

Wayland School Community Programs

B A S E
(Before/After School Extension)

Parent Handbook

2021-22

BASE 2021-22 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 2021-22

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Site Coordinator: Dana LeMarbre
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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.

Activity 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 Wednesday before Thanksgiving
- 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.

Extra Early Release Wednesdays (EERW)

To support the professional development of Wayland Public Schools classroom staff, the District has identified 4 Wednesdays that elementary schools will dismiss at 11:30am. On these days (September 29, November 17, January 5, and February 9) BASE will be available to families registered for attendance on Wednesdays. However, BASE will also use these days as professional development opportunities starting at 3:00pm. To make this possible, the EERW BASE pick-up schedule will be as follows:

- Students scheduled for a 4:30pm pick-up on a typical Wednesday, will have a

- 1:30pm pick-up on September 29, November 17, January 5, and February 9.
- Students scheduled for a 6:00pm pick-up on a typical Wednesday, will have a 3:00pm pick-up on September 29, November 17, January 5, and February 9.

Families will receive site-based and email reminders prior to each of these dates. When those reminders are provided, families will be asked to confirm their attendance so that adequate staffing can be assured.

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. 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. Returning families that miss the priority enrollment period are not guaranteed placement. 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 a combination of the schedules below:

- K-5 BASE from 2:25-4:30pm (1:15-4:30pm on Wednesdays)
- K-5 BASE from 2:25-6:00pm (1:15-6:00pm on Wednesdays)

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.

Yearly tuition bills are distributed in July, to be paid quarterly. The annual tuition is divided into 4 quarterly payments, accounting for holidays and vacation weeks. Quarterly tuition invoices and receipts are distributed upon request.

Quarterly tuition must be paid prior to the start of each school quarter.

- Payment due dates are: September 1; November 1; January 1; and March 1.
- 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 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. A late fee slip will be filled out and given to you the next day of BASE attendance.

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 following the schedule below. The Site Coordinator must also be notified. If you fail to provide the required notice, you will be liable for that semester's full tuition.

Schedules can be changed at 2 designated times each year. The cut-off dates for schedule changes are as follows:

- By July 1, 2021 to be effective beginning September 1, 2021
- By January 2, 2022 to be effective beginning January 18, 2022

Written/email notification schedule change requests must be received by the cut-off date to be considered. Changes are approved on a space-available 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 \$3000 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.
- 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.

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 School Messenger. An email from the WSCP Director will also be sent, including instructions for notifying BASE if your child(ren) will be picked up at the close of school or ride a school bus home. BASE Site Coordinators may also contact families by telephone to confirm those details.

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 children are not dressed warmly, (mittens, hats, snow pants, and boots during winter) they 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

- Children will wear masks at BASE. They may continue to wear their school-day masks, or change to a new one from home.
- Children should not bring toys from home, especially if they are of significant personal or monetary value; items can get lost or inadvertently combined with BASE materials.
- Children may not bring toy weapons of any kind.

Snacks

- BASE provides individually portioned afternoon snacks of water, fruit, crackers, cheese, bagels, etc. as appropriate.
- If children wish to bring an additional 5:00pm snack, 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 are not allowed to share any snack that they bring from home.

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 pick up students. At this entrance, authorized people press a buzzer to be recognized by BASE and buzzed in.

At the start of the 2021-22 school year, pick-up people are not allowed in any school building. When the buzzer is pressed and answered, the designated child will be brought to the entrance by a BASE staff member for pick-up and sign-out.

If families are ultimately allowed to enter the building at pick-up, 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 as the school secretaries are not always able to directly communicate absence information to the BASE staff at the end of the school day.

- BASE telephone numbers are listed on Page 4 of this Handbook.
- BASE parents/guardians 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, they 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 themselves under control, the staff may ask them to sit for a short period of time. Before a child returns to the group, they will let a staff member know that they are 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 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 5. 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 2021-22 COVID-19 PROTOCOLS

For the 2021-22 school year, BASE will generally follow pre-COVID programming guidelines for snack, recess and activity participation. The procedures and exceptions are detailed below.

BASE ROUTINES

Dismissal Procedures

- BASE students will report to designated BASE locations within their school building upon dismissal from their school-day classrooms.
- Grade levels will mix as necessary and appropriate.

Programming Procedures

- Site-based attendance, snack, recess, and activity selection schedules will be followed.
- Students will participate in activities of their choice led by assigned Activity Leaders; activities will blend age groups as appropriate.
- After 4:30 pick-up, all remaining BASE students and staff will combine in a central building location for free play until all students have been picked up.

Pick-up Procedures

- 4:30pm pick-up time
 - Parents/guardians will ring the BASE buzzer when they arrive for pickup. They will not be allowed to enter the school building.
 - The BASE Site Coordinator will respond to the parent/guardian and notify the appropriate BASE staff members that a student is being dismissed.
 - BASE staff will assist students to pack up their belongings.
 - BASE staff will escort students to the door meet their parent/guardian.
 - The pick-up person and time will be documented on a daily attendance sheet by the site coordinator or escorting staff member.
 - Parents/guardians will remain outside of the building.
- 6:00 pick-up time
 - Same roles and procedures as above.

Snack and Recess Procedures

- Snack
 - BASE will provide individually portioned snack to students in spaces identified for that purpose.
 - Gloved staff will pre-pour water from a sanitized pitcher, into disposable cups.
 - Gloved staff will hand each child a filled water cup and snack container.
 - Children will be positioned at least 3 ft. apart in assigned seats to consume snacks.
- Recess
 - Students and staff will access the building playgrounds as scheduled at each site.
 - Age groups will be combined as necessary and appropriate.

Masks

- All BASE students and staff are required to wear a mask whenever they are inside a school building.

- Mask wearing will not be required when staff and students are outside for recess or planned activities.
- BASE will have a supply of student masks to replace those that are lost, forgotten, or soiled.

STAFF VACCINATION AND TESTING

- BASE staff is invited to provide their vaccination status to WSCP.
- Pooled testing is available for both vaccinated and unvaccinated staff

ILLNESS PROCEDURES

- 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, staff will carefully observe and monitor the physical appearance of their students.
 - If a student seems unwell, a staff member will escort the unwell student to the BASE Nurse or the Site Coordinator, who will assess the health situation.
 - If the Nurse is not present, the Site Coordinator will contact the BASE Nurse for recommendations.
 - If COVID-19 is suspected, the Site Coordinator or BASE Nurse 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 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 the students and staff who came in contact with the ill student and share all necessary information with the BASE Nurse and the building principal.
- The BASE Nurse will immediately contact the COVID-19 Program Leader and the Department 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 them 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 WSCP Director will gather all necessary information from the school-day or BASE nurse, the ill child's pediatrician, and/or the Board of Health in order to make a decision for the child's welfare and all other children and staff in the program concerning a particular infectious disease. A decision as to whether a child can remain at the program will be reached after gathering information from these sources.

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 must be in place.
- Sufficient (unexpired) medication must be in the school nurse's office, as provided (and replenished) by the parents, and accessible for BASE use.
- All above administration procedures must be followed carefully.

First Aid and CPR Procedures

BASE staff receives 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 the hosting staff is available for assistance, 1 BASE staff member will use the nearest phone or return to the program to start above procedures
- The staff:child ratio on Grades K-5 field trips is 1:9.

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.

BASE MEDICAL TREATMENT PROTOCOL

When medical situations arise during BASE programs, the supervising staff will provide the appropriate care within the best of their abilities, support the student in need, and communicate/document with guardians, outside medical personnel, and community health nurse (school nurse) as necessary and appropriate.

When an after school emergency or medical situation requires professional medical support and the school day nurse or other qualified personnel are not available, the on-site Registered Nurse employed by BASE (Before and After School Extension) may be called to provide care. Such situations might include severe allergic reactions, injuries requiring professional assessment, acute medical situations, potential COVID-19 concerns, or interventions which require medical skills beyond the scope of the supervising staff.

If the BASE on-site nurse is called upon for nursing judgment and assessment, full responsibility for the medical care of the student is transferred to the BASE on-site nurse, including triage protocol, medical assessments, parent communications, emergency medical decisions, and documentation. Medical and personal information will be made available to the BASE on-call nurse as needed to assess and provide adequate care.

Documentation and follow-up by the BASE on-site nurse will include: verbal communication with emergency medical personnel and parents/guardians of the injured student; written documentation for the parents/guardians; attendance during ER transport as necessary; on-line or written narratives for the school nurse; and submission of documentation for inclusion in the student's school medical record.

If the BASE nurse is not working during a time that BASE regular and supervising staff is dealing with a medical or emergency situation, then as needed, the BASE staff will be in contact with the Town of Wayland Emergency Management Services (EMS) at 911 or main line at 508-358-4747.

UPDATED 11/2020

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?

SIGNS AND SYMPTOMS	COLD	FLU	COVID-19
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