

# PARENT HANDBOOK

## B.A.S.E. PHONE NUMBERS

BASE Office	215-244-4014
Belmont Hills BASE	267-968-4429
Cornwells BASE	267-968-4413
Samuel Faust	267-736-2723
Benjamin Rush BASE	267-968-4430
Russell Struble BASE	267-968-4405
Valley BASE	267-968-4460

## INTRODUCTION AND MISSION STATEMENT

B.A.S.E. (Before and After School Explorers) is the name of the child care program for elementary school age children administered by the Enrichment Workshop for Children, Inc., a private corporation. All programs are licensed by the Pennsylvania Department of Human Services. In addition, we participate in Keystone STARS, a program improvement system, and we are proud to report that we are designated as STAR FOUR programs (the highest level possible) at all six sites.

Our mission is to provide excellent and affordable programs for children that not only support the health, safety, and integrity of the child and family, but also offers children opportunities for social growth, physical adventure, and enrichment activities that are developmentally appropriate.

## MISSION, VISION AND GOALS

B.A.S.E. feels that children need to have large amounts of unhurried time to think about, select, and implement their own projects. We feel they need leisurely opportunities to establish warm relationships with others, both children and adults. They need lots of chances to practice their decision making skills, as well. The MISSION of B.A.S.E. is to help children grow into self-confident, productive, happy people. To meet these goals, B.A.S.E needs to:

- have a warm, safe, inviting environment
- offer a wide variety of types of activities including STEM, crafts, cooking, games, homework, and snacks
- have opportunities for imaginary and physical adventure
- encourage development of friendly attachments with adults and children
- provide large periods of time for self-directed activity
- encourage good decision making, and learning from mistakes

*Our VISION: At BASE, we are good friends and good citizens.*

## AVAILABILITY OF SUBSIDIES

Although BASE does not offer subsidies itself, it can support parents by providing the necessary paperwork and assistance. Possible subsidies include Early Learning Resource Center (ELRC) 215-486-2524, or from the Pennsylvania Department of Human Services (215-781-3300), or from your employer. We urge anyone in need to contact all of these sources to see if you are eligible.

## BASE FACTS

Hours of Operation	6:30 - 9:00 AM and school dismissal until 6:00 PM. We are open Monday through Friday. We go by the time on the BASE cell phones. Please adjust your watch/schedule accordingly. Please do not bring your child before 6:30 AM or pick them up after 6:00 PM.
Extended and Holiday Programs	BASE offers full day programs at one elementary school if it is available to us. We are open at ALL BASEs if there is a late opening or early dismissal. Please see the year's schedule for details. There is an additional cost for full days, early dismissals and late openings.
Cost	Please refer to this year's Financial Agreement for tuition and fees.
Forms Needed	Each child must provide a full physical (signed by their doctor or LNP), Emergency Form, and Financial Agreement. If a current physical is not received within 30 days of enrollment, your child will be denied admission to BASE until the form is received. Physicals are good until 6 <sup>th</sup> grade.

## CHILDREN WITH SPECIAL NEEDS

All children who can benefit from BASE's programs are welcome to join. BASE is a large group program, with a 1:12 ratio, offers many choices and is set in a large, noisy cafeteria. It may not be the best setting for some children. Decisions to enroll children with special needs are decided on an individual basis with each parent. All accommodations possible within the scope of our normal program will be made. BASE feels that children of all abilities contribute to the richness of the BASE experience, and we look forward to working with a variety of children. We ask for a copy of your child's IEP/IFSP so that we can ensure the guidelines are put into practice for your child.

EWC staff communicate with school district personnel and parents to ensure children with special needs are provided with every opportunity for a successful transition to BASE. EWC staff will attend IEP at the request of parents.

Care Plans are requested for children with medical special needs. Care plans must be signed by family physician and parent and annually updated.

Caring for Our Children is used as a reference for EWC's health and safety policies and procedures.

American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. *Caring for Our Children: National Health and Safety Performance Standards; Guidelines for Early Care and Education Programs*. 3rd ed. Elk Grove Village, IL: American Academy of Pediatrics.

## INCLUSIVE ENVIRONMENT/CULTURALLY DIVERSE

Teachers at Enrichment Workshop for Children use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible, and staff will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child. Enrichment Workshop for Children acknowledges and respects the priorities each family has for their child. Families are encouraged and supported to collaborate with staff to ensure that each child has an opportunity for optimum success. Training and support is provided to ensure that all staff are comfortable, confident and competent to meet the developmental and education needs of all children. All staff receives training on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The directors provide additional support and resources as appropriate. Enrichment Workshop for Children welcomes support from other professionals and works with them to assure the child's success. EWC staff work collaboratively with other professionals to determine the best strategies to support the child.

### *Culturally Diverse Children*

Children whose language is not English are encouraged to use their home language, gestures, communication devices, sign language, and pictures to communicate when necessary. E.W.C. teachers support the language development and academic achievement of these and all children.

## NONDISCRIMINATION POLICY

B.A.S.E. enrolls children on a first come, first served basis, up to the capacity of each program.

In accordance with applicable Federal and State civil rights laws, you and your children, as clients of this facility, have the right to be provided the services of this facility without regard to your race, color, religious creed, handicap, national origin, or sex. B.A.S.E. does not discriminate based upon any of these factors.

To file a complaint of discrimination if you feel you have been discriminated against because of one or more of the above items, contact one of the following:

EWC, Inc. 2075 Byberry Road Suite 102 Bensalem, PA 19020 215-244-4014

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Room 225, Health and Welfare Bldg  
PO Box 2675  
Harrisburg, PA 17105

Pennsylvania Human Relations Commission  
Philadelphia Regional Office  
110 N. 8<sup>th</sup> Street  
Suite 501  
Philadelphia, PA 19107

US Dept. of Health and Human Services  
Office for Civil Rights  
Suite 372, Public Ledger Building  
150 South Independence Mall West  
Philadelphia, PA 19106-9111

Commonwealth of Pennsylvania  
Department of Human Services  
Bureau of Equal Opportunity  
Southeast Regional Office  
801 Market Street, Suite 5034  
Philadelphia, PA 19107

## ACTIVITIES AT BASE

BASE activities include some or all of the following every day:

Inside games (gym)	Outside games	Board games, card games
Theme related activities	Cooking	Science
Crafts	Dramatic Play	Reading, being read to
Snack	Diversity activities	Art table
Homework (see separate policy)	Computer / Wii	and more!

Although we make an effort to keep everyone clean at BASE, we do encourage children to play hard physically both inside and out. Children may bring a change of clothes if they like. Children should wear or bring sneakers every day since street shoes are not allowed in the gym. On rainy, cold or snowy days, please send appropriate coats, hats, boots and gloves.

## TOYS FROM HOME

Children may bring toys from home unless the school principal has banned a specific item from the building, or our staff has determined that there is a problem with them. Your child may be asked to share the toy on a limited basis or to show it to the entire group if asked. Please label everything that is sent in. Toys that are brought to a group situation may get dirty, broken or lost. BASE is not responsible if that happens.

## CELL PHONE POLICY

Children may not use their own cell phones at BASE without a staff person present. Parents are asked to not be in conversation on a cell phone when they pick up or drop off. This is your time to communicate and be with your child, and to speak with BASE staff if necessary.

## ELECTRONICS AND CAMERA POLICY

Children who bring electronics from home are advised to have every individual piece labeled. They may only play with the toys on designated days at designated times. The children are responsible for the safety and well being of their own toy - BASE and BASE staff are not responsible if a toy is lost, broken or stolen. Children may not swap or loan games to other children during BASE times, or overnight unless both parents are present when the loan occurs.

No pictures or videos may be taken by children or parents at BASE with any type of device. Taking pictures or videos, or publishing photos or videos online will result in suspension or dismissal from BASE.

## SUPERVISION POLICIES

Our staff/child ratios are 1:12 or better. Each staff member is responsible for the children in their area at any given time and will give their permission when a child leaves that area to travel to a different supervised BASE area. Each site has an overall Head Staff person, and they are assisted by Assistant Staff.

## HOMEWORK POLICY

BASE is not a tutoring program, which would require a much different staff/child ratio and higher cost. We do provide students with paper, pencils and the opportunity to work on homework. If you, the parents, want your child to work on homework at BASE on a specific night or many nights, please speak to the staff about this. We can make sure your child begins the work, we can answer questions, and offer limited assistance. We cannot assure that they complete the work or sign off on it.

Since the major goal of BASE is facilitating the social development of your child, we urge you to allow your child ample time to play, particularly with their peers. BASE can help your child academically by helping them grow as a complete person.

## CHILD GUIDANCE AND DISCIPLINE

Children are entitled to and thrive on a pleasant and harmonious environment. BASE cannot serve children who are chronically disruptive or violent.

Every attempt will be made to work with a child and his/her family to improve behavioral problems to a tolerable level. Techniques used may include warnings, loss of privileges, contracts, written and verbal communications, reminders of consequences, use of consequences such as withdrawal of gym time, and others.

EWC has added a social emotional component to our curriculum in order to provide children with essential tools needed to navigate the world around them. Each BASE site has a Peace Corner where children can go to help them be reflective and to have time away from a stressful situation. EWC staff are provided with training to better serve children and help the children acquire skills to navigate their feelings.

With the approval of a Director, a child may be suspended from BASE either temporarily or permanently due to their behavior.

A child who physically harms another child or adult, or who leaves a supervised BASE area without permission may be immediately excluded from BASE.

## SUSPENSION/TERMINATION OF SERVICES

Enrichment Workshop for Children will provide training to all staff in order to use suspension and expulsion as a last resort after all other options have been exhausted.

Enrichment Workshop for Children is adopting this policy and will implement it through our discipline policy. To verify that we are not being biased, we will now record the following information on children:

Expulsion/Suspension

Race, Age, Gender, IEP Status, Staff Involved, Time and Place it occurred.

The information will be kept in a folder in the office. It will be reviewed at least annually to ascertain that we are not being biased.

EWC staff will follow these procedures in suspension/termination process:

Child behaviors will be documented.

All documented behaviors will be addressed with parents.

Parent conferences will be provided once three behaviors have been documented.

Suspension, and or, expulsion will only be used as a last resort. All options, including soliciting outside advice from other child care professionals, will be utilized.

## CONTINUITY OF CARE

Children enrolled in Enrichment Workshop for Children work with the same teachers and group of children throughout the day. Children often work with the same BASE teachers throughout his/her time with our program, from K through 6<sup>th</sup> grade. This benefit of care helps to build and improve relationships with teachers and families in our program.

## INVITATION TO PARENTS/ PARENT PARTICIPATION

Parents are invited to visit BASE at any time. We welcome your presence in our program. We do ask that you refrain from inappropriate comments and actions towards your own or other children. If you observe a problem, please bring it to the staff's attention so they can take care of it.

BASE has three "Parent Events" a year. These are special times where we offer activities you can share with your child, their friends, and the staff. It is our hope that these parent events will provide you with an opportunity to meet the people your child hangs out with and create a special memory with your child. Watch for these events - they are really fun!

## ORIENTATION TO THE BASE PROGRAM FOR NEW PARENTS

If this Handbook does not answer your questions, please feel free to speak with the staff at your child's BASE, or with our staff at the office. We really want you to understand what we do, the level of professionalism of our staff, and your part in our program. Please feel free to offer constructive comments to us! We are constantly striving for improvement!

## HAPPY TO BE HOME/TRANSITION TO MIDDLE SCHOOL

As children begin to transition from our program to self-care. We will support families in several ways.

First, we provide a copy of our booklet, "Happy to be home Alone." This is a booklet to be used by parent, child and possibly staff together to think about and decide on ways to keep the child safe at home while parents are not there.

Second, we will meet with parents individually if they desire to discuss their child's situation and offer guidance to help their child remain safe. The agenda for the meeting is:

Is your child old enough to stay home alone?

How long do you expect your child to be home alone?

Have you set rules and expectations for your child?

Is your child mature enough to follow your rules and expectations?

Who is nearby in case of emergency?

If your plans do not work out, your child can return to BASE immediately.

We will review our written assessment with the parent and offer our professional opinion on the readiness of the child to stay home, if the parent wants

Third, as information about community resources related to after school programs for older children becomes available, we will disseminate that information to families in our program.

Fourth, as we become aware of community resources related to older children, we will notify them of the fact that children are transitioning out of our program. See sample letter in appendix.

Fifth, the township and middle schools will be notified that students who had been involved in BASE will be transitioning to home care. It will also state that middle school age children are still eligible for BASE, with instructions on how to refer students to BASE.

## BASE/SCHOOL COMMUNICATION

BASE makes every effort to help children excel in school and at BASE. There is regular communication with school staff to help children as they develop social and academic skills.

## BASE/PARENT COMMUNICATION

Each BASE site has a cell phone. The phone is only turned on between 6:30 & 9:00 AM and 3:00 & 6:00 PM. Please leave a message at other times. BASE also uses Brightwheel which allows for communication between the BASE program and parents.

Each BASE site has a Parent Information area near the Sign In/Sign Out area. This includes information about activities and snacks, upcoming events, our OCDEL license, the regulations under which we operate, safety information, and more. Please take a moment to read it periodically.

Also, please feel free to speak with our staff at your child's school, or to call the office. We are here for you and your children!

Another opportunity for communication is our monthly newsletter which is shared through Brightwheel. A copy is also available at your child's BASE. Please read it!

Periodically we do Parent Surveys. This is an excellent chance for you to have input into our policies and procedures. Between surveys, feel free to call our Director if you have concerns or comments.

## SAFETY POLICIES

BASE has the following policies in place to keep your child safe.

- You must walk your child in and out, and sign in/out EVERY DAY. Your BASE staff will explain the procedure to you. Failure to do so may result in suspension from BASE.
- You must indicate your child's schedule through Brightwheel. Failure to do so may result in suspension from BASE.
- You must communicate changes in your child's schedule to the staff at your child's BASE. Please call or text them on the cell phone, or message through Brightwheel.
- We will request picture identification from people not known to our staff, but who are listed as approved pickup people on our Emergency Information Form. If someone comes to pick up your child who is not listed on the forms, we will not permit your child to go with them until we have contacted you for permission.
- We are not able to provide sick child care. If your child comes to BASE sick or becomes sick during BASE time, we will call you to come pick up your child. If you do not arrive in a reasonable amount of time, we will bill you for a minimum of \$15 to cover the additional care your child has received.
- BASE will not administer medicine except under the following circumstances:
  - During a full day program, or
  - In emergency situations (Epi-Pen, asthma inhalers, for instance)
- If you need an epi-pen or inhaler to be kept at BASE, or if your child carries one, please contact our office for instructions. Medication will only be administered if you provide 1.) the medication in its original container with directions printed on the label, and 2) written consent and instructions, signed by you on our forms. A Care Plan signed by you and your family physician will be requested for children with specific medical needs.
- Our program closes at 6:00 PM. Our staff have other commitments after that time, and children worry if their parent is late. Please make sure you call and speak with a staff member if you know you will be late. Our Late Pickup Fee is \$15 per 15 minutes or part thereof, starting at 6:00 (even if you have called). This must be paid directly to the staff member who stayed with your child within three days. If you do not pay the staff member, we will bill you directly and add a handling fee of \$10.

- If your child is still under our care at 7:00 PM and we have had no contact with you, we will call the local police to take custody of your child. This does not apply if we have had direct contact with the parent.

**PARENTS NOT COMPLYING WITH ANY OF THE ABOVE SAFETY REGULATIONS WILL BE REMINDED, AND IF YOU CHOOSE NOT TO COMPLY, WE MAY EXCLUDE YOUR CHILD FROM BASE.**

## EMERGENCY SITUATIONS AT B.A.S.E.

(ALSO SEE THE **BASE EMERGENCY PLAN** POSTED AT B.A.S.E.)

### ***Emergency Evacuation***

If a fire or other emergency situation arises that calls for evacuation of the building, we will evacuate the building and take the children via school buses to a Middle School building. We will leave a note telling you where we have gone, and also call you from the middle school once we have arrived. A message will also be put on our phone answering system (215-244-4014), Brightwheel, and our web site if possible.

### ***Non-emergency Evacuation***

If we need to evacuate the building due to lack of water, lack of electricity or other reason, we will call parents to pick up their children immediately.

### ***Medical Emergency***

If your child is injured or becomes ill at BASE, our staff will follow these procedures:

- If the injury is treated with ice, Band-Aids or hugs, we will notify you with a "BooBoo Report"
- If we believe the injury might need medical attention, but is not immediately threatening, we will administer first aid and call you to transport your child to the doctor. A written report will be made. If your child becomes ill at BASE, we will call you.
- If your child has a serious injury or illness, we will call for an ambulance and call you. A staff member will accompany your child to the hospital and wait until you arrive. A written report will be made.

### ***Parent Abusive to Child***

If our staff witness or suspect child abuse, they are obligated by law to report this to the Department of Human Services using the ChildLine system. This includes a parent who drives a child while under the influence of alcohol, or is otherwise impaired, including impairment from legal prescription drugs.

### ***Shelter-In-Place***

If BASE is directed to by emergency authorities, they can shelter-in-place inside the school for one to three days. BASE has supplies to assist in this. Please refer to the BASE Emergency Plan posted at BASE for more details.

## ***Safety of our Staff***

Our staff work hard at their chosen profession, and seek to treat you, the parents, in a fair and professional manner. If you are dissatisfied with a staff person's performance or behavior, please communicate that to them in a calm, goal-oriented way. If you are still not satisfied, please call a BASE Director to report your dissatisfaction.

If a parent abuses a staff member (for instance, yells, threatens or is physically aggressive), our Directors will call the parent and require them to meet with us at our office in order to resolve the situation. Your child would be suspended from BASE until this meeting takes place. This is a safety measure for our staff. A staff member also has the option to call the police if they feel it is necessary.

PLEASE NOTE THAT BASE STAFF ARE NOT PERMITTED TO TAKE CHILDREN TO OR FROM BASE, EVEN AT THE REQUEST OF PARENTS.

## **SNACKS**

Snacks are provided each morning and afternoon. AM snacks always include cereal, 100% fruit juice, and 2% milk. PM snacks always include protein, bread or crackers, fruit or vegetables, and 100% fruit drink. Snacks are offered for a specific time period. We also offer cooking projects, and children can eat what they have made. On full day programs, children must bring their own lunch. Children with food allergies may send in their own snack, which we will keep and serve appropriately. Children may not bring or consume coffee or coffee products at BASE.

## **DAILY SCHEDULE**

6:30	Staff arrive, begin to set up
6:30 - 7:45	Children arrive, choice of many activities available
7:30 - 8:30	In addition, breakfast snack is available
8:00 - 8:45	In addition, teacher-led activity is available
8:40 - 8:50	Clean up
8:50 - 9:00	Group Meeting
3:00	Staff arrive, begin set up
3:24 - 3:43	Children arrive, are checked in, have choice of activities
3:45 - 3:55	Group Meeting
3:55 - 4:30	Variety of activities offered, including snack
4:30 - 5:30	Outside play and teacher-led activity also available
5:30 - 6:00	Some activities put away, gradual cleanup

## **TRANSPORTATION / FIELD TRIPS**

No field trips are offered during the school year. Transportation in case of a school emergency (such as fire or water emergency, for instance) would be provided on school district

buses. Staff do not transport children. Transportation for a medical emergency would be by the parent or by ambulance.

## SNOW DAYS / LATE OPENINGS/ EARLY DISMISSALS

If school is cancelled due to snow, BASE is cancelled since the schools are not available for our use. You will **not** receive a refund if this occurs since we will pay the staff for their day.

If school opens late due to a snow or weather situation, BASE OPENS AT 8:00 AM.

If schools close early due to weather, BASE IS OPEN FROM DISMISSAL TIME AND WILL REMAIN OPEN FOR TWO HOURS FROM DISMISSAL TIME. The staff at your BASE site will call to inform you of the early dismissal and ask you to pick up your child early.

## PARENTS UNDER THE INFLUENCE OF ALCOHOL OR DRUGS

Staff are to make every attempt to keep a child from entering the care of someone who seems to be under the influence of drugs or alcohol, or who seems to be impaired in any way. Child abuse charges can be brought against a parent who places their child in "imminent danger," including driving while impaired. Staff will call police to give the child and parent a ride home if necessary. This includes a parent who is under the influence of legal prescription drugs that impair them.

If a child is removed from BASE by a parent who seems impaired, staff are to copy the license plate number if possible and call police with the information and report them to ChildLine for child abuse.

## PARENT GRIEVANCE PROCESS

Parents who are unhappy with any aspect of BASE have the right to pursue their grievance in a civil, goal-oriented way. Parents should contact the Executive Director with a question, issue, concern or suggestion if they are not satisfied with the answer you receive at the local school level. We will do our best to resolve a problem to the benefit of all involved. Ultimately, the Executive Director decides on how our policies are applied. Decisions are based upon the safety of all students, families and staff, and also upon best practices for children.

Threats to sue EWC, report EWC to a higher authority, or other threats indicate a deep seated dissatisfaction with EWC, and would create an inability to work together on behalf of your child. Those who threaten EWC may be recommended to enroll their child elsewhere.

## REFERRAL SERVICES FOR PARENTS

EWC is happy to refer parents to professional services, if needed. Below is a partial list of services available. If you have a specific need not listed below, please call our office.

## INFORMATION FOR PARENTS

### **GET HELP PAYING FOR CHILD CARE WITH EARLY LEARNING RESOURCE CENTER !!**

You may be eligible for subsidized child care through Early Learning Resource Center. 333 N. Oxford Valley Road, Suite 402-403, Fairless Hills, PA 19030 215-486-2524  
email: ELRC16@cscinc.org.

### **CHIP - HEALTH INSURANCE FOR YOUR CHILDREN !!**

Call 1-800-822-2447 for information on easy, affordable health care protection for your family.

### **PENNSYLVANIA TAX FORGIVENESS PROGRAM**

Working families may get back some or all of their state income taxes using the state's Tax Forgiveness program. You must file a PA-40 Personal Income Tax return and complete a PA Schedule SP. Call 1-866-PATAXES for more information.

You may qualify if . . . you are a single parent and earn less than \$18,250 and have one dependent OR you are a single parent and earn less than \$27,750 and have 2 dependents OR you are a couple, earn less than \$34,250 and have 2 dependents

### **PAY LESS FEDERAL TAX WITH THE EARNED INCOME TAX CREDIT (EITC)**

EITC is for those who work but do not earn high incomes. If you qualify you could pay less federal taxes, or possibly pay no taxes or even get a refund. See [www.irs.gov/eitc](http://www.irs.gov/eitc) or speak to your tax professional to see if you qualify.

You may qualify if . . . you earned less than \$31,338 and have one qualifying child OR you earned less than \$35,458 and have more than one qualifying child

## LOCAL HEALTH AND HUMAN SERVICES AGENCIES

Here is a short list of local agencies available to help those who need them. Please feel free to call the BASE office for other referrals, or for help with any of these agencies.

Bucks County Assistance Office	215-781-3300 -800-362-1291
Bucks County Emergency Services	215-949-1727
Emergency Relief Association	215-547-1676
A Woman's Place (shelter from abuse)	215-343-9241 - 800-220-8116
Advocates for the Homeless and Those in Need	ww.ahtn.org 215-550-3868
Childline and Abuse Registry	800-932-0313
Bucks County Department of Health	215-345-3318
Alcoholics Anonymous	877-9DIALAAA 800-839-1686
Drug and Alcohol Commission	215-773-9313
Latino Leadership Alliance	215-788-4452
Big Sister Big Brother	215-343-8260
Bucks County Housing Authority	215-348-9469
BC Dept of Mental Health	800-499-7455
Homeless Hotline	800-810-4434

## LOCAL FOOD BANKS

Harvest Ministries (Cornwells UMC)	2284 Bristol Pike Bensalem	215-639-0436
Greater Works Food Pantry	5918 Hulmeville Road Bensalem	215-741-0525
Tifereth Israel Food Pantry	2909 Bristol Road Bensalem	215-752-3468
Love Fellowship Tabernacle	5918 Hulmeville Road Bensalem	215-741-0525
Country Commons Family Center	3338 Richlieu Road Bensalem	215-639-5853

*Thank you for being a part of BASE. We look forward to being an important part of your child's life!*