

## BASE Parent Handbook for the 2025-2026 School Year

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### **BASE Mission Statement & Purpose**

Our mission is to provide a quality extended day program that compliments the Montessori school day by offering enriching activities designed to develop peer-to-peer bonding, promote community involvement, encourage multicultural appreciation, and build social and emotional skills. BASE is meant to build from and add onto the IMO campus experience. It is a school enrichment program.

### **Program Description**

BASE is designed to meet the needs of working families with children enrolled at IMO/Casa. Children who participate in BASE can remain in a familiar environment with access to guided group activities, playgrounds, and recreational equipment. BASE complements the school day by providing the opportunity for the children in our program to explore and build on individual interests and skills. Children may relax and unwind, participate in group activities, play sports and games, and socialize with peers and adults.

*\*\*Please be aware that we will follow requirements set forth by IMO/CASA under the guidance of the Center for Disease Control (CDC), the Department of Education (DOE), the Department of Health (DOH) and Orange County Public Schools (OCPS). Activities available during BASE will depend on the current recommendations of the Administration and the CDC/DOH/DOE/OCPS. Weather permitting, participants will be provided outside time each day. Indoor time may include games, manipulatives, crafts, coloring, reading, and guided themed activities, etc.*

### **Staff Information**

All members of our experienced staff meet all IMO, DCF, and OCPS qualifications as required per age group. Each staff member is certified in CPR and First Aid. Staff members are at least 18 years of age. Criminal background checks along with reference checks are conducted. Staff members attend multiple training courses and staff meetings throughout the year to review policies and procedures and to make fun, enriching activities that engage students.

*\*Volunteer Opportunity- BASE does offer volunteer opportunities to IMHS students who wish to have hands-on experience with facilitating activities. They will be paired with one (1) or two (2) professional staff members each day of volunteering to lead younger students in their afternoon enrichment.*

### **Eligibility**

A child must be enrolled to attend IMO/CASA in order to participate in the BASE program. BASE does not discriminate based on sex, race, color, national origin, and disability or ethnic background. Children of all backgrounds and abilities are encouraged to enroll. We assume children are potty trained when enrolled; we reserve the right to withdraw a child if there is repeated evidence that a child is not potty trained. Parents/Guardians should notify BASE of any known medical conditions prior to enrollment.

### Waiting Lists

Only a certain number of students may be enrolled in the BASE program for the safety of our participants. Enrollment in BASE is contingent upon verification of enrollment in IMO/IMHS/CASA. If an age group is at capacity, you may add your child to the waitlist by emailing [base@innovationmontessori.com](mailto:base@innovationmontessori.com). Families will be notified via email when a vacancy is available in the child's age group. Adding your child's name to the waiting list does not guarantee a spot in the BASE program.

### Program Dates and Hours

The 2025-2026 BASE program operates from Monday, August 11<sup>th</sup>- Tuesday, May 26<sup>th</sup>. Monday-Friday in accordance with the IMO/IMHS school calendar. Before School Enrichment begins as early as 7am. The After School Program begins at the end of the school dismissal period and ends promptly at 6:00pm. Late fees are incurred for pick-up after 6:00pm. Please see the billing section for more information on fee structure.

### Drop-In Service

Drop-in service is designed for families who need before or after school service irregularly. For this, space is available on a first-come, first-served basis and is very limited. Service must be requested by email to [base@innovationmontessori.com](mailto:base@innovationmontessori.com) **no later than 12pm the day before service is needed**. For Monday service, requests must be made by the Friday before. \*\*Requests are not monitored over the weekend. **Same day requests will not be approved**. You must receive pre-approval via email from BASE for your child to have a spot in the program.

- Payments for drop-in service must be paid at the time the reservation is confirmed.
- If you have not received an email to confirm a drop-in reservation and no payment is made prior to care received, your child will be unable to attend BASE. \*BASE is **not** an emergency day care provider. Prior drop-in service arrangements must be made for your student to attend BASE.
- Accounts must be in good standing for a child to attend BASE.
- It is also your responsibility to email your child's teacher to make them aware of when they will be dropping in to BASE.

### Sign In/Out Procedures

All participants in the BASE program must be physically signed in and/or out daily. This includes a full signature. Prior written notice is required if any persons other than those listed on the authorized release form should arrive to sign out your child. For primary campus pick-up, please park in an available parking space and ring the doorbell. For main campus pick-up, please pull forward into the car line lane and present your placard to a team member. **A photo ID and/or placard must be presented to pick up each student.** Sign-in/out procedures are subject to change based on the decision of the Administration and Program Manager.

### Late Pick Up

Pick up after 6:00pm will result in fees being assessed. BASE charges \$1.00/per minute/per child for late pick-up beginning at 6:01pm. We reserve the right to dismiss a child from our program after the third instance of late pick up. In the event a parent/guardian experiences a true emergency, BASE must be notified by 6:00pm via phone call at 407-654-2045 Option 4 and/or email at [base@innovationmontessori.com](mailto:base@innovationmontessori.com). If no contact has been received by 6:00pm, attempts will be made to contact people on the child’s emergency list. If the child(ren) is not picked up by 6:30pm local authorities will be notified.

**Billing Policy and Payment Procedures**

BASE tuition is based on the number of school days in the school year and is divided into 10 equal monthly payments via automatic withdrawal for your convenience. **LAST DAY** – The last day of **afternoon BASE** is Tuesday, May 26<sup>th</sup>, 2025. The last day of **morning BASE** is Wednesday, May 27<sup>th</sup>, 2025. There is no afternoon BASE on the last day of school, Wednesday, May 27<sup>th</sup>, 2025.

- Payments are collected on the 1<sup>st</sup> of each month, August – May, via automatic withdrawal.
- BASE utilizes Procure Software for payments. Shortly after registering your child, you will receive an invitation to create an account in the Parent Portal if you do not already have one. You may have previously created an account that you may continue to use each year.
- Families may access billing information, including a printout of year-to-date payments for tax filing purposes after January 31<sup>st</sup>, via the Parent Portal at [www.myprocare.com](http://www.myprocare.com).
- IMO/BASE is not responsible for bank fees incurred to your personal account during our collection process. **After the second returned check or insufficient funds notice, all future payments must be made in full, in advance of care received for your child to remain in the program.**
- Cash payments may **not** be sent with the child.
- The full tuition is due regardless of a child’s attendance or holidays that occur during the month.
- Financial assistance for families in need is available, however limited and provided on a first come, first served basis. Email [base@innovationmontessori.com](mailto:base@innovationmontessori.com) for more information.
- *BASE receives no Federal or State money and is financially self-supporting through fees collected from parents/guardians of each child enrolled in the program.*

**Statements of Account**

As a courtesy to our statements will be for all families with The statement will be in parent(s)/guardian(s) Families needing childcare

<b>BASE Tuition</b>		
Before School Enrichment	\$1250	\$125/month
After School Enrichment	\$2500	\$250/month
Before & After School Enrichment	\$3000	\$300/month
Drop-In Before School		\$15
Drop-In After School		\$25
Registration Fee		\$35/per child
Late Pick Up Fee		\$1/minute/child

families, year-end tax produced by January 31st accounts in good standing. the name(s) of the listed on the account. reimbursement

statements may login to [www.myprocare.com](http://www.myprocare.com) print a statement or email [base@innovationmontessori.com](mailto:base@innovationmontessori.com) to request one. Instructions to more easily print your childcare tax statement can be found [here](#).

**Refunds and Cancellations**

- There are no discounts, credits, or refunds provided for any child absences and/or unexpected school closures due to inclement weather or other emergency situations.
- Registration fees are non-refundable.
- Two weeks advance notice is required for all schedule changes, including voluntarily withdrawing your child from the BASE Program. You will be held responsible for all charges through the end of the two-week notice period, regardless of your child's attendance. Please note that we are unable to hold your child's spot in our program without payment. If BASE enrollment is at capacity, you may not be able to re-enroll once you would like to resume care. Written notice must be provided to the BASE Program Manager via email for any schedule changes: [base@innovationmontessori.com](mailto:base@innovationmontessori.com)

### **Roles and Responsibilities of Parents/Guardians**

Parents and Guardians are responsible for the following:

- Timely payment of all program fees
- Student pick-up no later than 6:00pm for after school enrichment each day
- Utilize grace and courtesy when communicating with BASE staff
- Complete and update the BASE registration form
- Follow up with your students after any injury or behavior incident you are notified about that occurs during the BASE Program

\*\*A student may be dismissed from the program if a parent/guardian does not meet the above responsibilities.

### **Unexpected School Closures**

In the event of a school closure, for any reason, the BASE program will be closed, and no refunds will be provided for these days.

The decisions to close schools or to delay opening due to inclement weather will be made by IMO personnel and will be communicated through School Mint and Parent Square. Weather conditions sometimes worsen during the day after children have arrived at school. *If school is closed or dismissed early because of weather conditions, BASE will not operate that day.*

### **Allergies**

Allergies to foods, chemicals or other environmental issues (such as nuts, pollen, bee stings) must be listed in the "Allergies" section of the child's registration form. Please include reactions and treatments.

### **Illnesses**

In addition to the information included here, BASE will be following the guidelines set forth by IMO/IMHS/Casa regarding illnesses. Information regarding procedures may be changed by the Administration and Program Manager at any time. Please refer to the IMO/IMHS COVID-19 Case Response Protocol for additional information. Parents/Guardians will be contacted immediately when their child displays signs of illness. Children must go home for the following symptoms:

- Earache (if child has not been on medication for at least 24 hours)

- Fever over 100.4 degrees. Children may return when they have been fever free for 24 hours without the use of fever reducing medication.
- Strep Throat (if child has not been on medication for at least 24 hours)
- Stomachache
- Anything contagious such as chicken pox, hand, foot and mouth disease, etc.
- Diarrhea/Vomiting
- Contagious rashes or rashes of unknown origin
- Head lice, including visible nits.
- Pink Eye (conjunctivitis) (If child has not been on medication for at least 24 hours)

### **Absences**

Parents/guardians should email [base@innovationmontessori.com](mailto:base@innovationmontessori.com) if a child will not attend BASE on a regularly scheduled day. *If your student is involved in other after school activities, please be aware of their schedule and what time they are released from said activity to BASE after school. Some after school activities may end after you arrive for pick-up.*

### **Clubs**

If your child attends clubs or other afternoon activities on campus, please notify [base@innovationmontessori.com](mailto:base@innovationmontessori.com) so the child will not be expected in BASE during that time.

### **Head Lice**

Head lice may be found in any school. BASE's policy states that any student with head lice may not stay in the program. Students with head lice will stay in the sign-out area with a staff member until picked up. Nits and lice must be removed at home before returning to school. Before returning to the classroom, the student must be checked by the office. Please accompany your child to the office when they return to school. With respect to health privacy and grace and courtesy, we ask that community members refrain from announcing a case of lice for any child other than their own. The National Association of School Nurses says, "studies have shown that control measures such as, mass screenings for nits have not been shown to have a significant effect on the incidence of head lice in a school community, nor have they shown to be cost-effective (Devore et al., 2015; Meinking & Taplin, 2011; CDC, 2013a). Communication between school personnel and parents/caregivers highlighting cases of head lice (e.g., "head lice outbreak letters") has been shown to increase community anxiety, increase social stigma causing embarrassment of affected infested students, and puts students' rights to confidentiality at risk (Gordon, 2007; Pontius, 2014)" – <https://www.nasn.org/advocacy/professional-practice-documents/position-statements/pshead-lice>. IMO has a conservative lice notification policy.

### **Child Safety**

Every effort will be made to reach you or other contacts on the child's registration form in the event of an emergency. If we are unable to reach any of the persons listed, we will take the necessary actions for the health and safety of your child. Should there be any changes in the emergency contact numbers, please notify the BASE Director at [base@innovationmontessori.com](mailto:base@innovationmontessori.com) and login to the Parent Portal at [www.myprocare.com](http://www.myprocare.com) to update your file. Children who experience minor injuries or illnesses such as bumps, bruises, scrapes, bee stings and stomach upsets will be treated by members who have received First Aid training, taking note of specifications on the child's health form. Parents/guardians will be informed of all first aid administered. If the symptoms persist,

parents/guardians will be asked to pick up the child. In the case of a major emergency (broken bones, puncture wounds, etc.) parents/guardians will be notified immediately, and appropriate measures will be taken in order to care for the child, including contacting emergency services if necessary.

### **Reporting Suspected Child Abuse**

In order to ensure the wellbeing of all children in our care, our staff has a continuing duty under state law to report incidents of possible neglect or abuse, including physical, sexual, and psychological abuse, to the Department of Children and Families and to cooperate in any investigation of such possible neglect or abuse. All staff members are mandatory reporters and must follow the Florida statute for mandatory reporting. We may be subjected to criminal penalties if we fail to report such possible harm. Staff are not allowed to comment to parents, other staff or any other persons about reported child abuse. Parents may not accuse or question staff concerning child abuse allegations. Child abuse investigations are a matter for DCF or local police departments.

### **Administration of Medication and Sunscreen**

BASE team members will not administer medications to a child on a regular basis unless it is necessary and prescribed by a medical doctor. In this case we ask that the procedures listed below are followed:

- All medications shall be delivered to the Health Office on campus with the following information on the pharmacy container for prescription medications and in the factory sealed container for non-prescription medication:
  - Name and purpose of medication
  - Time the medication is to be given
  - Specific instructions on the administration of the medication
  - Physician name and phone number
  - Pharmacy name and phone number
  - Approximate duration of medication, i.e., end of school year (with date)/10 days, etc., and possible side effects are to be listed on the Medication Authorization form.
- Parents/guardians must bring all medication in the most current labeled container.
- Parents/guardians will be required to fill out a Medication Authorization form for each medication before medication(s) can be dispensed.
- Herbal, vitamin and aspirin products require a healthcare provider's order. Notes from home will not be accepted as authorization for dispensing medication. This applies to all prescriptions as well as non-prescription medication.
- Medication authorization form must be on file at school for the medication to be dispensed.
- Any medication brought to school without a Medication Authorization form will be helped by the School Health Assistant. The parent/guardian will be contacted.
- For safety and security reasons, medications must be transported to and from school by parent/guardian. Do not send medication to school with the child or siblings.
- For self-carry medications, please speak with your child's doctor to obtain the required documentation.
- BASE staff members will not apply sunscreen to your child.

\*\*More information on our medication policy can be found on our website: [IMO Medication Policy](#)

### **Bathroom Accidents**

Children are provided bathroom breaks when requested. All children entering school and the BASE program are assumed to be potty trained. If your child has a bathroom accident, we will call you. You will be expected to pick up your child or arrange for pickup as soon as possible within one hour.

### **Illness**

If a child has symptoms of illness or signs of a communicable disease, he/she will be isolated from the other children while the parents are contacted and asked to pick up the child within an hour of notification. A parent's failure to pick up a sick child may result in a child's dismissal from the program, and a report being submitted to the Department of Children and Families. Any contagious illness may require a doctor's note for readmission. Staff members are expected to instruct children on State Regulations of washing hands as posted at each site to reduce contagious illness. A child who is absent from school during the school day or who has been picked up due to illness may not attend the BASE program that day.

### **Technology**

The use of personal technology will not be permitted during BASE. If a student chooses to bring cell phones, tablets, laptops, etc. to BASE, they must be silenced and kept out of view during the program. At dismissal, phones may be used solely for communication with parents/guardians. Violations of these expectations will be managed by a progressive discipline policy. Smart watches of any kind are not permitted at school.

### **Student Property**

Please put names on coats, sweaters, jackets, books, school bags, lunch boxes, water bottles, and other items belonging to your child. Remind your child that they are responsible for keeping up with their own personal belongings. **To keep personal property safe, children are not permitted to bring toys to school.** The BASE team is not responsible for recovering lost, stolen, or missing personal belongings. Unclaimed belongings will be donated to charity at intervals throughout the year.

### **Snack**

Each student will be provided one healthy snack during BASE. Snack menus will be posted on each campus. The Montessori philosophy encourages grace and courtesy, independence, and care of self and the environment. One way we support the development of these skills is through eating snacks at a snack table. Each student may bring their own individual healthy snack. Healthy snacks include fruits, vegetables, nuts (not peanuts), seeds, and proteins. Unacceptable snacks include chips (unless baked), cookies, candies, pastries, donuts, and cakes. No sharing of food or snacks among students is allowed.

### **Uniform**

All students who are required to wear a uniform during the school day must remain in their uniform during BASE. In the event a student has an activity to attend directly after being picked up from BASE and a parent/guardian has sent a written request for their child to change clothes 10 minutes prior to a specified pick-up time and the student reminds their group team member at the correct time, our team members will permit the child to change their clothes.

### **Withdrawal from BASE**

A child may withdraw and re-enroll only once per school year. Re-enrollment will be based on the space available. If there is a waiting list for the age group in which your child would be re-enrolled, your child will be added to the list in the order in which enrollment was requested. For example, if you withdraw your child and there is a waiting list of 5 children for their age group, your child will be placed 6<sup>th</sup> on the list should you request to re-enroll. Re-enrollment cannot be within 14 days of the withdrawal date. Breaks, intersessions, and school holiday closures do not count toward the 14 days.

### **Emergency Drills**

Emergency drills (fire drills, tornado drills, bomb threats, etc.) will be held as set forth by State Regulations and IMO policies.

**Evacuation:** BASE students will line up quietly and follow the group team member(s). Once outside, staff will call roll to account for all students in attendance. Everyone is to stay in the “safe area” until notified by the designated staff member to return to the building.

**Fire Drill:** Each campus is required to conduct a monthly, unannounced fire drill.

**Power Failure:** The group team member will contact the appropriate staff via walkie-talkie to see if incident is isolated or campus-wide and will keep the students calm until the power is restored. The group may proceed to a lighted area if the move can be done in a safe, organized manner.

### **Custody**

Our staff is required to release students to either of their parents unless we have a copy of a court order that grants custody to one of the parents or to someone else. If you have a court order, please give a copy to the program manager. All students must be signed out by a parent, legal guardian, or authorized adult. In the state of Florida mothers are considered educational guardians unless we have paperwork to the contrary.

### **Behavior Management Policy**

Our approach to discipline is based on empowerment, mutual respect, and trust. Corporal punishment is prohibited. Withholding or using food, rest, or sleep as a punishment is prohibited. Methods of discipline or interactions that frighten, demean, or humiliate a child are prohibited. Children in the BASE program are expected to comply with the OCPS, IMO/IMHS/CASA, and BASE rules and regulations as stated throughout this handbook, in the OCPS Student Code of Conduct and in the Parent Handbooks located here:

<http://innovationmontessori.com/policies/>.

- When a participant does not follow the behavior guidelines, we will take the following action steps as behavior problems progress.
  - Level 1 - Staff will redirect the participant to more appropriate behavior.
  - Level 2 - If inappropriate behavior continues, the participant will be reminded of behavior expectations, and the participant will be asked to decide on action steps to correct their behavior.
  - Level 3 - If a child’s behavior still does not meet expectations and is affecting the experience of other participants, they will be referred to an administrator or program manager.

- Level 4 - If inappropriate behavior continues, as a final action step the participant may be dismissed from the program.
  - Examples of unacceptable behavior
    - Refusing to follow behavior guidelines or rules
    - Using profanity, vulgarity or obscenity
    - Stealing or damaging property (personal or program property)
    - Refusal to participate in activities or cooperate with staff
    - Disrupting a program
    - Leaving a program without permission
    - Endangering the health and safety of children and/or staff
    - Use of illicit drugs, alcohol or tobacco
    - Sexual conduct of any kind
    - Teasing, making fun or bullying of other children or staff
    - Fighting of any kind
  - \*Physical violence or bullying toward another child or staff member will result in immediate dismissal from the BASE program.
  - \*\*Fees are non-refundable if a child is sent home for disciplinary reasons.
- We strive to balance the needs of the individual with the needs of the community. Parents/guardians will be advised of any repeated problematic behavior, and it is the expectation of BASE at IMO, that parents/guardians will be full partners in resolving behavioral issues.
- If the above techniques are not effective, a Behavior Notice will be completed by the program manager. The parent/guardian will be requested to attend a mandatory conference with the program manager and/or staff member to discuss the child's behavior. The notice should be signed by the parent/guardian as well as the program manager and then attached to the child's file. A parent's or guardian's refusal to sign a Behavior Notice does not prevent dismissal of the child if behavior warrants dismissal. Parents who do not make the effort to schedule a conference must remove their child from the BASE program. Parents/guardians contacted about behavior concerns are expected to help the staff in assuring the elimination of negative behaviors.
  - Two behavior notices will result in a one-day suspension from the program on the school day following the second behavior notice
  - Additional issues that occur after suspension will result in a two-day suspension or dismissal from the program
  - Additional issues that occur after a two-day suspension has been served may result in the child being dismissed from the program.
  - There will be no adjustment to tuition due to suspensions
- A child may be immediately dismissed from the program if the child's behavior is determined to be detrimental to the child or to the well-being of others in the program.
- Immediate dismissal of an entire family may occur if a parent/guardian chooses not to act or communicate respectfully with BASE staff.