

# **Wayland School Community Programs**

**B A S E**  
**(Before/After School Extension)**

**Parent Handbook**

**2020-21**

# **BASE 2020-21 Parent Handbook**

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# **BASE (Before/After School Extension) Child-Centered Philosophy**

BASE is committed to providing enriching educational and recreational activities, guiding children toward positive interaction with others and respecting the rights and needs of each child. We believe that children learn through hands-on experiences and that play is an important vehicle for learning.

Choices are also important since the needs of children vary continually. In an after-school program where children may spend extended periods of time, we believe there should be opportunities to be work in groups and independently. Adults serve as facilitators. We encourage children to develop independence, and an awareness of their own skills and feelings.

We hope that you will contact us whenever you have questions, suggestions and concerns. The staff members at BASE work diligently to make your child's experience a positive one. We want you to communicate with us often and to be involved with BASE as much as your time permits.

We want to make each day special, create a home-like atmosphere and offer a balanced mix of activities. We strive to remain attuned to the uniqueness of each child, offer loving and consistent care, and provide materials and opportunities that enhance self-esteem.

Our ultimate goal is to create an atmosphere that allows all children enrolled in BASE to be safe, happy, and excited about attending our programs.

"The BASE Staff"

BASE does not discriminate in providing services to children and their families or in its employment practices, on the basis of race, religion, cultural heritage, sexual orientation, political beliefs, gender, age or marital status. Our enrollment procedure is consistent with the Americans with Disabilities Act.

## **BASE CONTACT INFORMATION 2020-21**

### **Claypit Hill BASE (508) 358-3856**

Site Coordinator: Dana LeMarbre  
Dana\_lemarbre@waylandps.org

### **Happy Hollow BASE (508) 358-8645**

Site Coordinator: Teri Creber  
Teresa\_creber@waylandps.org

### **Loker BASE (508) 358-8604**

Site Coordinator: Jenn Rice  
Jennifer\_rice@waylandps.org

### **BASE/WSCP Office, Wayland Town Building**

**Fax Number: (508) 358-7708**

#### **Pat Keefe, WSCP Director**

(508) 358-6871

Patricia\_keefe@waylandps.org

#### **Rosemarie Teti, Administrative Coordinator**

(508) 358-6872

Rosemarie\_teti@waylandps.org

#### **Kathy Hodge, Accounts Coordinator**

(508) 358-6874

Kathy\_hodge@waylandps.org

#### **Nicole Curci, Accounts Receivable Clerk**

(508) 358-6873

Nicole\_curci@waylandps.org

# GENERAL INFORMATION

Our goal is to make the experience your child has at BASE the most positive one possible. The following information and guidelines are intended to help foster a partnership that will make that goal a reality.

## Lines of Authority at BASE

Whenever you have concerns or questions, we hope that you will come to us directly. Your first contacts should always be the people you see every day in the BASE program. If they are unable to provide the answers you are looking for, please refer to the chart below to determine the next appropriate contacts in the Line of Authority.

**Team Leaders/Group Leaders**  
**Site Coordinators**  
**Administrative Coordinator**  
**WSCP Director**  
**Office of Superintendent of Schools**

## BASE Calendar

BASE is open when the Wayland Public Schools are open. We are closed on the following holidays during the school year:

- Labor Day
- Rosh Hashanah
- Yom Kippur
- Indigenous Peoples (Columbus) Day
- Veterans Day
- The afternoon before Thanksgiving (After-school BASE)
- Thanksgiving and the day after
- December break
- Martin Luther King Day
- Patriots' Day
- President's Day
- Good Friday
- Memorial Day

We will close in June when the school year ends.

## Vacation BASE

Modified BASE programming is available during February and April vacation weeks to families already enrolled in school-year BASE. There are a limited number of spaces available for a per-day, per-child fee above the cost of school-year BASE. Registration and payment for both Vacation BASE weeks is in December of each year.

## Enrollment Procedures

Registration for BASE opens in the spring for the following school year. Families must

register through FamilyID, our on-line registration system through WSCP at [www.familyid.com](http://www.familyid.com). Summer and mid-year registrations are only accepted if there is space available. If no space is available, families register for the waitlist and are contacted when/if an opening occurs at their child's school.

Returning BASE families are offered priority enrollment in April and guaranteed placement for the following school year. Waitlist and new families apply to be part of a BASE Lottery in May. This double-blind lottery gives everyone an equal chance at enrolling in the limited spots available each year. Once lottery registration is closed, all subsequent new family requests are added to the time- and date-stamped waitlist.

When enrolling, you have the opportunity to individualize your enrollment plan based on your family needs. You may register for one or more of the following schedules:

- After-school K-5 BASE: 2:25-4:30 or 2:25-6:00 (1:15 on Wednesdays)
- Additional schedules may be available in the future

### **Registration Fees**

There is an annual, non-refundable \$60/family registration fee. It is the responsibility of the parents to re-register each child and update all records each year.

For FY21, yearly tuition bills will be distributed in September, to be paid monthly. The annual tuition is divided into 9 equal payments (October through June), accounting for holidays and vacation weeks.

Monthly tuition must be paid by the first of each month, beginning in October, to cover enrollment from the 15<sup>th</sup> of each month.

- Payment plans may be requested and arranged through the WSCP Accounting Office (508-358-6874)
- Student enrollment may be discontinued if payment is not received by the end of each monthly billing cycle; said student will be excluded from the program beginning on the first day of the next billing cycle

### **Late Pick-up Fees**

Pick-up times are at 4:30pm and 6:00pm daily. For families with BASE children at multiple sites, there is a 15-minute grace period at the 4:30 pick-up time. However, if you arrive after pick-up time (6:00pm), there is a late fee. A late fee slip will be filled out and given to you the next day.

Late fees are as follows:

- Late for 4:30pm pick-up = charged to the final pick-up time (6:00pm)
- Up to 5 minutes late for 6:00-6:05pm pick-up = \$5 or \$1/minute
- After 6:05pm = \$2 for each additional minute
- Any late fees incurred are added to your monthly invoice

Please pay particular attention to weather and road conditions so that you can leave work in enough time to pick up your child by your designated hour. If there is an emergency or unexpected situation, and you notify the site of your potential delay, your late fee may be

waived. **Being late 5 or more times, may be cause for dismissal from the program.**

### **Withdrawals or Contract Changes**

If you choose to withdraw from or change your child's BASE contract, you must give prior notice, in writing, to the Director, Registration Clerk or Accounts Coordinator at least 30 days prior to the date the change will take effect. The Site Coordinator must also be notified.

- If you fail to provide the required notice, you will be liable for that month's full tuition.
- Families withdrawing after May 15, 2021 are responsible for final month of tuition.

Written/email notification schedule change requests must be received by the cut-off date to be considered. Changes are approved on a case-by-case basis. In case of extreme financial hardship, loss of job or family emergency, contact the WSCP Director.

### **Financial Assistance for Hybrid Model Enrollment**

Partial financial assistance is available for After School BASE as follows:

- After-School BASE tuition assistance is available to eligible families for up to \$1680 per family, depending on the days and hours of BASE attendance. Families who receive a waiver for BASE are required to pay the difference between their total cost for BASE and their approved financial waiver amount.
- The total amount of financial assistance will be divided evenly into the monthly tuition invoices
- Financial assistance is not available for Before-School BASE
- Financial assistance is not available for Vacation BASE
- Financial assistance does not cover the non-refundable, annual \$60 BASE registration fee

Financial assistance is requested through the WPS Business Office (508-358-3750) and BASE assistance is distributed on a "first-come, first-served" basis, up to a total of \$24,000 in BASE program funds for any school year.

For BASE, all financial assistance applications and documentation must be received by the WPS Business Office by August 31 for the coming school year. If applications are received after August 31, financial assistance will be prorated and distributed from the date of submission as long as assistance funds and program space are available.

### **Tuition Reimbursement Policy, 2020-21**

In the event that Wayland Public Schools pivots from a Hybrid to an All-Remote model during the school year, the following policies will apply:

- If a pivot to All-Remote lasts for up to 8 BASE days (4 weeks in a Hybrid model) or 10 BASE days (2 weeks in an All-In model), BASE tuition will not be reimbursed and BASE staff will be paid for those All-Remote days.
- If a pivot to All-Remote continues beyond the first 8 days (Hybrid model) or 10 BASE days (All-Remote model), any pre-paid BASE tuition for the period going forward will be reimbursed and BASE staff will be furloughed until the All-Remote period ends.

- Monthly invoicing will eliminate the need for frequent or significant tuition reimbursements if the district pivots to All-Remote for an extended period of time, one or more times during the school year.

### **Inclement Weather**

In the case of a severe storm and hazardous road conditions, please consider leaving work early to allow time for a safe commute and earlier or on-time pickup. In addition to reducing your personal stress about being late, early or on-time pick-ups allow the BASE staff to start their own afternoon/evening commute in the best possible weather conditions.

- **School Cancellation / Snow Day**

When the Superintendent of Schools determines that severe weather and/or poor road conditions will make it too hazardous for school attendance, he will cancel school for the entire day. This will be announced on local television and radio stations, such as WHDH and WBZ. On such days, BASE services will not be available.

- **Early Dismissal**

When severe weather or a school emergency occurs during the school day, the Wayland Public Schools may close early or close immediately at the end of the school day. In these instances BASE will be closed when school ends and families will be notified of the change by email. BASE Site Coordinators will also contact families by telephone to determine if K-5 BASE children will be picked up at the close of school or ride their neighborhood buses home.

- **Delayed Opening**

Occasionally, overnight/morning hazardous road conditions may cause the Wayland Public Schools to have a delayed opening. This will be announced on local television and radio stations, such as WHDH and WBZ. The Before-school BASE Program will not operate on these days.

### **Video Opt-Out Procedure**

BASE occasionally takes video/photos of students and activities. When you registered your child, you acknowledged that if you did not complete this Opt-Out form, you were granting permission for your child/children to be photographed/videotaped while at BASE for possible use in internal displays, the Wayland Cable TV shows, the BASE website and brochure, newspaper submissions, and online media websites. The Opt-Out form is available on the WSCP website for you to complete and return ONLY if you DO NOT give permission for your child's photo/image to be used by the BASE program.

# BASE ROUTINES

## Clothing

Grades Kindergarten – 5 children should bring or wear the following daily:

- **Appropriate outdoor clothing.** We go outside every day, barring exceptionally bad weather (heavy rain or snow, extreme cold and/or wind). If your child is not dressed warmly, (mittens, hats, snow pants, and boots during winter) he/she will not be comfortable being outside. PLEASE BE SURE TO LABEL SNOWPANTS, BOOTS, MITTENS AND HATS.
- **Rubber-soled shoes or sneakers.** No sandals or clogs. These are dangerous on the playground and in the gym.
- **Washable Clothing.** No dress clothes that should not get dirty. We make every effort to see that the children wear smocks when doing messy projects, but accidents happen and we cannot be responsible if good clothes are ruined.

## Items from Home

- Provide one mask for each day of BASE attendance. Children will change to their BASE masks after recess and snack times
- Do not bring toys from home, especially if they are of significant personal or monetary value; items can get lost and we cannot take responsibility for them
- Do not bring toy weapons of any kind

## Snacks

- BASE provides individually portioned afternoon snacks of water, fruit, crackers, cheese, bagels, etc. as appropriate
- For K-5 children who wish to bring an additional late snack (after 4:30pm), we recommend fruit, vegetables, cheese & crackers
- All snacks from home must be individually packaged and easily self-managed
- Please refrain from packing candy, cookies or other sweets for the late snack
- Children will not be allowed to share snack

## Student Pick-up and Transportation

Only parents, guardians or authorized persons, may pick up children at the end of the day. Your child will only be released to adults whose names we have on file. As the parent, you must write a note or call the site coordinator whenever there is an exception to the normal pick-up routine. Your child must be signed out of the program by your designee, who must be over the age of 18. Unaccompanied students are not allowed to walk home from BASE.

## Building Security

Every entrance in each elementary building is locked whenever there are students present. This includes After-school BASE times. To ensure that BASE staff only grants access to BASE students and their families, each school has identified one door through which BASE families drop off and pick up students. At this entrance, authorized people press a buzzer to be recognized by BASE and buzzed in.

BASE staff is authorized to grant access to one family at a time (one buzz per family) and those who enter or exit must not allow others to enter. To ensure the integrity of the system and the safety of BASE students and staff, these procedures must be followed.

### **Reporting Absences**

You must call the BASE site that your child attends to let them know if your child will be absent. This is especially important for after-school BASE as the school secretaries are not always able to directly communicate absence information to the BASE staff.

- BASE telephone numbers are listed on Page 4 of this Handbook
- Kindergarten-5<sup>th</sup> grade parents should leave a message on the BASE answering machine at their elementary school if their child will not be attending on a day
- If your child is not in school during the day, he/she may not attend any after school activity, including BASE. This is a state law and we ask for your full cooperation.

### **Updating Information**

It is vitally important that the registration and emergency information we have on file be kept current at the sites and on FamilyID. This includes all pertinent information, such as: changes in employment; new or additional telephone numbers; email addresses for all parents or guardians; new contact/pick-up people and numbers; etc.

### **Conflict Management**

When there are conflicts between children, the staff encourages them to communicate with each other. When a child needs time to get himself/herself under control, the staff may ask him/her to sit for a short period of time. Before a child returns to the group, he/she will let a staff member know that he/she is ready to follow the rules for safety, acceptable behavior, appropriate language, etc.

There are behaviors which are not tolerated, such as: biting; physical aggression; spitting; verbally abusive language; a child leaving the program without permission; and disrespect of adults. In these instances, you may be asked to join us for a conference, which will, most often, include your child. If these behaviors do not improve after consistent use of positive behavior management efforts within the program, including conferencing with you and your child, the staff may seek permission to consult with a specialist regarding the particular behavior.

If unacceptable behaviors are continued, repeated and/or pose a danger to any individual in the program, the Director or Site Coordinator may contact you regarding suspension of your child from the program for a specified period of time. In extreme circumstances, BASE may be deemed unsuitable for your child and you will be asked to make alternate before/after-school arrangements. We hope to work cooperatively with each parent to provide the best possible atmosphere for each child in our program.

### **Communication and Conferencing**

Communication between BASE and parents is very important. Issues that arise at home, both positive and negative, can affect your child's emotional well-being at BASE. We hope that you will share this type of information with the BASE Director, Administrative Coordinator or Site Coordinator as appropriate. Similarly, BASE staff will communicate

with you if we feel that your child's participation or interactions of significant importance. All information will be kept in the strictest confidence. Working together, we can continue to give your child the best possible care and understanding.

As a parent or guardian, you are invited to participate in BASE in the following ways:

- Contact us any time
- Participate in family activities
- Support special projects

In partnership with you, we can continue to bring you and your child the quality program you have come to expect. Site Coordinators are available to discuss your concerns, either at pick-up time or in a scheduled conference.

If staff feels that your child could benefit from additional support regarding social, mental health or medical issues, they will consult with the Site Coordinator and/or Director, who will then confer with you. If appropriate, you will be referred to the appropriate school personnel or agency for additional support. Any written plan resulting from the use of additional or outside resources will be kept in your child's confidential file. We strive to, within our capabilities, collaborate with school personnel, outside specialists or agencies to ensure that BASE is working in every child's best interest.

### **Dismissal from BASE**

You may be asked to withdraw your child from BASE under the following circumstances:

- If, after conferencing and professional assessment, the Director feels the program is not right for your child
- If your child's behavior poses a danger to the other children and/or the staff
- If your child consistently fails to follow the guidelines of respect and safety within the program
- If your child is picked up late 5 or more times in the program year
- If your child's tuition is not paid in full in the respective billing cycles

### **Statement of Non-discrimination**

BASE enrolls children in Grades Kindergarten through 6. It does not discriminate in providing services to children and their families on basis of race, religion, cultural heritage, political beliefs, marital status, disability, sexual orientation or special needs.

# BASE 2020-21 COVID POLICIES AND PROTOCOLS

## A Day in the Life at Hybrid BASE

### Elementary After School BASE

- Each student will be assigned to a grade-level cohort group and classroom for BASE.
- Each cohort will have the same BASE teacher each day, as much as possible.
- At school dismissal, BASE students will be met at their school-day classroom by the BASE teacher for attendance and cohort-building.
- Between 2:30-and 3:30pm, BASE student cohorts will proceed to the playground plus 2-3 designated areas, on a rotating recess and snack schedule. This is a built-in mask break, after which BASE students will put on their new “BASE” masks.
- At 3:30, BASE students will return to their assigned BASE classroom for activities, in 9:1 ratios and observing appropriate social distancing. BASE classroom usage may rotate so that space will be shared equally across all teachers and grades.
- BASE Student Support staff will be responsible for escorting students who are being picked up at the designated entrance between 3:30 and 6:00pm. Walkie-talkies and BASE security systems will be in place to monitor pick-up arrivals and communicate with cohort teachers.
- After first dismissal (4:30pm), the remaining BASE students will consolidate into grade-level cohorts, either into assigned BASE classrooms or larger spaces, maintaining appropriate social distancing and wearing face masks.
- BASE students will practice hand sanitation before entering any new room.

Times	Monday A	Tuesday A	Wed X	Thursday B	Friday B
2:25-3:30	Room sanitizing Snack, recess, mask break	Room sanitizing Snack, recess, mask break	No BASE	Room sanitizing Snack, recess, mask break	Room sanitizing Snack, recess mask break
3:30-4:30	Classroom Activities 9:1 ratios	Classroom Activities 9:1 ratios	No BASE	Classroom Activities 9:1 ratios	Classroom Activities 9:1 ratios
4:30-6:00	Free Play 9:1 consolidations	Free Play 9:1 consolidations	No BASE	Free Play 9:1 consolidations	Free Play 9:1 consolidations

## Standard COVID Protocols for all BASE sites

### BASE Cohorts

#### Logistical Procedures for After School Cohorts

- Each grade-level cohort will be comprised of 9 BASE students and 1 BASE teacher.
- An additional BASE teacher may be assigned to any cohort that may require additional student support.
- Cohorts will be assigned so that a maximum number of students from the same school-day classroom stay together, up to 9 students.
- Each 9-student cohort will be assigned in way that minimizes the movement of students between school-day cohorts and classrooms.

- At school dismissal (2:25pm), BASE teachers will be stationed outside their cohort's classroom door(s) to take BASE attendance and gather their cohorts.
- Each BASE cohort will be assigned a rotating schedule for recess and snack spaces between 2:30 and 3:30pm.
- Cohorts will return to their assigned classrooms for activities until 4:30pm.
- BASE staff will carry walkie-talkies at all times for timely communication with the Site Coordinator, Student Support staff, and other staff members.
- At 4:45pm, cohorts will consolidate as necessary to accommodate fewer students in each grade-level cohort and decreasing staff.
- Cohorts will retain their grade-level balance as much as possible while maintaining the 9:1 ratio.
- Consolidated cohorts will move to a large, common space (cafeteria or gym) where social distancing will still be possible.

#### Pick-up Procedures

- 4:30pm pick-up time
  - BASE Student Support staff will coordinate student pick-up.
  - Cohorts will remain together until all children leaving at 4:30 have been picked up.
  - Parents/guardians will ring the BASE buzzer when they arrive for pickup.
  - The BASE Site Coordinator will respond to the parent/guardian and notify the Student Support staff and/or the appropriate BASE staff members that a student is being dismissed.
  - Cohort leaders will assist their students to pack up their belongings.
  - Departing students will sanitize their hands as they leave the BASE spaces.
  - Student Support staff will meet departing students in the hallway and escort them to the door for dismissal.
  - Student Support staff will note the pickup person and time on a daily attendance sheet.
  - Parents/guardians will remain outside of the building.
- 6:00 pick-up time
  - Same roles and procedures as above.
  - Cohorts will be limited to 1 or 2 large spaces so packing up and escorting to the dismissal door will be quicker and easier.

#### Health Protocols

##### Restroom Procedures

- BASE students will ask permission and be allowed access the restrooms one-at-a-time.
- Students will sanitize their hands as they leave the classroom to go to the restroom.
- Students will wash their hands with soap and water for 20 seconds before leaving the restroom.

##### Snack and Recess Procedures

- Snack
  - BASE will provide one, self-serve, individually portioned snack per day per child

- Gloved staff will pre-pour water from a sanitized pitcher, into disposable cups.
- Gloved staff will hand each child a filled cup and snack.
- Children will be positioned at least 6 ft. apart to consume snacks.
- Recess
  - Cohorts will rotate through a recess schedule between 2:30 and 3:30pm.
  - Cohorts will time their transitions so as to not meet other cohorts in the hallways or doorways.
  - Cohorts will have assigned playground areas to either stay in for the entire recess period, or rotate through.
  - Cohort recess schedules will rotate with snack schedules to avoid over-crowding.

#### Masks

- Students will be asked to provide 1 mask for BASE per day.
- BASE will have a small supply of student masks as backup.
- Medical masks will be supplied a minimum of 2 times per week for healthy BASE staff under the age of 65.
- N95 masks will be available for staff with serious risk factors and/or over age 65.
- For staff who prefer cloth masks, 2-ply masks are recommended and must be approved by the Public Health Nurse.

#### Adequate Ventilation and Room Sanitation

- BASE cohorts will only occupy spaces that have adequate ventilation, either through outside air circulation or HVAC systems.
- Classroom spaces that will house BASE cohorts will be cleaned between 2:30 and 3:30pm, when BASE cohorts are at recess and snack.
- In each classroom, frequently touched surfaces, such as: doors, handles, sinks/faucets, desks, chairs and counters, will be cleaned and sanitized.

#### Sharing of Materials

- BASE students will have their own labelled supplies (markers, pencils, scissors, etc.) stored in bins for their individual use.
- Program materials such as books and manipulatives will be placed in a bin after single use, to be cleaned/sanitized at the end of the program day.
- Daily activity materials will be separated into individual project packs for each student and distributed for use during Activity Time. The items in the project packs will be used up and/or taken home by each student at pick-up.

#### Illness Procedures

- Contact Personnel
  - The BASE Nurse will be assigned to a different BASE site each program day but also be on-call for consultation or evaluation for each BASE site.
  - The BASE Site Coordinator will be the Health Liaison for each BASE site.
  - The WSCP Director, Pat Keefe, will be the COVID-19 Program Leader.
- Identification and Isolation
  - While taking attendance at school dismissal OR at any time during BASE, cohort leaders will carefully observe and monitor the physical appearance of each cohort student.

- If a student seems unwell, the cohort leader will ask the student about the presence of 3 specific symptoms: cough (dry); fatigue; and body aches (low grade fever).
  - If any of the 3 symptoms are reported, the cohort leader will walkie-talkie the Site Coordinator and Student Support staff for assistance.
- Student Support staff will escort the sick student to the school nursing office, where the Site Coordinator will take the student's temperature using a no-touch thermometer and complete a Health Checklist on the student. The student will stay in supervised isolation in the nursing office.
- The Site Coordinator will contact the BASE Nurse and report the health findings and receive recommendations.
- The Site Coordinator will contact the BASE COVID-19 Program Leader to report the health findings and protocols followed.
- The Site Coordinator will call the student's emergency contact, report the findings of the Health Checklist and recommendations of the BASE Nurse, and ask that the child be picked up as soon as possible.
- If COVID-19 is suspected, the Site Coordinator will document all cohort members who came in contact with the ill student and share all necessary information with the BASE Nurse.
- The BASE Nurse will immediately contact the COVID-19 Program Leader and the Board of Health with all of the documented information.

# BASE HEALTH CARE POLICIES

It is very important to the health of both the staff and the students that children stay home from school and BASE when they are sick.

- If your child becomes sick in the evening or in the middle of the night, we ask that you keep him/her home the following day. A sick child has a difficult time focusing on BASE activities and schoolwork.
- If your child returns to school with medication, it is recommended the medication be timed for dispensing by the school nurse during regular school hours. The BASE Nurse is on-call for emergencies and scheduled at each site one day/week.
- Medication can only be given if it is in the original bottle and is prescribed for your child. Non-prescription medication can be given with a form signed by your pediatrician for the school year and listing specific medications (Tylenol, cough medication, etc.). Forms are available on the Wayland Public Schools website.

## Sick Children

Many children will suffer from colds, flu and intestinal infections. We realize how difficult it is for parents who are working to take time off from jobs to stay home with sick children but below are the guidelines that we ask you to observe in determining if you should send your child to school:

- Sore Throat / Strep Throat  
A child with a sore throat should be checked for strep infection. Symptoms are: red, sore throat; fever; severe headache; and/or a rash. Children with strep may return to school/BASE 24-hours after beginning antibiotic medication. Parents should notify the program of infection.
- Fever  
A child who has a high-grade fever (100 degrees or higher) must be free of a fever (without fever-reducing medication) for 24-hours before returning to the program. A child sent home with a low-grade fever may attend the next day if the temperature was normal during the night.
- Heavy Colds  
A child should be kept home during the first stages of bad colds. Symptoms are: yellow nasal discharge; runny eyes; slight fever; and severe coughing.
- Diarrhea  
Keep your child at home until stool returns to normal. Diarrhea is a symptom of an intestinal infection and it is contagious.
- Vomiting  
A child with intestinal flu or active vomiting for any reason must remain home until the vomiting has stopped, the child appears healthy, and he/she resumes normal eating habits.
- Ticks  
If a tick is found on your child and it is attached to the skin, you will be called to pick him/her up. If you cannot be reached, a staff member will call your pediatrician and instructions from the pediatrician will be followed.

- Conjunctivitis  
This is a very contagious eye infection. Symptoms are: tears; redness of eye lining; irritation followed by swelling; and discharge of pus. A child must be on an antibiotic for 24-hours before returning to the program.
- Impetigo  
This is a highly contagious skin infection characterized by crusted sores and a red rash, often appearing on the face. Treatment is usually a topical antibiotic. Children may return to the program after 24-hours of medication.
- Chicken Pox  
This is a very contagious, uncomfortable disease. Small, round yellowish blisters typically appear first on stomach and back area, with or without fever. Children must be kept home for 1 week from the first outbreak and 24-hours after last blister has scabbed over.
- Pediculosis  
Lice are small insects about the size of a sesame seed, and are highly communicable among children. As they move quickly and shy away from light, diagnosis is most often made on the basis of finding nits (eggs). Nits are tiny yellowish-white oval specks attached to hair shafts, which do not blow away. If signs of infestation are found on your child:
  - You will be called to take your child home for treatment with medicated shampoo (prescribed by physician or pharmacist) and a nit comb.
  - Other family members should be examined. Other children in the program will also be checked.
  - When treatment is complete, your child must be checked for any remaining nits. These must be removed BEFORE he/she can return to the program. A child must be nit free to return to school.
  - If there is evidence of new nits or newly hatched lice, your child should be re-treated in 7-10 days

A child who comes to the program (in either morning or afternoon) with any of the above symptoms will be sent home at the discretion of the BASE staff. You will be called and your child will be entertained quietly with books, markers, paper and a snack (if applicable) until you arrive.

### **Protocol for Infectious Diseases**

When any child contracts an infectious disease, the BASE Director will gather all necessary information from our consulting physician, the ill child's pediatrician, Parmenter Health Center and/or the Board of Health. This information will shape any and all decisions made regarding the sick child's welfare and that of the other children and staff in BASE concerning that particular infectious disease.

When a child who attends BASE is diagnosed with an infectious disease, the BASE nurse will provide the BASE program with a notification letter for distribution to BASE families.

When a child is ready to return to the program after being excluded due to an infectious disease, a doctor's note must accompany the child stating that it is safe, for all concerned, for the child to return.

## **Plan for Infection Control**

Hand-washing procedures are posted in or near each bathroom. Antibacterial soap is located in dispensers outside of each bathroom. In addition, all children are consistently reminded by staff to wash hands after using the bathroom. Disposable paper towels are used to dry hands. Tables and surfaces are disinfected daily.

## **Medication Protocol**

Parents are strongly encouraged to time all prescription and over-the-counter medications to be administered at home or through the school nurse during regular school hours. However, in emergency or unavoidable situations, prescription medication can be administered:

- If the parent's signature is on our medication log AND
- If medication is in original bottle

Staff members carefully measure and administer the medication, documenting the dosage and time that medication is administered.

Similarly, over-the-counter medication may be administered:

- If a pediatrician signs a form (available on the Wayland Public Schools website) stating that BASE staff at Wayland School Community Programs can administer non-prescription medication (Tylenol, cough suppressant, etc.) for the specified school year, OR
- If a parent signs a note each time that a non-prescription medication is to be given. The process for administration and documentation of prescription medication (above) will be followed.

Left over medication is returned to you, or thrown away.

## **Allergies**

Each year parents are asked to list their child's allergies. At the start of each school year, the Site Coordinator and BASE Nurse review the required paperwork and allergy information with parents. Lists of allergies and reactions of individual children are kept on file at BASE and posted conspicuously in each room (with proper applicable procedures). All staff must be familiar with the allergies and required procedures for every child with allergies. When allergies are serious enough to warrant use of an Epi-Pen or Benadryl:

- Documented emergency procedures are in place
- Sufficient (unexpired) medication is at BASE, as provided by the parents, AND
- All above administration procedures is followed carefully

## **First Aid and CPR Procedures**

It is recommended that all staff have training in First Aid / CPR and in administering the Epi-Pen. A log or copy of all accident reports is kept on file at the BASE Program. First Aid kits are marked conspicuously and readily available to all staff. Every site has access to at least 1, no-touch thermometer. Kits are checked at the beginning of each month to ensure that adequate supplies of all items are maintained.

You will be informed if first aid is administered to your child. If your child spikes a fever or, if an injury requires more than first aid, the following procedure will be implemented:

- Your child will sit quietly with a staff member.
- You and the BASE Nurse will be called. EMTs will be called if additional support or guidance is needed.
- If the situation requires more specialized medical attention, EMTs will be called to transport your child to the hospital. A staff member will follow your child to the hospital if you do not arrive at BASE before the ambulance leaves for the hospital. In an extreme emergency, the EMTs will choose the nearest hospital.
- If you cannot be reached, BASE will continue to call all persons on your child's registration/emergency form, including your child's pediatrician, while authorized persons administer aid to your child.

### **Injury Prevention Plan**

Staff members conduct daily checks of the BASE environment and equipment to insure safety. In addition, a monthly reminder to check the safety of indoor and outdoor environments, including the condition of equipment, is posted for BASE staff. If an injury occurs, it is noted in the central log located in the First Aid box, with copies given to the parents and placed in the child's file.

### **Emergency Procedures on Field Trips**

Staff members are responsible for making sure that all field trips are safe and that children are monitored closely. The following procedures apply to every field trip or excursion that takes children off-campus:

- Permission slips must be signed for each off-site trip
- Emergency information and a First Aid box accompany all excursions
- For off-site activities, Wayland Public Schools buses or First Student Transportation are used; occasionally, a school van may be used
- A list of names and emergency contacts for each child on the excursion are kept by the attending staff members and at BASE
- The BASE Nurse is in attendance for all BASE off-site trips
- If a child is seriously injured, the BASE Nurse or designated staff person will call the parent from the field trip site and notify the hosting site in the incident
- Field trips are adequately staffed so that one person is able to leave the group to follow the necessary emergency procedures
- If no staff from hosting staff is available for assistance, 1 BASE staff member uses the nearest phone or returns to the program to start above procedures
- The staff:child ratio on Grades 1-8 field trips is 1:9; for kindergarten it is 1:7

### **Emergency Evacuation**

In the event that emergency evacuation of the school building is necessary, the following procedures are followed:

- School evacuation drills are scheduled by the Wayland Fire Department
- In a drill, children and teacher(s) stop activity, line up at the nearest exit and proceed outside with the other teachers
- Daily attendance lists of children on the playground and/or in the classroom are carried by a staff member to the identified evacuation site(s)

- Site Coordinator and Team Leaders check hallways and bathrooms before leaving the building
- Attendance lists are checked again before re-entering the building

### **Emergency Response Procedures**

All emergency and contact numbers are posted conspicuously in each BASE office and next to telephones.

### **Suspected Child Abuse or Neglect**

The State of Massachusetts requires that all members of childcare institutions be on the lookout for, and report to the State, any and all cases of abuse to a child. Therefore, all BASE staff members are mandated reporters and obligated to report any suspected cases of child abuse and or neglect to the Massachusetts Department of Children and Families, and to the WSCP Director. Staff members must be knowledgeable of the procedures developed by the Wayland Public Schools for reporting cases of suspected child abuse or neglect. The Director may speak to the suspected child's parent about this procedure, but is not obligated to do so. At Wayland School Community Programs, the Director is usually the person who reports any incidences of neglect or abuse to DCF. All information is documented and kept in the child's confidential file.

## Colds versus Flu: How to Tell the Difference

Are you coming down with a cold? Do you have the flu? Look below to see some differences and similarities between colds and flu.

### Differences Between Colds and the Flu

#### WITH A COLD:

Symptoms are usually **less severe** than flu symptoms

Symptoms develop **gradually** over a few days.

You rarely have a fever.

You feel sick mostly in your head and nose.

Body aches, headaches and pain are usually mild if you have them.

You may or may not feel tired and weak.

There is no vaccine to protect you.

Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

#### WITH THE FLU:

Symptoms are usually **more severe** than cold symptoms

Symptoms come on **quickly** and severely.

You almost always have a **fever**.

Your **entire body** feels sick.

**Body aches, headaches and pain are common** and can be severe.

**Tiredness and weakness are common.**

You can get vaccine to protect yourself.

The flu can result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.

### Similarities Between Colds and the Flu

#### WITH A COLD:

Caused by a virus.

Affects the body's breathing system (nose, throat, windpipe and lungs).

Usually goes away on its own.

You should contact your doctor if symptoms change or get worse.

#### WITH THE FLU:

Caused by a virus.

Affects the body's breathing system (nose, throat, windpipe and lungs).

Usually goes away on its own.

You should contact your doctor if symptoms change or get worse.

There are antiviral medicines, by prescription, to treat the flu.

## IS IT A COLD, THE FLU OR COVID-19?

<b>SIGNS AND SYMPTOMS</b>	<b>COLD</b>	<b>FLU</b>	<b>COVID-19</b>
Symptom Onset	Gradual	Abrupt	Varying
Fever	Rare	Common	Usual
Muscle pain, body aches	Sometimes	Common	Common
Chills	Rare	Common	Common
Fatigue, weakness	Sometimes	Common	Common
Sneezing	Common	Sometimes	Rare
Chest discomfort, cough	Sometimes	Common	Common
Runny or stuffy nose	Common	Common	Common
Shortness of breath, difficulty breathing	Rare	Common	Common
Sore throat	Common	Common	Common
Loss of taste or smell	Rare	Rare	Common
Nausea and/or vomiting	Rare	Common	Sometimes
Diarrhea	Rare	Sometimes	Sometimes

Source: Massachusetts Department of Public Health  
August 2020