BEN FRANKLIN
ACADEMY
The Core Knowledge STEAM School of Choice

Lightning Bolt BASE
Parent Handbook

Before/After School Enrichment (BASE) Program

BEN FRANKLIN
ACADEMY

Welcome to the Lightning Bolts
Before and After School Enrichment
BASE Program

We feel privileged to have the opportunity to provide childcare for your family at Ben Franklin Academy. Our mission is to provide a safe, fun, enriching and developmentally appropriate environment for children in our community. Our talented, nurturing childcare professionals are committed to offering the highest quality care for children at an affordable price for parents.

Enrollment Eligibility and Special Needs Policies

Children must:

- Be a minimum **5 years, 0 months** and maximum **14 years, 11 months of age.**
- Be **currently** enrolled at Ben Franklin Academy in grades K-8.
- Comply with behavioral expectations as indicated in handbook.

Parents must

- Comply with policies and procedures as indicated in the handbook, including behavioral expectations and payment policies.

We comply with all rules set forth by the Americans with Disabilities Act and all children, regardless of ability level, have equal access to our program. We strongly encourage and invite parents to discuss their child's unique needs with the BASE Director so staff can provide reasonable accommodation and the appropriate support systems.

Open Door/ Visitor/Authorized Pickup Policies

Parents are welcome to visit Ben Franklin Academy BASE program at any time. All visitors will be asked to sign the visitor logbook. No child will be released to any unknown/unauthorized pick up persons. Proper identification (driver's license, other forms of photo ID, and the PikMyKid app) must be shown by all unfamiliar authorized pickup persons.

Hours of Operation

Ben Franklin Academy BASE is open on all regular school days.

Before School times……6:45am to 7:45am
After School times……..3:50pm to 6:00pm

Ben Franklin Academy BASE program is closed on days that Ben Franklin Academy students are not in attendance due to weather closures, in-service days, holidays, or other scheduled days off.

Admission, Registration and Payment Policies

All required paperwork must be complete and turned into the BASE Director prior to the first day you need to utilize the BASE program. We now use Infinite Campus and the Enrollment forms for

all BASE registrations. You must complete all required questions prior to being approved. **Ben Franklin Academy BASE cannot accept children who have not been enrolled in the program.**

A one-time $25.00 registration fee will be assessed at the time of registration. This is paid through your MySchoolBucks account. Each family will only be charged one registration fee. The fee provides supplies and covers general operating expenses. If you are not registered for BASE in the time required, but need to attend, you will be charged a $5 late fee for the first occurrence and then in $5 increments each time thereafter. This can get costly, so make sure you register the Friday prior to the week or days you need. There will be no refunds given for missed days. However, you will be able to use the missed day in the future on a day of your choice, as long as there is space available for the day you are requesting. Please contact the BASE Director for special circumstances.

Tuition Schedule

PROGRAM	TIME	RATE
Registration Fee		$25.00/family/year
Before School Care	6:45am to 7:45am	$7.00 per child
After School Care	3:50pm to 6:00pm	$14.00 per child
Late Pick-Up	After 6:01pm	$2.00/minute
Late Registration fee		$5 per instance and an additional $5 thereafter

Sign-in / Sign-out

All children **must** be checked in and/or checked out by a parent, guardian, or an authorized adult as indicated on the contact list of the enrollment form. No child will be allowed to be signed out by anyone under the age of 18 unless preauthorized by the parents AND the BASE director. Children may not sign themselves in and out. This policy ensures the safety and welfare of all children. Proper identification (driver's license, other forms of photo ID, and the PikMyKid app) must be shown by all unfamiliar authorized pickup persons.

Late Pick up

Children must be picked up by 6:00pm. A $2.00 per minute late fee will be charged for every minute the child is picked up after 6:01pm. On inclement weather days where a severe weather warning (IE, severe thunderstorm warning or severe winter weather warning) has been issued for Douglas, Arapahoe, Jefferson or El Paso Counties a 30-minute grace period will be offered. If a child has not been picked up by 7:00pm or a call made explaining why you will be late, local authorities will be notified.

Absence Policy

If your child is going to be absent due to illness or other reason on a day, they are scheduled to be in care, parents should notify the Director of BASE. If your child was sent home from school, please remember to notify BASE Director. If the Director has not been notified of a child's absence, our staff will do an "all search" of the premises, contact parents (and authorized contacts if parents cannot be reached), and notify authorities if child still cannot be located.

How to Reach Us

School # 720-383-4519 BASE room ext. #116
BASE Cell phone **720-837-6175**. Use this number any time after 3:50 pm on school days.

Attendance

Attendance will be taken regularly by BASE staff to ensure the location and whereabouts of all children. Attendance sheets will be taken outside when the program is enjoying outdoor time or in other vicinities of the building. Children shall always remain with BASE staff during morning and afternoon BASE.

Missing Children/Children not at BASE

If a child is scheduled for childcare, but does not show up for the program, we will implement the following procedures to locate the child(ren):

- Attendance rosters will be double checked to make sure children who are registered are checked in.
- Next, we will look in PikMyKid to see if the child was picked up in carpool.
- A search of the school will be performed. An "All Page" will be conducted at the school's main office or BASE room via the intercom system.
- Parents will be contacted.
- Staff will contact names on the emergency contact list if parents cannot be reached.
- If child cannot be located at this point, local authorities will be contacted.

It is imperative that Ben Franklin Academy BASE is notified when your child is not attending childcare on their scheduled days. Otherwise, staff is responsible for following the above steps until the child is located.

End of Day Procedures

At closing time, staff members will review-the sign out log on the iPad in the PikMyKid program and daily attendance sheets to ensure all children have been picked up. If a child has not been signed out and staff cannot verify that the child has left the program, the staff of Ben Franklin Academy BASE will do a quick survey of the school and then call the child's parents or emergency contacts to check on the child's whereabouts.

Illness Policy

Ill children will not be accepted into Ben Franklin Academy BASE. If a child becomes ill during the childcare time, the child will be secluded to a mat in a designated safe area and parents (or authorized adults if parents cannot be reached) will be called to pick up the child. Ben Franklin Academy BASE will follow the following illness policy, and children cannot attend the program if the following symptoms are observed:

- A fever over 100 degrees
- Vomiting with or without fever

- Diarrhea, with or without fever
- Unexplained rash with or without fever
- Unexplained discharge from eyes, ears, nose, mouth or skin.

Medication Policy

Colorado Department of Human Services –Division of Child Care requires a signed permission slip ("Student Medication Request Release Agreement" included in the form section of the handbook) authorizing the staff to administer medication. ALL medication (prescription or over the counter) **must** be accompanied with this completed form. Please make copies to take to the doctor for any visit your child has that may result in a prescription. Doctor signature is required on the form. All medication **must** be in the original container or prescription bottle. All instructions for administering medication must be on the label. If your child has lifesaving medication such as an Epi-pen or inhaler, one must be provided to Ben Franklin Academy BASE as well. All medication is stored, administered and disposed of, obeying all rules and regulations set forth by the State of Colorado.

*Storage of medications while at BASE will be on top of storage cabinet.
All employees know and will be able to find/see them in case of an emergency when they are needed. Delegating Clause of the Nurse Practice Act requires that childcare staff be trained by a licensed nurse to administer medication. Our nurse is Peggy Brown.

Accidents and Injuries

If a child becomes hurt during childcare times, appropriate first aid will be applied. All injuries will be posted in the injury/illness log. Parents will be notified of all minor head injuries in writing or verbally. For accidents or injuries that require immediate medical attention, 911 will be called and parent/emergency contacts will be called as soon as possible. Please sign and return the medical emergency release form included in your child's enrollment packet. At least one BASE staff member, per every thirty children will be certified in First Aid and Pediatric CPR. All BASE staff are trained in CPR/First Aid and are recertified every two years. The program will always have a trained staff on the premises anytime the program is in session.
All children enrolled in the BASE program will have an immunization sheet on file. Any child that is non-immunized or under immunized, shall be enrolled in the BASE program with the proper documentation.

TV/Media/Computer Policies

TV viewing may take place at Ben Franklin Academy BASE program on special days. This will be on a limited basis and include only 'G/PG' rated movies. Students in the before/after school program must have a signed Internet user agreement on file in order to use their computers and electronics. Children may not bring electronics or phones to the before and after school program unless it is assigned to them by the school or teacher. If it is assigned, then it is expected that the children only work on their homework. No games are permitted. Cell phones will not be allowed in BASE.

Natural Disaster/Emergency Procedures

In the case of natural disasters or emergencies, the following procedures will be followed:

- **Fire** - Children will be taken to a prearranged safe outside location. Staff will take attendance and children will be kept safe until parents are able to pick up their children.
- **Tornado** - Children will be taken to a prearranged safe place inside of Ben Franklin Academy. Attendance will be taken. Children will sit with hands over their heads until the storm has passed.
- **Flood** - Attendance will be taken; Children will be kept in a safe location of the school until parents can be notified.
- Earthquake - Children will be kept together in a safe location until the quake has passed. Attendance will be taken. Once safe, the children will be exited outdoors until parents can be notified.
- **Unsafe person on premise** - All visitors must sign into the visitor log. If a person is deemed unsafe all children will be kept safe with a Ben Franklin Academy Before/After School Care staff and police will be notified. Attendance will be taken.
- If there is **gunfire**, staff should immediately follow lockdown procedures and barricade the doorways/windows leading into their area. Armed gunmen typically do not attempt to breach barricaded locations. A good rule of thumb is if you cannot be seen, you probably will not be targeted.

All safety procedures will be practiced on a regular basis to ensure all staff and children understand and can follow the procedures in an actual emergency situation.
If we should have to move away from the school to a safe place.
If possible, people in wheelchairs or using crutches should be carried. Wheelchairs, crutches, or other necessities should be carried separately down the stairs from them. If necessary, a specified staff member or members will be assigned to the child(ren) identified with special needs.

Next, we will account for everyone assigned to this location.

Families will then be notified as to where to pick up their child(ren).

Our primary assembly area is Children's Hospital 1811 Plaza Dr Highlands Ranch, CO 80129; our alternate assembly area is Fly'N Bee Park 2910 Plaza Dr. Highlands Ranch, CO 80129.

Inclement or Excessively Hot Weather

For the safety of all children, we will limit or avoid outside activity when weather is inclement or excessively hot or cold. In cold weather, we will stay indoors. In adverse hot weather, and when the Air Quality Index Advisory is unhealthy for sensitive groups, those individual/groups may stay inside with a staff member, when possible, and when the staff to child ratios can be correctly maintained. Please dress your child appropriately for the weather

Snow Days

- If Douglas County Public Schools is on a Delayed Start Schedule, Ben Franklin Academy Before/After School Enrichment will open 90 minutes later at 8:15 am.
- If Douglas County Public Schools cancels school for the day, Ben Franklin Academy Before/After School Enrichment will be closed as well.
- If Douglas County Public Schools are put on an Early Release Schedule, no After School childcare will be offered at Ben Franklin Academy.

Personal Belongings

Please mark all children's personal belongings with their name. No inappropriate items such, as violent video games or play weapons will be allowed. Children are highly discouraged from bringing money or toys to the program. Children are not expected to share their personal property with others. Please be advised, Ben Franklin Academy BASE is not responsible for lost, stolen or broken items or money.

Meals and Snacks

Ben Franklin Academy BASE does **NOT** provide meals and snacks, unless the child does not have one. Parents should provide a snack/drink for their own child(ren); snacks cannot be shared. Peanut free snacks are always encouraged. Children always have access to the water fountain.

Field Trips and Transportation

We do not go on field trips or transport children anywhere during BASE.

Special Activities

On occasion, persons that have been contracted with the Ben Franklin Academy BASE Program will provide special activities. These programs may include, but are not limited to, demonstrations by bird clubs, special instruction in a sports activity, drama or other specialized activities, and magic shows. At all times, this special activity and the children will be supervised by a Ben Franklin Academy BASE staff member. Parents will be notified via email prior to activity.

Withdrawing from Child Care

If for any reason you choose to withdraw your child from the program, a two-week written notice to the BASE Director is recommended to ensure all payments are received and we have ample time to prepare year-end statements of childcare expense for tax purposes. Ben Franklin Academy BASE may be required to withdraw children due to disciplinary reasons or deny services due to delinquent accounts.

Child Abuse Reporting

Staff members of Ben Franklin Academy BASE are required to report suspected child abuse to school officials and to the Douglas County Human Services. Likewise, if you suspect child abuse, you should seek immediate assistance from Douglas County Human Services. Their contact information is as follows:

101 Third Street

BEN FRANKLIN
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Castle Rock, CO 80104
Phone (303) 688-4825

Procedures for Filing a Complaint/Compliment about Ben Franklin Academy Before/After School Enrichment

The staff of Ben Franklin Academy BASE encourages all communication regarding the quality of service we provide for your family be discussed with the BASE Director. If you feel your concern is not being addressed or you see a licensing violation, please contact State of Colorado Department of Human Service - Division of Child Care at:

710 Ash Street
Denver, Colorado 80246
or call
(303) 866-5958 or 1-800-799-5876

Likewise, if you see staff going above and beyond quality child care and licensing rules, please contact the above-mentioned organization.

Discipline Policy

The goal of our disciplinary policy is to promote a standard of expectations that is clear, consistent, and fair. Our objective is to create an atmosphere of respect and responsibility resulting in a safe and enjoyable environment for everyone.

Program Environment

Children, staff, parents and community will behave in a manner that fosters a positive program environment.

Indicators:

- Participate actively in program activities.
- State expectations clearly.
- Show sensitivity toward others.
- Use courteous and polite language and behavior.
- Follow program and school rules.

Physical and Emotional Safety

Children, staff, parents and community will promote, create and maintain an environment free from physical and emotional harm.

Indicators:

- Control anger and resolve conflicts through non-violent means.
- Ensure that programs are free from weapons.
- Ensure that programs are free from harmful substances.
- Ensure that programs are free from intimidation, discrimination and harassment.

Respect for Grounds and Property

Children, staff, parents and community will be thoughtful caretakers of the program and school property and the property of others.

Indicators:

- Use property and materials for their intended purposes.
- Take responsibility for maintaining program and school property.
- Show respect for the personal property of others.

Respect and Responsibility

Children, staff, parents and community will accept personal responsibility and accountability for their actions or inactions.

Indicators:

- Follow program policies and procedures.
- Doing the right thing in the right place at the right time.
- Take initiative to help others.
- Respect self and others.

Diversity

Children, staff, parents and community will respect the unique attributes and qualities of every individual.

Indicators:

- Treat others with fairness and compassion.
- View diversity as enhancing the program environment.

Communication

Children, staff, parents and community will communicate effectively to build a more positive program environment.

Indicators:

- Communicate with positive intent.
- Communicate in an open, trusting and truthful manner.
- Express ideas clearly.
- Listen actively and encourage feedback.
- Communicate in a timely and on-going manner.
- Clarify communication directly from the source.

Disciplinary Procedures and Childcare Referral Form:

Purpose: We believe all children have the right to be happy, healthy, safe, and develop positive relationships with children and adults. Our childcare staff help children turn misbehavior into opportunities to learn and be self-directed through use of verbal/nonverbal interventions, providing options, problem-solving, re-direction, separation, and natural/logical consequences. When children choose behavior, which disrupts or threatens to disrupt the operation of the program, which interferes

in any way with the rights and privileges of others, which endangers the health or safety of any person, or which damages property, disciplinary actions will result. These actions may include but not be limited to temporary dismissal and permanent removal. Children with disabilities are subject to the same disciplinary procedures as children without disabilities.

Childcare Referral Forms/Incident Reports: The intent of the Childcare Referral Form is primarily a communication system between parents and the childcare program. Typically, a Childcare Referral Form will be issued after a verbal and/or written warning has been given and other program interventions (as listed on the Childcare Referral Form) have failed. Referral forms are issued immediately after severe behaviors.

Parent Involvement: Parents are asked to review the form and talk to their child about appropriate behavior at the program. They are also asked to sign the form to verify receipt and keep a copy for their records. Parents are encouraged to contact the BASE Director anytime to discuss the incident resulting in the Referral. These incidents do NOT become part of the child's school record.

Procedures: Children who receive **two (2)** referrals during the same school year will be temporarily dismissed from the program at the discretion of the BASE Director, usually 2-5 days. Parents will receive a notice of temporary dismissal along with the most recent referral indicating effective dates of dismissal and reinstatement. Children who receive **three (3)** referrals in one school year will be permanently removed from the childcare program. Parents will receive a notice of permanent removal along with the most recent referral.