



Bay Base Parent Handbook

Updated July 2023

Welcome to the Bay Base Program!!

We look forward to serving you and your child (ren) by providing supervised and organized enrichment and recreational experiences in a safe and positive environment.

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BAY BASE AFTER SCHOOL PROGRAM

Bay Base is an enrichment program based in school facilities which provides organized and supervised activities for elementary school students after school, on in-service training days, some holidays, and school vacation days.

AFTER SCHOOL PARTICIPATION

Any elementary school student, grades Pre-K 4* through fifth grade may participate. Students must be toilet trained and able to function in a group setting without additional individual supervision in order to attend Bay Base. *Pre-K 4 means, 4 years old on or before September 1 of the current school year.

AFTER SCHOOL HOURS

The hours are, from the end of the school day until 5:45 PM., Monday through Friday. On specified in-service days, school holidays, and summer, the program is open from 6:30 AM until 5:30 PM. For in-service and school holidays, students must pre-register at their home site in order to attend.

AFTER SCHOOL LOCATIONS

A Gary Walsingham	Deane Bozeman	Lynn Haven	Patronis	West Bay
Breakfast Point	Deer Point	M. Cherry Street	Southport	
Callaway	H. Beach	Northside	Tommy Smith	
Cedar Grove	Hiland Park	Parker	Tyndall	

FEEDER SITES

Lucille Moore students are bused to Northside.

Waller students are bused to Tommy Smith.

Students are transported from feeder sites to the Bay Base sites by school bus. Space on the bus is not guaranteed and acceptance into the program is based on program availability and the available space on the bus.

St. Andrew students are bused to their home school Bay Base site. St. Andrew parents/guardians must arrange bus transportation with the Bay District Schools transportation department.

SUMMER BAY BASE

Summer Bay Base is a full time, full day program for elementary students, with planned and structured activities including classes in arts and crafts, sports, science and some field trips just for fun. Breakfast and lunch will be provided. Students may bring afternoon snacks if desired.

SUMMER PARTICIPATION

Any elementary school student just completing Pre-K 4* through fifth grade may participate. Students must be toilet trained and able to function in a group setting without additional individual supervision in order to attend Bay Base. Enrollment is limited; so register early.

*Pre-K 4 means, 4 years old on or before September 1 of the-school year that just ended.

SUMMER HOURS

The Bay Base summer program operates from 6:30 AM until 5:30 PM, Monday through Friday.

SUMMER LOCATIONS

Bay Base usually operates between four or six sites in the summer, based on staffing. These sites may change each summer. Parents/guardians may select the Bay Base site they would like for their child (ren) to attend as long as there is space available. If the preferred site has been filled, an alternate one may be selected based on availability.

ACTIVITIES OFFERED

The following daily activities are offered under the supervision of trained personnel:

Homework and quiet time	Specific planned activities and field trips
Arts and Crafts	Free time
Snack time	Computer Lab
Indoor/Outdoor games	

SCHOOLCARE WORKS/DAYCARE WORKS

SchoolCare Works/DayCare Works is an online system developed to maintain parent and child information, charges and payments, attendance, etc. for our Bay Base families. With this system, parents can access their account with the username and password that was set up on the registration application. On the parent account you can update your information, pay online, enroll in auto-pay, print tax statements, and check attendance.

REGISTRATION

During designated times, Bay Base registration will be made available. You must have a completed and approved online registration form to participate. Bay Base only provides full time services (3 or more days per week). If your child is registered, you will pay the full weekly rate whether (s)he attends one day or the full week. If Bay Base offers services three or more days in one week, you will be required to pay the full weekly rate.

HEALTH INSURANCE

Health insurance is required for Bay Base participation. The name of your insurance provider is required. If your child does not have insurance, you may purchase school insurance. School insurance forms are available online at www.schoolinsuranceonline.com.

COST

There is a \$30.00 **non-refundable** registration fee per child.

\$60.00 per week for the first child

\$40.00 per week for each additional child

SUMMER RATES

There is a \$35.00 non-refundable registration fee per child.

\$90.00 per week for the first child

\$65.00 per week each additional child

EARLY LEARNING COALITION (ELC)

Bay District Schools Bay Base program does not accept Early Learning Coalition (ELC) services.

FEE PAYMENT PROCEDURE

Payment for the upcoming week must be paid Monday or Tuesday. In case of absence, payments must be made at the site on the day of return. A late fee may be assessed if the full amount due is not paid by the due date.

Payments can be made in the form of cash, checks,, money order or through our online payment system. When paying in cash, the Parent/Guardian is required to sign or initial the Bay Base receipt indicating the amount of cash being paid. Although exact change is not a requirement, it is appreciated. When writing a check, include your driver's license number. Over the counter or temporary checks will not be accepted. Payments are also accepted online using a credit or debit card through your School Care Works/DayCare Works portal (see page 11 for link). Late fees may not be waived due to online payment issues.

Your child (ren) may be withdrawn from the program when fees are delinquent for two (2) weeks. Fees are considered delinquent when two (2) consecutive payments have been missed. Any student withdrawn from the program may be required to pay another registration fee.

AUTO-PAY

You will have the option to enroll in auto-pay through School Care Works portal. Funds will be drafted automatically on Tuesday of each week. **If you choose to save your card to the School Care Works portal, you are enrolling in auto-pay.**

LATE FEES

Late fees will be charged weekly on Wednesday. Anyone with a balance greater than (0) zero on their ledger will be charged a \$10.00 late fee at this time. Only one late fee will be waived by the Bay Base site manager per family per school year.

RETURNED CHECKS

Returned checks will be turned over to "Safe-Chek" for collection. Safe-Chek policies include:

- Minimum \$25.00 fee added
- Checks will be electronically redeposited without further notification
- Recovery fees are assessed and debited from bank account

If you have any questions about a returned check please call 1-800-388-2174 or visit www.paycbs.com. Bay Base will make every attempt to assist Safe-Chek in the collection of all returned checks.

INCOME TAX INFORMATION

As of January 1, 2018, Bay Base will no longer provide tax information. Parents may access this information online through their School Care Works/DayCare Works parent account or by maintaining their receipts. **The tax ID number is 59-6000511.** Use Bay District Schools as the child care provider with 1311 Balboa Avenue Panama City, Florida 32401 as the address.

CLOSURES

If Bay Base is open three or more days in one week, you will be required to pay the full weekly rate. If a holiday falls on a weekend, it may be observed on the Friday before or the Monday after. Signage will be posted at each Bay Base site in the event of a closure for a holiday.

Labor Day	Christmas Day	Independence Day
Veteran's Day	New Year's Day	
Thanksgiving	Martin Luther King Day	
Christmas Eve	Memorial Day	

TRANSITION DAYS

Bay Base is closed several days before and after the school year program. Signage will be posted notifying parents of these dates.

DISTRICT OFFICE CLOSURES

The district office is closed approximately 4 weeks per year: two weeks at Christmas, Spring Break and one week in conjunction with the 4th of July week. During these weeks, Bay Base is still operating, with the exception of Christmas Eve, Christmas Day, New Year's Day, and the 4th of July. The district office is also closed every Friday during the summer months.

CLUSTER SITES

Bay Base is open for full day programs and most of the in-service and holidays that school is closed for. We call these days Cluster Site Days. Because the number of children that attend on one of these holidays or in-service days is much lower than the number of children that attend our afterschool program, we reduce the number of open sites during these days. In the weeks leading up to the holidays or in-service days, information will be posted and provided to parents/guardians regarding registration for these days as well as which sites are open. You may select any site that has availability for your child/ren to attend. Attendance for cluster site days is optional, but if a child (ren) is signed up to attend, the fee (if applicable) for the day/week may be charged. Meals will not be provided to cluster sites during cluster site days. Students must bring their own lunches, snacks and drinks.

PAYMENT FOR CLUSTER SITES

Payments for Thanksgiving, Christmas, and Spring holidays will be assessed at the full day rate. During Thanksgiving, Christmas and Spring Break, full time students may attend on a day by day basis provided they sign up for specific days during the sign-up period. Payment for these days will be due in advance. If you sign up to attend during one of these clusters and your child does not attend, you will be charged 50% of the designated fee.

HOLIDAY & IN-SERVICE DAY RATES

The fees for Cluster Site Days will be at the summer rate. \$90 per week for the first child in the family and \$65.00 per week for each additional child in the family. Full time students may attend on a day by day basis during Cluster Sites Days, provided they sign up for specific days during the sign-up period. The fee for specific days is \$30.00 per child per day

FIELD TRIPS

The cost of all special events/field trips is included in the weekly fee. ALL students who participate in field trips must be transported to and from the activity as part of the group. **Child (ren) cannot be dropped off or picked up from the field trip site, unless prior approval has been given from the Bay Base site manager or Bay Base Coordinator. For safety reasons this request can be denied. ALL students will be required to have a "Student Emergency Information Card" form on file prior to participating in field trips. Field trip privileges may be revoked due to poor behavior at any time.**

All field trips are published in advance. Bay Base staff will be supervising field trips, so there will not be an organized program available during field trip times.

WATER DAYS

Certain days will be designated as "water days". Children will be allowed to wear bathing suits and flip flops on water days; however, they will need to bring a change of clothes, a towel and a labeled plastic bag for wet clothing. Water day privileges may be revoked due to poor behavior at any time.

ATTENDANCE PROCEDURES

Attendance will be taken daily by a staff member. **Children are not our responsibility until they are checked in by a staff member.** Students checked out from school before the end of the day for an appointment **may not** be dropped off at Bay Base after school unless the staff is notified in advance. **Any student who does not attend school or is checked out due to sickness, head lice or any infectious disease MAY NOT attend Bay Base that day.** **Students sent home, suspended or expelled from school may not attend Bay Base.** Students absent five (5) consecutive days without notification may be withdrawn from the program.

PICK-UP PROCEDURES

Bay Base uses the BDS Parent Portal contact list as your contact/pick up list. When you enroll your child(ren) in the Bay Base program, you will list the names of all persons authorized to provide pick-up services on your BDS parent portal. This is the same list that is used for the school day. Parents/guardians should list many contacts to cover any emergency that may arise.

Authorized persons are required to sign the child(ren) out when picking them up and must be prepared to present their picture ID. The following procedures will be followed when picking a child up:

- Parents/Guardians/Authorized Persons **must come into the site** to sign the student out. **Children will be released by an authorized employee only to those persons listed on the Bay District Schools parent portal.** It is the parents'/guardians' responsibility to maintain current contact information.
- Should a situation occur in which a person does not have proper identification or is not listed in parent portal, the student **will remain** at the site until a Parent/Guardian/Authorized Person arrives.
- No child is to be taken from the Bay Base site without the knowledge of a staff member. Violation of the policy will result in dropping the child from participation in Bay Base.
- Bay Base students will not be permitted to sign themselves out and walk home.
- When a student is picked up from Bay Base, they will not be permitted to return the same day without approval from the Site Manager or the Coordinator.
- Parents are not allowed past the designated parent waiting area while waiting for their child (ren).

VACATION POLICY

Vacation fees are charged to hold a space if your child(ren) is absent for a full week. The fee is 50% of the weekly fee. A full week is defined as Monday-Friday.

While we no longer offer drop in status, in emergency situations the coordinator may approve a daily rate of \$20 per child per day in the school year and \$35 per child per day on a full day program or in the summer.

LATE PICK-UP FEE POLICY

Any parent/guardian picking up their child(ren) after the closing time will be charged a late fee of \$1.00 per minute per child, **due immediately.** The Bay Base site manager may, in extenuating circumstances, approve payment no later than the following day. If a child is picked up late by fifteen minutes or more **four (4) times (s)**he may be dismissed from the program. The school clock will be used for the official time. If a child remains in Bay Base after closing time, every attempt will be made to contact all individuals on the BDS parent portal. If contact is not established within 30 minutes, the police will be called.

OUTSIDE PROVIDERS

Outside providers may include agencies such as the Department of Children and Families Services, or one of the counseling agencies. Any agency wishing to have contact with students must have a "Memorandum of Understanding" with Bay District Schools. One exception to this rule is the **Department of Children and Families** may speak to and/or remove any child from Bay Base sites with proper identification and paperwork.

WEATHER ALERT INFORMATION

In times of inclement weather, parents/guardians should monitor all media coverage for school closures. If school closes, Bay Base closes. Should inclement weather arise during Bay Base hours, the program may need to close. If such a situation should occur, parents/guardians will be notified. **CHILDREN SHOULD BE PICKED UP IMMEDIATELY.**

HEALTH POLICY

If a child is sick, (s)he should not be at Bay Base. We will consider a child sick if (s)he exhibits any of the following symptoms: **(1)** fever of 100 degrees F or more, **(2)** vomiting, **(3)** diarrhea, **(4)** dizziness, **(5)** rash or “breaking out” (without parent explanation), or **(6)** complaint of severe aching of ear or tooth. We realize it is difficult for working parents/guardians to deal with sick children; however, we must consider all parents/guardians and children in order to maintain a healthy environment. Should a child soil his/her clothes and extra clothes have not been provided, the parent/guardian will be notified to bring additional clothing immediately and/or take the child home.

Students who do not attend or are checked out of school due to illness may not attend Bay Base.

FIRST AID/MEDICATION

No staff member is allowed to dispense medication to any student, even upon request from the parent/guardian, unless a permission to administer medication form is on file. The medication must be delivered **by an adult** to the Bay Base site manager in the original container and be kept in a locked cabinet. Trained staff members will be designated to dispense medication.

A complete record must be kept on the reverse side of the form indicating when medication is administered and by whom.

Staff members may clean scrapes, wounds, or scratches with soap and water ONLY. Use of alcohol or ointments/creams is prohibited.

SCHOOL BOARD POLICY 7.302 WILL BE FOLLOWED IF A CHILD BECOMES ILL OR INJURED ON A BAY BASE SITE. THIS INCLUDES THE NECESSITY OF:

1. Administering reasonable first aid
2. Notifying the parent/guardian or legal custodian of the student
3. Call 911 if neither parent or legal guardians, nor a responsible adult can be reached
4. Transportation guidelines in Section 6.302 of the School Board Policy shall be followed under non-emergency situations
5. Notifying the County Health Department immediately in the case of an animal bite.

Bay County School Board form BUS.0898.020 (Accident Report) will be filled out immediately by the Bay Base site manager and sent to the Bay Base District Office.

REQUIRED FORMS

Each Bay Base student is required to have a current “Print/Digital Likeness” form and an original signed “Student Emergency Information Card” form on file in order to participate. Due to their importance, failure to return these forms in a timely manner to the site manager may result in dismissal from the program.

HEAD LICE AND NITS/INFECTIOUS DISEASES

Bay District School Board Policy 7.302 states:

“The following circumstances require exclusion from school: a. Live Head Lice. Any student with live head lice shall be temporarily excluded from attending school. Students with live head lice may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice. b. Nits at the base of the hair follicle. Any student with nits at the base of the hair follicle will be temporarily excluded from school. Students with nits at the base of the hair follicle may not participate in school sponsored activities, or ride the school bus until the student has received treatment for head lice.

To be readmitted to school, the student must be free of head lice and nits at the base of the hair follicle. When returning to school, the student must be checked by the school nurse or designee. The Parent must be present. The student may remain at school only if they are found to be free of head lice and nits at the base of the hair follicle. Final readmission decisions shall be made at the principal’s discretion.

If the student is found to still have head lice or nits at the base of the hair follicle, the school nurse or designee shall contact the student’s parent to discuss continued treatment.

The school principal or his/her designee shall investigate the absence of a student who is absent from school in excess of three days because of head lice or nits at the base of the hair follicle.”

Students sent home from school due to head lice may not attend Bay Base until cleared by the school front office.

Parents/guardians are required to pick their child(ren) up immediately when notified that their child(ren) are infested with head lice or any infectious disease such as scabies, measles, chicken pox, pink eye, etc.

Should a parent/guardian repeatedly fail to pick up a child after being notified of sickness, head lice, or any other infectious disease, a Bay Base site manager has the authority to inform the parent/guardian that their child may no longer attend Bay Base. The health and safety of all Bay Base students must be taken into consideration.

ACCIDENT REPORTS

Accident Reports will be provided upon request. They can be available for pick up in 24 to 48 hours.

PERSONAL ITEMS

The use of electronic devices is prohibited at Bay Base. Students may bring toys only on days specified by Bay Base staff. Bay Base should encourage parents/guardians to label toys when possible. Bay Base staff will not be responsible for lost, stolen, or broken toys, personal items. During the full day and summer programs students may bring: hats/caps, sunglasses, sunscreen, afternoon snacks, and water bottles to school. Please ensure they have been labeled. **For safety reasons, we ask that students wear closed toed shoes.**

DISMISSAL

Bay Base is an after school service offered outside the educational day. Your child (ren) may be dismissed from the Bay Base program for non-payment, unacceptable behavior, late pick-up or extended absence without notification. He/she may also be dismissed should a parent/guardian violate the civility policy, or repeatedly fail to pick-up a child after being notified of soiled clothes, sickness, head lice or infectious disease.

CIVIL CONDUCT

“Bay District Schools staff will treat parents, students and other members of the public with respect and expect the same in return. The District must keep school and administrative offices free from disruptions and prevent unauthorized persons from entering school/district grounds. Florida law provides a criminal penalty for persons who, without legitimate reasons, enter a school campus or facility and create a disturbance or refuse to leave when directed to do so by the principal or person in charge. Accordingly, this policy promotes mutual respect, civility and orderly conduct among district employees, parents, students and the public. The District does not intend this policy to deprive any person of his or her right to freedom of expression. Rather, the district seeks to maintain, to extent possible and reasonable, a safe, harassment-free work-place for our students and staff. In the interest of presenting teachers and other employees as positive role models, we encourage positive communication and discourage volatile, hostile, or aggressive actions. The District seeks public cooperation with this endeavor.”

The entire Civil Conduct policy with Bay District Schools can be found in School Board Policy 2.115.

RECORD PHOTOCOPYING COST

Photocopying of any record will be performed upon request of person with a right to the record based on the charges as listed in School Board Policy 7.301.

BULLYING

“Bullying includes cyberbullying and means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual’s school performance or participation; and may involve but is not limited to:

1. Teasing
2. Social Exclusion
3. Threat
4. Intimidation
5. Stalking
6. Physical violence
7. Theft
8. Sexual, religious, or racial harassment
9. Public or private humiliation
10. Destruction of property

This definition is inclusive of, but not limited to, behaviors which are motivated by the victim’s sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socioeconomic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background, or any such traits the harasser attributes to the victim based upon the harasser’s perception of the victim.”

The entire Bullying policy with Bay District Schools can be found in School Board Policy 7.207.

PERMISSION FORM

Please complete a permission form for your child to attend extra-curricular activities away from Bay Base. The permission form can be obtained from the Bay Base site manager. This form may be used for Girls on the Run, music practice or helping a homeroom teacher.

CUSTODY/DIVORCE ISSUES

Fees for Bay Base services are assigned to students, not parents/guardians. Bay Base will not be involved in payment arrangements due to divorce/custody issues. Therefore, parents/guardians must make payment arrangements between themselves.

MANDATORY REPORTING

All Bay District Schools employees are mandatory reporters of suspected or actual child abuse or neglect.

IMPORTANT POINTS TO REMEMBER

1. Bay Base adheres to Bay District Schools Policy, as well as Bay Base Policy.
2. Parents/guardians are not allowed to interact with children other than their own.
3. Remind your child(ren) to check in with Bay Base staff as soon as (s)he arrives each day. During full day programs parents/guardians **must walk their children into the site.**
4. If Bay Base offers services three or more days in one week, you will be required to pay the full weekly rate.
5. Payment for the upcoming week must be paid on Monday or Tuesday.
6. A \$10.00 late fee will be added on Wednesday to any ledger with a balance greater than (0) zero.
7. A \$1.00 per minute per child late pick-up fee will be charged if your child is picked up after closing time. The school clock will be used for the official time.
8. Remind your child(ren) to be responsible for items brought to Bay Base.
9. Notify the Bay Base site manager if your Bay Base student will be absent. After five (5) school days without notification, your child(ren) may be withdrawn from the program.
10. Notify the Bay Base site manager if you plan to withdraw your child from the Bay Base program.
11. Staff members are at the site to supervise and work with the children. They cannot participate in parent conferences or personal conversations during program hours. If you wish to speak with the Bay Base site manager please call between the hours of 10:00 am and 1:00 pm.

BAY BASE DISCIPLINARY POLICY

PROGRAM GUIDELINES/RULES:

The following behaviors are expected at all times:

- Children must remain with the Bay Base staff
- Staff members are to be obeyed
- Good sportsmanship and fair play will be displayed
- Respectful interactions with staff and students

The following behaviors will not be tolerated at any time:

- Defacing or abusing school property
- Foul and abusive language
- Fighting or any physical aggression towards other students or Bay Base staff
- Having possession of dangerous items of any type on school property
- Leaving assigned space without permission

Parent Alerts and Discipline Reports will be given for NOT following the rules listed above.

Prior to issuing a Parent Alert or Discipline Report children may be given warnings and/or placed in Time Out. **Severity of the infraction determines the type of report issued. Certain infractions will result in immediate suspension. The number of days suspended will be at the discretion of the Bay Base site manager and/or the Bay Base coordinator. The consequences depend on the severity of the incident. The site manager or coordinator can decide to increase or decrease the penalty depending on the severity of the incident.**

Discipline Reports and suspensions will be applicable for the current school year only (from the first day of school until the end of the summer), except in the case of a one year suspension. A one year suspension will be for one calendar year.

1ST TIME DISCIPLINE REPORT IS ISSUED

- Discipline report is signed by parent/guardian.

2ND TIME DISCIPLINE REPORT IS ISSUED

- Discipline report is signed by parent/guardian. **Child may be suspended for one Bay Base day.**

3RD TIME DISCIPLINE REPORT IS ISSUED

- Discipline report is signed by parent/guardian. **Child may be suspended for one Bay Base week.** Payment of weekly fees must still be made to hold a place for the child. If payment is not made, the child may not return to the program.

4TH TIME DISCIPLINE REPORT IS ISSUED

- Discipline Report is signed by parent/guardian. **Child may be suspended for one Bay Base month.** No refund will be given for any fees paid.

5TH TIME DISCIPLINE REPORT IS ISSUED

- Discipline report is signed by parent/guardian. **Child may be suspended for one calendar year.** No refunds will be given for any fees paid. Reentry into the program will be based on availability.

BAY BASE OFFICE TELEPHONE NUMBERS

Beach	850-767-1420
Bozeman	850-767-1336
Breakfast Point	850-767-1210
Callaway	850-767-1220
Cedar Grove	850-767-1250
Cherry Street	850-767-1490
Deer Point	850-767-1278
Hiland Park	850-767-1380
Lynn Haven	850-767-1490
Northside	850-767-1530
Parker	850-767-1580
Patronis	850-767-1600
Southport	850-767-1645
Tommy Smith	850-767-1710
Tyndall	850-767-1730
Walsingham	850-767-5484
West Bay	850-767-1860

BAY BASE WEBSITE

www.bay.k12.fl.us/bay-base

BDS PARENT PORTAL

<https://focus.bayschools.net/focus/>

BAY BASE FACEBOOK PAGE

BDS Bay Base

SCHOOLCARE WORKS/DAYCARE WORKS PARENT

ACCOUNT ACCESS

<https://connect.schoolcareworks.com/login.jsp>

BAY DISTRICT SCHOOLS CONTACT INFORMATION

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