

**Our Lady's Children**



**Parent  
Handbook**

**June, 2012**

**3752 Broadway  
Grove City, Ohio 43123**

**(614) 875-7079  
Fax (614) 875-6033**

## Philosophy

The philosophy of a childcare program largely influences the types of activities, the curriculum, and the kind of care that will be present in the program. Therefore, it is imperative that parents become familiar with the philosophy behind our program in order to understand the focus of it.

Our Lady's Children, the BASE Program at Our Lady of Perpetual Help offers care to students from Our Lady of Perpetual Help School. We believe that children construct knowledge through experience; therefore our program will provide children with a large variety of activities that will allow for success and encourage advancement in all areas of experience and participation. We offer many opportunities through arts and crafts, positive interaction with peers, and physical activities. This program will incorporate positive discipline techniques and promote safe and courteous play. It is our utmost concern that our program provides a nurturing, comfortable environment for each individual child. Our staff will strive to meet the needs of the individual child through the modeling of Christian values.

## Goals

- To provide a warm, caring environment for our students designed to encourage appropriate decision making, problem solving, self expression, and freedom within limits, where children can respect and enjoy the company of their peers.
- To provide a competent and caring professional staff who understand and meet the needs of each child as an individual.
- To provide frequent and open communication with parents as this provides support and encourages involvement.
- To provide an environment for children to experience and become aware of God's love.

## Curriculum

The children's emotional and social needs will be met by helping each child make friends through activities that require varying numbers of participants as well as allowing unstructured time for friendships to develop. Additional time for physical needs will be met by providing space and scheduled time for activities such as running, jumping and playing large motor activities both indoors and outdoors. Supervision will be provided at all times to ensure safety, but without over protection or over direction, providing opportunities for rest, drink breaks for rehydration and snack breaks needed to restore energy. The staff will increase children's health and safety skills through activities that emphasize healthy lifestyles. Discussions regarding nutrition, exercise and safety skills, etc., will increase awareness.

Further activities, include but are not limited to, creative construction, puzzles and table games, reading of literature, dramatic play, science discovery, computer learning and activities pertaining to this. Artistic expression by use of a variety of materials on various mediums will also be available.

Our summer program offers an extensive learning experience by participation in field trips and other enrichment activities. These activities may include, but are not limited to, walking activities, outside activities, and exercise programs as well as special guests and entertainment.

## Daily Schedule\*\*

2:50-3:05	Check in/Restroom, Announcements
3:05-3:15	Snack**
3:15-3:50	Outside play/Gross Motor Play**
3:50-4:00	Walk to OLC
4:00-4:30	Homework
4:30-5:30	Planned daily activities** ...arts and crafts, science, games, group activities
5:30-6:00	Clean up and large group game/quiet table game**

\*\*Subject to change daily

## Homework

All students are given an opportunity to start their homework. A staff member will be nearby to offer some help. Staff will NOT make any child do their homework. If a student is not doing homework, they may participate in another quiet activity such as reading or studying, while in the homework designated area. Kindergartners are expected to complete homework assignments at home, as required by their school teacher. The OLPH BASE program staff is not responsible to ensure the completion of homework and cannot provide a tutorial service for those students needing extensive direction. Students are not permitted to return to the school after the school day, therefore students should bring all materials including books, folders, etc., with them to BASE, to allow for the completion of homework. It is ultimately the parent's responsibility to ensure homework is completed correctly and in good order, as expected by the school.

## Safety of Children

A top priority of our program is to provide a safe place to leave your child. In order to assure that our program is a safe environment, we have adopted the following policies:

1. Our Lady of Perpetual Help building premises, grounds, and all property, are weapon free, drug and alcohol free zones. Anyone suspected of carrying a weapon, being under the influence or possessing drug and/or alcohol will be immediately removed from the premises by the local police affiliates and will not be permitted to return in the future.
2. All students are required to meet at the school cafeteria immediately following the school day. The Parent/Guardian is required to notify absences or changes in schedule to the BASE Program at 875-7079 and the school office at 875-6779. Should your child not arrive at BASE, steps will be taken to ensure they are in a safe location and under the guidance of an appropriate person. This includes contacting school officials for the day's attendance, discussing communication made with the teacher and/or contacting the parent(s) to determine the child's location.
3. The BASE students have use of the playground, upon after school attendance, until approximately 3:15 p.m. When departing from the playground, the BASE program will walk to the Our Lady Center, which houses the BASE program.
4. Our sign in/out policy requires a parent/guardian to come into the building and record the time the child is dropped off, if arriving by car before the start of the school day, and on all non-school days. If your child rides the bus to school, he/she will be signed in by BASE staff at the end of the school day when we take attendance. Before your child may leave for the day, the time and initials of the designated pick up person is a must. In the event of an emergency situation that requires us to exit the building, we must use the sign in/out sheet as our daily roster and must know your child's whereabouts. Parents are expected to escort their child into the building and see that he/she is under supervision of a staff member before leaving the premises. Parents are required to provide the BASE staff with alternative arrangements for their child if it differs from the norm as determined on enrollment forms.
5. If a child is to be picked up by someone other than the individuals listed on the release form, the following steps will be taken:
  - a. The parent must notify the BASE Program by the morning of the day changes will be effective, in writing.
  - b. Identification from the adult picking up the child will be required and a number of identification may be taken, such as a driver's license number, state identification number, etc.
  - c. If the parent has completed the form with various intended pick up participants, the BASE staff will refer to the form and the identification numbers listed-if given, to ensure identification is a match.
  - d. The child will not be released from this program unless the above steps are taken and the staff is confident that the child is in the appropriate arrangement.

- e. Parents may be contacted to determine arrangements if staff is in question or concerned about the arrangements made for the child.
6. We intend that no child will be left alone or unsupervised with the following exceptions: using the restroom, helping a teacher inside the school building.
7. A phone is available on site for emergencies.
8. Use of spray aerosols are prohibited when children are in attendance.
9. When an accident or emergency occurs which requires first aid or emergency transportation of a child, an Incident/Accident Report shall be completed and forwarded to the Parent/Guardian.
10. The first aid kit is located in the designated staff space in the childcare office. Staff trained to administer First Aid is the Director and at least one other staff member. Children's medical records are located in the designated staff space in the childcare office. The Ohio Department of Health Dental First Aid Chart is posted in the designated childcare space. In case of dental emergency, the staff follows instructions on the ODHS Dental First Aid Chart.
11. In case of an emergency, a staff member trained in First Aid would stay with the injured or ill child. An authorized second adult will clear the remaining children from the area, calm them and ease their concerns. Remaining staff will work collectively to gather the Childs information and make appropriate contact with the parents and any medical personnel needed. Accident/Incident reports will be completed for children requiring emergency transportation.
12. An Emergency Transportation Authorization form for each child will be available at all times. Parent/Guardians are required to provide three additional contacts in the event the parents are unable to be reached. A staff member or director will accompany the child to the hospital if the parents have not arrived by departure.
13. Fire drills are conducted once per month and tornado drills are conducted monthly, from April through August. Detailed escape plans are posted inside the door of each room we use. During tornado drills, children go to the designated tornado safe spot within the building, sitting in the tornado safe position, facing the wall. For fire drills or other evacuation procedures, each room has an escape route to an outside area a safe distance from the building. Alternative routes are practiced.
14. Children are moved to the designated areas in a timely manner safely, quietly and orderly. Lockdown drills are routinely practiced with the designated safe spot in the restrooms with the deadbolt locked into position. Silence is expected during lockdown drills.
15. Any vehicle that is owned, leased or hired by our program for the purpose of transporting children, will be licensed and operated in accordance with the laws of the State of Ohio. We do not use parent drivers for field trips.
16. A staff member must immediately notify the local Public Children's Services Agency when child abuse or neglect is suspected. Local facilities for the reporting of child abuse and/or neglect may be contacted as listed:

***Franklin County CSB***

***(614) 275-2571***

***Emergencies: (614) 229-7000***

Staff members may also be seen as a resource for those with concerns of abuse.

17. There are to be **no vehicles on the playground**/rear of the school during outside play. We will close the recess gates during outside play, to restrict the area to pedestrian traffic only. If the gates are closed, please park your vehicle and walk to the play area to retrieve your child.
18. If your child has a history of allergic reaction, is asthmatic, subject to seizures or uses daily meds, please contact the BASE Director prior to the first day of care.

A detailed emergency preparedness plan is available in the school office. The school is prepared for a variety of emergency situations.

### **Child Data Privacy Provision**

Once a child has been enrolled in the BASE program, an individual file will be kept on them. The file will contain registration information including: address, phone number, emergency contact information and medical consent and pertinent medical information. Additionally, files will contain incident reports (if any), disciplinary reports (if any), behavioral documentation (if necessary), and any other personal information shared by the family. These files are available for the child's parents to review in the BASE office. With parental permission, information from a child's file may be shared with other professionals upon request. Files are considered private, confidential information and may not be accessed without appropriate request.

### **Student Records**

All student records will remain confidential following the policy of the Department of Education, Catholic Diocese of Columbus and Our Lady of Perpetual Help School. All staff members who deal directly with the student population shall have equal access to: in service opportunities, conferencing information, permanent record data and procedures and regulations.

### **Volunteers**

Eighth Graders from OLPH School, High School students from Bishop Ready, local Catholic Schools, and local colleges/universities, as well as PSR students volunteer their services for Parish or School service hours. These students merely assist the BASE staff in normal daily activities. Adult Volunteers are expected to follow the guidelines required by the Ohio Department of Education and the Catholic Diocese of Columbus. ALL student volunteers or otherwise are expected to follow all discipline policies outlined by their individual school and/or Parish programs.

Adult Volunteers are expected to have on file a current, completed background check and must attend the "Protecting God's Children" workshop offered by the diocese. Scheduling for PGC may be done via [www.virtus.org](http://www.virtus.org). A Volunteer Application and Code of Conduct must be completed each year. New fingerprinting requirements require the use of electronic fingerprinting only. Charter companies are used to transport children during field trips.

### **Staff**

Our staff consists of well-qualified specialists who are committed to providing a warm, supportive, nurturing environment to enhance a child's self image. Children will be given continuity of care and supervision with the student to teacher ratio well within the state requirement. Each adult member of the staff is trained in CPR, Basic First Aid, Recognition and Prevention of Communicable Disease, and to know the Signs and Symptoms of Child Abuse. Additionally, staff is expected to continue education as required by the Ohio Department of Education. Staff members who are under the age of 18 years, do not assume ratio, but are here to merely assist the Group Advisors. All staff members follow diocesan policies and Ohio Department of Education policies for employment.

Our Lady of Perpetual Help and BASE program will not discriminate on the basis of race, color, gender or ethnic origin in the hiring of its certified or non-certified personnel.

### **Scheduling**

The BASE Program at OLPH is in operation Monday through Friday from 7:00 a.m. to 6:00 p.m.

A.M. Session is available from 7:00 a.m. to 7:45 a.m. Students are taken to the gym for release to classrooms at 7:45 a.m.

P.M. Session is available from 2:50 p.m. to 6:00 p.m. Students should report to the school cafeteria immediately following the school day. Students will be escorted as a group to the designated BASE area.

On early release days, the BASE program will start as determined by the early release time.

**Failure to arrive and depart by closing time will result in a \$5.00 charge per child, per every 1 - 5 minutes late. Excessive lateness will result in termination from this program.**

The program **will not** be in operation on the below listed holidays:

New Year's Eve	Independence Day
New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
President's Day	Friday following Thanksgiving Day
Good Friday	Christmas Eve
Memorial Day	Christmas Day

**Days of closure may be altered to accommodate weekend holiday periods.**

When school is closed due to inclement weather, the BASE Program will be in operation unless notice of closure is announced with the school closings, or contact is made directly via email or phone call. For the safety of our staff and your family, we will be closed during emergency weather situations.

**We do not credit tuition for closed/missed days.**

### **Spring Break and Christmas Break**

If your family indicates an absence during Spring Break and/or Christmas Break, tuition will not be charged to the BASE families during that time nor will vacation time be expected to be used. If your family has indicated an interest in childcare with the BASE program during breaks, your family will be expected to pay the weekly tuition rate **regardless** of attendance during that time. Our staff and activities are reflective in the amount of student's we expect to accommodate during breaks, as designated by the BASE families. In the event of closure during breaks, the BASE program will provide at least one week's notice to make alternative arrangements for your child.

### **Enrollment, Registration and Admission**

The BASE program will offer before and after school care on school days for enrolled students of Our Lady of Perpetual Help School in grades kindergarten and up. Breaks, vacations and other non-school days that the BASE program is open, is available to those students enrolled in the BASE program.

Acceptance to the BASE program is based on availability. Students who attend the summer program will be ensured a spot in the fall program. Likewise, children attending summer programming will be given first opportunity for fall placement. Due to the number of available spaces, we cannot save sports nor accept "drop-ins."

Enrollment shall be granted without discrimination on the basis of race, religion, color, sex, or national origin. Children with special needs or disabilities are welcome in the program.

### **Tuition policy**

BASE rates are as follows:

Before and/or after school care: \$70.00 per week  
Breaks, vacations, summer care: \$120.00 per week  
\$12.00 additional charge, per child, per day, for non-school days  
5% discount for siblings

**\*\*Additional activity fees apply for special programming.\*\***

The only form of payment accepted is in the form of Electronic Funds Transfer. BASE tuition will post to your payment source on the Monday following the week of service, or as designated on the agreement. Accounts in default will result in additional charges incurred (i.e., late fees, NSF fees, other penalties and charges). Accounts with a delinquent pattern will result in termination with this

program and will affect future placement with this program. We do not accept partial payments or part time rates. BASE payments are handled through the Parish Administrator. Any questions, comments or concerns regarding payment, may be addressed to Aj Alvarez at [aalvarez@ourladyofperpetualhelp.net](mailto:aalvarez@ourladyofperpetualhelp.net) or via office phone at 875-3322 ext.20.

### Vacation Time

Each family, enrolled on or before January 31<sup>st</sup> of the current year, is allotted one week of vacation time to use through the remainder of the current school year. Each family enrolled by June 31<sup>st</sup> of the current year, is allotted one week of vacation time to use through the remainder of the current year. Families enrolled for the summer programming ONLY are not entitled to vacation time, therefore, are expected to make payment during their family absence. Families are expected to submit in writing, the intended time to use for vacation, **prior to the dates used**. For your convenience, a vacation request form is available.

### Discipline Policy

Our goal for discipline focuses on the development and maintenance of respect and self-control. Limits are developed to promote a safe and functional environment for our children and staff. Discipline will be developmentally appropriate and may include such measures as praise for appropriate behavior, diversion, discussion with the child and/or parent unit.

Children who have conflicts or problems with others while enrolled in our program will be encouraged to resolve their conflicts with adult guidance. The role of the adult is to be a helper to positive problem solving.

Children whose behavior endangers others will be supervised away from other children. The child will then process the problem with a staff member and any other concerned parties. Apologies are encouraged when a child's body or feelings are injured. The use of timeout is infrequent. We prefer redirection. In the event a child's behavior is severe or unable to control, such as physical assault or ongoing disrespect, parents will be advised by written notice and/or consult with parent/guardian.

Although infrequent, a child may be suspended or terminated from this program due to undesirable behavior. If a suspension should occur, the parent will be responsible for providing care during the suspension. Immediate suspension may also occur, requiring a parent or adult guardian to immediately pick up the child from this program. A parent's unwillingness to do so does not follow the guidelines of this program and will result in disciplinary action. The tuition rate will not change due to a suspension. In the event of termination, the BASE program will offer a minimum one week termination notice. If there is a safety concern for staff and/or students, we reserve the right to terminate care immediately.

The focus of family is strongly admired by the staff and students of this program. Parents should reflect the goals and expectations for their own child(ren) through the modeling of Christian values. Parents who exhibit poor behavior such as the use of foul language or physical assault or reprimand will be expected to alter their own behavior before being permitted to return to this program. Family's behavior that is particularly critical or harmful of another will be removed from this program permanently. All concerns or suggestions should be made with Christian respect. This facility remains weapon, drug, and/or alcohol free as well as a non-smoking facility.

As an addition to our handbook, from this point forward this new wording will be prefaced with the following statement:

We are required by the Ohio Department of Education to distribute to all families as part of the handbook the following discipline policy:

- (A) A school-age staff member in charge of a child or a group of children shall be responsible for the children.
- (B) The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child

- guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations and praise for appropriate behavior.
- (C) The center's actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
- There shall be no cruel, harsh, corporal punishment or any unusual punishments such as but not limited to punching, pinching, shaking, spanking or biting.
  - No discipline shall be delegated to any other child.
  - No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time such as in a protective hug, so the child may regain control.
  - No child shall be placed in a locked room or confined in an enclosed area such as a closet, box or similar cubicle.
  - No child shall be subjected to profane language, threats, and derogatory remarks about the child or the child's family or other verbal abuse.
  - Discipline shall not include withholding food, rest or toilet use.
  - Techniques of discipline shall not humiliate shame or frighten the child.
  - Separation, when used as discipline, shall be brief in duration and appropriate to a child's age and developmental ability. The child shall be within sight and hearing of a staff member in a safe, lighted and well ventilated space.
  - The center shall not abuse or neglect children and shall protect children from abuse or neglect while in attendance in the school age program.
- (D) The parent of a child enrolled in a center shall receive the center's written discipline policy.
- (E) All school age staff members shall receive a copy of the center's discipline policy for review upon employment.

### **Procedure for Termination of Service**

Your child may be terminated from this program based on abuse and neglect of the BASE policies and guidelines. If you are found to be in violation of the rules and guidelines, the following actions will be taken:

1. Notice to bring the situation to your attention.
2. Written warning, consequences to follow.
3. Three day suspension.
4. Termination notice from the program if the situation continues. Written notice stating reasons for termination.

**\*\*Severe neglect of duties or misbehavior may result in immediate action such as suspension or termination.\*\***

Major reasons for termination:

1. Infrequent attendance.
2. Unpaid/delinquent fees.
3. Undesirable behavior from child and/or parent or guardian.
4. Continued care is not in the best interest of all parties involved.
5. Frequent lateness after hours.

### **Withdrawals**

If a family wishes to withdraw their child from the program, **one week notice** must be given in writing. If one week notice is not given, payment will be due for the "notice week" regardless of child's attendance. To re-enroll, participants must complete new registration information and forms, and will be accepted back into the program if space is available and previous accounts were left in good standing.

## Health

We feel that it is our duty to inform parents of the following precautions we take to help prevent the spread of Communicable Disease. Your cooperation in fulfilling these requirements is appreciated.

The following are signs a staff member will recognize as signals of possible illness. **Your child must immediately leave BASE and may not return to school or BASE for 24 hours after symptoms cease. Parents will be contacted or a child will be refused care if arriving before the 24 hour isolation period has ended. The school will be notified of all children exhibiting signs of illness and those who have been sent home from BASE, due to illness.**

- a. A fever at or above 100 degrees F.
- b. Untreated infected skin patch(es).
- c. Diarrhea and/or vomiting.
- d. Evidence of lice infestation. \*Head check is required before returning to school AND BASE.
- e. Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
- f. Difficult or rapid breathing.
- g. Yellowish skin or eyes.
- h. Conjunctivitis.
- i. Unusually dark urine and/or gray or white stool.
- j. Stiff neck.
- k. Untreated skin patches.

Mildly ill children (runny nose, no fever, etc.) will be observed to determine if the condition worsens at which time parent/guardian will be notified.

If a child becomes ill, the staff will:

- a. Make the child as comfortable as possible.
- b. Isolate the child from the group, if possible.
- c. Contact the parent to pick up the ill child. If the parent(s) are unavailable, the emergency contacts will be called. Parent or designated adult is **expected** to pick up ill children within 1 hour of contact.
- d. If emergency treatment is needed, the child will be treated and/or transported by paramedics.

The parental responsibilities are:

- a. Provide accurate emergency phone numbers and contact information.
- b. Provide accurate up-to-date health history.
- c. Make plans to pick up the child as soon as possible after being notified by the program.
- d. Notify the program if the child is exposed to any communicable disease.
- e. Keep ill children at home. Children in attendance are expected to be healthy enough to fully participate in the program day (including active indoor and outdoor play). Sick children should be at home for their safety and for the well being of others in the program.

No child will be admitted to Our Lady's BASE program without an EMERGENCY MEDICAL AUTHORIZATION FORM or an EMERGENCY TRANSPORTATION FORM on file and up to date.

No child will be admitted to Our Lady's BASE program without a HEALTH AND IMMUNIZATION FORM on file in the school office.

New forms must be completed each school year and for summer program. Parents should contact BASE staff with any changes as they occur.

## Medication

We prefer not to administer medications, but on a limited basis, arrangements can be made. We will administer only personal prescriptions filled by a pharmacist with a label bearing the physician's and child's names, and directions for administration. Over the counter medications can only be administered if accompanied by a physician's written prescription. The parent or school nurse, NOT THE CHILD, must give the medication to the Director. The parents and medical staff must complete the proper authorization forms available in the program office.

Our Lady of Perpetual Help strives to provide a safe environment for students with life-threatening allergies. The director will review all allergy information provided by the student's parents and physician and will consult with the school nurse as needed. Each school year, parents and physicians are required to complete and sign an "Allergy Action Plan" specific to the student with life-threatening allergies. This plan will then serve the student in any situation of known or possible exposure to the allergen. Parents will provide the school and BASE program with the medications prescribed in the plan. Medications should be provided to the director in a case with a locking lid and the student's name on the front. The case will be kept in the appropriate area.

The BASE program will not serve any foods that are known to produce life-threatening reactions to students in our care. Staff will also refrain from using these ingredients when planning activities. The parents of a student with a life-threatening allergy will provide a supply of safe snacks for their child each day that they wish their child not to consume BASE snack.

## General Information

### Food

Children are expected to pack a healthy, nutritious lunch, following the listed guidelines, whenever a lunch is not available for them. A beverage and eating utensils must also be included in the lunch. Students attending summer program do not have an option of school lunch, so they are expected to have a healthy, packed lunch each day. Students are encouraged to eat all healthy options before eating snacks and/or treats packed in their lunch. In the event that your child does not have a lunch available, you will be contacted to make arrangements to **bring them lunch. Please do not bring kids meals or items that would be identified as special lunches or treats.** Often times, this creates a pattern of "forgotten" lunches. Children will have a designated snack time after school to eat the nutritious snack parents send with them each day. **Soda is not permitted.**

#### Dietary Guidelines for Packed Lunches

Your child's packed lunch should include:

- |                               |   |
|-------------------------------|---|
| <u>1 Serving Dairy:</u>       | 1 c. milk or yogurt, 1-2 oz. cheese, ¼ c. cottage cheese  |
| <u>1 Serving Protein:</u>     | 1 oz. cooked meat, ½ c. cooked dry beans, 2 T. peanut butter, 1 egg, 1/3 c. nuts                            |
| <u>2-3 Servings Grain:</u>    | one serving= 1 slice bread, ½ c. cooked rice/pasta, ½ c. cooked cereal, 1 oz. ready to eat cereal, crackers |
| <u>1 Serving Vegetable:</u>   | ½ c. chopped/raw veggies, ½ c. cooked veggies   |
| <b>AND</b>                    |   |
| <u>1 Serving Fruit:</u>       | ¾ c. 100% juices, ½ c. canned unsweet fruit, 1 piece or ½ c. fresh, ¼ c. dried fruit.                       |
| <b>OR</b>                     |   |
| <u>2 Servings Vegetables:</u> | 1 c. chopped/raw veggies, 1 c. cooked veggies   |

**Fat=should not exceed 10% of the meal.** Sweets are included in this category (fruit snacks, fruit rollups, etc., are considered sweets even if they are 100% vitamin C).

## Dress Code

Students are expected to wear their school clothing during normal school days. Students attending extracurricular activities that require clothing changes may change clothing when their parents arrive. It is up to the parent to assist in clothing changes.

## No uniform days or non-school days:

Students may not wear halter tops, bare midriffs, or half shirts, short shorts, or short skirts. Clothes should be clean and without holes and tears. Inappropriate language, gestures and/or graphics is unacceptable. Parents of students not properly dressed will be contacted and expected to bring an appropriate change of clothes. Please remember to dress for the weather. Coats, hats and gloves are important for the cold weather play in addition to walking to the Center for BASE care. Rain gear is appropriate and encouraged on rainy days. Mohawks, colored hair and other fad styles are not permitted at any time.

## Personal Belongings

Children are not permitted to bring toys, toiletries, games, etc., to BASE unless permitted **in advance** by a staff member as a part of organized play. Per OLPH School policy, student's cell phones must be turned off while on school grounds and the cell phone authorization form for students must be on file with the school office.

The BASE program and/or Staff cannot be held responsible for lost, stolen, and/or broken items. Please remember that the items your child is intending to bring are for sharing, when applicable, and will be touched by many hands.

## Pets

Although children who own pets are eager to share them with their friends, **please refrain from bringing in dogs, cats, or other animals** into the areas that the BASE program is occupying **including the playground**. There are students and adults with allergies to their fur and dander as well as fear experienced by some children. No matter how well trained your pet may be, they too may become frightened by the sights and sounds (often loud) of the children at play, and may respond in a negative manner, even if this is uncommon behavior.

## Extra Curricular Activities

If a BASE child is participating in an extra-curricular activity during BASE hours, a written notice must be sent to the Director in advance. If a child will be attending the activity directly after school and will be returning to BASE that day, the **adult Coach or Advisor** must sign the child in upon arrival. If a child is to leave the BASE program to attend an extracurricular activity, they must be signed out by an **adult Coach or Advisor** and escorted out of the building. Please indicate who the person is on the written notice. Once a child leaves the program, they are not permitted to return that day. Families are expected to follow the guidelines for releasing a child as noted under Safety of Children.

## Field Trips

We will take field trips throughout the summer program. A calendar of events will be given to all registered families. At the beginning of summer program, you will be informed of any additional costs. **A summer activity fee will be required in addition to the normal tuition rate.** Permission slips are required for each field trip. Every child and staff member is required to wear the shirt provided for every field trip for proper identification. All staff members will be attending field trips with the children. If your child is unable to attend the trip, you must make other arrangements for childcare. Volunteers may only be permitted to attend field trips if they have followed the guidelines required by the diocese; a completed background check and completion of *Protecting God's Children*, a completed volunteer application and a signed code of conduct.

Volunteers must contact the Director at the start of the summer program if interested in attending field trips, so that proper accommodations may be made.

### **Communication**

Please feel free to share your concerns with us. Please let us know if there are circumstances at home that might affect your child's behavior. All information will be held in the strictest of confidence. Open communication ensures that we have the information necessary to care for your child adequately. Scheduling a private time for parent and staff to talk uninterrupted works best, as it is inconsistent with our policy to discuss problems while other children are present.

School, Parish, BASE and community communication is made available through the use of Our Lady of Perpetual Help Church bulletin, the Wednesday Wavelength, email notifications and the BASE newsletter. The BASE Info to Know bulletin board and newsletters have important information for parents to read. Please check this daily for information and messages including planned activities and events.

Parents are welcome to visit the program at any time. Parents are encouraged to share thoughts and information with their children and schedule an appointment for a conference with staff whenever the need arises. If parents are divorced or separated, then applicable limits on parental rights will apply.

### **Photographing and Video Taping**

Children are photographed and occasionally videotaped for educational and evaluative purposes. The photographs may be used in children's journals or for the BASE shutter fly account shared with each BASE family. Parents must give consent and sign a release form, which is kept on file in the BASE office.

### **Questions, Concerns, Grievances**

If parents have concerns or need assistance with problems related to the BASE Program, they may discuss the issue, if applicable, with the Group Leader involved. If they are not satisfied, they may direct their concerns to the Director, Parish Administrator or Pastor. If necessary, a conference may be arranged with the administration and all involved staff.

### **Right to Amend**

The BASE program at Our Lady of Perpetual Help administrator and /or the BASE program at Our Lady of Perpetual Help; Our Lady's Children, retain the right to amend the handbook for just cause. Parents will be promptly notified in writing of any changes made.

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*Our Lady's Children*



Family Name \_\_\_\_\_

I have read the handbook and agree to abide by the rules within:

\_\_\_\_\_  
Parent Signature Date: \_\_\_\_\_

\_\_\_\_\_  
Parent Signature Date: \_\_\_\_\_

This form will be placed in your child's file. Please return it to the BASE office.

Thank you