



**ORINDA UNION
SCHOOL DISTRICT**
A Learning Community That Inspires, Engages, & Supports All Students

BASC Parent Handbook
Before and After School Care



Sleepy Hollow
Elementary School



WAGNER RANCH
elementary

★
A PLACE for EVERYONE

GENERAL INFORMATION

Orinda Union School District BASC programs offer an extended day recreation program to all students attending their prospective elementary schools for a fee. BASC is open from 7am-6pm on all school days. BASC is closed on school holidays, breaks, staff development days, and summer. Each BASC program is located on the campus of their respective school.

- Dolphin Club: Del Rey Elementary School
- Gopher Club: Glorietta Elementary School
- SH BASC: Sleepy Hollow Elementary School
- Bandit Club: Wagner Ranch Elementary School

OUR MISSION

BASC's dedicated and trained staff provide a safe and familiar place for students to develop their social emotional skills, build friendships, gain new experiences and have fun. We provide snacks and a variety of activities including: arts and crafts, STEM, games, sensory experiences and outdoor activities.

Our program also provides:

- A balance of structure and choice
- Diversity
- An environment that fosters community
- Lessons in responsibility and respect
- Staff and self-led activities
- Group collaboration and cooperation

This handbook will identify rules and procedures needed to provide the high quality service the children in our community deserve.

BEHAVIOR AND EXPECTATIONS OF STUDENTS

It is the goal of the BASC team to provide a safe, inclusive, and enjoyable place for students to spend time with their peers. At BASC, behavior management is the responsibility of the staff. BASC provides an environment where behavior management occurs naturally through a combination of continued support, setting limits, reminders, encouragement, and rewards. Children differ widely, but inappropriate behavior can be lessened by the use of a range of guidance techniques. The most common methods used at BASC are:

- Redirecting children to a new activity
- Recalling rules to internalize positive behavior
- Resolving conflicts by problem-solving and discussion
- Providing a related and age-appropriate consequence

Occasional disciplinary methods used at BASC:

- Parent notification of the behavior
- Verbal Warning
- Removal or break from activities
- Child is sent home
- Meeting with BASC Staff and Site Supervisor
- Suspension or Expulsion from BASC

Students must follow the basic school rules of safety. The school rules followed during the school day are also in force during BASC hours.

1. No climbing fences or leaving school grounds.
2. Must stay within BASC boundaries at all times.
3. May not go to classrooms, library, office, etc. without permission from BASC staff.
4. Phone is to be used only in an emergency - no making plans or asking permission for play dates.
5. Must be able to play in a group independently and cooperatively under the standard supervision provided by staff.

Children are not allowed to verbally or physically abuse or hurt themselves, staff, or other children at BASC. In addition, these behaviors are not permitted:

1. Deliberate mistreatment of other children
2. Use of inappropriate language
3. Uncooperative, abusive behavior (physically or verbally) toward staff
4. Deliberate misuse of equipment, materials and destruction of property

Group care is not appropriate for all children. In the event a child cannot benefit from our program, we reserve the right to recommend termination of care.

The BASC Behavior Policy has been developed to give children the ability to learn, practice and exercise impulse control and self-control. We expect staff and children to create and maintain a positive, inclusive environment. Our program promotes mutual respect, celebrates differences and addresses every child's needs and interests, always with the children's safety in mind. The result is a child with a positive image and tools to deal with conflict.

ENROLLMENT/REGISTRATION

Registration will take place online via EZChildTrack the week before school begins. An EZChildTrack account and required documents must be submitted before attendance at BASC can occur.

TK-5th grade families must be enrolled in a monthly program to attend BASC on a regular basis. If a family wishes to use BASC occasionally, a drop-in reservation must be held to attend on a particular day.

ATTENDANCE

For your child(ren) to attend BASC on any given day, they must attend school. If they did not attend school, they may not attend BASC, no matter the reason for the school absence.

We are a well-child program; if your child is picked up from school due to illness, or sent home due to a behavior issue, they may not attend BASC that day. If your child becomes ill at our program, you will be notified and will need to make arrangements to have your child picked up within 1 hour. We follow all OUSD Illness and Injury guidelines.

The parent/guardian is responsible for notifying BASC staff via email or phone call if their child(ren) will not attend on their scheduled day, preferably by 9am.

MORNING SIGN-IN PROCEDURES

BASC opens at 7am. TK/K students should be walked to BASC by a parent or guardian and signed in. 1st-5th grade students can walk on their own to BASC and a staff member will sign them in upon arrival. Children cannot walk to the MPR to get breakfast after they are signed into BASC so they should pick up their breakfast before coming. When it is time for school, TK/K students will be walked to their classrooms/playground by BASC staff, 1st-5th grade students will walk on their own.

AFTERNOON SIGN-IN PROCEDURES

TK/K students will be picked up at their classrooms after school and walked to BASC by BASC staff. TK students (and Kinder students on minimum days) who want lunch from

the cafeteria will have lunch picked up for them or will be taken there to eat by BASC staff after school.

1st-5th grade students will walk to BASC on their own once they are released by their classroom teacher. Students who are attending BASC are instructed to go straight to BASC after they are released, they are not permitted to play on the playground or hangout with their friends before getting signed into BASC.

Students signed up for ASE classes will be picked up from BASC by their ASE instructors and taken to their class(es). BASC staff will sign the students out when they are picked up by their instructors.

SIGN-OUT PROCEDURES AND AUTHORIZED RELEASES

All authorized pick-up persons must be listed on each student's EZChildTrack account and an assigned pin number from EZChildTrack must be used. It is the parent/guardian's responsibility to keep their list of authorized pick-up persons up to date at all times.

A valid ID and assigned pin number are required to sign out a student from BASC. Children cannot sign themselves out. An older sibling may pick-up their younger sibling from BASC to go to carpool or walk home immediately after school dismissal. Written permission from the parent/guardian must be submitted to the site supervisor prior to release.

LATE PICK-UP

Children should be picked up by the end of their program time or before 6pm closing time. It can be distressing for a child to be picked up late and/or after hours. Please allow enough time to park, walk to BASC, pick up your child(ren) and leave BASC by closing time. We do, however, understand that special circumstances arise. In the case of an emergency, if you cannot pick up your child on time or send one of your emergency contacts, please notify BASC staff immediately. Without contact from a parent/guardian, we will call the child's emergency contacts. Please ensure these numbers are local friends/family and are current. In the event that we have not received proper authorization to release your child to an identified individual by 6pm, we will have no other recourse but to seek police intervention. This is the currently accepted procedure followed throughout California. Please help us avoid implementing this emergency measure by ensuring you comply with the above safety requirements. A late fee of \$3/minute will be charged if a child is picked up after BASC closes. Parents/guardians who are repeatedly late past 6pm will have their privilege to use BASC suspended.

We believe that our youngest students (TK/K) are most successful when they are picked up no later than 5pm.

NO RESERVATION

We will accept children who are not scheduled to attend BASC when they are referred to BASC by the school's administrative staff. Any child sent by the school office or who shows up to BASC without prior communication and approval by the site supervisor will be charged \$50 in addition to the time they were in attendance. An EZChildTrack account is required to be accepted into BASC.

DROP-IN RESERVATIONS

A drop-in reservation is defined as one who uses BASC occasionally, not to exceed the same day(s) and time(s) more than three instances in the same billing period. Upon the fourth instance, you will be asked to make a program selection if that same day and time is still needed.

Availability for drop-in care is based on staffing, ratio requirements and facilities. Drop-in's are a two hour minimum after school and a one hour minimum before school and are billed at \$12/hour. Drop-in hours are billed in full hour increments only.

Drop-in reservations can be scheduled via the link provided by your site supervisor. You are responsible for changing or canceling your reservation should your needs change. For the proper staff/child ratio to be maintained, BASC staff must assume that each child with a reservation will attend for that day, whether or not they do attend. Therefore, all reservations will be billed for the one or two hour minimum, even if the child does not attend.

BILLING AND PAYMENTS

- The billing period begins on the first of the month and ends on the last day of the month.
- Invoices will be available on the 28th of each month
- Enrollment in autopay is mandatory for all families. Autopay is run on the 29th of each month. Online payments can be manually submitted prior to autopay running if preferred.
- Autopay can be set up using a credit card or checking account. A 2.75% fee will be added to all credit card payments. No fee for ACH/checking account payments.
- Payments that are not received by the 1st of the month will incur a \$25 late fee. If

payment is not received by 5th of the month, children will not be able to attend until payment is received.

- If an account is past due for 3 or more months without a payment being made, the family will have their privilege to use BASC suspended
- There are no refunds, credits, or prorated portions.
- Payments cannot be accepted at BASC or school office.

No credit will be given for absences due to: illness, after-school activities (ASE, sports, etc.) family vacations, or suspensions due to behavior.

FEES

Registration	\$25/family/year	Included in your billing statement if and when you start using BASC
Search Fee	\$15	For any child who is scheduled to attend BASC but does not show up and there is no communication with site supervisor before end of school day
No Sign-Out	\$15	If parent or designated adult does not sign out
Pick-up after contracted time	\$25	Pick-up after contracted pick-up time when there is no communication prior by parent. \$12/hour drop-in rate also applies.
Late Pick-Up	\$3/minute	Pick-Up after closing at 6pm
Late Payment	\$25	Payments that are not received by the 1st of the month
Drop-in Rate	\$12/hour	For hours approved by the site supervisor ahead of time only
No Reservation	\$50/child	In addition to time attended (\$12/hr.) for any child who comes to BASC without enrollment in a program or prior reservation