



WELCOME INFORMATION

BASE – Before/After School Enrichment

AM BASE - Check In is at the Mobile building

- Please self-screen in the morning prior to coming - same as school.
- Please pull up along curb - do not use spaces as they are assigned to AVA Staff.
- Use your Insite Select App to check in.
- Walk your student to the doors - Their temperature will be taken and once you are given the okay, you are all set to leave.
- You are welcomed to send breakfast with your child to eat.
- Middle school is dismissed to school at 7:45am
- Elementary walked over to the school and dismissed at 8:00am, PreK and Kindie Students are walked to their classrooms.

PM BASE – Check In/Out is at the Mobile Building

- Please email your students teachers to let them know your child is to go to BASE
- BASE students are released from class at 3:45
- Please instruct your students to go straight to the Mobile Building. 1st & 2nd will check-in at room 1, which is at the set of doors with the stairs. 3rd-8th will check in at room 2, which is at the second set of doors closest to the playground. Staff will pick up PreK and Kindergarten Students from their classrooms and take them to room 1.
- When Parent's arrive, please pull up along the curb.
- Use the Insite Connect App to sign your student out.
- Text 303-888-3040 With Student Name (first name and last initial) and car color. We will have your student gather their items and send them out to you.

To choose your attendance you will need to sign in online (sorry the app doesn't do this yet). <https://connect.schoolcareworks.com/login.jsp> Here, you will choose Attendance. Schedules are due a week in advance by Sunday at Midnight. After that time, days will need to be requested and will be billed at the drop in rate. Please know there are no refunds or exchanges after the due date or once drop in is approved. You can request drop in days by emailing tlund@asperviewacademy.org. Please also copy in Megan Pedersen mpedersen@asperviewacademy.org.

Absences:

Even though we do not refund or exchange days, to ensure safety, you must be sure to let us know if your child will be absent from BASE. If the absence was already reported to the school,

we will see that on a report, but if your child goes home early or you have a change of plans, you must email or text at least 30 minutes prior. We cannot assume when a sibling is absent or goes home sick that the other sibling will or will not be attending.

Failure to notify BASE of an absence will result in a \$5 no show fee per family. Please do not assume that notifying your child's classroom teacher counts, as they typically will not have the time or opportunity to convey messages to us. Safety is priority and communication is key.

When a child fails to report to aftercare, we will page the child over the loud speakers twice, then we will reach out to parents, then emergency contacts. We will reach out to teachers and continue paging while we attempt to reach you. In the event we cannot reach someone, we will call the police to report a missing child.

After School Activities:

If your child signs up for an after-school activity and then you want them to come to BASE after it is over, they can do that. When scheduling you would select the classroom BASE following After-School Club/Sport. This classroom bills at \$10 instead of \$12. Have your student come to BASE to check in before they go to their activity. This lets us know they are here, and we can expect them after club. Please ask the Club leader to walk them to the BASE Mobile when done to ensure their safe transition. If you pick your child up from the activity instead of having them come to BASE, please be sure check them out from BASE either by using the App or stopping by, so that we are not looking for them.

Grade Levels:

Returning Families – Please be sure to update your child's grade, this is VERY important so that they are not in 3rd grade and being placed with first graders. To update, please sign in, select the personal tab, and near your child's name, you will see "update information", just click on that and scroll until you see grade.

Outside Play:

We play outside everyday weather permitting. Please be sure to send your student prepared. Remember that prior to 8am and starting around 4pm the weather really starts to cool off and your child may need some additional layers.

Illness:

We follow all the same guidelines as the school. Please see the parent handbook. We appreciate everyone leaning towards caution with suspected illness.

PLEASE BE SURE TO CHECK OUT THE PARENT HANDBOOK ON OUR WEBPAGE

<https://www.aspenviewacademy.org/programs/before-and-after-care/>