

On BASE

Parent Handbook

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INTRODUCTION

Welcome

We would like to welcome you to On BASE. We are proud to be associated with Triumph Academy, providing care on school grounds to current students and their families. Thank you for choosing to enroll your children in our program. We look forward to working with you throughout the year. Please use this handbook as a guide to our program policies and procedures. We do not expect that this handbook will answer all of your questions and want you to know that we are always available to answer any questions or concerns you may have.

Vision Statement

To care for children and provide a structured program that compliments the vision, mission, and philosophy statements of Triumph Academy.

Mission Statement

On BASE will provide a safe, loving, and educational environment for Triumph Academy students through well-trained and knowledgeable personnel.

Philosophy Statement

On BASE believes that the goal of our program is to provide a fun, safe, and academically supportive environment. We believe that the children should feel comfortable and relaxed after a long day of school. Our teachers strive to provide a nurturing atmosphere where children are held responsible for their behavior. Through the consequences of their choices, they will learn that they are in control of their future.

Confidentiality Policy

The staff of On BASE strives to develop relationships of mutual trust and create partnerships with the families we serve. In doing so, we shall maintain confidentiality and shall respect the family's right to privacy, refraining from disclosure of confidential information and intrusion into family life. However, when we have reason to believe that a child's welfare is at risk, it is permissible to share confidential information with agencies, as well as with individuals who have legal responsibility for intervening in the child's interest.

Child Abuse & Neglect Reporting Statement

When we have reasonable cause to suspect child abuse or neglect, we shall report it to the appropriate community agency and follow up to ensure that appropriate action has been taken. When appropriate, parents or guardians will be informed that the referral will be or has been made. If another person tells us of his or her suspicion that the child is being abused or neglected, we shall assist that person in taking appropriate action in order to protect the child. A copy of our Abuse & Neglect reporting policy is available upon request.

Enrollment

Children are enrolled in On BASE on a first come first served basis. We accept students that are currently enrolled at Triumph Academy.

Discrimination Act

In accordance with Federal Law and USDA policy, this program is prohibited from discrimination on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Ave SW, Washington DC 20250-9410 or call (202)720-5964 (voice and TDD). USDA is an equal opportunity provider act.

Registration Fee

A non-refundable, one-time registration fee of \$25 per family is due at the time of enrollment for all new families to our program.

Tuition Payments

Tuition is due in full by the first day of the week care is provided. Payments may be paid by cash, check, money order or credit/debit cards. Please make checks payable to "On BASE". Please put your child's name and the week(s) for which you are paying in the memo line. Multiple weeks may be paid for in one payment but always before care is provided. A late fee of \$10.00 per week will be added to past due account balances. Failure to remain current with your account will result in termination of care. If payment has not been received by Friday of the week attending, your child will not be allowed to return to the center on the following Monday. Your email address will be used as a source of communication about balances and general daycare information. Agreed upon tuition is due, regardless of student's attendance. **Late fees are strictly enforced.**

There is a \$20.00 returned check fee which must be paid along with the amount of NSF check immediately upon notification. Repayment and fee must be paid in cash or by money order. More than one occurrence per school year will result in the acceptance of cash or money order payments only.

If you have questions regarding your account, please speak to the director. The tuition fees listed on our rate sheet are subject to yearly increases.

Unscheduled Additional Care- If you need to schedule an additional day of care for a specific week, please check with the director for availability and additional charges. Please add any additional charges to your weekly amount and specify in the memo section of your check. Agreed upon tuition is due regardless of attendance (this includes snow days; sports, field trips, GOTR, or any other extra-curricular activities). The only exception to this is when Triumph Academy has a scheduled break from school that interferes with a full time status such as Thanksgiving, Christmas, Spring Break, and Summer Break.

Hours of Operation

On BASE operates Monday through Friday, when school is in session only.

- 6:30a.m.-8:00a.m. & 3:00p.m.-5:30p.m.
- 11:00 a.m.-5:30 p.m. when school has a ½ day session only (Must have a minimum of 10 students signed up)

Attendance/Absences

To provide the highest quality of care possible and meet state requirements, it is important that we maintain accurate staff scheduling. In order to do so, parents are required to commit to a predetermined schedule of attendance. Therefore, we cannot refund or reduce your tuition when your child does not attend the program.

Agreed upon tuition is due regardless of attendance. (This includes snow days, sports, field trips, GOTR, or any other extra-curricular activities). The only exception to this is when Triumph has a scheduled break from school such as Thanksgiving, Christmas, Spring Break, and Summer Break.

Withdrawal Policy

A notice is required, whether verbal or written, if the parent chooses to withdraw their child from care. Notice must be given to the director or owner. A week noticed is preferred, but the parent may withdraw their child at any given time as long as their account carries a zero balance.

Licensing Notebook

The licensing notebook contains all the licensing inspection and special investigation reports and related corrective action plans since May 28, 2010. The licensing notebook is available to parents during regular business hours and located on the director's desk. Licensing inspection and special investigation reports from at least the past two years are also available on the child care licensing website at www.michigan.gov/michildcare.

Termination Policy

If the instance occurs where we do not feel we can provide care for your child because of discipline problems, safety issues, or other problems that may arise, we may terminate enrollment. Any past fees/payments already received are non-refundable if care is terminated. If any portion of this handbook is violated or not adhered to, the enrollment contract will become invalid and may lead to the dismissal of your child from our program. **For the best interest of the center, we reserve the right to terminate at any time without notice.**

Pick-Up Procedure

When picking up, the authorized individual is required to initial the attendance sheet, noting the time of departure. The accompanying adult should pack up all things belonging to the student, and inform the teacher of departure. This allows for communication regarding student behavior, homework status, and On BASE reminders.

Late Pick Up

A **\$10.00** fee will be incurred after 5:40 pm. An additional \$1 for every minute after. If you are late more than 3 times in one month, termination of care **may** result.

In the event of inclement weather or undesirable road conditions, please allow yourself sufficient time to arrive at the school on time or find alternative arrangements for picking up your child/children. **Late fees still apply during the event of inclement weather.**

Release of Children

The provider can release a child only to the parents or legal guardians of the child, or to individuals authorized to pick up the child whom the parent/guardian have listed on the Child Information Card. The provider may require any person who arrives to pick up the child to show identification. The person picking the child up will be required to sign the child out before leaving in order to document the student's departure and attendance for the session. All persons authorized to pick up a child must be at least eighteen (18) years old.

The parent will be notified immediately if an unauthorized person arrives to pick up the child. If an occasion arises when a person not on the authorized list needs to pick up the child, the parent must notify the provider prior to that person arriving. Identification will be required.

Child Custody

If only one parent has custody of the child and the other parent is not authorized to pick up the child, the parent must instruct the staff of this fact, and **must provide a certified copy of the court order** confirming that one parent does not have custodial rights. Without a copy of the court order, On BASE does not have the legal authority to withhold the child from his/her legal parent. If there is any change in the legal custody of the child, the parent must provide written documentation confirming the change.

HEALTH CARE POLICIES

Health Care Plan

In order to maintain the health of our students and staff, proper hand washing procedures are followed. In the event of an accident or illness that includes bodily fluids, proper precautions are taken to ensure the safety and health of all. On BASE promotes children's health and wellbeing by sanitizing and rinsing toys, equipment and other surfaces before and after care is provided. **A more thorough explanation of these policies, including hand washing, blood-borne pathogen clean up and sanitation procedures is available upon request.**

Illness Policy

In order to keep the children and staff in our center as healthy as possible, children may not attend our program when they are ill. By staying home, your child will not expose other children, and will have time to regain full strength to stay healthy in the future. Sick children require one-on-one care that we simply cannot provide in a group setting. If your child becomes ill while in our care, we expect them to be picked up within one hour of contacting you. If we are unable to reach either parent, the person stated on the emergency card as "person to notify in case of emergency" will be contacted.

Please do not bring your child if they are exhibiting any of the following symptoms: fever, vomiting, uncontrollable diarrhea, or a contagious illness. Allergy related, common cold symptoms, and non-communicable illnesses do not require absence from care.

Sick Child Procedure

When a child exhibits symptoms that indicate a health risk to others, the parent will be notified to pick up the child immediately. Sick children will be placed in a supervised separate area until the parent arrives.

Due to the short hours of operation, On BASE reserves the right not to administer medication of any kind, for any reason, during the school year.

Injury & Accident Policy

We require all of our staff to be trained and certified in CPR and First Aid. If a serious injury occurs while in our care, our staff will immediately call 911 and the child's parents. On Base staff will not transport your child to the hospital for treatment. In an emergency situation, an ambulance will be called. If a less severe injury should occur, you will be called to come and get your child. If we contact you in this situation and you would rather have an ambulance called, we will then make those arrangements. An incident report will be filled out and kept on file pending notification of medical attention. The report will provide documentations of how the injury occurred and what treatment was given. We request that you provide documentation of the medical report from the attending physician for our records. If medical attention was sought, the incident report must be submitted to our state licensing agent within 24 hours of our notification so proper communication between On BASE and the parent(s) is crucial.

If a minor injury such as a bruise or scrape should occur while your child is in our care, the staff will notify you of said injury. If professional medical attention is necessary, after departure from On BASE, please see above description regarding required paperwork. For confidentiality purposes, we will not release the names of any other children involved in incidents.

Pest Management Notification

On BASE does not administer pest applications of any kind. However, because we are located within Triumph Academy, we must notify you in advance when Triumph will be applying pesticides of any kind. This notification will be accomplished two different ways. One way will be a posting on the back entry doors of the building. Another notification method will be sent by any of the following ways an email, phone call home, posting in a public or common area, or a letter home with your child.

Emergency Information

The State of Michigan requires that all sections of the Child Information Card be filled out **completely**. Immunization information and all addresses (pediatricians, employers, and emergency contacts) should be fully completed. Care for your child can not start until this card is completely filled out and turned in.

EMERGENCY PROCEDURES

Fire Plan: When the fire alarm sounds, children are to stand without talking and line up at the door. Evacuation will occur silently and quickly. Each class leaves their respective classroom and proceeds to the designated meeting area. Once outside, teachers are to take attendance to verify that all children are present and accounted for. Evacuation routes are posted in each classroom, along with the above directions.

Storm/Tornado Plan: When alerted by the media or emergency personnel that inclement weather is imminent, students are lined up and evacuated, by their teacher, to their designated areas without talking. Once seated in designated area, teachers are to take attendance with their clipboard to verify that all children are present and accounted for. Evacuation routes are posted in each classroom, along with the above directions. Parents will be notified as soon as possible

Other Natural or Man-Made Disasters: In the event of any other natural or man-made disasters, fire or tornado procedures will be followed based on whether safety merits the children to be indoors or out.

Children with special needs will be transported based on their specific needs.

Routine drills are performed so that the staff and children know what steps to take in the event of an emergency.

In the event of an emergency a parent will be contacted as soon as possible, via the following: home phone, cell phone, work phone and/or email. In the event we are unable to establish contact with a parent, we will contact the emergency person listed on the child information card. Once eminent danger has passed, On BASE staff will reunite children with parents.



OUR PROGRAM

Schedule of Activities

3:00-3:30 Classroom pick-up/arrival, report to aftercare and bathroom break, snack
3:30-4:00 Quiet, story time: homework, silent reading, coloring, drawing, puzzles
4:00-4:30 Teacher led-activity: game or arts/crafts
4:30-5:00 Outside, gym or indoor play: free choice
5:00-5:30 Teacher led activity: outside game or indoor activity
Teacher lesson plans available upon request.

Discipline

A variety of positive methods of discipline will be put into use. Positive methods of discipline include, but are not limited to: redirection, proactive planning, encouragement, and consistent, clear rules. In the event of behavior problems, consequences will be administered in sequential order: redirection, time away from present activity, loss of privileges, and consequences. Depending on the nature of the offense, parents will be notified. **On BASE reserves the right to terminate care for unacceptable behavior by the child or parent at any given time without notice.**

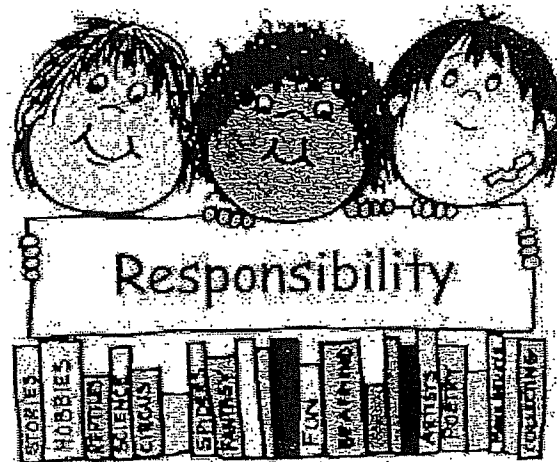
Outdoors

Children are not allowed to remain inside due to sickness. If your child is well enough to attend school, they must be well enough to participate in outdoor activities. Be sure to keep outdoor play in mind when dressing your child for the day. Be sure they are dressed comfortably in weather appropriate clothing.

We are required by the state of Michigan to provide daily outdoor play when children are in attendance for 5 or more continuous hours per day, unless prevented by inclement weather or other weather conditions that could result in children becoming overheated or excessively chilled.

Snacks/Meals

Snacks and/or meals are not provided by On BASE Care and are the sole responsibility of the parent. Children **must** have a snack for afternoon care and a lunch for half-day care unless otherwise notified. A snack and/or lunch time allotment has been provided in the schedule.



On BASE Weekly Pricing

Fees: \$25 non-refundable registration fee/ new family

Before school care tuition: Care is provided in the building, Monday- Friday from 6:30-8:00am, when school is in session only.

	1 Day	2 Days	3-5 Days	Drop In \$12/day
1 child:	\$10	\$20	\$30	
2 children:	\$20	\$40	\$60	
3 children:	\$30	\$60	\$90	
4 children:	\$40	\$80	\$120	

After school care tuition: Care is provided in the building, Monday – Friday from 3:00-5:30 pm, when school is in session only.

	1 Day	2 Days	3-5 Days	Drop In- \$18/day
1 child:	\$15	\$30	\$45	
2 children:	\$30	\$60	\$90	
3 children:	\$45	\$90	\$135	
4 children:	\$60	\$120	\$180	

Before & After-school care tuition:

	1 Day (\$5 discount)	2 Days (\$10 discount)	3-5 Days (\$15 discount)	Drop In- \$30/day
1 child:	\$20	\$40	\$60	
2 children:	\$45	\$90	\$120	
3 children:	\$70	\$140	\$180	
4 children:	\$95	\$190	\$240	

Tuition and Fees are subject to change

Half Day Rates:

Regular weekly tuition plus \$15 per half day/student. We will only offer 1/2 care if we have a minimum of 10 students signed up.

For More Information Contact:

Mr. Nick Murray

Onbasetriumph@hotmail.com

Enrollment Commitment Form

I have read the pages of the Parent Handbook in its entirety, and I agree to the terms outlined and understand my obligations.

My child(ren), _____

Will be in the On BASE program. Circle days needed:

Before school care: M T W TR F Varies As Needed

After school care: M T W TR F Varies As Needed

I further agree to pay, _____ each week (regardless of my child's attendance) before the week care is administered in accordance with the payment policy and the hours my child will be in attendance and the tuition fees posted in this agreement. I also understand that I must notify the provider if the hours or days my child will be in care should change from the posted times or end at any time. Additional days outside of the above agreed upon schedule will cost an additional fee and must be approved by the director.

Valid E-mail: _____

Notes: _____

Signature of parent or legal guardian _____ Date _____

Signature of parent or legal guardian _____ Date _____

Signature of provider _____ Date _____



Thank You!

CHILD INFORMATION RECORD

State of Michigan Department of Human Services - Bureau of Children and Adult Licensing

Instructions: Unless otherwise indicated, all requested information must be provided. If the information is not known or does not apply, "unknown" or "none" is the required response. A blank field, a line through a field or "N/A" are not acceptable responses.

For Provider Use Only:		Date of Admission		Date of Discharge	
Name of Child (Last, First, Middle Initial)					Child's Date of Birth
Address (Number and Street, Building/Apartment Number)			City	State	Zip Code
Father/Legal Guardian's Name		Home Phone ()	Mother/Legal Guardian's Name		Home Phone ()
Home Address (if not child's address)		Cell Phone ()	Home Address (if not child's address)		Cell Phone ()
City	State	Zip Code	City	State	Zip Code
Email Address (optional)			Email Address (optional)		
Employer Name		Work Phone ()	Employer Name		Work Phone ()
Name of Child's Physician or Health Clinic			Physician's or Health Clinic's Phone Number ()		
Hospital Preferred for Emergency Treatment (optional)					
Allergies, Special Needs and Special Instructions (Attach additional sheets, if necessary.)					

BCAL-3731 (Rev. 7-12) Previous editions 9-09, 3-08, 10-07, & 1-06 may be used until 12/31/13.

See Reverse Side

Emergency Contact & Release of Child: List all individuals, including parents/legal guardians, in order of preference, to be contacted in an emergency. If possible, include at least one person other than the parents/legal guardians to be contacted in an emergency and to whom the child can be released. The second phone number column can be left blank. (If more individuals, attach additional sheets.)					
1.	()	()			
2.	()	()			
3.	()	()			
Release of Child Only: List all individuals, other than the parents/legal guardians, to whom the child may be released. (If more individuals, attach additional sheets.)					
1.	()	2.	()		
3.	()	4.	()		

I give permission to _____, licensed by the Department of Human Services (Provider's Name)	
to secure emergency medical and/or emergency surgical treatment for the above named minor child while in care.	
Signature of Parent or Guardian	Date Signed

Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials	Date Card Reviewed	Parent or Legal Guardian Initials

Department of Human Services (DHS) will not discriminate against any individual or group because of race, religion, age, national origin, color, height, weight, marital status, sex, sexual orientation, gender identity or expression, political beliefs or disability. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you are invited to make your needs known to a DHS office in your area.

AUTHORITY: 1973 PA 116
COMPLETION: Required
PENALTY: Rule Violation Citation.

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**On B.A.S.E.
(Before & After School Enrichment)
at Triumph Academy
Parent's Statement of Child's Health**

I, _____ certify that my child:
(Parent's Name)

(Printed Name of Child)

(Date of Birth)

(Printed Name of Child)

(Date of Birth)

(Printed Name of Child)

(Date of Birth)

(Printed Name of Child)

(Date of Birth)

is of **Good Health** and any activity restrictions are listed below.

Activity Restrictions:

Parent, Legal Guardian or Responsible Adult

(Signature)

(Printed Name)

(Relationship to Children)

PARENT NOTIFICATION OF THE LICENSING NOTEBOOK
Child Care Organizations Act, 1973 Public Act 116
Michigan Department of Human Services

All child care centers must maintain a licensing notebook which includes all licensing inspection reports, special investigation reports and all related corrective action plans (CAP). The notebook must include all reports issued and CAPs developed on and after May 27, 2010 until the license is closed.

- This center maintains a licensing notebook of all licensing inspection reports, special investigation reports and all related corrective action plans.
- The notebook will be available to parents for review during regular business hours.
- Licensing inspection and special investigation reports from at least the past two years are available on the Bureau of Children and Adult Licensing website at www.michigan.gov/michildcare.

I have read the above statement issued by _____
Name of Child Care Center

Child(ren)'s Name(s) _____

Parent Name _____

Parent Signature _____ Date _____

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