

**TEMPORARY PROCEDURE FOR DISTRICT POLICY 5800 –
BEFORE AND AFTER SCHOOL 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.
 - 1.1 The Nutrition and BASE supervisor shall evaluate, audit, and place on a corrective action plan, any program that is found not to be in compliance with state rules regulating school-age child care centers.
- 2.0 **REGISTRATION PROCEDURES.** All schools shall utilize a standard registration procedure. Students shall have the opportunity to participate in BASE as provided below:
 - 2.1 During the school year, students currently enrolled and attending a District elementary school, or K-8 school, if they are at least five (5) years and zero (0) months, may participate if a licensed BASE program is offered at the school of enrollment.
 - 2.2 During summer break, students may participate in BASE programming if they are at least five (5) years and zero (0) months of age and enrolled in a District elementary school 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.
 - 2.2.1 Other children living within the District boundaries, children of District staff members who are working during summer break or children living outside of District boundaries will be accepted on a space-available basis provided they are under age 13 years and zero months, greater than 5 years and zero months, and are enrolled in grade K-6 for the upcoming school year.
- 3.0 **STAKEHOLDER RESPONSIBILITIES.**
 - 3.1 The BASE 504 Coordinator is responsible for management of the accommodations offered to children who have disabilities and are protected under Section 504 of the Rehabilitation Act and for training BASE employees to work with such students in a large group setting.
 - 3.2 The program site director shall be responsible for monitoring behavior for the safety of all BASE staff and children.
 - 3.3 All BASE students and parents/guardians will sign and adhere to the BASE “Code of Conduct Agreement.” Failure to follow the Code of Conduct Agreement or actions of a student and/or parent(s)/Guardian(s) that present a risk to self, students, staff, or the childcare license may be grounds for discipline or removal from the program.
- 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 competitive with other child care programs within the District’s boundaries, 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 **BASE Funds.** The BASE fund is a special revenue fund that shall be used to account for all reportable and allowable revenues, expenditures, and other sources and uses of the BASE transactions funded. For each school year, indirect costs or direct charging for indirect cost items may be recovered from the Before and After School Enrichment program, but shall be limited to that amount established by the approved unrestricted indirect cost rate as determined by the Colorado Department of Education under the federal indirect cost rate agreement. The District shall consider the appropriate levels of reserves in the BASE fund through the budget process in consultation with the Director of Nutrition Services and BASE.
- 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 Nutrition and BASE 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 Nutrition and BASE, in consultation with the Chief Operating Officer, will make a recommendation to the Superintendent regarding the advisability of the continuation of that program.

LEGAL REFERENCES

C.R.S. 22-32-118

1 CCR 301-11

CROSS REFERENCE:

Policy 5800