

BEFORE, AFTER SCHOOL, AND SUMMER ENRICHMENT (BASE) PROGRAMS

1.0 Before, After School, and Summer Enrichment (BASE) programs shall be licensed by the Division of Child Care by Colorado Department of Human Services and follow the state rules regulating school-age child care centers.

2.0 The BASE Program is an enterprise services funded program managed within the Enterprise Services Department.

3.0 Students currently enrolled in District schools and/or who are living within the attendance boundaries of a District elementary school which offers a BASE program shall have the opportunity to participate in BASE as provided below:

3.1 During the school year, students currently enrolled in elementary school, STEM School and Hulstrom may participate in the BASE program offered at the school of enrollment.

3.2 During summer break, students may participate in BASE programming if they are enrolled in the school site for the upcoming year in grades K-5 or if the student completed grade 5 at the school site and is enrolled for grade 6 within the District. Other children living within the District boundaries and children of District staff members who are working during summer break will be accepted on a space-available basis provided they are under age 13 and are enrolled in grade K-6 for the upcoming school year.

3.3 Acceptance into the program may be delayed to assess a student's individual education plan, Section 504 Plan, and/or behavior plan and train staff to provide appropriate services.

3.4 The site director is responsible for management of the accommodations made for children who have IEPs or 504 Plans and for training BASE employees to work with special needs children in a large group setting.

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3.5 The program site director shall be responsible for monitoring behavior for the safety of staff and children. All BASE students will sign and adhere to the BASE code of conduct. Student participation is contingent upon adherence to the code of conduct and ability to participate in a large group setting.

4.0 Medications shall be administered to children only by personnel trained in administration of medication, in accordance with Colorado Human Services Guidelines for Child Care Programs and District policy.

5.0 Fees shall be established at the BASE central office considering free and reduced economic information of the school.

5.1 The fee for BASE Programs shall be consistent with other child care programs and based on program costs, while providing quality programs for children.

5.2 Fee waivers and reductions shall not be provided. Indigent families shall be directed to social services agencies for financial assistance for child care.

5.3 School-based special purpose before/after-school and/or summer programs funded by grants, other revenues, and/or established on the basis of cooperative agreements with partnering agencies shall, to the extent practicable, adhere to the same standards, procedures, and guidelines as set forth herein for the BASE program and, without diminishing service levels or standard of care for paid participants, coordinate and share resources including facilities, equipment, staff, staff training, other services, and activities.

6.0 All schools shall utilize a standard registration procedure.

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7.0 BASE Programs shall follow all accounting and auditing policies and procedures established by the Superintendent or designee for District schools and programs. A single account receivable shall be established for participating students regardless of custody or decision-making responsibilities allocated to the child's parents, and the parents shall resolve any payment obligations between themselves so that full and timely payment is made on the account.

8.0 The Director of Enterprise Services shall evaluate, audit, and place on a corrective plan any BASE Program which has not been fiscally solvent for more than one year. If, after a corrective plan has been implemented, the program continues to be insolvent, the Director of Enterprise Services, in consultation with the Assistant Superintendent for Business Services, will make a recommendation to the Superintendent regarding the advisability of the continuation of that program.

LEGAL REFERENCES
C.R.S. 22-32-118