



TARVER BASE  
PARENT HANDBOOK  
2019-2020



3500 Summit Grove Parkway  
Thornton, Co. 80241  
720-972-5640

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## Program History and Purpose

The purpose of the Before & After School Enrichment (BASE) Program is to provide safe, quality, school-aged care in the school setting; whereby each student is enriched with various experiences conducive to their academic, social and physical development. These self-supporting programs are offered to any student enrolled and attending an elementary school in Adams 12 Five Star Schools and/or living within the district boundaries during the summer months. (Please note that sites are licensed for specific enrollment capacities and may only enroll up to that number.) A waiver will be made for students of Adams 12 Five Star School employees who work over summer and live outside district boundaries. Students with disabilities are welcome. The BASE department actively works with specialists within Student Support Services.

### Goals

- BASE Programs will strive to establish a cooperative environment where students learn social skills, develop their character and self-esteem, learn to appreciate diversity, become leaders, and have fun.
- BASE Programs will provide a variety of age-appropriate enrichment activities for all students.
- BASE Programs are committed to hiring and continually training quality staff, who work directly with students, building strong and positive relationships in a safe and caring environment.
- BASE Programs will be convenient, affordable and responsive to community needs.

## Mission Statement

To empower and enable all children to reach their full potential as honest, caring, and genuinely compassionate human beings.

## Translation Services

Families with a student enrolled in BASE may request that a BASE document be translated at the program's expense. Families should allow at least three weeks for translation to be completed. Families should contact the BASE Site Director for more information.

## Registration Policy

Adams 12 Five Star Schools does not discriminate on the basis of race, ethnicity, religion, sex, gender identity, age, marital status or disability in admission, access to, or treatment of employment in its educational programs or activities. Inquiries may be referred to the district's Nondiscrimination Compliance Officer.

## Registration Procedures

A pre-registration orientation with the BASE Site Director may be required for families at the time of registration. Per [District Policy 5800](#). The complete district policy can be found online at [www.adams12.org](http://www.adams12.org).

Students eligible shall have the opportunity to participate in BASE as provided below:

- During the school year, students currently enrolled in and attending a district elementary school, STEM Magnet Lab, STEM Launch and Hulstrom Options may participate in the BASE program offered at the school of enrollment. BASE participants must be 5 years old, in order to attend.
- During summer break, students may participate in BASE programming if they are enrolled in the school site for the upcoming year in grades K-5 or if the student completed grade 5 at the school site and is enrolled for grade 6 within the District. Other children living within the District boundaries and children of District staff members who are working during summer break will be accepted on a space-available basis provided they are under age 13 and 0 months and are enrolled in grade K-6 for the upcoming school year. BASE participants must be 5 years old, in order to attend.

## Enrollment Process

To begin enrollment, families must complete an interest form indicating their interest in BASE. Upon review of the interest forms, it is determined if the desired schedule is available. Following the review process, families will be notified if there is availability in the program.

The following must be completed and returned prior to a student attending a program:

1. A new registration packet is required each year for the school year program and or summer program. Registration packets must be submitted directly to BASE Program staff, forms left at the main office will not be accepted. It is the parent's responsibility to keep their student's application form updated with new or changed information.
2. If you are enrolling your student in a BASE Program that is in a different location other than their home school at any time throughout the year, you will be expected to submit an immunization record with your student's application packet.
3. Student Support Services will be consulted for students who may require additional supports. If applicable, please provide a copy of your student's IEP or 504 for review. If it is determined that additional supports are needed, BASE services may be delayed until the BASE program can obtain the necessary training and supports in order to provide quality care.
4. Per State Licensing regulations, BASE employees cannot provide students with physical management. If a student exhibits behaviors that require physical management, there will be a meeting with the parents and appropriate members of the student's school-based team to problem solve and put supports into place. If these supports do not result in an immediate correction of the inappropriate behaviors and physical management is required again, BASE will not be able to provide services for that student.
5. There will be a registration fee of \$75 per student for the school year program and \$100 per student for the summer program upon admission. Registration fees are non-refundable, non-transferrable and are due annually. Proof of registration may be required if full time, year-round student changes sites mid-year. No multiple student discounts will be provided. If a student attends a program for a week or less in the year, the registration fee will be \$35. Families on subsidized plans are required to pay a registration fee if they are not authorized by CCAP when they begin BASE or if they elect to utilize BASE outside their authorized days.
6. All BASE Programs allow current families to register prior to non-BASE families for the next program available. A lottery is often conducted to determine enrollment when more interest forms than the number of spots are received. After registration is completed and space remains available registration is done on a first come-first served basis. Space is limited due to license capacities. Applicants are encouraged to register as soon as possible once registration is available.
7. While enrolled in any BASE Program, your student is covered by the Children's Hospital Nurse Consultant. This registered nurse is separate from district health services. Your signature on the registration form allows the Children's Hospital Nurse Consultant authorization to discuss issues and concerns regarding your student's medical issues with district nurses and his/her health care provider. Having your signature ensures your student's continuity of care throughout his/her stay with the BASE program. Please be aware that you are still expected to review ANY health concerns with the site director prior to registering your student for BASE. When specific staff training, delegation or additional support is needed, BASE care may be delayed until the required training and support is arranged.
8. If you should need to withdraw your student(s) from the BASE Program, a two week written notice is required in advance of your student's final date of attendance. Any outstanding balance must be paid prior to the time of withdrawal. If a child stops attending and no notice is given that the child has withdrawn, the account will be charged the scheduled fees for the two weeks in lieu of notice. The program reserves the right to withdraw any student for reasons including, but not limited to, student or parent behavior, delinquent accounts, or for the safety of all individuals involved with the BASE Program. Cause for this action will be determined by the Site Director. If the student is transferring to another BASE program and there is an immediate continuation of service, the deposit will be transferred to the new BASE program.

9. If a student is suspended from school or the BASE program due to behavior or disciplinary reasons, the account will be charged as indicated by the registration contract. Students suspended from school are also suspended from BASE. Students with in-school suspension may still attend BASE.
10. If a student is expelled from school or the BASE program due to behavior or disciplinary reasons, the deposit will be forfeited in lieu of two weeks' notice. Please consult the site director if a student is expelled and the account is prepaid or contracted for the entire summer.

## Definitions

### School year:

- Full-Time Weekly: students who attend BASE, every week for five-days a week. An additional charge of \$21 per day will be assessed for full day programs.
- Part-Time Daily: students who attend any program less than five days a week.

### Summer:

- Entire Summer, Full-Time: students who attend the summer day camp program for the full duration (9.5 weeks), Monday-Friday.
- Entire Summer, Part-Time: students who attend the summer day camp program for the full duration (9.5 weeks), M-W-F or T-TH.
- Part-Time Daily: students who attend the summer day camp program for less than 9.5 weeks, if available.

## BASE Program Staff

Program Site Director:

Jenny Paugh

Recreation Site Leaders:

Lauren Franklin

Mackenzie Palmer

Tierce Sindelar

Jessica Hughes

Recreation Site Aides:

BASE Supervisor:

Heather Lonngberg 720-972-4194

BASE Operations Manager:

Carrie J Lachermeier

#720-972-6078

BASE Resource Manager:

Lisa Hart

#720-972-6140

Director of Nutrition & BASE:

Molly Brandt

#720-972-4192

Because the number of staff is dependent upon the number of students in attendance, we request advance notice whenever your student will be attending or absent, thereby allowing us to staff adequately. Please refer to the section on Payment Policies for additional information on absences due to illness or vacations. The operating ratio of students per leader staff, designated by the Department of Human Services, is 15:1.

**Emergency Training:** All staff members are certified in First Aid, CPR and Standard Precautions, Evacuation procedures, Lock-Out and Lock-Down procedures, FEMA Training - Multihazard Planning for Childcare, Injury Prevention for School-Age Programs, Playground Safety for School-Age Programs, Child Abuse & Neglect Recognition and reporting Training.

**Security:** All staff members must pass a background check by the Colorado Bureau of Investigations and the Federal Bureau of Investigation. In addition, they must be cleared through the Central Registry of the State of Colorado.

**Medical:** All staff are required to provide proof of good health as dictated by the Department of Human Services.

**Training:** BASE Program staff complete a minimum of fifteen (15) clock hours of ongoing training each year. Annual training topics can include: Child Growth and Development, Child Observation and Assessment, Guidance, Health, Safety and Nutrition, Professional Development and Leadership and Program Planning and Development.

## BASE Program Phone List and General Information

School Phone: 720-972-5640

Program Phone: 720-972-5651

Program Cell Phone: 720-480-4118

BASE Site Director's Email address: Jenny.paugh@adams12.org

## PROGRAMS OFFERED AND HOURS OF OPERATION & TUITION RATES

PROGRAMS OFFERED	OPERATION TIME	WEEKLY RATE	DAILY RATE
BEFORE SCHOOL	6:30 AM – 7:00 AM	\$31.00	\$12.50
AFTER SCHOOL	2:30 PM - 6:00 PM	\$71.00	\$24.50
BEFORE & AFTER SCHOOL		\$92.00	-
FULL DAY PROGRAM	6:30 AM - 6:00 PM	\$21.00	\$45.00
2019 SUMMER FULL-TIME WEEKLY	6:30 AM – 6:00 PM	\$160.00	-
2019 SUMMER PART-TIME DAILY (M,W,F)	6:30 AM – 6:00 PM	\$120.00	-
2019 SUMMER PART-TIME DAILY (T,TH)	6:30 AM – 6:00 PM	\$80.00	-
2019 SUMMER DAILY RATE (IF AVAILABLE)	6:30 AM – 6:00 PM	-	\$40.00

Tuition rates are subject to change at any time with a 30 day written notice.

## 2019-2020 Important Dates to Remember

Date	Program	Reason
August 12 & 13, 2019 **BASE Locations undergoing Bond construction will open on the first day of school.	Full Day Program	District In-service/Teacher Duty
September 2, 2019	Closed	Labor Day
September 3, 2019	Full Day Program	Assessment Day
October 9-11, 2019	Full Day Program	Teacher Work Days
November 11, 2019	Closed	Veterans' Day
November 25-29, 2019	TBA	Fall Break
December 20, 2019	Full Day Program	Teacher Duty Day
December 23, 2019- January 3, 2020	TBA	Winter Break
January 6, 2020	Full Day Program	In-Common Release Day
January 17, 2020	Full Day Program	Assessment Day
January 20, 2020	Closed	MLK Day
February 12-14, 2020	Full Day Program	Teacher Work Days
February 17, 2020	Closed	Presidents' Day
March 23-27, 2020	TBA	Spring Break
March 30, 2020	Full Day Program	In-Common Release Day
May 1, 2020	Full Day Program	Assessment Day
May 8, 2020	Full Day Program	Teacher Work Day

## Weather Closures

In the event of inclement weather, the district informs parents of school closures or a two-hour delayed start in several different ways: information will be posted on <http://www.adams12.org/> and school websites, the district's hotline 720-972-4000, local media outlets, social media, and communicate with parents via email and text messages.

**Please note that BASE Programs are also closed when the schools are closed for inclement weather or an emergency.**

- When a 2-hour delayed start is issued BASE will open at 8:30 am instead of 6:30 am.
- In order to receive text notifications, parents should complete the text notification area in the registration packet.
- Credits/Refunds will not be given due to emergency school closures or early closure due to inclement weather.

## Payment Policies

Payment options are daily or weekly. The weekly rate has been prorated already; therefore it will not be prorated further for any reason.

1. No multiple student reductions.
2. Parents may qualify for financial assistance through the Department of Social Services for the county which they reside.
3. The parent or guardian who registers the student into the BASE Program is responsible for registration, tuition payments, and will be held liable for delinquent accounts up to and including collections procedures and legal action. One account will be set up under that person(s) name.
4. Parents understand that they must put a deposit, equivalent to one week's worth of scheduled attendance, which will be used for the last week of care. If a schedule is changed to fewer days, a credit will not be given prior to the last week of care unless care is withdrawn. Parents also understand that if they don't make the tuition payment and the deposit is used for any week's care, they must make another deposit, equal to the student's weekly care, before the student can re-enter the BASE program. In cases where there is a wait list, the family may lose their spot and may need to wait for an opening before re-entering the program. Abuse of this policy will result in a discontinuation of services.
5. Twice a year, during the school year, parents may elect to change their student's attendance schedule, if available. In order to do so, they must submit to the site director, two weeks written notice. If approved, Parents will be required to pay an administration fee of \$35 per student, for each schedule change beyond the first two. Payment of the \$35 fee must be made before the change will take effect and parents will be charged according to the old schedule until the administrative fee is paid. No retroactive credits will be issued.
  - a. If a parent changes a child's schedule to accommodate a vacation or leave of absence and then does another schedule change with the hopes of changing back to the child's original schedule, the site may only do so if there is availability and no waitlist.
6. Parents understand that if they commit to the entire summer (M-F, MWF, and/or TTH) and withdraw their student early, they are responsible for paying an early termination fee equivalent to two weeks worth of care per child. Any prepaid summer tuition refunds must be requested in writing by 5/15/2019. After 5/15/2019, all withdrawals will be assessed a cancellation fee equivalent to two weeks worth of care.
7. Parents understand that if their student is enrolled part-time in the summer and they need to modify his/her schedule to other days or full-time, they must give two weeks written notice and understand that changing attendance days will depend on space availability. If a parent makes a schedule change from a full-time spot to a part-time spot before the date of refund, they may also lose their spot at that BASE Program and may be required to enroll in a different location that has space available for part-time enrollment. If a parent makes a schedule change after the date of refund from full-time to part-time, all previous dates revert to daily. Students enrolled after the summer program starts, will be charged the daily rate.
8. All weekly tuition payments are due every Monday for the current week of care.
  - a. If the tuition payment is not received by Wednesday, accounts will be assessed a \$25.00 late payment fee. If payment is made by credit card on PFI after 6 PM on Wednesday, parents will be assessed a \$25.00 late payment fee. Any exceptions must be in writing and approved by management.
  - b. If the tuition payment remains outstanding by the last business day of the week, childcare will be discontinued and collection procedures and/or legal action will be exercised at the Site Director's discretion. Any and all collection and/or legal fees will be added to the outstanding tuition.
  - c. Families who continually fail to pay on time may have services discontinued.
  - d. Discounts are not given for weeks that include a holiday or school closure. Families will be billed according to the scheduled contract. For e.g. if Monday is a holiday, weekly and part-time students who normally attend on a Monday will be billed at their normal rate.



- e. Arrangements for staff to work on full and half days must be made in advance to adhere to the State's 15:1 ratio. Sites will require that ALL students, including full-time, be signed up in advance to attend full days. An additional fee of \$21.00 will be assessed for full days for students attending the Before School, After School, or Before & After School year BASE Program 5 days a week.
  - f. A fee of \$45.00 will be assessed for full days for students enrolled on a part-time basis.
  - g. Seasonal Break tuition payments are not included in your weekly tuition and are to be paid separately. Please see the program calendars/newsletters for specific information regarding seasonal breaks.
  - h. Registered for full days and seasonal breaks is final. No credits will be issued for any reason.
  - i. Full days scheduled before the start of school will be charged at the daily rate unless otherwise indicated.
  - j. For weeks in the school year where 3 or more full day programs occur, families may opt out of their contracted weekly or daily tuition rate if care is not needed on the full days and instead, pay the daily tuition rates for Monday and Tuesday.
  - k. During the school year, when a full-time student is ill and absent from school for three consecutive days, families will be issued a sick day credit IF (1) the BASE program is contacted each day the student is ill **AND** absent from school, and (2) upon return, the student is accompanied by a doctor's note. A note must be provided for each incident.
  - l. During the summer, full-time families will be charged for all days indicated on the attendance payment contract. A sick day credit will be issued IF the student is absent from summer day camp for three consecutive days and upon return, the student is accompanied by a doctor's note. A note must be provided for each incident. Sick day credits do not apply to families who pay pre-pay for the entire summer.
  - m. Should a family withdraw their student from a BASE Program and then require BASE services again, a registration fee will not be required IF it is within 30 days of discontinuing service AND there is a \$0 balance on the original account. All balances must be paid before services can resume. After 30 days of discontinued service, the registration will be withdrawn and the family will need to re-register and pay the registration fee. The opportunity for re-entry is dependent on space availability.
9. Vacation credits will not be applied. Families will be charged for all days indicated on the attendance contract.
10. Leave of Absence other than Due to Short-Term Illness:
- a. Long Term Illness of student: please contact your Program Site Director.
  - b. Bereavement of immediate family: please contact your Program Site Director.
  - c. Maternity Leave: to hold a student's spot, tuition must be paid over leave.
11. All part-time tuition payments will be due the same day of attendance or by the end of the same week of attendance. If the tuition payment is not received by end of day Friday, you will be assessed a \$25.00 late payment fee. Students may not return until the account is paid in full, including the late fee. Any exceptions must be in writing and approved by management. In cases where there is a waitlist, the family may lose their spot and may need to wait for an opening before re-entering the program.
12. Tuition payments must be paid by check, money order, credit card, CASH IS DISCOURAGED BUT WILL BE ACCEPTED. Cash will only be accepted if it is handed to the site director or BASE employee-in-charge if the site director is not present. Families paying in cash will receive a cash receipt. Cash may not be left in the drop box. Please make all checks payable to Tarver BASE Program.
- a. A \$20.00 fee will be assessed for all returned checks.
  - b. If a family/account has two NSF checks with BASE, future tuition payments on the account will need to be made by cash, money order or credit card.
13. Reinstated accounts:
- a. Collections: if a family has been sent to Collections, or has an outstanding balance and wishes to return to BASE, the account in Collections must be paid in full. Once paid, the family may speak to the program site director regarding the payment policy on re-instated accounts.
  - b. Bankruptcy: if a family has an account with BASE that was written off and wishes to return to BASE, the family must speak to the program site director regarding the payment policy on re-instated accounts.
  - c. All re-instated accounts MUST maintain at a minimum a deposit on the account, per student, equivalent to one week's worth of care. Checks will not be accepted on re-instated accounts.
  - d. In certain cases, once reinstated, BASE may require an increased deposit or an additional pre-payment for services to ensure the account always retains a credit.
14. When requesting receipts and tax statements, please give the program at least two days' notice. Adams 12 Five Star Schools' federal tax identification number is 84-6000822.
15. Please remit your tuition payment to the BASE payment box located on the BASE office door.
16. All District BASE Programs are to refuse services to any registrant who has a delinquent account with another District BASE Program.

## Maintaining Separate Accounts for Students

[District Policy 5800](#) applies to the District's BASE programs and states, that "BASE Programs shall follow all accounting and auditing policies and procedures established by the Superintendent or designee for District schools and programs." The Superintendent's designee has determined that maintaining separate accounts receivable for BASE tuition for the mother and father of participating BASE pupils poses an unnecessary burden for BASE administrative staff, and accordingly, the designee has determined that a single account payable should be established for participating pupils. Parents of the student can then work out payment obligations between themselves, away from the BASE program.

## ACH Debit Process

When you provide a check as payment, you authorize us to either use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. This means that your check will process immediately and the transaction will show up in your account either the same day the payment is made or soon thereafter. The only exception to this rule is if the bank notifies us that a check cannot be read by the ACH machine and the check must be re-presented at the bank.

Below are some frequently asked questions regarding electronic fund transfers:

- **What happens when my check is converted to an electronic transaction?**  
We use information on the check and convert the check to an electronic transaction based on that information. Electronic transactions are more efficiently processed than paper checks, and that helps keep our costs low and reduces our impact on the environment.
- **Why isn't the check listed on my bank statement?**  
Because your payment is processed as an electronic transaction, it may be listed in the section of your bank statement with other electronic debits. The description of the electronic debit includes information to help you easily identify your payment. Bank statements typically include only the serial number, paid date, and amount for checks. Because converted items are electronic debits, you may be able to see the payee and a transaction description in your statement.
- **Can I get my original check back?**  
No. For your protection, we destroy the original check. The original check is presented for payment only once, through an ACH debit.
- **Does this mean you debit my account each month, and I don't have to write a check to pay my bill?**  
No. This is not a recurring debit program. We need your check to initiate each payment. You still control the timing of payment by paying with a check.
- **What authority allows you to convert my check?**  
According to regulatory rules (NACHA and Regulation E), we properly notified you of our intention to clear your check electronically.
- **Can I place a stop payment on a converted check?**  
Yes. As with any stop payment, however, you should place the stop payment with your financial institution as quickly as possible.

## Credit Card Payments

Parents/guardians may access the PayForIt program that the district is using to pay for student fees. The PayForIt program is accessible 24 hours a day at [PayForIt.net](#). By using the PayForIt system, parents/guardians will now have the opportunity to decide how often to pay their BASE bill and on what date. In keeping with our current BASE tuition policies, payments will be pulled from PayForIt on Thursday mornings. Accounts that are delinquent (meaning that no payment has been made on the BASE account via credit card, check, cash or money order by 6 PM on Wednesday) will be charged a \$25 late fee. Parents can print a receipt as proof of payment to show the site director if payment was made after 6 PM Wednesday of that week to prevent an interruption of services. Credit card payments will not be entered into the BASE financial system until Thursday when the program receives verification of payment from the District office. Accounts that are still delinquent as of Friday afternoon will be notified that care will be discontinued the following Monday until the account is paid in full. Please refer to the BASE Parent Handbook for additional information on the BASE tuition policy. Families who continually fail to pay on time may have services discontinued.

## Below are some frequently asked questions regarding PayForIt:

- **What is the PayForIt website address?**

<https://www.payforit.net/>

- **How do I get a log in to sign up for PayForIt?**

When you access the PayForIt website, you will be asked to either sign up for an account or log in if you already have an account. Once you create an account, you will want to click on the area called “add/view students” to link your child to your account. You will need your child’s student ID number. Your child’s school or BASE Program can give you that number if you do not have it. Please note that your student’s ID number may be different than their lunch number. You will also want to click on the areas called “My Account” to set up your profile, and “My Account – My Payment Methods” to set up your credit card information.

- **How do I pay for BASE tuition on the PayForIt website?**

After you log in to the PayForIt website and have linked your child to your account, and set up your profile and credit card information, you will want to click on the area called “Student Accounts”. On the drop-down, you will want to click “Fund Student Account”. You will see a window come up that lists your child’s student ID number, and name. There will also be an area that allows you to type in a dollar amount. You will want to type in the dollar amount that you want to pay for this one-time payment.

When submitting the payment for processing, DO NOT click on the “back” button while your payment is processing or you may cause the system to charge your credit card twice. Upon acceptance, a window will pop up that says “Transaction Processing Results”. A message on the results page will state if the transaction was approved or denied. You may either print the receipt for your records or can view the payment later under the “Payment History” area. If you are making a payment AFTER 6 PM Wednesday, you will want to print the receipt to show the BASE site director that payment was made.

- **What if I make a payment on PayForIt after you run the Thursday report? How will the BASE Program know? Will my child be able to attend the next week?**

The Central BASE Office will receive a report from PayForIt on Thursday morning. Parents will also be able to print a receipt once payment is made and will want to print that receipt to show the BASE site director if a payment is made after 6 PM Wednesday. The receipt will show that payment was made and will ensure that there is no disruption in care for their child. It is the parent’s responsibility to provide proof of payment if payment was made after 6 PM Wednesday. Payments will not be entered until verification is received from the District office.

- **Can PayForIt do recurring payments?**

Currently, PayForIt cannot do recurring payments. So, at this time, parents will either need to determine if it is best to do a monthly payment or a weekly payment until the recurring payment method is offered.

- **Is PayForIt Secure?**

Yes, PayForIt is a secure site.

## Check-In Procedures

1. Attendance of the students is taken upon arrival.
2. A parent or other authorized individual must sign in all students arriving for the Before School and Full Day Programs. No student will be allowed to enter the building prior to the opening of the BASE Program.
3. It is the parent’s responsibility to inform the BASE Program of their student’s absence or any schedule changes as soon as the parent knows there is going to be an absence or change. If your student attends on a part-time basis, you will need to call and notify the BASE Program when your student will not be attending on the chosen day. Credits will not be given for absences after the fact unless otherwise indicated in this handbook. Credits will not be given if prior notice is not made.
4. If a student is enrolled to attend BASE, specifically the After School program, on a specific day and does not report to BASE and the parent does not contact BASE to report the absence, BASE staff will make every effort to locate the child by contacting the parent, authorized emergency contacts and 911. During a school year, the parent will be allowed one warning. For second and third offenses, the parent will be charged \$25 each. After the third offense, the site director may use his/her discretion to determine if a 2-day interruption of services is necessary. Continued abuse will result in the discontinuation of services.

## Identifying Where Students Are At All Times

The BASE Program Staff directly supervise all students during BASE Program hours. Staff will identify the students in their groups and take attendance of their groups at regular intervals throughout the day. Please stress to your student the importance of remaining with the BASE Program at all times. The BASE Program staff to student ratio is 1:12. BASE provides supervision in a group setting. One on one supervision may be provided in certain situations outlined specifically in a 504 plan.

The BASE Program must monitor student's whereabouts when students are participating in community or school events. Teachers and school staff must sign children out and sign them back in from BASE Program if they are taking them to their classroom for any reason.

The BASE Program must have written permission from parents or guardians for their children to attend community club, event or function. If a child attends or is signed up for any after-school activities, they must check in with BASE before going to the activity. It is the child's responsibility to get themselves back to BASE from the after-school activity. If a child attending an afterschool activity has a health concern, it is the parent's responsibility to be sure the health office staff are aware of the health concern and that the school sponsors can monitor and care for the child while the child is participating in the activity.

## Check Out Procedures

1. The BASE Program requires that all students be signed out daily by authorized individuals listed on the application form. Only individuals authorized in writing on the application form will be allowed to sign out students. Exceptions for extenuating circumstances can be made if the parent calls or sends a note authorizing additional individuals to sign out the student. Phone calls and parent notes will be verified with the parents if there is doubt as to their authenticity.
  - a. If an unauthorized individual comes to sign out a student, the student will remain in the Program until the parents can be contacted for permission or someone with proper authorization comes for the student. Written authorization will be required if a pickup authorization is not listed and they regularly pick up students from BASE.
2. If a member of our staff does not recognize the individual who has come to pick up a student, the individual will need to show proper identification, which will be verified by the application form before we will release the student into his/her care.
3. It is important for BASE staff to accurately account for all children promptly, therefore parents will be unable to retrieve their student until 15 minutes after the school dismissal bell. Parents are encouraged to pick students up before the end of the school day.
4. Students may walk home from the BASE Program with written consent and **only** if it is before 4:00 PM. After 4:00 PM, an authorized adult must pick up the student from the BASE Program. A self-release form authorizing a student self-release must be signed. The BASE student may then check themselves out using their assigned student code.
5. An authorized sibling may pick up a student. If the sibling is under the age of 18, a self-release form authorizing a student self-release must be signed. The BASE student may then check themselves out using their assigned student code. The student may then leave the program with the sibling authorized to pick up.
6. Beginning at 6:01 p.m., a late fee of \$1.00 per minute per student will be charged for students picked up after the closing time of 6:00 p.m. After three late pick-up instances, a late fee of \$5.00 per minute may be charged. Instances may be handled at the Site Director's discretion and may be the basis for required withdrawal.
7. If a student has not been picked up by 6:30 p.m., and no authorized individuals or emergency contacts can be reached, the local police authorities and the Department of Social Services will be contacted.
8. If a student leaves the BASE Program without permission, parents and the local police authorities will be notified immediately. A continuous effort will be made to locate the missing student. The Department of Social Services will be notified within 48 hours of any student who has been lost and for whom the local authorities have been contacted. Services will be discontinued immediately for any student who leaves without permission.

9. Parents are responsible for keeping their authorized pick-up list current. Parents are asked to notify the site director when a change to the authorized pick-up list is made.
10. In the event that a BASE employee suspects that a person authorized to pick up a student from the BASE program is under the influence of drugs or alcohol or in a condition that would present imminent danger for the child, the employee is instructed to do the following:
  - a. Speak to the parent or authorized pick up person in private with a 2<sup>nd</sup> employee joining in on the conversation, if possible.
  - b. Offer to call a friend or cab to give the parent/authorized person and child a ride home.
  - c. If the parent/authorized person displays behavior to a degree that the employee questions the parent's ability to safely operate a motor vehicle, the child will not be released to the parent and Social Services will be called.
  - d. If the parent/authorized person forcibly takes their child home, the employee will explain to the parent/authorized person, in detail, what the remaining steps in this process are. The employee will follow the parent/authorized pick up to obtain a description of their vehicle including color, make, model, and license number and then contact the Police, the District Communication Center, an ESC Supervisor, and Risk Management with information regarding the incident.
  - e. The employee will also contact Social Services and document the incident.
  - f. If at any time, the parent becomes violent or the employee feels that he/she or the program is in danger, 911 will be called.

## Closing Procedures

After closing hours, the staff will check the transition and attendance sheets to make sure that all students in attendance have been signed out. The Program staff will also check all areas of the building used that day. This will be done prior to staff leaving the building for the day.

## Snacks and Meals

- All students and staff are required to wash hands before meals and snacks. Hand sanitizers may be used in addition to, but not in place of proper handwashing.
- All students attending the Before, After School Program, will be provided a light snack and milk, 100% juice, or water.
- Full Days (including seasonal breaks): AM and PM snacks will be provided. Parents are responsible to assure that students bring a nutritious sack lunch and drink on full-day programs.
- Lunches brought from home should meet the USDA Child & Adult Care Food Program requirements (CACFP) or one-third of a child's daily nutritional needs. Meals should contain a protein & grain, ¼ cup fruit, and ½ cup vegetable, milk, water, or juice. If the meal from home does not appear to meet current USDA CACFP requirements, the BASE Program must provide a supplement to the meal. In the event a supplement food item/meal is given a meal charge of \$5.00 will be added to your student's account.
- When available, BASE will provide refrigeration for lunches.
- It is the parent's responsibility to advise the BASE staff of any individual food allergies which need accommodation. Allergies must be listed on the program intake form with medication provided. If an allergy is listed on the intake form and no medication is provided, the parent must sign the "refusal to supply medication" form BEFORE the student attends BASE.

### Sack Lunch Do's & Don'ts:

#### Do:

Provide a nutritious and filling lunch  
 Label lunches and drinks with the student's name  
 Advise BASE of individual food allergies

#### Do Not:

Send microwaveable foods  
 Send glass containers  
 Lunches & snacks will not be shared

## **Activities**

The BASE Program will provide advance notice of program activities and events. All activities are age appropriate and for the enjoyment of the students. Activities include, but are not limited to: art, crafts, sports, science, Everyday Math, literacy enrichment, physical activity and technology. These activities are designed to enrich student social growth and self-esteem. If your student cannot participate in a scheduled activity, please indicate so in the designated area on the application form and notify the site director so that appropriate and reasonable accommodations can be made. Should a student not want to attend a specific field trip, accommodations will not be made to leave the student at the school with a staff member.

## **Homework Time**

Up to one hour of time will be provided each day for group homework. Due to State of Colorado ratio expectations, staff will be available to provide limited assistance but are not available to provide one-on-one tutoring. Parents are to communicate to the student their expectations for completing homework while at BASE. BASE is not responsible for ensuring that homework is completed each day.

## **Video and Television Viewing**

“G” and “PG” rated movies will be viewed during BASE Program hours. Please refer to the monthly calendar for specific dates. The title of any “PG” rated movie that is to be shown will be posted at least one week prior to being viewed. Notify the BASE Program Site Director if you disapprove of a particular movie so that other arrangements can be made. Television will also be viewed periodically during Program hours and those ratings will be respected.

## **Personal Belongings and Money**

The BASE Program adheres to all school policies in regards to student’s belongings. The BASE Program is not responsible for lost, stolen, or damaged belongings. Please clearly label personal belongings. Look in the lost and found for missing items. Families may send additional money if we have a scheduled activity. However all money is the sole responsibility of the student.

## **Staff Qualifications**

BASE staff are hired for personal qualities of adaptability, creativity, enthusiasm and problem-solving. BASE staff oversee the well-being of students and possess qualities and abilities to provide direction, guidance, support and assistance to school-age children.

BASE staff are not experts on behaviors, specific behavior needs or specialty care. BASE staff are not able to provide one on one student care outside of the group care setting. The BASE program staff to child ratio is 1:15.

## **Love and Logic®**

Love and Logic® is a common-sense approach that provides our BASE Program staff with easy-to-learn skills that create respect, responsibility and good decision-making in children and youth to encourage and support positive behaviors. Love allows children to grow through their mistakes. Logic allows children to live with the consequences of their choices. Love and Logic® is a well-known and trusted name and allows students and adults to solve their problems without causing a problem for someone else.

The formula is simple: Empathy + Natural Consequences = Powerful Message

Love and Logic is a way of working with children that teaches children to be responsible, and prepares young people to live in the real world, with its many choices and consequences.

Recognizing that our parents also desire to be aware and supportive, we believe that offering parenting tools such as Love and Logic® Pearls in our monthly BASE newsletters will provide a bridge of learning, communication and support of the highly effective Love and Logic® tools used in the BASE Program, and how they can be integrated at home.

## How we run our Love and Logic BASE Programs

- Our staff will treat your child with respect so they will know how to treat us.
- Children are free to do anything that doesn't cause a problem for anyone else.
- If a child causes a problem we will ask them to solve it.
- If they can't solve the problem, or choose not to, we will do something.
- What we do will depend on the special person and the special situation.
- If they feel something is unfair, we ask them to let us know and we will talk.

## BASE Discipline Policy and Procedures

The BASE department provides ongoing training, tools, and strategies to BASE staff, helping them to understand, respond and manage challenging child behaviors. Positive behavior support occurs daily as staff interacts and supervise students. The discipline philosophy of BASE is to redirect misbehavior and provide individualized and problem-solving support.

### Positive Behavior Techniques and Individualized Interventions include:

- Reflection and redirection to other activities
- Positive reinforcement
- Recovery time, time out & calm down time – student reads, colors or constructs a puzzle
- Praise and encouragement of positive behavior and positive feedback
- Different or assigned seating
- Problem-solving support

BASE Programs do not use emotional, verbal or physical abuse as forms of punishment. Withholding food, physical activity, and corporal punishment are not allowed within the BASE Programs.

## BASE Discipline Process

If student behavior negatively interferes with the health and safety of the BASE environment, program license or operations, disciplinary consequences will be imposed. Behavior subject to discipline includes, but is not limited to damaging/stealing property; throwing objects; leaving the room, playground, school grounds, field trip or current BASE location without permission; displaying disrespectful, abusive, harassing behavior and/or inappropriate use of language; hitting or other unwelcome physical contact, or any other action that negatively impacts the health and safety of the students and others.

All students are expected to know, understand and comply with the BASE Behavior Expectations and are subject to discipline or removal from the program for repeated or serious violations. The BASE Site Director reserves the right to remove a student from BASE for a significant violation of the Behavior Expectations without prior warning, intervention or progressive discipline.

There are times when a student's misbehavior may result in a BASE behavior referral, pause in care, suspension and/or discontinuation of BASE Program services. Behavior referrals may become part of the student's school record.

The following steps may occur as a result of misbehavior:

1. Should an incident of misconduct occur, a student may be given a verbal warning(s), written behavior notice(s), or BASE behavior referral depending on the seriousness of the incident. Notification will be made to parent/guardian about the inappropriate behavior.
  - a. A behavior notice is designed to inform families of behaviors that they should be aware of.
  - b. A student behavior referral is utilized when the behavior disrupts the health and safety of the BASE environment.
2. When a student receives a behavioral referral, parents may be contacted to pick up the student. If needed a meeting will be held with the parents to review the student's misbehavior and program expectations. A student may also be suspended for 1-5 days per each incident of misbehavior.

- a. In the event of a pause in BASE service or suspension, a re-entry meeting with the student and parent must occur. The re-entry meeting will be an opportunity for BASE staff to communicate with the family about possible interventions to encourage and support positive behaviors.
3. If the student's misbehavior is repeated, or deemed significant resulting in 3 or more behavior referrals, the BASE Supervisor will be consulted and care may be discontinued.
  - a. In the event care is discontinued, students may not enroll in any district BASE program for a period of 6 months. At the parent's request, a review committee will meet to determine eligibility for re-entry to the BASE Program after 6 months. If it is determined that the student is eligible for re-entry to the BASE Program after 6 months, summer BASE excepted, a re-entry meeting will take place with the child, family, and BASE personnel.
4. Once a determination has been made and the student has re-entered the program, the following may apply:
  - a. Any incident within 12 months of re-entry:
    - If any serious or continuous offense occurs within 12 months of re-entry, services will be discontinued permanently and the student will be ineligible for re-entry into any BASE program.
  - b. After 12 months of re-entry, but less than 24 months
    - Any student behavior that results in a student behavior referral will include a 3-5 day suspension from BASE.
    - Should a subsequent incident occur, services will be discontinued permanently and the student will be ineligible for re-entry into any BASE Program.
  - c. After 24 months of no behavior issues resulting in a behavior referral, the process will restart from the beginning for any additional behaviors that may occur.

When a student's behavior presents a safety concern and or disrupts the BASE Program environment, BASE may move directly to the discontinuation of BASE Program services.

Any intentional or deliberate action or behavior by a student which results in a CDHS Child Care Licensing violation will result in an immediate suspension from the BASE program and may include discontinuation of BASE Program services.

## Visitor and Volunteer Procedures

The BASE Program welcomes visitors to come and see our Program. All visitors must comply with the procedures for the safety of the students.

- During regular school hours: Visitors must check in at the main office and sign in with the BASE Program Site Director.
- During BASE program operating hours: Visitors must provide the following information: first and last name, current address, the date of the visit, and the purpose of the visit. If the person is unknown to BASE staff, they must provide a photo ID and receive a visitor's badge to wear while on site.

It is very helpful if the Program Site Director has advance notice of visitors so that arrangements can be made. Visitors must stay in the same area as the BASE Program staff and students. If visitors want to be present at the program for more than two days, they must adhere to the volunteer policy below.

BASE only accepts parent volunteers who may want to attend a field trip or observe the program, provided the volunteer does not disrupt normal BASE operations. Parent volunteers are required to complete the district "Volunteer Application" located under Superintendent Policy #8800. Parents who volunteer to work more than twice per year with a BASE Program must agree to comply with all rules of confidentiality and adhere to all State Guidelines, including submitting to a criminal background check at the parent's expense, complete a staff information record, and review the program's policies and procedures before volunteering per Colorado State Law 7.712.44.

BASE does not allow any volunteers outside of district personnel or parent/guardian, including those providing special services.



To ensure that we continue to maintain a safe and secure environment for all students, our department will require all visitors, including parents (including Adams 12 employees), guardians, and authorized pick-ups to check through our RAPTOR system once per year. The RAPTOR system is used throughout the District. RAPTOR is a visitor registration system that enhances school security by use of a driver's license, or other government-issued ID, and then compares the information to the national sex offender database. Additional visitor information will not be gathered and no data will be shared with any outside company or organization. Any people you have on your authorized pick-up list will also have to complete the process. For additional information about the RAPTOR system, please go online to [www.raptorware.com](http://www.raptorware.com).

## Accidents and Illnesses

To help prevent accidents and injuries, safety rules will be reviewed with the students. In case of an injury, the following actions would be taken:

1. A trained staff member will assess the situation.
2. First Aid will be applied if necessary.
3. Emergency help will be called if necessary.
4. Parents will be notified of the severity of the accident.
5. Appropriate documentation will be completed and an accident/illness log will be maintained.

Based on the "How Sick Is Too Sick" Illness Policy, students are not to attend the BASE Program and will be sent home if exhibiting any of the following:

1. Temperature of 101 degrees or higher, with behavior changes or other illness symptoms such as a rash, sore throat, vomiting, diarrhea, stiff neck, difficulty breathing, etc.
2. Vomiting - more than 2 times in the past 24 hours or if vomit appears bloody, if the child recently hit his/her head or if the child has other illness symptoms.
3. Diarrhea that is not contained in a toilet, there is blood or mucus in the stool, the child wears diapers/pull-ups, the child has a fever or other illness symptoms. Students may return 24 hours after diarrhea has resolved.
4. Uncontrollable or persistent cough or a cough that is accompanied by vomiting.
5. Appearance or complaint of acute illness or severe pain.
6. Bacterial illness (such as strep throat) that has not been treated with antibiotics for 24 hours.
7. Any communicable disease or illness that poses a risk of spread of harmful disease or illness to others. Serious communicable diseases will be reported to the Local Health Department.
8. **Any behavior that requires more care than the staff can provide while still caring for the health and safety of other students, including issues with bodily functions and students not fully potty trained without a healthcare plan.**
9. Illness that prevents the child from participating comfortably in activities as determined by the BASE staff.
10. Head Lice-Students may not attend from the end of BASE day, until after completion of the first treatment.

If a student should become ill while attending the program, the parent will be contacted and the student must be picked up immediately. The student will be directly supervised and cared for comfortably until the parent/guardian arrives. If a student is ill and absent from school, he/she may not attend the BASE Program that day.

## Medications

The BASE Program realizes that a student sometimes receives medication at school when necessitated by health conditions. Parents must inform the BASE Program at the time of enrollment of any health care needs. The BASE Program will notify the Children's Hospital Nurse Consultant to determine if an individualized health care plan is needed in addition to staff training, delegation and supervision prior to the child's first day. Additional time may be necessary to ensure the BASE Program is able to provide special care for your child.

The BASE Program follows [District Policy 5420](#) for administering medications to students.

1. Prescription medication must be placed in the original pharmacy labeled container and properly labeled with the prescription number, name of the pharmacy, patient's name, doctor's name with the dosage clearly marked. Non-prescription medication must be in the original medication labeled container and the medication must match the prescriber's written order and cannot be expired.
2. All medication needing to be administered during program hours will be kept in the BASE Program area in a secured cabinet. The Program is **unable** to share medications with the school. Parents must provide medication(s) as outlined above to the BASE program in addition to the medication in the health office. Students will be prohibited from carrying medication, as the medication may be abused or endanger other students. Inhalers or Epi-Pens may be exempt with the Children's Hospital RN Consultant approval.
3. All District medication forms must be completed in full and submitted annually or revised when any changes occur in the medication or its administration. All medication received from the parent must be logged in and signed for by the parent and authorized BASE staff member to ensure an accurate amount.
4. If a parent notes on the student's registration paperwork that a student has a medical condition or an allergy that may require the need for medication at the BASE program, the parent must either (1) supply appropriate medication, or (2) complete a refusal to supply medication form. Unless approved by the Children's Hospital RN Consultant, a student may not be allowed to attend the BASE program until one or the other is done.
5. Only Medication Administration trained BASE staff members will be allowed to handle and distribute medication. BASE Program staff members are trained to administer medications in compliance with the Colorado Department of Human Services rules and regulations. A log will be maintained for medication that is administered.
6. Delegation of Nursing Tasks: 12-38-132 per Colorado State Law: BASE follows all guidelines in the administration of medication per the requirements outlined in section 12-38-132. Please contact the Colorado State agency below for a complete list of the guidelines in this area.
7. Expired medications need to be picked by parent/guardian within 30 days of notification or they will be disposed of per EPA guidelines.

**The Colorado State Board of Nursing: (303) 894-2430**

## Sunscreen

The BASE Program will provide and apply sunscreen throughout the day. Students may self-apply sunscreen under the direct supervision of a BASE staff. BASE staff will assist with applying sunscreen to exposed skin areas which may include the face, tops of the ears and bare shoulders, legs, arms, and feet. Sunscreen will not be applied to any broken skin or if a skin reaction has been observed. Any skin reaction observed by staff will be reported promptly to the parent/guardian. The BASE program will use Rocky Mountain Broad Spectrum SPF 50 bonding base, water resistant (80 minutes). During the summer

months, parents will be required to apply sunscreen of at least 30 SPF to their student prior to arriving at BASE. For your convenience, sunscreen will be available for parents/guardians to apply prior to checking your child into BASE. During the summer months when students will be swimming outdoors, please provide an additional shirt for your student to wear in the pool.

## Procedures for Emergencies

The BASE Program will periodically conduct emergency practice drills with the students and staff members to ensure the safety of all students. In the event of an actual emergency where staff and students will need to evacuate, staff cannot leave the area to answer the door for parents who are picking students up until the threat is lifted.

**Tornado/Fire:** In the event of a tornado or fire, the BASE Program staff members will follow the procedures set forth by the school in getting the students to a safe and designated area.

**Evacuation:** In an emergency situation where the BASE program will need to evacuate the school premises, the BASE program will relocate to: The Church Of Latter Day Saints 3501 Summit Grove PKWY 303-243-5076.

**Excessively Hot:** In the event of excessively hot weather while in the BASE program is at school, students will remain indoors and be encouraged to drink plenty of water. Precautions will also be taken to limit the time in the sun and sunblock will be liberally applied. In the event of excessively hot weather, where the program is away from the building and on a field trip, students will be encouraged to drink plenty of water and utilize available shelter. Precautions will also be taken to limit the time in the sun and sunblock will be liberally applied.

**Inclement Weather/Closures:** On cold weather days please ensure that students have the appropriate clothing for outside activities (i.e. mittens, coats, hats, etc.). Students will not be permitted outside if the temperature is below 20 degrees. Extreme weather conditions, which threaten the welfare or safety of students and staff members, may result in the closure of the District or a 2-hour delayed start, including all programs, activities and BASE Programs. Please listen to local television and radio broadcasts. The BASE Program will attempt to text parent or guardians who complete the cell phone contact information for information on late closures or emergency situations. Credits/Refunds will not be given for closure due to inclement weather.

**Natural Disaster:** In case of a natural disaster, the students will follow the school disaster plan and will proceed to the areas mapped out for safety by the District.

**Lost Student:** In the event of a lost student, the parents, local police authorities, and the administration will be notified. All attempts will be made to locate the student as quickly as possible. If your student leaves the BASE Program without permission, we will treat the situation as a lost student and notify parents, the County Department of Social Services, and local police authorities immediately. Appropriate documentation will be completed and filed with proper authorities. Students who intentionally or deliberately leave the program without permission will no longer be allowed to attend BASE and services will be discontinued.

**Internal/External Threats:** Lockdown procedures will be implemented for internal threats. Lockout procedures will be implemented for external threats. Both are done in accordance with Adams 12 Five Star Schools, Operations & Security Services Department.

## Child Abuse & Neglect

The BASE Program follows all Colorado State Laws and district guidelines regarding the reporting of child abuse or neglect. A copy of current procedures may be obtained from the Program Site Director.

Colorado Law requires that child care providers report all known or suspected cases of child abuse or neglect. The [Colorado Child Abuse and Neglect](#) Hotline can be reached at:

**Colorado Child Abuse and Neglect Hotline  
#1-844-CO-4-KIDS or (1- 844- 264- 5437)**

## Homeless Students and BASE Closures

In the event of an unplanned announcement that the BASE program will be closing early, BASE staff, Transportation, and the Grants Department have agreed to the following protocol with regard to Title X (Homeless) eligible students when school or BASE closes unexpectedly and/or for inclement weather.

In the case of inclement weather, BASE may close early. BASE employees would contact the parents of students in the Homeless Education Program just like they would any other child. BASE will notify transportation that BASE is closing early so that transportation can pick up the child and take them to the designated drop-off location.

## Field Trips and Transportation

All students attending the BASE Program on full and half days must attend any field trips that are scheduled for these days. If your student cannot attend the field trip, the BASE Program staff will make no other provisions.

**STUDENTS MUST ARRIVE 60 MINUTES PRIOR TO SCHEDULED DEPARTURE TIMES. Students arriving late may be unable to attend.**

- Important safety rules are reviewed prior to each field trip. In order to accommodate a student's special need, it is essential that parents have provided accurate information as required on the application form.
- If a student is scheduled to attend a BASE field trip and the parents/students arrive late to the BASE Program and the bus has already departed for the field trip, the parent must contact the BASE Program staff via cell phone at 720-480-4118 to make arrangements to join the BASE Program on the field trip. It is the responsibility of the parent/guardian to ensure that the student has been checked into the Program with a staff member.
- If a student is scheduled to attend a BASE field trip and the parents/students are not able to arrive to BASE one (1) hour before the bus leaves, it is the responsibility of the parents to make prior arrangements with the site director.
- Students not arriving 60 minutes prior to departure, and not making prior arrangements with the program, may be asked not to participate for that day. Staffing and transportation may not be able to accommodate late arriving students.
- Permission Slip: Parents will be notified in advance of any field trips. A District 12 field trip permission form **MUST** be signed by a parent for each student participating in the activity.
- Fees: Field trip fees are included in the weekly and daily tuition fees.
- Transportation: All transportation arrangements to and from the school are the parents' responsibility. All transportation for field trips will be provided by Adams 12 Five Star School's Transportation Department unless otherwise indicated. A district bus driver OR program staff member will review the transportation rules and emergency procedures with the students prior to each field trip.
- Any field trips within one mile of the school may be walking field trips and will be noted on your field trip schedule.

## Adams 12 Transportation Department

Parents and guardians are encouraged to review the [Guidelines for Safe School Bus Riding](#). Additional information regarding Adams 12 transportation and safety procedures is available at [www.adams12.org/departments/transportation](http://www.adams12.org/departments/transportation).

### General rules while riding the school bus:

1. Wait for the bus in a safe place.
2. Students must enter the bus in an orderly manner.
3. Follow the instructions of the bus driver.
4. Remain in your seat while the bus is in motion.
5. Keep your head and arms in the bus at all times.
6. Keep aisles clear.
7. Remain quiet and orderly.
8. Be courteous to your bus driver and fellow passengers.
9. Wait until your sponsor tells you it is time to exit the bus.

## Dress Code

The BASE Program follows [District Policy 5060](#) concerning student dress code. Please refer to the policy on the Adams 12 Five Star Website at [www.adams12.org](http://www.adams12.org).

## Technology, Internet and Cell Phones

The BASE Program follows [District Policy 5035](#) concerning student use of district technology and the Internet. Please refer to the policy on the Adams 12 Five Star Schools Website at [www.adams12.org](http://www.adams12.org).

The BASE Program recognizes and supports the use of technology (computer, iPad, tablet) as a resource to support and reinforce students' academic achievement. While at BASE the use of technology and the Internet is primarily to support, strengthen and reinforce educational concepts. General student choice technology time (not including homework/teacher assigned tech time) will be limited to no more than 90 minutes per week in the Before, After School Program and 150 minutes per week in the summer.

District-owned technology devices are loaded with educational and age-appropriate activities. These games are carefully selected and approved for students. Appropriate use of technology devices and internet safety will be reviewed with students periodically. The BASE Program will follow the Adams 12 [District Technology and the Internet Responsible Use Agreement](#).

- Students may not bring cell phones or other electronic devices to BASE unless permission has been given by the program director. Students who are given permission to bring cellphones or other electronic devices must keep them in their backpack unless permission has been given to have them out.
- If a student has an emergency and needs to contact their parent or guardian, the BASE office or cell phone will be made available.
- BASE is not responsible for any lost, stolen, damaged or misplaced electronic device of any kind.
- While at BASE, students are prohibited from accessing social media sites and/or taking pictures of BASE students and staff.
- Students are responsible for their own use of District computers and computer systems.
- Students shall use District technology and the internet in an appropriate, responsible, ethical and legal manner.
- Students are responsible for exercising good judgment when utilizing District and/or personal technology.
- BASE is unable to monitor non-district technology devices brought from home using personal cellular data carriers and/or non-district Wi-Fi or hotspots.

## Custodial Visitation and/or Personal Family Disputes

The BASE Programs are not staffed or authorized to provide staff to assist with custodial disputes or visitation arrangements. Parents are asked to handle their personal business outside of BASE hours.

If a parent requests documentation, regarding their student, please allow 7-10 business days for requests to be processed.

## Questions, Comments and/or Concerns Regarding Child Care Services

Adams 12 BASE Programs are school-age care programs that are licensed by the Colorado Department of Human Services. The school-age care license indicates that the program has met the required standards for the operation as a school-age child care facility.

**License Number: 66279**

Child care services play an important role in supporting families, and strong families are the basis of a thriving community. Your student's educational, physical, emotional and social development will be nurtured in a well-planned program. Remember to observe the program regularly, especially in regards to the student's health and safety, equipment, play materials, and staff.

For additional information regarding licensing, or if you have concerns about a child care facility please consult:

**Colorado Office of Early Childhood**  
**1575 Sherman Street**  
**Denver, CO 80203-1714**  
**(303) 866-5958**



Dedicated to protecting and improving the health and environment of the people of Colorado

## K - 12<sup>th</sup> Grade School-required Immunizations for the 2019-20 School Year

Dear parents and guardians of students in Colorado kindergarten - 12<sup>th</sup> grade schools:

- Colorado law requires students who attend a public, private or parochial kindergarten - 12th grade school to be vaccinated against many of the diseases vaccines can prevent. Your student must be vaccinated against:
  - diphtheria, tetanus & pertussis (DTaP, DTP, Tdap)
  - polio (IPV)
  - measles, mumps, rubella (MMR)
  - hepatitis B (HepB)
  - varicella (chickenpox)
- Vaccines are recommended for hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.
- Colorado rule requires students entering kindergarten to receive their final doses of DTaP, IPV, MMR and varicella. Students entering 6<sup>th</sup> grade must receive one dose of Tdap vaccine, even if they are under 11 years of age.
- The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's Advisory Committee on Immunization Practices (ACIP). You can view current versions of the ACIP vaccine schedules for children 0 - 6 years of age at [www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf](http://www.cdc.gov/vaccines/parents/downloads/parent-ver-sch-0-6yrs.pdf) and preteens/teens 7 - 18 years of age at [www.cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf](http://www.cdc.gov/vaccines/schedules/downloads/teen/parent-version-schedule-7-18yrs.pdf)
- Please take your student's updated vaccine record to school every time he or she receives a vaccine.
- If your student cannot get vaccines because of medical reasons, you must submit an official *Immunization Medical Exemption Form* to your school, signed by a health care provider licensed to give vaccines. You only need to submit this form once, unless your student's information or school changes. You can get the form at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- If you choose not to have your student vaccinated according to the current ACIP schedule for personal belief or religious reasons, you must submit a non-medical exemption to your school. Non-medical exemptions must be submitted every year. Multiple options are available at [www.colorado.gov/vaccineexemption](http://www.colorado.gov/vaccineexemption).
- Some parents, especially those with students who have weakened immune systems, may want to know which schools have the highest percentage of vaccinated children. Schools must report immunization and exemption numbers (but not student names or birth dates) to the state health department by December 1 every year. Immunization and exemption rates can be found at [www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data](http://www.colorado.gov/pacific/cdphe/school-and-child-care-immunization-data).
- You may want to talk to a health care provider licensed to give vaccines or your local public health agency (LPHA) about which vaccines your student needs or if you have questions. You can read about the safety and importance of vaccines at [www.ImmunizeForGood.com](http://www.ImmunizeForGood.com) and [www.colorado.gov/cdphe/immunization-education](http://www.colorado.gov/cdphe/immunization-education).
- If you need help finding a health care provider, or finding free or low-cost vaccines, contact your LPHA, or call the state health department's Family Health Line at 1-303-692-2229 or 1-800-688-7777. You can find your LPHA at [www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency](http://www.colorado.gov/pacific/cdphe/find-your-local-public-health-agency).
- Please share Page 2 of this letter with your student's health care provider as it provides helpful information about vaccines required for school entry, per Colorado law.

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment  
303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)

December 2018



Dear Colorado health care provider:

Colorado School Entry Immunization Law (25-4-901 et seq, C.R.S) and Colorado Board of Health rule (6 CCR 1009-2) requires students who attend a public, private or parochial K - 12 school, licensed child care, preschool or Head Start program to be vaccinated against many of the diseases vaccines can prevent. Students must be vaccinated against:

- diphtheria, tetanus and pertussis (DTaP, DTP, Tdap)
- polio (IPV)
- measles, mumps, rubella (MMR)
- hepatitis B (HepB)
- haemophilus influenzae type b (Hib)
- pneumococcal (PCV13)
- varicella (chickenpox)

The number, timing and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP). To be considered valid, a dose of vaccine must meet both the **minimum age and minimum intervals** as defined by ACIP. You can view the current ACIP vaccine schedule for persons 0 - 18 years of age at [www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf](http://www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf). Vaccines are recommended for rotavirus, hepatitis A, influenza, meningococcal disease and human papillomavirus, but are not required.

Colorado schools are required to review immunization records for school entry and can only accept valid doses of vaccine. Your patients may receive notification of noncompliance if a dose of vaccine does not meet the minimum age or minimum interval requirements, per the ACIP schedule. There are three ways a student can meet the compliance requirements established by Colorado law.

- 1) A student is considered fully immunized if he or she has received all doses of school-required vaccines according to the current ACIP schedule. Note: students are required to receive their final doses of DTaP, IPV, MMR and varicella by kindergarten entry and their Tdap by 6th grade entry, even if the student is under 11 years of age.
- 2) A student is in the process of becoming up-to-date on required vaccines and has a written plan from the parent/guardian on file with the school.
- 3) The student's health care provider (medical doctor, doctor of osteopathic medicine, advanced practice nurse or delegated physician assistant) has signed an official student from receiving vaccine(s), or the student (emancipated or 18 years of age or older) or student's parent/guardian *Immunization Medical Exemption Form* because of a condition that precludes the student from receiving vaccine(s) or the student has submitted a signed non-medical exemption (religious or personal belief).

If students do not meet at least one of the compliance criteria, they are not permitted to attend school. If you have questions about the student's school immunization requirement, please communicate with the student's school nurse or school representative.

If you have questions about the ACIP immunization schedule, vaccines marked as invalid in your patient's immunization record, or about Colorado School Entry Immunization Law, please contact us at 303-692-2700 or [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us). If you have questions about the Colorado Immunization Information System (CIIS), please contact us at 303-692-2437 (press 2), 1-888-611-9918 (press 1) or [cdphe.ciis@state.co.us](mailto:cdphe.ciis@state.co.us).

Other reliable clinical resources include:

- CDC Vaccines & Immunizations - [www.cdc.gov/vaccines/default.htm](http://www.cdc.gov/vaccines/default.htm)
- CDC's 13th edition (2015) of *Epidemiology & Prevention of Vaccine-Preventable Diseases* - [www.cdc.gov/vaccines/pubs/pinkbook/index.htm](http://www.cdc.gov/vaccines/pubs/pinkbook/index.htm)
- The Immunization Action Coalition: Ask the Experts - I or the 13th edition supplement (2017) - [www.immunize.org/askexperts/](http://www.immunize.org/askexperts/) or [www.cdc.gov/vaccines/pubs/pinkbook/supplement.htm](http://www.cdc.gov/vaccines/pubs/pinkbook/supplement.htm)
- CDC Experts at the National Immunization Program - [nipinfo@cdc.gov](mailto:nipinfo@cdc.gov) or 1-800-CDC-Info (1-800-232-4636)

Sincerely,

Colorado Immunization Branch | Colorado Department of Public Health & Environment  
303-692-2700 | [cdphe.dcdimmunization@state.co.us](mailto:cdphe.dcdimmunization@state.co.us)