

Baltimore County Department of Recreation & Parks
&
Prettyboy Recreation Council

HomeBASE & Tiny Tots

Chairperson: Emily McCarthy

Director: Judy Ober

410-357-9509

judee357@comcast.net

HomeBASE is a before and after school program located in Prettyboy Elementary School. The HomeBASE/Tiny Tots and Summer Program provides daycare for children for before, during and after school hours. This is not restricted to children that attend Prettyboy Elementary School. All are welcome.

The Tiny Tots program provides care and a learning environment for children ages 2-5 years of age.

Registration Forms are available online at:

www.prettyboyrecreationcouncil.com

Click on the HomeBASE link for prices and more information

Hours of operation: 6:30am to 6pm daily

Registration:

In order to attend any of the HomeBASE/Tiny Tot programs, a registration form must be completed. Priority will be given to those families registering for full-time care. Please note that registration is not automatic and you MUST register every year.

There is a one-time registration fee of \$40 for an individual or \$60 for families. This fee must accompany the first time registration of all new HomeBASE/Tiny Tot students at the time of registration.

There is a multi-child discount of \$10 per family.

A \$25 late payment fee is added to each month that tuition is not paid.

There is a \$25 return check fee for any checks returned due to insufficient funds.

Tax ID# 52-1071231

Arrival and Dismissal:

We open at 6:30am daily. There will be no entrance to the building before 6:30am. We close at 6pm daily. There is a \$1 per minute, per child charge for each minute after 6pm that your child is with us. If an emergency arises that causes you to be late, please call us as soon as you can.

For your child's safety, you must accompany your child into the building each day and sign them in and out. Please do not leave your child unattended in the parking lot or send them in to the building on their own. If someone other than those previously indicated will be picking your child up, you must call ahead or send a note to let us know.

School Notification of Schedule Change:

Please notify Prettyboy Elementary School of your schedule with HomeBASE. If there is a change in that schedule, please notify 1.) the Prettyboy Elementary School main office, 2.) Your Child's Teacher and 3.) HomeBASE Employees. We are NOT responsible for your child until he/she enters the HomeBASE room. As a safety precaution, when in doubt as to whether a child should ride the bus or come to HomeBASE, the child will be sent to HomeBASE.

Withdrawal of Attendance:

You must give 30 days written notice to the director of HomeBASE, as well as to the accountant, Judy Douglas, if your child will no longer be attending the program. Otherwise, you will be invoiced and responsible for payment.

Payment Policy:

All invoices are billed monthly via email. Invoices are due by the 15th of each month. For your convenience, we accept all major credit cards. If you would like to pay by check, please make checks payable to: Prettyboy Recreation Council. You may mail payment to: Prettyboy HomeBASE, PO Box 518, Monkton, MD 21111.

If paying by check, you may also put your check in the lockbox on the parent information cabinet in the HomeBASE room. Our accountant, Judy Douglas, collects payment from the lockbox weekly.

You will be invoiced for the days/times that you indicate your child will attend when you register. You will be billed at that rate unless you notify us that circumstances have changed.

Late Payment Policy:

If your payment is more than 30 days late, your child will not be allowed to attend until all invoices are paid in full. It may be necessary to insist that you pay for care upfront if a regular pattern of delinquency occurs.

Behavior/Discipline:

All children are expected to be respectful and kind to one another and to adults. It is our duty at HomeBASE to provide guidance when needed to make sure that this occurs. Verbal warnings will be given when there are behavioral problems and face to face interaction will occur when verbal warnings do not work. Time outs will be used when verbal and face to face interactions fail. Parents will be made aware at the end of the day if this occurs.

Physical contact between children may result in dismissal from the program.

BCPS Closings:

We are open on most days when Baltimore County Public Schools is closed for professional development days, holidays, etc. We will NOT be open on Christmas Eve, Christmas Day, Good Friday, Easter Monday, Memorial Day, Independence Day, Labor Day or Election Days. If we have enough interest, we will be open on all other holidays. There will be a sign-up sheet in advance for holidays and we MUST have at least 12 children who plan to attend in order to open. If you sign your child up to attend and do not show, you will be billed for the day. Otherwise, there is no extra charge for attendance on holidays.

We are ALWAYS OPEN on Baltimore County Public Schools scheduled half days. There is no need to sign up for these days and there will be no extra charge for care.

Inclement Weather Policy: (inclement weather is the most likely occurrence, however, this information also pertains to closures due to emergency closures of any kind)

We follow Baltimore County Public Schools policy for inclement weather. The Policy is as follows:

-If Baltimore County Public Schools is delayed one hour, we will open at 7:30

-If Baltimore County Public Schools is delayed two hours, we will open at 8:30

-If Baltimore County Public Schools is delayed one hour due to inclement weather, Tiny Tots classes will begin at 10am

-If Baltimore County Public Schools is delayed two hours due to inclement weather, Tiny Tots classes will begin at 11am (All may stay for lunch and be picked up at 1:30 – (Full Day students may remain until 6pm)

-If Baltimore County Public Schools is closed for inclement weather, HomeBASE and Tiny Tots will be closed

-If Baltimore County Public Schools closes early due to inclement weather, you **MUST** have an alternate plan for your child. We are **NOT ALLOWED** to accept children that are dismissed early due to inclement weather. Children in the Tiny Tots program must be picked up no later than 12pm.

-If Baltimore County Public Schools is closed for a professional day, holiday, etc. and there is inclement weather, please call HomeBASE/Tiny Tots at 410-357-9509. We will update our voicemail message at that number no later than 6am with any closures or delays.

Medical Information:

All children must have updated emergency medical forms on file at all times. These will be periodically checked for updates. If a parent cannot be reached at the time of an emergency, the alternate contact persons listed on the forms will be contacted.

In the event of a medical emergency, 911 will be contacted immediately and your child will be taken to the nearest emergency room. Your signature on this handbook authorizes the responsible employee of HomeBASE/TinyTots to have your child transported to the medical facility.

Allergies:

All allergies **MUST** be listed and **ALL** staff members **MUST** be made aware of anything to which your child is allergic. Please note: any medication that must be administered to your child in an emergency situation may only be administered if we have a Physicians Medication order on file from your child's doctor.

HomeBASE/Tiny Tots cannot administer over the counter medications, including Tylenol, Benadryl or topical creams, to your child without a Physicians Medication order.

Sunscreen must be provided by the parent for each child. Containers must be clearly labeled with your child's name.

Illness:

If your child becomes ill while in our care, an isolation area will be provided. The parent/guardian listed on the emergency card will be contacted to pick up the child as soon as possible. Unfortunately, we do not have the facilities to keep sick children comfortable for any length of time.

Return from Illness:

Your child must be fever free for a minimum of 24 hours before they may return to our center. In the case of a stomach virus, your child must not have had any episodes of vomiting or diarrhea for a minimum of 24 hours before returning to our center. If antibiotics are necessary, your child may return after the first full 24 hour course of antibiotics have been administered.

Dress Code:

We follow Baltimore County Public Schools dress code. We will attempt to go outside to play each day, weather permitting. Please make sure that your child is appropriately dressed daily.

Snacks:

Snack is provided each day at 10:30am and 3:15pm. If your child has an allergy to any foods, please let us know. If you would like to provide a snack for your child's birthday or special occasion, please let us know in advance.

Crafts:

We have craft items available for the children's use each day. We will also color, paint, play board games, card games and much more. If you have any craft items that need a new home, donations are always welcome!

Donations:

Each year we decorate and donate several trees for the Kennedy Krieger Festival of Trees. All proceeds from the sale of the trees goes directly to Kennedy Krieger. Many of our trees have won ribbons over the years! We have also donated to Save the Children, Catoctin Zoo, Horse Rescues, the North Cluster Food Bank and stuffed stockings to send to the soldiers overseas!

Prettyboy HomeBASE/Tiny Tots has been in business for over 15 years. We even have several of our former students on staff as employees! Our staff members are all CPR/1st Aide certified. Our Group Leaders are certified in Early Childhood Development and our assistants all have continuing education training in child care. We have a very low staff turnover and all of us have been caring for children for many, many years.

If you ever have any questions or concerns regarding our program, policies, etc., please do not hesitate to contact us. We are here to provide a caring environment for children. Knowing that your child is in the care of loving professionals will provide you with the sense of security that you need.

Please sign and return the following stating that you have read and understand the policies of Prettyboy HomeBASE and TinyTots.

Child's Name: _____

Parent/Guardian's Name: _____

Phone: _____ Can we text you at this number? Yes _____ or No _____

Email Address: _____

I prefer to be reached by: email _____ text _____ or phone _____

Parent/Guardian Printed Name

Parent/Guardian Signature

Date