

## **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.

### **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 permitted in the School Building when dropping off or picking up children for the Program?**

No, parents are not 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.

### **Will staff and children be required to wear a mask?**

Masks will optional for staff and children during the Before and After School Programs.

### **How will Social Distancing be implemented during BASE Program hours?**

Children within the same group are not required to Social Distance except when eating. There will be individual and limited contact activities provided. Sharing of items will be limited following proper cleaning and disinfecting procedures.

### **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 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 BASE program. All tables will be cleaned and disinfected before and after each day by a BASE staff member.

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

No toys or personal items from home will be permitted in the BASE Program. Each child will be assigned a laundry basket to store their personal belongings. Baskets will be cleaned and disinfected at the end of each Program.

**What are the Procedures for Drop Off?**

Upon arriving at the Before School Program, parents will call the site cell phone to notify staff the child has arrived. The staff member will ask the required Daily Screening Questions. If the answer is NO to each question, child will proceed to entrance to have their temperature checked. If the child's temperature is under 100.4 degrees, the child will be admitted to the program. The staff member will initial the sign-in sheet and the child will proceed to the Program area to put away their personal belongings and wash their hands.

**What are the Procedures for Pick Up?**

When arriving at the After School Program, parent will call the Site Cell Phone to announce they have arrived to pick up their child.

The child will clean up his/her area, wash hands, pick up personal belongings from basket and is escorted out to Parent and staff member initials sign-out.

**How is snack served?**

A morning and afternoon snack will be provided for the children. Only individual packaged snacks will be served during this time.

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?**

Visitors will not be permitted at this time.

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

There will be no field trips or special events/gatherings at this time.

**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 and all BASE paperwork; the BASE application, tuition and financial agreement, all health and emergency forms, policies and procedures, as well as a copy of the **updated, Parent Handbook.**

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

Please email Keleigh Szmauz, Director, School Age Care

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

Please email Ryan Young, VP Branch Operations at

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