

## **BASE Program Q & A for Parents**

### **What are the days and hours of Care for the Before and After School Program?**

The Before and After School Program will be offered Monday – Friday. The hours for Before School are 7:15 a.m. – 8:45 a.m. or the start of the school day. The hours for After School are 3:30 p.m. – 6:00 p.m.

### **Will the After School Program run on one session (half) days?**

Yes, the after-school program will run on scheduled one session (half) days. The program hours are 1:15 p.m. - 6:00 p.m.

### **Where will the Before and After School Program take place?**

The Program will take place in the approved licensed space within the elementary school.

### **What time will BASE staff arrive to prepare for the Program?**

Staff will arrive 15 minutes prior to the start of each program; 7:00 a.m. for the Before School Program and 3:15 p.m. for the After School Program.

### **Are parents/legal guardians permitted in the School Building when dropping off or picking up children for the Program?**

Yes, parents/legal guardian are permitted in the building when dropping off or picking up children. Each School will designate ONE entrance and exit to be used solely for Drop Off and Pick Up of BASE children. Upon entering the premises, the custodial parent, custodian or guardian shall notify the site director of his or her presence.

### **How will staff ensure Proper Hygiene Measures and Procedures?**

The Site Director will ensure that staff and children adhere to the hand washing schedule. Children and staff will clean their hands upon entering the program, prior to eating snack, when coming in from outside, after coughing/sneezing, etc. Hand sanitizer will be available to staff and children within the program areas.

### **What are the Procedures for Cleaning, Sanitizing and Disinfecting?**

The Hamilton Area YMCA will be responsible for all PPE required for the BASE program. All tables will be cleaned and disinfected before and after use each day by a BASE staff member.

### **What are the Procedures for children's personal belongings?**

No toys or personal items (i.e. cell phone, iPad) from home will be permitted in the BASE Program. All items brought (water bottles, hats, jackets, etc.) should be clearly labeled with the child's name.

### **What is the Drop Off and Pick Up procedures?**

The authorized drop-off and pick-up person will sign the child(ren) in and out of the program with the time and their initials. The Hamilton Area YMCA has the right to change pick up method at our site, in a special circumstance. The YMCA will notify parents the day before pick method changes either via email or Player space.

### **How is snack served?**

A morning and afternoon snack will be provided for the children. The BASE program is a nut-free program. Absolutely no products containing peanuts, peanut butter, or tree nuts of any kind will be served. This includes products made in a facility that processes tree nuts/peanuts.

*If you would like to send your child in with a morning breakfast or snack, please make sure it is Nut Free.*

### **Are Visitors allowed in the Before and After School Program?**

Yes, visitors will be permitted in our programs.

### **Will there be Special Events or outside Enrichment programs during the After School Program?**

Yes, there may be special events and outside enrichment during the After-school program.

### **How Do Parents register their child(ren) for the Program?**

Registration will be available on the Hamilton Area YMCA website. By visiting our website at [www.hamiltonymca.org/Childcare/Enrichment](http://www.hamiltonymca.org/Childcare/Enrichment), parents can access registration information, monthly tuition rates, tuition payment policy, and all health and emergency forms, policies and procedures, as well as a copy of the **updated, Parent Handbook**. All BASE paperwork will be completed through player space.

**Who shall I contact at the Hamilton Area YMCA for additional information regarding the Before and After School program?**

Tonya Stackhouse, Assistant Director of School Age Care

Proudly overseeing before and after care programs at:

Kisthardt, Kuser, Robinson, University Heights, Yardville, Yardville Heights, Y's Owls Preschool program

[tstackhouse@hamiltonymca.org](mailto:tstackhouse@hamiltonymca.org)

Erik Wiener, Assistant Director of School Age Care

Proudly overseeing before and after care programs at:

Alexander, Langtree, McGalliard, Mercerville, Morgan, Sayen, Sunnybrae

[Ewiener@hamiltonymca.org](mailto:Ewiener@hamiltonymca.org)

Stacy Derrico, BASE Office Manager

Billing and waitlist questions

[Sderrico@hamiltonymca.org](mailto:Sderrico@hamiltonymca.org)

Rudy Tuner, Camp and Childcare Director

[rturner@hamiltonymca.org](mailto:rturner@hamiltonymca.org)