.00 per child per day
FULL DAYS	\$63.75 per child per day
HALF DAYS	\$47.50 per child per day

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 OR visit their website:

<http://www.ongov.net/dss/childcare/childCare.html>

Before DSS parent fees can be accepted, BASCOL must receive authorization from DSS. **DSS authorization takes typically 30-45 days from when you get all your paperwork to them.** Parents may private pay BASCOL's regularly stated fees to begin or registration can be placed on hold pending DSS authorization.

If you do not qualify for DSS, we also accept assistance from:

The Workforce Development Fund:www.wdiny.org/childcare — 315-426-0378

Child Care Solutions Community Child Care Scholarship

<https://childcaresolutionscny.org/scholarships-other-income-based-assistance> 315-446-1220x354

DSS PAYMENTS

DSS parent fees are due weekly on Fridays. Auto-pay is required. Before DSS parent-pay portions can be approved, BASCOL must receive an authorization letter from DSS outlining the parent payment. If authorization is discontinued, the parent is responsible for BASCOL's regularly stated tuition fees.

BASCOL HELPING HANDS SCHOLARSHIP

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

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

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 site cell phone 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.

RELEASE OF CHILDREN

Safety is BASCOL's main priority. 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). *Please remember your Password indicated on the Registration Form for future reference.* In the event a non-custodial, biological parent arrives to pick up their child and they are not listed as an authorized release person BASCOL will call the parent/guardian listed on the registration packet. If the situation cannot be resolved the police will be called. 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.

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. There will not be any staff staying back from field trips, so if you do not wish your child to go on the field trip they can not attend the program that day. 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 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.

TRANSPORTATION PLAN

- 1) The Program will obtain written consent from the parent/guardian 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/guardian 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/guardian to receive the child is present at the designated drop off location. If the approved person is not present as planned, the parent/guardian 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.

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, Program Manager or Executive Director.
- 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

BASCOL promotes positive behavior guidance and our first step toward that is prevention. We provide a supportive structured program that is conducive to preventing negative behaviors. Our staff are trained to be proactive and utilize appropriate strategies to prevent potential behavior concerns.

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 issues 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, 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

CONTACT INFORMATION CHANGES

If you experience a change of address, phone number or email, please submit your changes in writing to the BASCOL office as soon as possible. In the event of an emergency, it is critical that we are able to reach you. 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.

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 below for specific protocol.

Office of Children and Family Services Exclusion Criteria for children who are ill:

Adapted 5/2014 from caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs, 3rd Edition.

These levels of illness define when children can and cannot attend the child care program:

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior- this could include lethargy/ lack of responsiveness, irritability, persistent crying, difficulty breathing, or having a quickly spreading rash.
- Fever:
- Temperature of 100.0 F or above, regardless of where it is taken.
- **COVID-19 virus: - All Covid-19 criteria supersedes other criteria for children who are ill.**
- Anyone with symptoms of COVID-19 should stay out of the child care program for 5 days OR until they receive a negative COVID-19 test (whichever is first). Before returning to program, symptoms should be improving and you should be fever free for at least 24 hours.
- Anyone who tests positive for COVID-19 should remain isolated at home for a period of at least 5 days and symptoms should be improving and be fever-free for at least 24 hours before returning to the child care program.
- Anyone who tested positive for COVID-19 and is returning to the program between days 5 and 10 should wear a well-fitting mask, up through day 10 if they are able to tolerate one.
- Diarrhea:
- If the diarrhea is causing soiled pants or clothing.
- Blood or mucus in the stools not explained by dietary change, medication, or hard stools.
- Confirmed medical diagnosis of salmonella, E. coli, or Shigella infection, until cleared by the child's health care provider to return to the program.
- **Vomiting** more than 2 times in the previous 24 hours, unless vomiting is determined to be caused by a non-infectious condition and the child remains adequately hydrated.
- **Abdominal pain** that continues for more than 2 hours or intermittent pain associated with fever or other signs of illness.
- **Mouth sores** with drooling unless the child's primary care provider states that the child is not infectious.
- **Active tuberculosis**, until the child's primary care provider or local health department states the child is on appropriate treatment and can return.
- **Impetigo**, until treatment has been started.
- **Streptococcal pharyngitis** (strep throat or other streptococcal infection), until twenty-four hours after treatment has started.

- **Head lice** until after the first treatment (note: exclusion is not necessary before the end of the program day)
- **Scabies**, until treatment has been given.
- **Chickenpox** (varicella), until all lesions have dried or crusted (usually six days after onset of the rash).
- **Rubella**, until 6 days after the rash appears.
- **Pertussis**, until 5 days of the appropriate antibiotic treatment.
- **Mumps**, until 5 days after the onset of parotid gland swelling.
- **Measles**, until 4 days after onset of rash.
- **Hepatitis A virus infection**, until the child is approved by the health care provider to return to the program.
- Any child determined by the local health department to be contributing to the transmission of an illness or outbreak.

Note: The above exclusion criteria are the minimum standard set by OCFS and the child care program may ask for doctor documentation for returning an ill or injured child to care in some situations.

For more information on the OCFS exclusion policy please ask to see the policy.

Children, who are ill, can spread illness to other children in care who are at greater risk for serious complications. If your child has been given medication to reduce a fever, the child can still spread illness. Keeping children healthy is a group effort.

You can stay informed about the spread of illnesses by paying attention to the local media reports.

Thank you for your cooperation in keeping our children healthy.

MEDICAL CONDITIONS & 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/guardian will be responsible for reviewing the plan with staff and complete any necessary training with staff on an as needed basis.
- OCFS 6029 Individual Allergy & Anaphylaxis Emergency Plan will need to be completed for any child with a known allergy by medical provider and parent/guardian.
- If any medication is required to be given while your child is at BASCOL, a Written Medication Consent Form will need to be completed by both the physician and parent.
- All staff administering medications are certified to do so by NYS.
- These staff are also CPR and First Aid certified and they follow the procedures and policies of the Medication Administration Law.

Please Note:

- NYS requires the MAT forms to be updated every 12 months or whenever there is a change in the medication or dosage.
- ONLY parents/guardians are allowed to transport medication to and from sites.
- If your child's medication is NOT at BASCOL during the time he/she is scheduled to attend BASCOL, they CANNOT attend.
- Any prescribed medication brought to BASCOL to be administered MUST be in the original container with the pharmacy label on the bottle or box and the drug information sheet included.
- Any non-prescribed (over-the-counter) medication MUST be in 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 Action Plan or OCFS 6029 Individual Allergy and Anaphylaxis Emergency Plan and have the child's doctor provide a note saying that your child does not need medication while at BASCOL.
- Parents/guardians are required to review all Special Health Care Plans with the staff at the program.

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.

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.

HOLIDAY CLOSINGS

BASCOL is closed on the following holidays:

November 28 and 29, 2024—Thanksgiving Day and the day after

Wednesday, December 25, 2024—Christmas Holiday

Wednesday, January 1, 2025—New Year's Holiday

Monday, May 26, 2025—Memorial Day