

# 2021-2022 BASE Parent Handbook

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# **Marysville Exempted Village Schools BASE Program**

Dear Parents,

Welcome and thank you for allowing your student to participate in the Bunsold After School Enrichment – or BASE – program. We are excited to offer this new format for after school programming to the family of programs that are already offered by SACC.

BASE is designed to have many of the traditional components of afterschool – homework, snack, opportunities to be with friends – while incorporating reading and math tutoring, service learning opportunities, encouraging parent engagement and offering age-appropriate program activities for middle school students under the leadership of our community partners.

Should you have any questions or concerns, please contact the BASE program staff, my office or me directly. And, as always, thank you for supporting Marysville Exempted Village Schools and this program.

Sincerely,

Brandy Spurgeon  
BASE Program Coordinator

## **Absence Reporting Policy**

Parents whose student is scheduled to attend BASE should contact the BASE program when their student will be absent from the program. Parents can e-mail staff, call the BASE cell phone at 614-804-6013 or the Coordinator's desk phone at 937-578-6417 up until 2:00 pm to report an absence.

If your student is registered for the BASE Program and he or she does not check in immediately after school dismisses, program staff will perform a trace procedure. Staff will check the classroom, the school office and will then begin calling parents and emergency contacts until the student's whereabouts have been confirmed. If no contact can be made, the police will be enlisted to locate the missing student.

A student who has multiple traces may lose his/her scholarship status and/or be removed entirely from the BASE program.

**NOTE:** Students who are **absent from school** will be assumed to not be attending the BASE program after school on that day. Students who are **signed out during the school day**, including being signed out at the end of the school day or sent home due to illness, will be assumed to not be attending the BASE program on that day.

## **Attendance Policy**

Attendance is a critical part of this program. BASE is designed for students to attend four days per week (2 in person/2 virtual). Students are not required to attend for multiple months. However, students who are regularly attending through the school year will be the most likely to improve skills.

Therefore, the following attendance policy will be put into place.

- 1) Parents of students who miss **one or two days** will be advised via phone call or e-mail that your student has received an unexcused absence from BASE.
- 2) A student who has a **3<sup>rd</sup> unexcused absence** from BASE will be removed from the program and will forfeit his or her scholarship.
- 3) Students may re-apply to participate in the BASE program after being removed for poor attendance. Those applications will be considered on a first come, first served basis, based on spaces available and available funding.

Excused absences include doctor's appointments (as verified by a doctor's excuse) or absence from school (as verified from a parent note or doctor's excuse). Other absences may be excused at the discretion of the BASE Coordinator.

## **Behavior Management Policy**

BASE program participants are students of Bunsold Middle School and of the Marysville Exempted Village School District. During BASE programming the students will continue to meet each and every expectation for behavior that is set forth by the district during the regular school day. These expectations are clearly outlined in the Student Conduct Code in the student handbook.

As classroom teachers do, the BASE program staff will reiterate these behavior guidelines based on the design of the program, needs of the students and activities that will occur. These guidelines for behavior will be displayed at the BASE site and discussed with the students. Reasonable attempts will be made by BASE staff to remind students what is appropriate and inappropriate behavior.

As a participant of BASE, some basic student behavior expectations include the following...

- 1) Be SAFE, including...
  - Stay in the designated program space.
  - Follow existing school rules.
- 2) Be a GOOD LISTENER, including...
  - Follow the instructions of the BASE staff.
  - Seek first to understand, then to be understood.
- 3) Be RESPONSIBLE, including...
  - Clean up after yourself after working, playing or eating.
  - Conserve resources and recycle and reuse when possible.
  - Care for equipment (games, supplies, etc.) like they were your own.
- 4) Be a GOOD FRIEND, including...
  - Use words and actions that show respect – put downs, vulgar slang or bullying behaviors are not permitted.
  - Keep hands and feet in your own space.
- 5) Be YOUR BEST SELF, including...
  - Always do your best work.
  - Ask for help from teacher or other students

BASE staff will use appropriate behavior modification techniques including, but not limited to redirection, peace area, logical consequences, praise or rewards for good behavior and behavior modification contracts.

Consequences for occasional inappropriate behavior can include discussion with BASE staff, removal from the activity, loss of privileges, parent notification via note or a parent phone call at home or work. Frequent disruptive behaviors will necessitate a meeting between parents and BASE staff. Working together, parents and staff will determine the best plan for behavior modification. A student who exhibits ongoing behaviors that are disruptive or dangerous to him or herself, others or school or program equipment and for whom attempts at behavior modification have been unsuccessful will be evaluated by the SACC Director. The SACC Director will then determine a course of action, which may include dismissal from the program.

Our behavior management policy does not include cruel, harsh, corporal punishment or unusual punishments such as punching, shaking, spanking, or biting. We do not delegate discipline to any other student. We do not use physical restraints to confine a student by any means other than holding a student for a short period of time, such as a protective hug, so that the student can regain control. We do not place students in a locked room or confine them in an enclosed area such as a closet, box or similar cubicle. We do not use profane language, threats, or derogatory remarks about either the student or the student's family or other verbal abuse. We do not discipline for failure to eat, failure to sleep or for toileting accidents. Our behavior modification policies do not include withholding food, rest or toilet use. We do not humiliate shame or frighten a student. When separation is used as discipline, it shall be brief in duration and appropriate to the student's age and developmental ability. The student shall remain within sight and hearing of a staff person in a safe, lighted and well-ventilated space.

If a student is refusing to participate in completing homework, tutoring, or any of the clubs/enrichment activities, then the parent/guardian will be notified. BASE is a program to enhance one's learning, skills, and confidence. Therefore, students are required to participate.

BASE staff will use BASE Incident Reports to document behavior management issues when an incident occurs. Parent signatures are requested on these forms and a copy is given to parents. A copy of this form may also be sent to the school principal and/or the SACC Director.

### **Confidentiality Policy (FERPA)**

Under the Family Educational Rights and Privacy Act (FERPA), all BASE Records, including Registration Forms, are considered confidential, except that information which is considered public record. BASE staff will maintain confidentiality in matters regarding sensitive information relating to enrolled students and their families. No information will be released to third parties unless the appropriate written permission has been received from a parent or guardian.

### **Contacting BASE Staff at the Program Site**

Parents can contact BASE staff during program hours via site cell phone (614-804-6013) or at the Coordinator's desk (937-578-6417). BASE Program phones are on at all times to receive voice mail messages from parents. Messages will be returned as soon as possible. The BASE site cell phone is a good way for parents to communicate with staff, but our first priority is to be involved in the program and to care for your student.

**NOTE:** BASE cell phones cannot send or receive text or picture messages.

Alternatively, all BASE Staff have e-mail addresses. The BASE Coordinator's e-mail address is listed on the BASE website, <http://www.marysville.k12.oh.us/BunsoldAfterSchoolEnrichment.aspx>. Like other teachers in the building, the BASE Coordinator will check email as time permits.

### **Communicable Disease Management Policy**

Students will be greeted by a BASE staff member trained in Communicable Disease Recognition who will observe each student daily as he or she enters the group.

A student who is feeling “mildly ill”, but shows no signs of communicable disease and can still participate in activities will be cared for and observed for worsening conditions.

Any student who cannot participate in the daily activities will be considered ill and will be sent home from the program. The student will be separated from the group and made as comfortable as possible. A student who is isolated will be supervised within sight and hearing of a BASE staff person at all times. The student will be observed for worsening conditions, including but not limited to unusual spots or rashes, sore throat, difficulty swallowing, elevated temperature or parasitic infections.

An Ohio Department of Health Communicable Disease chart is posted at each BASE program.

Any student or staff member who exhibits any of the following symptoms will be considered carrying a Communicable Disease and will not be permitted to attend BASE:

- 1) Diarrhea (one or more loose stools in a 24 hour period)
- 2) Severe coughing (face turns blue or red or makes a whooping sound)
- 3) Difficulty or rapid breathing
- 4) Yellowish skin or eyes
- 5) Conjunctivitis
- 6) Temperature of 100° F or above (auxiliary)
- 7) Untreated, infected skin patches
- 8) Unusually dark urine and/or grey or white stools
- 9) Stiff neck
- 10) Vomiting

The student will not be readmitted into the program until he or she has been symptom free for 24 hours or until a physician’s written permission verifies that a student is no longer contagious. A student who is absent from school due to illness will not be permitted to attend BASE that day.

If a student has head lice, clearance MUST be obtained from the school office and/or nurse stating the student is free of lice and nits before returning to BASE. During the summer months, the SACC Camp Director or SACC Director will determine re-admittance to the program.

## **Complaint Investigation**

Parents with concerns about the BASE program can contact the SACC Director at 937-578-6135. Additional concerns can be directed to the Marysville Schools Business Services Director at 937-578-6100. Licensing violations should be reported to the Ohio Department of Education or to the Ombudsman Grievance Reporting line at 614-466-0224.

## **Dress Code Policy**

Students are required to follow the school dress code policy stated in the Marysville Exempted Village School student handbook. As stated in the district policy, the BASE Coordinator will make the final decision as to what is inappropriate.

Additionally, students must wear – or bring to wear – appropriate closed-toe footwear for active games. Students must wear shoes at all times. Students must dress for cold weather, wearing coats, hats, gloves, etc. During the summer camp program students may wear bathing suits and sandals to the pool, but should wear clothes and tennis shoes to camp. Flip flops will not be permitted.

## **Hours of Operation**

The BASE Program will operate on Monday-Thursday. **There will be no programming on Fridays.** Hours of operation are from 2:40 PM (school dismissal) until 6:00 PM.

The SACC Office at Marysville High School will be open from 7:30 AM until 3:30 PM, most days. Please call first before visiting.

## **Late Pick Up Policy**

The BASE program ends promptly at 6:00 p.m. All students must be picked up before 6:00 p.m. and staff may not leave until all students have been picked up. Students who are picked up after 6:00 p.m. **more than twice in a one month session** will be subject to penalty, including losing scholarship dollars and/or being removed from the BASE program entirely. If you feel as if you will have difficulty picking up your student on time, please discuss this with the BASE Coordinator in advance.

## **Medical Needs Policy**

To provide the best care for your student, BASE staff should be informed of any medical needs that a student has, including but not limited to...

- 1) Bee sting allergies
- 2) Environmental allergies
- 3) Food allergies
- 4) Diet modifications or restrictions
- 5) Please list these and any other appropriate medical conditions on your registration forms when enrolling in BASE.

## **Medication Policy**

Students are not allowed to carry medication (prescription or non-prescription) on their person at any time. Students are not allowed to self-medicate. All medications taken at BASE must be dispensed by a staff person. Any student who needs medication administered during BASE hours must have completed the Physician's Request for Administration of Medication by Child Care Personnel form and have that form filed with the SACC office.

## **Mission Statement and Program Goals**

The mission of Bunsold Middle Schools is...

**We, the staff and students of Bunsold Middle School, promise to make our school a SAFE, SUPPORTIVE, RESPECTFUL community of learners. We strive to always do our best, so that we can LEARN, GROW and REACH OUR FULL POTENTIAL.**

The four main goals of the BASE Program are -

**To increase reading and math achievement in students who are struggling academically.** This goal will be met by...

- 1) Providing a supportive, positive learning environment
- 2) Encourage math and reading tutoring methods that are both traditional and non-traditional
- 3) Having staff who communicate with Bunsold reading and math teachers about students' needs

**To promote positive youth development in alignment with the 40 Developmental Assets for Adolescents.** This goal will be met by...

- 1) Developing partnerships with Community Based Organizations who will work to create positive relationships with students
- 2) Educating and familiarizing staff, students, teachers and community partners on the 40 Developmental Assets
- 3) Aligning all programming, policies and program rules in alignment with the assets

**To encourage parent involvement.** This goal will be met by...

- 1) Forming a BASE Parent Advisory Committee that will meet to discuss the BASE program
- 2) Encouraging parent access to the program during program hours and family nights
- 3) Conducting surveys of parent satisfaction and allowing feedback
- 4) Providing volunteer opportunities for parents to work with students in the BASE program

**To provide a safe, structured, supervised afterschool program.** This goal will be met by...

- 1) Providing a program that is licensed by the Ohio Department of Education and endorsed by Marysville Schools
- 2) Ensuring that the BASE program strives to meet the Ohio Afterschool Network's Quality Guidelines for Afterschool Programs

- 3) Providing adequate trained and qualified staff who are knowledgeable of the BASE policies

### **Non-Discrimination Policy**

The BASE program does not discriminate in our enrollment policies or procedures based on race, color, sex, religion, national origin or physical or mental handicap.

### **Outdoor Activity Policy**

BASE Staff will use their best judgment when taking students outdoors for activities. Precautions will be taken to minimize exposure to the elements when conditions are rainy, windy, snowy, or unusually hot or cold. Students will not be taken outside when the temperature is less than 32 degrees.

### **Parent Involvement**

Parents are encouraged to participate in their student's BASE program. Parents are welcome to visit the BASE site at any time during program hours. When visiting the program, parents are asked to follow the posted rules for safety. Parents are also encouraged to get involved via the Parent Advisory Committee.

Parents will be involved with program evaluations throughout the year. Suggestions from parents are welcome. Parent conferences with BASE staff or the SACC Director can be requested at any time. To schedule a conference, call the BASE office (937-578-6417).

### **Payment Policy**

Payment is required in advance of services. Your student will not be registered until payment is received. Payments are due on the 20<sup>th</sup> of each month. Payments will be accepted in the following ways:

**\*PREFERRED\* Online with the E-Z Pay System** – Payments can be made with a credit card through the Marysville Exempted Village Schools website. Log on to [www.marysville.k12.oh.us](http://www.marysville.k12.oh.us) and click the "SPS E-Z Pay" button at the top of the page to make a payment. Account balance and other billing information is not available on the E-Z Pay site. Detailed instructions for how to use E-Z Pay are available at the BASE program and at the SACC Office.

**Online through your private bank** – Individuals who participate in online banking may also choose to have their private banking account set-up to automatically pay BASE tuition with their other bills. Please consult your own financial institution about this service. Please make your payment payable to MEVS/BASE and mail to 1000 Edgewood Drive, Marysville, Ohio 43040.

**At the SACC Office** - Payments will be accepted at the SACC Office at Marysville High School. Please make your check or money order payable to MEVS/BASE. *\*NOTE: Please call to confirm that someone will be in the office before arriving to drop off payment.*

**At BASE** – Please submit payment in check or money order to the BASE Coordinator before the 20<sup>th</sup> of each month. Please make your check or money order payable to MEVS/BASE. BASE Staff will provide you with a receipt.

Billing statements for your account will be e-mailed monthly. Paper copies of statements are available upon request.

## **Pick Up Policies**

Pick up is on the south side of the building, at the M door. Program pick up is after 5:00 PM and before 6:00PM.

Parents are welcome to come into the BASE program, to speak with BASE staff and to see the activities in which their student is participating. Special opportunities for parents to get involved will be offered throughout the school year. Please keep in mind that if a formal conversation needs to take place, please request a meeting time, as BASE staff are involved with student activities.

Students may also sign themselves out of the BASE program, provided permission to do so is given by parents on the registration forms. Any parent who does not authorize sign out is required to come into the program daily for student sign out.

**Please note that student sign out privileges may be revoked if a student abuses those privileges.**

Students will be released from the BASE program beginning at 5:00 PM; however, BASE will operate until 6:00 PM. Parents can communicate with their individual student as to their pick up time, they may call their students cell phone or call the site cell phone.

Students should be picked up only by persons listed on their BASE registration paperwork. When in doubt, BASE staff may contact parents via phone to verify who should pick up students.

In cases of special custody arrangements, court documentation such as custodial paperwork or restraining orders, must be filed with the school office. BASE staff cannot restrict a parent from his/her student without legal documentation. Please inform the BASE Coordinator of any such situations.

Any person who is suspected to be impaired by alcohol or drugs will be asked to call another designated person to pick up his/her student. BASE staff may call the police to assist in the determination of whether or not a student should be released.

**NOTE:** If the students and staff are using one of our alternate spaces and not answering the door, please call the site cell phone and a staff person will promptly arrive to let parents into the program

## **Personal Belongings Policy**

Students in the BASE program are prohibited from using personal belongings – including iPods, cell phones, etc. – just as they are during the regular day. From time to time BASE staff may request that students bring

items from home to participate in a special activity. All requests will be done in writing and come from the BASE staff. Otherwise, students are not permitted to bring personal belongings from home.

Students may have their cell phone available for parent phone calls beginning at 5:00 PM, but not before. Please see the Technology Policy on page 14 for more information.

## **Photograph Release Policy**

The BASE program will follow the Marysville Exempted Village School District policies established regarding photo release. Parents who wish to have their student opt out of photographs will be required to complete the appropriate forms. Form is attached to the back of this handbook.

The publication of a student's photo can be a sensitive matter. As professionals who want the best for your student, we will respect the decision that each parent makes in regard to this matter. However, please be aware that if permission is not granted, your student will be asked to step aside out of the camera frame and excluded from the activity. We encourage parents to discuss this matter with your student so that feelings are not hurt.

## **Program Closures**

If school is dismissed early, the BASE program will be **OPEN**.

If Bunsold Middle School is closed due to an interruption of environmental services (e.g., no power, water, heat) or due to a student safety issue (e.g. bomb threat, communicable disease epidemic) the BASE program will be **CLOSED**.

If school is canceled due to a weather emergency, the BASE program will be **CLOSED**.

If school is closed due to a scheduled day off, the BASE program will be **CLOSED**.

## **Program Fees (2021-2022)**

**Monthly Program Fee** - \$150 (students without free/reduced lunch, IEP, 504 Plan, below proficient on state tests or teacher recommendation)

The fee for the BASE program is based on a monthly rate, regardless of the number of days or weeks in that month, the fee will remain the same. This program is never pro-rated. Fees are due the 20<sup>th</sup> of each month for the following month. Spaces are limited and filled on a first come, first served basis.

Fees can be paid online via EZ-Pay. Instructions are available on the BASE website and at the BASE program. Fees may also be paid via your banking establishment, at the SACC Office at Marysville High School or at the BASE Program.

## **Program Licensure**

The BASE program is licensed by the Ohio Department of Education and inspected at least annually. A copy of the program license and our most recent compliance report are posted at each site.

## **Program Locations and Phone Numbers**

BASE Program at Bunsold Middle School  
14198 SR 4, Marysville, OH 43040  
Coordinator's Phone : 937-578-6417

SACC Main Office at Marysville High School  
800 Amrine Mill Road, Room 160, Marysville, OH 43040  
Office : (937) 578-6136

## **Registration Policies**

BASE will accept new students throughout the year, provided there is available space in our program. New student registrations will be accepted on a first come, first served basis. The BASE program serves students who are in 7<sup>th</sup> and 8<sup>th</sup> grade and attending Bunsold Middle School only.

Spaces are limited in BASE. There are no drop ins – every student who is in attendance must be a registered participant of the program.

**Please note that families that have an account which holds a balance will not be permitted to register any student for any SACC or BASE program until the account is paid in full.**

Registration forms are required to be filled out by the parent or legal guardian and submitted complete to the SACC office for processing before a student may attend our program.

New students who wish to enroll in BASE should...

- 1) Obtain BASE registration forms from the SACC Office, from the BASE program site or from the BASE website.
- 2) Complete all necessary forms and return them to the SACC Office.
- 3) Pay your student's monthly tuition (if applicable).
- 4) Receive the BASE Parent Handbook.
- 5) Confirm first date of attendance with the SACC Office.

Our website has registration materials you will need to register your student for BASE. Simply log on to: <http://www.marysville.k12.oh.us/BunsoldAfterSchoolEnrichment.aspx> .

## **Scholarship Information**

Students may be eligible for scholarship based on financial or academic need, including students who are not proficient in reading or math. Parents may be contacted by teachers or program staff if your student is a

candidate for scholarship. Alternatively, you may contact the BASE Coordinator or the SACC Office to see if your student qualifies.

Regular attendance and appropriate behavior are requirements for students who wish to receive scholarships. Students who have 3 unexcused absences per month or who struggle with the program guidelines for behavior will forfeit their scholarships.

Students are re-evaluated continually for eligibility. Eligibility is not guaranteed indefinitely. Students who are no longer eligible for scholarship may apply to attend the program and pay the monthly tuition.

### **School Early Dismissal Policy**

If school is dismissed early, BASE staff will arrive early and the after school program will open early and operate as usual.

### **Snack Policy**

The BASE program follows the nutritional standards established by the USDA. Parents should notify staff of any special dietary considerations that need to be addressed.

BASE will provide a healthy afternoon snack. A snack menu is available for parents and posted at the parent table. An alternative snack will be available at all times for students with food allergies.

As part of our commitment to health and wellness, the BASE program has a “no pop” policy, a “no candy” policy and a “no trans-fats” policy. We do not serve pop, candy or products with trans-fats. This is for staff and students alike! Students are not permitted to bring soda or candy to BASE. Water, milk and 100% fruit juices are encouraged.

### **Special Needs Policy**

The BASE program and staff welcome students with special needs and want their experience to be a positive one. We request that parents share any relevant information about their student upon enrollment. Our goal is to provide the best possible out-of-school program, so the more we know about your student, the better prepared we are to make him or her successful in BASE. Our program works closely with the Marysville Exempted Village Schools Student Services Director to examine each student’s needs on a case by case basis. Please feel free to speak with the BASE Coordinator about ways to help your student with special needs make a smooth transition from school to BASE.

### **Staff Qualifications**

Each BASE employee is an employee of the Marysville Exempted Village School District. They are all highly qualified and trained program professionals who have been hand selected for their position based on their education, experiences working with middle school students and other contributions that they bring to the

SACC program. Each staff member is required to have a BCII and FBI background check before hire. In addition, every staff person is certified in CPR, AED, First Aid, Child Abuse Recognition and Prevention and Communicable Disease Recognition. Each staff person is required to have between 5 and 15 hours of in-service training each year.

## **Student Safety Policies**

The safety of the students while attending the BASE program is the highest priority. These guidelines will be followed by all BASE staff:

- 1) Written reports will be filed on accidents and incidents and a copy will be given to the parent. Accidents will be filed with Marysville Exempted Village Schools, the BASE program and the SACC Office.
- 2) In the case of medical or dental emergencies, parents will be notified. EMS will be called if immediate medical services are needed. The Permission to Transport section of your student's school records will allow EMS to transport a student in an emergency.
- 3) Quarterly fire and severe weather drills will be conducted for all staff and students. Homeland security drills (including Shelter In Place) will be performed annually.
- 4) A BASE staff member trained in First Aid, CPR, AED, Communicable Disease Recognition and Child Abuse and Neglect Recognition is on duty at all times.
- 5) A phone will always be on site for emergencies.
- 6) Students will not be abused or neglected and will be protected from abuse and neglect. Under section 2151.421 of the Ohio Revised Code BASE Staff are required by law to report any suspicion or threat of child abuse or neglect to Union County Children's Services.
- 7) Emergency Services or a parent (depending on the circumstances) will provide emergency transportation in a medical emergency situation.
- 8) The BASE Coordinator, and the BASE staff will be responsible for each and every student.
- 9) No student will be left alone or unsupervised.

## **Student Supervision Policy**

Every BASE site has an attendance roster that lists all students expected to be in attendance at that site. The maximum student to staff ratio is 18 students to 1 staff person. In situations where less than 18 students are in attendance at the site and only 1 staff person is present, another designated adult will be available in the building at all times of program operation. The maximum group size will be 36 students and two adults.

Students in the BASE program will be under the supervision of the staff at all times, including inside and outside activities. Students are allowed to leave the designated BASE space to use the restroom or to get a drink of water, but must ask a staff person's permission to leave the room and notify the staff person of their return to the room. Students who are out of the room for more than 5 minutes will be checked on by staff.

Students may, in groups of two or more, be without direct adult supervision if they are within sight or hearing of a staff person in an adjacent space. The staff member will check on the group every fifteen minutes.

When one staff person is outside alone with a group of students, the staff member may send a student to summon another adult in an emergency situation.

## **Technology / Cell Phone Policies**

All students are required to follow all school guidelines regarding cameras, cell phones, computer network use, electronic devices and library use, as outlined in the student handbook.

## **Termination / Withdrawing Your Student From BASE**

Please contact the BASE Coordinator or the SACC Office if your student no longer wishes to participate in the BASE program. Your student will then be removed from the attendance roster, allowing another student to enroll in the program. Should your student wish to re-enroll in the future, he or she may, provided there is no pending wait list and no behavior issues to be addressed.

The BASE program may choose to terminate a student's participation for reasons including, but not limited to...

- 1) Behaviors exhibited by a student that are severe and/or repetitive and/or the student has not responded to reasonable behavior modification techniques used by BASE staff. This includes behaviors that are dangerous to themselves, others or property.
- 2) Parental non-compliance with program policies and/or requests for cooperation with behavior modification.
- 3) Failure to fulfill financial obligations.
- 4) Determination by the BASE Coordinator and/or the SACC Director and/or other qualified Marysville Exempted Village Schools personnel that BASE is unable to meet the needs of the student.

Date of dismissal from the program is at the discretion of the BASE Coordinator and/or the SACC Director and can range from immediate to 2 weeks, depending on the urgency of the situation.

When a student's enrollment is terminated with an outstanding balance, a statement requesting payment for the balance of tuition owed will be mailed to the address on the student's enrollment paperwork. If payment is not received in a timely manner, that debt could be reported to the County Prosecutor's Office for collection.

## **Transportation Policy**

Students attending BASE will be picked up by a responsible party. Staff will not transport students – other than their own – at any time in their own vehicles.

Occasionally, the BASE program will attend off site activities for field trips. In these situations...

- 1) Parents will be notified of the trip and a permission form will be signed.
- 2) Students will either be transported in Marysville Exempted Village School busses or vans or walk to the field trip destination.
- 3) Students will wear identification which lists the BASE address and phone number.
- 4) Staff will bring medication, first aid kits, registration forms, etc. to ensure the safety of the students.
- 5) Proper notification will be given to students who do not wish to attend this trip so that parents can make other arrangements for student care.

## **Volunteer Policy**

Volunteers are used frequently in the BASE program. Our community partner agencies will send staff or volunteers to provide an activity for students in the BASE program. All community partner staff members or volunteers will have on file with Marysville Schools a BCI and FBI background check.

Adults who wish to volunteer as individuals or as representatives of an organization in the BASE program must apply through the SACC Director. Once approved, each individual will be required to have a background check on file with the school board office and may be required to be approved by the Marysville Exempted Village School Board before starting their volunteer work.

**PARENT COPY**

## Receipt of Parent Handbook

This Bunsold After School Enrichment (BASE) Program Parent Handbook has been compiled by the SACC Office and lists all the policies, procedures, and guidelines pertaining to the Marysville Exempted Village Schools BASE Program.

In signing this form I am agreeing that I have received this handbook, understand the content within and will abide by the policies, procedures and guidelines set forth by the BASE Program and the Marysville Exempted Village Schools SACC Office.

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Marysville Exempted Village Schools**

**B·A·S·E·**

*Bunsold After School Enrichment*

**2021-2022**

**Parent Handbook**