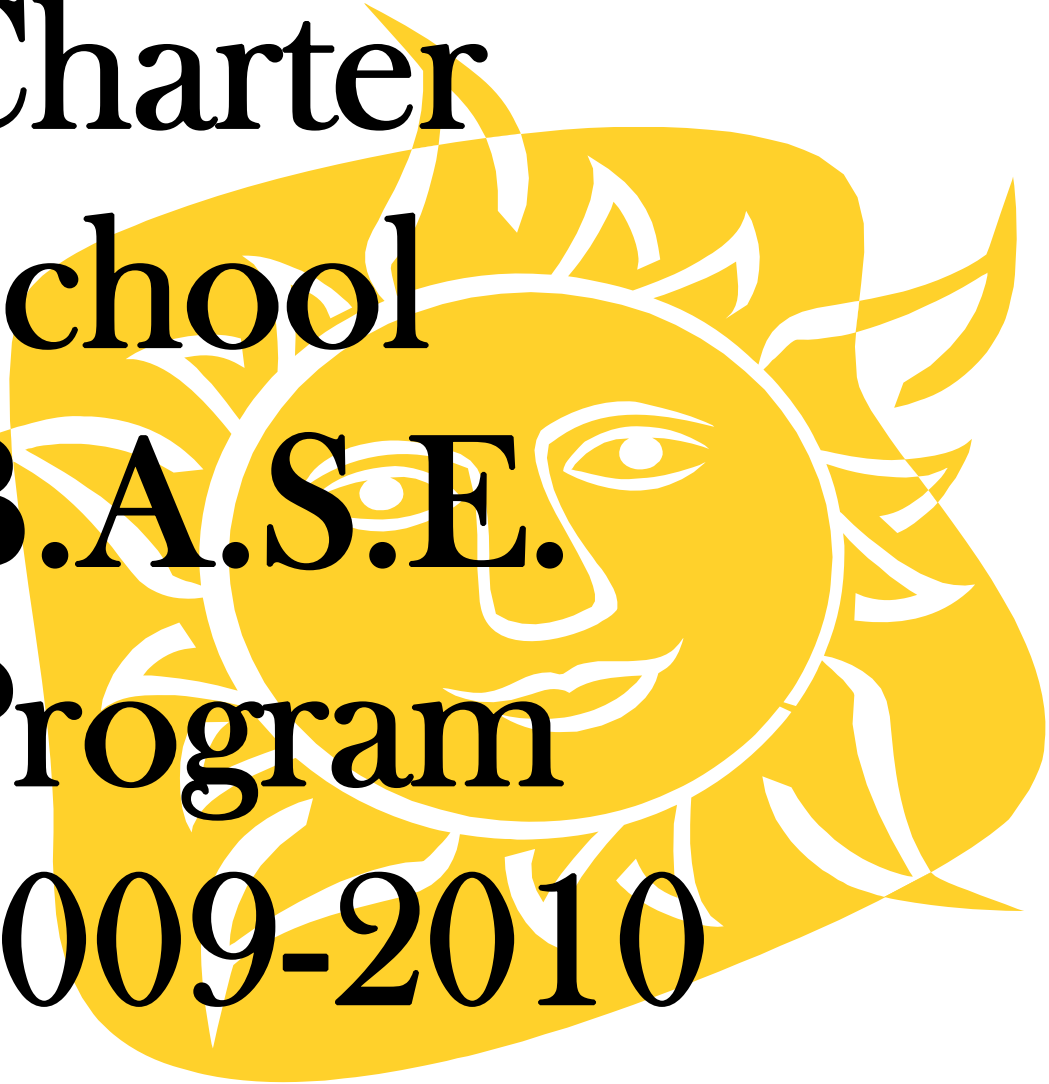


**Pinnacle
Charter
School
B.A.S.E.
Program
2009-2010
Parent Packet**



Welcome to the B.A.S.E. Program!

Welcome to the Pinnacle Charter School's Before and After School Enrichment Program-we call it B.A.S.E. for short, and we are very excited to be starting our fourth year at Pinnacle!

Please take the time to read over the information in this packet and keep it handy for your records. If you have a question or concern that is not addressed in this packet, please feel free to ask any of our staff members.

You might be wondering how our program differs from traditional 'daycare.' On top of providing a safe, fun atmosphere, one of our main goals is in helping your child to succeed in the Pinnacle's challenging curriculum.

The Pinnacle serves as a benchmark for many other charter schools, and has a high standard of excellence. Our program aims to help students meet those standards through homework assistance, educational arts and crafts projects, and field trips that are at once entertaining and educational. We work closely with the Pinnacle's teachers and administration to make sure students get the most, socially and academically, out of B.A.S.E.

We strive to provide excellent care for your children each and every day, and any questions, comments, or concerns are welcomed by any of our staff members.

Thank you,

B.A.S.E. Staff

IMPORTANT CONTACT INFORMATION

Pinnacle Charter School's B.A.S.E. Program
C/o Pinnacle Charter School
1001 W. 84th Ave.
Federal Heights, CO 80260

Child Care # 1519983
Tax ID # 84-1434734

- Pinnacle Main Office (303) 450-3985
- Pinnacle Fax (303) 255-6305
- Louis Salazar (303) 450-3985 x 157
- Glenn Gould (303) 435-1990
- Federal Heights Fire Dept. (303) 427-7209
- Federal Heights Police (303) 428-8538
- Tri County Health (303) 452-9547
- Colorado Dept. of Human Services (Childcare Division)
(303) 866-5948
- Adams County Department of Social Services (303) 412-5212

**Pinnacle Charter School B.A.S.E. Program
Parent Packet Table of Contents
2009-2010 school year**

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PINNACLE B.A.S.E. PROGRAM POLICIES AND PROCEDURES

Our Purpose and Philosophy:

To provide a safe, nurturing, educational atmosphere that enriches the academic, social, and physical development of each child in our program.

Ages and grades of children accepted in our program:

The Pinnacle B.A.S.E. Program accepts children 5-16 (Kindergarten-10th-11th grade)

Children with special needs:

The Pinnacle Charter School's B.A.S.E. Program will not discriminate against anyone with special needs. We will work with each family to meet the best interest of the children in our program on a case-by-case basis. We will be willing to make reasonable adjustments in our program to meet the needs of all of our children, their families and program employees. Please contact us before your child begins our program as to the nature of your child's needs. We will gladly work within the advised guidelines of the ADA or any ADA representative.

Pinnacle B.A.S.E. hours of operation (regular school day):

6:30am-8:30am and 3:30pm-6:00pm

Pinnacle B.A.S.E. hours of operation (summer camp/full days out):

6:30am-6:00pm

Scheduled Closures at B.A.S.E:

Monday May 25th

Friday, July 3rd

Monday, September 7th

Thursday, November 26th and Friday, November 27th

Thursday, December 24th and Friday, December 25th

Thursday, December 31st and Friday, January 1st

School Vacations:

The B.A.S.E. program will offer child care during The Pinnacle's spring, winter, and Thanksgiving breaks with the exception of the above dates.

Full Days Out:

The B.A.S.E. program will offer childcare on days the Pinnacle is closed with the exception of the dates listed above.

Visitors at B.A.S.E:

Visitors are welcome to our program. Visitors must first sign in at the front desk during school hours and obtain a visitors pass. Visitors must also sign the B.A.S.E. visitor log book

Release of children:

If your name is not on the emergency contact information or is listed as someone who may not pick up the child, you will not be permitted to do so without authorization from the parent/guardian. Security, the police and children's services will be contacted if any threat is detected during a child's pickup. Changes as to who may pick up a child must be made in writing and notification must be made to the Program Director.

REGISTRATION

Registration for the B.A.S.E. program:

A registration packet must be completed for each child attending the B.A.S.E. program. This information must be submitted before your child will be allowed to attend the program

A non-refundable registration fee of \$35 for each child is also required before attending the B.A.S.E. program. The registration fee will be reassessed to families wishing to reregister after a 60 day hiatus.

Refunds/Credits:

Refunds and credits will be granted in the case of a child's illness or family emergency that keeps a child away from the program for 5 consecutive days or more. **We are unable to pro-rate payments based on individual days.**

Programs offered at B.A.S.E:

The Pinnacle B.A.S.E. program offers several programs to meet the needs of our families.

Basic programs:

Before school only care: \$ 140/mo

After school only care: \$ 160/mo

Before and after school care: \$ 240/mo

'Plus' Programs: ('Plus' programs include childcare on days that children are not in school; teacher in-service, holidays, etc.)

Before Plus care: \$ 200/mo
After Plus care \$ 220/mo
Before and After Plus care \$ 300/mo

Drop-in Fees:

School day: \$ 20/day
Full Day Out: \$ 30/day

Summer Camp Fees:

\$130/week
\$70/week if your child attends summer school.
\$30/day drop-in

Billing:

All programs (excluding drop-ins) are paid monthly, and fees are due by the 5th of each month. Payments made after the 5th of the month will incur a \$10 late fee, with an additional \$20 Late fee after 30 days and 20\$ for each 30 days of late payment thereafter. If fees have not been paid in full by the 10th of the month childcare will be discontinued.

All returned checks will be sent to check Care Systems .

Accounts will be credited or prorated in the following cases:

-a doctor's note stating that the ill health of a child will prevent him/her from attending the program for five or more consecutive days.

-withdrawal from the Pinnacle Charter School.

-a family emergency requiring an absence of five or more consecutive days.

Accounts will not be credited based on a student's suspension or expulsion from the Pinnacle Charter School.

Childcare assistance may be obtained through the state of Colorado. Contact (303) 866-5700, or www.cdhs.state.co.us/childcare/ for more information.

Monthly receipts/tax receipts:

Receipts for childcare will be filed in folders located by the sign-in sheet. Tax information will also be provided in January. Should you discontinue childcare before January, your tax receipt will be mailed to you.

HEALTH INFORMATION

Medication administration at B.A.S.E.:

The state of Colorado has very strict guidelines that must be followed regarding the dispensing of medication to children.

Medication must be placed in the original container and properly labeled with the prescription number, name of pharmacy, patient's name, doctor's name, route and dosage clearly marked. The amount of any controlled substance submitted to the B.A.S.E. program will be recorded by a B.A.S.E. staff member in your presence.

Medication will not be given until all paperwork has been completed and submitted to the B.A.S.E. program. If you have questions about the submission of paperwork regarding medication please contact the Program Director.

Children who carry and self administer asthma inhalers must notify a B.A.S.E. staff member when a dose is taken while at B.A.S.E.

The medication administration practices of the Pinnacle Charter School's B.A.S.E. program are designed to comply with the guidelines set forth in C.R.S. 12-38-101 and C.R.S. 12-38-132.

Immunization Records:

The state of Colorado requires that accurate immunization records be kept for each child in our program. Since we are part of the Pinnacle, it is sufficient to have these records kept in the school's nursing office. If these records have not been provided to the school or B.A.S.E. program, childcare will be discontinued.

Notification of illness or injury:

At no time while at the B.A.S.E. program or on a B.A.S.E. field trip will children be without their contact information. In the event of a minor injury (cuts, bruises, etc.) first aid will be given, an incident report detailing the injury will be completed, and if necessary a parent/guardian may be notified.

You will be contacted, and an incident report will be filled out when an injury to your child's head occurs **no matter how minor or severe the incident appears to be.**

In the event of a major illness or injury your child(ren) will be sent to a local hospital; The parent/guardian will be notified immediately after rescue units have been contacted. When signing up for the B.A.S.E. program, it is imperative you provide accurate healthcare/insurance information in the registration packet that we can provide for admission to a hospital if necessary. By signing your child up for the B.A.S.E. program

you accept our policy regarding emergency medical care of your child(ren) with no legal reprisals based on our judgment.

We ask that you do not send your child to the B.A.S.E. program, and they may be sent home if they exhibit any of the following:

- Temperatures of 100 degrees or higher**
- Vomiting or diarrhea**
- Uncontrollable or persistent cough**
- Appearance or complaint of acute illness or severe pain**
- Communicable diseases that have not been treated with antibiotics for at least 24 hours (serious communicable disease will be reported to the Colorado Department of Health).**
- Head lice**
- Any behavior that compromises safety in any way.**

Sunscreen:

Any time children will be outside for an extended period of time, sunscreen will be provided. If you do not wish for your child to use the sunscreen provided by the B.A.S.E. program, you must provide sunscreen for your child. Staff members will supervise the application of sunscreen, and aid the child in applying sunscreen to their back **only**.

Allergies:

Please indicate any allergies your child may have currently, or had in the past related to food, medication, the outdoors etc. Providing this information helps our staff care for your child to the best of our ability.

ACCIDENTS AND EMERGENCIES

Emergencies/Emergency Preparedness:

In the event of an emergency (fire, tornado, etc.) you will be notified by phone of the situation in alphabetical order (by last name) as soon as it is safe to do so. Emergency contacts will be called if contact can not be made with a parent/guardian.

Our staff receives a minimum of 9 clock hours of training each year regarding child care and child development, as well as CPR and First Aid training. Fire and Tornado drills are held periodically. Our medication delegation is handled through Pediatric Nurse Consultants.

Location of Children:

All B.A.S.E. children are supervised at all times. The ratio of staff to children mandated by the state is 15:1. We strive to exceed the state's requirements whenever possible. Attendance is taken daily, and head counts are conducted in fifteen minute intervals. Children are always accompanied to the restroom when it is not located on school grounds.

Should a child become missing, a search will begin immediately. A child's parent/guardian as well as local authorities will be contacted if necessary.

Inclement weather:

The Pinnacle follows Adams 12 guidelines regarding the closing of school due to snow. If The Pinnacle is closed due to a snowstorm, the B.A.S.E. program will also be closed.

Reporting of Child Abuse:

The Pinnacle Charter School's B.A.S.E. program is a state licensed child care facility. We are required to follow the guidelines set forth by the state of Colorado when dealing with suspicion of child abuse.

The Adams County Department of Social Services will be immediately contacted regarding suspicions of child abuse or neglect.

If you believe your child has been abused you are also encouraged to contact Social Services.

**Adams County Social Services
7401 N. Broadway
Denver, CO 80221
(303) 412-5212**

DROP OFF/PICK UP OF CHILDREN

Check-in/out Procedures:

The responsible party **MUST** sign in and out each day. Children may not check themselves into the B.A.S.E. program. The state of Colorado requires us to keep records of parents/guardians signing their children in and out for a minimum of 3 years, and it is vital that our records are accurate. **The B.A.S.E. program is not liable for children who are not signed in to the program.**

Late arrival to B.A.S.E.:

On days that field trips are taken by the B.A.S.E. program, a schedule will be made available at least a week in advance. It is the parent's responsibility to make sure that their child(ren) arrive at the B.A.S.E. program before the bus departs. If practical, a parent may also choose to bring a child to the day's venue after the B.A.S.E. program's arrival.

Late pickup:

The B.A.S.E. program closes at 6:00pm. Parents/guardians arriving after 6:00pm will be assessed a late fee of \$1 per minute. This fee is non-negotiable and is meant to discourage habitual tardiness.

If the Program Director has not been notified of any extenuating circumstances, a B.A.S.E. staff member will begin trying to contact parents/guardians at 6:10pm. If contact with parents/guardians can not be made, a staff member will attempt to make contact with the emergency contacts listed on the child's registration information.

If by 7:00pm a B.A.S.E. staff member has not been able to arrange responsible transport for the child, the Federal Heights Police and CDHS will be contacted.

A B.A.S.E. staff member will not abandon your child(ren) before responsible transport has been arranged.

PROGRAM SPECIFICS

Activities:

The B.A.S.E. program strives to provide activities and events that are both fun and aid in the development of children academically, physically and socially. During the school year a 'Week at a glance' schedule will be made available detailing the activities and snack that will be provided that week. Summer field trips and activities schedules will follow a similar format. You will be provided with the times of arrival and departure and addresses of any field trips taken by the B.A.S.E. program.

If you would like to volunteer to be a chaperone on a B.A.S.E. field trip, you must fill out the Pinnacle's volunteer form, and a background check will be conducted before you will be permitted to go on any excursion.

Personal belongings and money:

The B.A.S.E. program follows school guidelines regarding children's personal belongings and money. The B.A.S.E. program will not be responsible for children's personal articles that have been lost, damaged or stolen. The B.A.S.E. program keeps a lost and found; if your child is missing an item you are encouraged to check there. If your child brings money to a scheduled activity, that money is the sole responsibility of the child. **Cell phones are not allowed at the B.A.S.E. program.** If your child(ren) need to contact you, there is a B.A.S.E. cell phone on the floor at all times.

Meals and Snacks:

The B.A.S.E. program will provide a snack every day at approximately 4:00pm. On days when it is necessary for your child to bring a lunch (full days out, summer camp days etc.), please provide your child with a **non-microwaveable** sack lunch. The B.A.S.E. program can not afford to reduce our staff to child ratio in order to microwave meals for children. Occasionally lunch will be provided; these dates and times will be posted at least a week in advance.

Discipline:

The safety of children at B.A.S.E. is of utmost importance. A child who interferes with the quality of care provided by the B.A.S.E. program, the safety of other children, or him/herself will be subject to disciplinary action.

Discipline at the B.A.S.E. program takes the form of:

-Positive reinforcement

-Verbal warnings

-Time out (not to exceed one minute for each year of age)

-‘Cool down’ time (child is removed from situation and given another specific activity to focus on such as coloring, drawing, writing a letter/drawing a picture concerning the incident etc.)

If deemed necessary by the Program Director or staff member involved in disciplining a child, a parent communication form may be sent home, a parent may be called at home or at work, or a conference may be scheduled with the Program Director to discuss a child's behavior.

Severe or habitual behavioral issues may result in:

-a behavior contract to be determined by the child, parent/guardian, and program director.

-suspension from the B.A.S.E. program.

-discontinuation of childcare.

Transportation:

The B.A.S.E. program uses the Pinnacle Charter School's transportation department for any field trips. All Pinnacle bus drivers are CDL certified and all busses are CDE certified. Use of any other entity for the transportation of children is highly unlikely and parents will be notified if any other transportation will be used.

Video viewing:

Occasionally 'G' and 'PG' rated videos will be shown at the B.A.S.E. program. The title of any 'PG' rated video will be posted at least one week in advance. If you object to your child(ren) viewing a video at the B.A.S.E. program, please make your concern known to a B.A.S.E. staff member.

Lost and Found:

If an item belonging to your child should become missing, the B.A.S.E. program keeps a lost and found. The items in the lost and found are taken to the Pinnacle's large lost and found receptacle after a period of one week. During the summer months, the lost and found is donated to charity after one week.



Before and After School Enrichment Application for Enrollment

- CHILD'S FIRST AND LAST NAME _____
- BIRTH DATE _____ AGE _____
- (CIRCLE ONE) MALE / FEMALE GRADE _____ TEACHER (N/A FOR SUMMER) _____
- ADDRESS _____ CITY _____ STATE _____ ZIP _____

- **MOTHER'S /GUARDIAN'S** FIRST AND LAST NAME _____
- ADDRESS (IF DIFF. THAN CHILD'S) _____ CITY _____ STATE _____ ZIP _____
- ANY SPECIAL INSTRUCTIONS FOR CONTACTING YOU? _____
- EMPLOYERS NAME AND ADDRESS (MOTHER'S/GUARDIAN'S) _____
- HOME PHONE (____) _____ WORK PHONE (____) _____ CELL /PAGER (____) _____

- **FATHER'S /GUARDIAN'S** FIRST AND LAST NAME _____
- ADDRESS (IF DIFF. THAN CHILD'S) _____ CITY _____ STATE _____ ZIP _____
- ANY SPECIAL INSTRUCTIONS FOR CONTACTING YOU? _____
- EMPLOYERS NAME AND ADDRESS (FATHER'S/GUARDIAN'S) _____
- HOME PHONE (____) _____ WORK PHONE (____) _____ CELL /PAGER (____) _____

- PERSON(S) RESPONSIBLE FOR CHILDCARE PAYMENTS _____

- EMERGENCY CONTACTS:
 - NAME(S) _____ RELATIONSHIP _____
 - ADDRESS _____ CITY _____ STATE _____ ZIP _____
 - HOME PHONE (____) _____ WORK PHONE (____) _____ CELL /PAGER (____) _____

- AUTHORIZED PEOPLE WHO **MAY** SIGN FOR THIS CHILD:
 1. NAME(S) _____ PHONE #1 (____) _____ PHONE #2 (____) _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
 2. NAME(S) _____ PHONE #1 (____) _____ PHONE #2 (____) _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
 3. NAME(S) _____ PHONE #1 (____) _____ PHONE #2 (____) _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
 4. NAME(S) _____ PHONE #1 (____) _____ PHONE #2 (____) _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____

Information required by law:

- Family Doctor _____ Address _____ Phone _____
- Child's Dentist _____ Address _____ Phone _____
- Hospital _____ Address _____ Phone _____
- Insurance (HMO, PPO ETC.) _____ Policy # _____

Health Record (Please check any that apply giving approximate dates)

Ear Infection (_____) Asthma (_____) Convulsions (_____)

 Hay Fever (_____) Penicillin (_____) Food Allergies (_____)

 Rheumatic Fever (_____) Insect Stings (_____) Ivy (_____)

 Other Drugs _____

Please list all surgeries, illnesses, Accidents, Chronic or Handicapping problems, Behavior Considerations Etc. _____

Any special behavioral or special considerations **Yes No**

If yes please explain _____

Immunization attached **Yes No**

Parent/Guardian Authorization for Pinnacle B.A.S.E. Care & Related Programs

The aforementioned health history is correct, and I understand that no medication will be administered unless the "Parent/Guardian Request for Giving Medicine and Release Agreement" is completed and signed by the Parent Guardian & the Child's Physician.

The person described heir in has my permission to participate and engage in all child care activities (which may include but are not limited to Swimming, Gymnastics, Roller or Ice Skating, Walking/Running, Transportation) except as otherwise noted _____

I have read and agreed to the rules, guidelines, procedures & policies described in the parent information materials.

I understand that the Pinnacle Charter School's B.A.S.E. program has supervisory control over its staff during Pinnacle Charter School's B.A.S.E. sanctioned programs and or events. Any other Time is the sole responsibility of the Parent/Guardian. I understand the fee structure for the Pinnacle Charter School's B.A.S.E. program, and will pay according to the prescribed payment plan.

I give permission to the Pinnacle Charter School's B.A.S.E. program, without obligation to me, to use any photographs, film footage or audio footage which may include my child's image or voice for purpose of promoting or interpreting The Pinnacle Charter School and its B.A.S.E. program. In the event that I cannot be reached in an emergency, I hereby give permission to the physician selected by the Pinnacle Charter School and its B.A.S.E. program to secure treatment, Hospitalize and other injections, anesthesia or surgery for my child at my expense. The terms heir in shall serve as the Parent/Guardian authorization release, and assumption of risks for claims arising from incidents surrounding child care programs for my child, myself, my spouse, my heirs, estate, administration, assignees and all other members of my family.

By signing below, you are stating that you have read and comprehend the aforementioned information and understand that the Director/Coordinator has the right to deny service or entry into B.A.S.E. if you or your child are determined a risk to the school or the B.A.S.E program in any way.

Signature of Parent or Guardian _____ Date _____

Please List the program you are interested in _____

(Please Note: **Child may not start program until Coordinator/Director approves application**)

You will be notified if there is any question about your information provided or if childcare is not approved.

Pinnacle Charter School B.A.S.E. Program Policies and Procedures Agreement
Please initial the following:

PAYMENT AGREEMENT:

_____ I understand that by registering my child(ren) for the B.A.S.E. program, I am agreeing to abide by the policies and procedures contained in the parent packet.

_____ I understand that payment is due on the first of each month. If payment is not received by the fifth of each month, my account will incur a \$10.00 late fee, with an additional 20.00 late fee after 30 days and 20.00 for each 30 days of late payment thereafter. If my account has not been paid in full by the tenth of each month childcare will be discontinued.

_____ I understand that if arrangements have been made for childcare to be paid for by a childcare assistance program, I am still ultimately responsible for my child's tuition being paid.

_____ I understand that legal action will be taken on all delinquent accounts and that I will be responsible for any and all collection and legal fees incurred.

_____ I understand that the B.A.S.E. program reserves the right to discontinue childcare based on delinquent account status, or a child's excessive behavior issues.

_____ I understand that I am paying monthly for childcare. Changes of enrollment program may only be made on a monthly basis.

POLICIES AND PROCEDURES:

_____ I have read and understand the parent packet and am familiar with its policies and procedures.

_____ I understand that my child may not enter the B.A.S.E. program prior to its 6:30am opening.

_____ I understand that if my child is not picked up by 6:00pm there will be a late fee of \$1 per minute per child. Habitual tardiness may lead to discontinuation of childcare.

_____ I understand that the B.A.S.E. program is not responsible for the personal property of my child(ren).

_____ I understand that the Pinnacle follows Adams 12 schools regarding school closures. Further, I understand that if the Pinnacle is closed, so will the B.A.S.E. program be.

_____ I give my child permission to view videos the staff deem appropriate for my child with an MPAA rating of 'G' or 'PG'

_____ I give the B.A.S.E. program permission to take my child(ren) on field trips away from the program when appropriate notice has been given.

_____ I understand that my child will need a non-microwaveable lunch on full days out at the B.A.S.E. program unless otherwise noted.

_____ I give permission for my child to participate in activities at the B.A.S.E. program. If there is an activity I do not want my child to participate in I will let a staff member know and another activity will be provided to my child.

_____ I give permission for B.A.S.E. staff to give B.A.S.E. approved sunscreen to my child.

Print parent/guardian name

_____/_____/_____
Signature/date