



The BASE Otero Parent Handbook

Welcome to The BASE Otero. Your child(ren) is now a part of a premier youth development program. We pride ourselves on the safety and well-being of everyone who enters our facility.

The following information will highlight the programs the BASE has to offer and explain the policies of our organization to you. In addition to the Parent Handbook, you will be asked to create an account on Playground, our tracking & payment system.

For more information, please feel free to contact info@BASEotero.org or call 575.488.BASE (2273)

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I: INTRODUCTION

A. VISION STATEMENT

The BASE Otero Community Youth Center envisions a future where Otero County thrives because every young person is supported through Belief, Authenticity, Success & Elevation, to grow, lead, and make a positive impact on the community.

B. MISSION STATEMENT

The mission of The BASE Otero Community Youth Center is to empower youth through Belief, Authenticity, Success & Elevation to reach their full potential.

C. THE BASE OTERO MEMBER GUIDANCE PHILOSOPHY

As a high-quality out-of-school-time program, THE BASE OTERO is committed to promoting emotional and social development for our youth, in addition to their academic achievement. Therefore, THE BASE OTERO has developed a thoughtful, consistent, positive approach to member guidance that is appropriate to the age and individual needs of the youth we serve.

THE BASE OTERO member guidance philosophy is BASE on time-tested principles in eliciting positive behaviors and fostering the progressive development of youth. These include the following:

- Understanding of growth and developmental stages of youth
- Maintaining consistency in rules, routines, and discipline
- Modeling of appropriate behaviors and attitudes
- Allowing youth to share their feelings and suggested solutions to problems
- Reducing opportunities for misbehavior through effective group control
- Teaching youth coping mechanisms
- Praising appropriate behavior
- Working cooperatively with families to resolve ongoing behavioral challenges

THE BASE OTERO places a priority on positive guidance methods that promote the setting of clear-cut limits for youth and for the development of self-control, self-esteem, and respect for the rights of others. Guardians are considered partners in Education & Career Development – enables youth to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in a career. Some examples of Education & Career Development activities are:

- Homework help (one hour per day)
- Reading circles and book BASEs
- STEAM-based activities

Arts & Culture – enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing. Some examples of Arts & Culture activities are:

- Wide variety of arts and crafts activities
- Music, dance, and drama
- Mural production

Sports, Fitness & Recreation – helps youth develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment, and social skills. Some examples of Sports, Fitness & Recreation activities are:

- Gym activities
- Lifetime sports
- Games room
- Tournaments

E. CORE VALUES

Belief

Authenticity

Success

Elevation

Opportunity

Transparency

Empowerment

Resilience

Optimism

H. CAPACITY

At the present time, capacity is determined by space, group size and staffing levels. Typical group sizes are 1 staff member to 15 youth.

I. HOURS OF OPERATION

In general, THE BASE OTERO is open Monday through Friday during the following hours:

School Year:	6:30 am – 6:00 pm (Alamo & Tularosa)
Extended Days:	6:30 am – 6:00 pm (Alamo & Tularosa)
Summer:	6:30 am – 6:00 pm (Alamo & Tularosa)

Dates and times are structured to accommodate the local Public Schools Yearly Academic Calendar. Schedules vary from location to location and are available upon request.

J. LOCATION AND POSTING OF BASE POLICY RULES

The Parents Manual shall be available online and anytime from the administrative offices. Parents may request to schedule a conference to discuss matters concerning their child with the CEO.

II: ADMISSIONS POLICY

A. CONFIDENTIALITY OF INFORMATION

The privacy of youth and their families is of the utmost importance to THE BASE OTERO. As such, no information (location, arrival, etc.) is not given over the phone to protect BASE youth. All enrollment forms, health history forms, and other documentation regarding BASE youth and their families will be kept in strict confidentiality and placed in individual youth' files. These records are stored in a secured area.

B. ENROLLMENT ELIGIBILITY

Youth between the ages of 5-18 years old (enrolled in grades K-12 or equivalent). THE BASE OTERO does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, sexual orientation, handicap, or disability. Youth may enroll for after school care when they enter Kindergarten and participate in the Summer Program the summer **after** their Kindergarten year.

C. EXCEPTIONS TO ELIGIBILITY

The school registration requirement is waived for youth who are home-schooled. If a member is enrolled in a GED High School equivalency program, has graduated from high school early, or is still in high school, he or she is still eligible to be a member up to eighteen years of age.

D. ENROLLMENT PROCEDURES

Enrollment is done solely through the Playground app.

Enrollment may be limited due to space availability and the interested member will be placed on a wait list.

D. ENROLLMENT FORMS/ENROLLMENT REQUIREMENTS

1. Required forms:

- **Enrollment Form (Filled out via Playground App)**
- **The enrollment form asks for basic information about the member applicant, including emergency contact information and data regarding the member's eligibility for income-qualifying services.**

- **After School Registration (Filled out via Playground App)**

This form asks school-based questions and determines our numbers for programs

- **Transportation Form (Filled out via Playground App)**

This form asks for basic information including drop off and pick up needs and locations

- **Medical Release Form (Filled out via Playground App)**

This form releases THE BASE OTERO to transport youth for medical care.

- **Parent Manual Acknowledgement (Signed & Completed)**

This form shows that you have at least a basic understanding of the parent manual.

2. FEE PAYMENT & REFUNDS

1. After School Fee

The current fee for the after-school program is currently \$135 (Alamo) \$100 (Tularosa) per calendar month. Any full days (more than 4 hours) due to a holiday, early dismissal, or no school day, there is a \$20 per day per member charge. There is no refund available if a member does not attend the entire month. In the event a change in this fee is warranted, a 30-day notice will be provided.

A late payment fee of \$5 will be applied to accounts when the After School Fee is not paid by the 5th of the month, or 5 days after the billing cycle is ran.

All fees must be paid by the 15th of the month without a payment agreement.

2. Summer Fee

During the summer months, THE BASE OTERO programming moves from after-school programming to all-day programming. This programming is available to youth who have finished kindergarten through 17 years old. The BASE allows youth to attend on a come and go basis, from open to close. As a result, the summer camp registration fee varies from site to site depending on hours, type of summer registration, and field trips. Each BASE site provides summer registration information to interested guardians listing dates and hours of operations, fees, and type of camp activities. Currently, the summer fee is \$95 a week (Alamogordo).

3. Refunds of Fee

4.

For refunds, 2 weeks notice must be given if a member will be withdrawn from the program. If a refund is due it will be mailed, minus 2 weeks, within 30 days. Failure to notify THE BASE OTERO of a withdrawal may result in no refund.

5. Late Fees

The BASE OTERO late pick-up policy was created to address when a child is picked up after the posted closing time or dropped off before the posted opening time.

Children picked up past this time or dropped off before this time will incur a \$1.00 per minute late charge, with an additional \$10 every 10 minutes after closing on top of \$1 per minute.

6. Capacity Limits

THE BASE OTERO serves its youth on a drop-in basis. From time to time and based upon capacity limits a minimum number of days of attendance per week may be instituted. On occasion, a special field trip or event will require a nominal fee. This information is included on the field trip permission slip that is distributed to guardians for review and signature.

7. Accounting Functions

The accounting function of THE BASE OTERO is housed at 201 Dale Scott Avenue, Alamogordo, NM 88310. Guardians pay any fees or charges directly to the local BASE. The BASE issues a duplicate receipt, giving the guardian the original and retaining a copy for THE BASE OTERO records. All payments are forwarded to THE BASE OTERO's Accounting Department for processing and deposit into the correct account. The Accounting Department will advise the BASE if a check is returned marked Not Sufficient Funds or if additional information is needed from the guardian regarding a payment.

The BASE OTERO policy on returned checks is that the full amount, plus a \$25.00 returned check fee must be paid by cash within 10 days of notification.

3. ATTENDANCE

1. Attendance Procedures

All youth entering the building must be CHECKED IN

- Youth register by being checked in at the Front Desk. An Authorized person may check out a member by presenting their ID at the Front Desk. Authorized picked up person(s) must be over the age of 18. The Front Desk attendant will verify the individual is authorized to pick up the member and

call for that member to come to the front. **BASE youth are not allowed to be released via a phone call, and staff is not allowed to walk BASE youth out to a vehicle unless arrangements have been made with the CEO.**

- **Authorized persons must fully enter the facility (please do not hold open the door and stand in the vestibule) and wait until the BASE member is in the lobby and walk them out. BASE youth will not be released unless an authorized person is present in the lobby.**
- Youth who fail to attend for 14 days without prior notification will be disenrolled in the program.

2. ENROLLMENT DATA POLICY

The assigned Data Entry Specialist at each site must enter enrollment data into the member tracking system in an accurate and timely manner for the reporting and operational requirements of THE BASE OTERO. The information from the attendance rosters is used for the following purposes:

- Forward planning of programming
- Financial allocations
- Staffing levels / Resource allocation
- Performance measurements
- Grants

IV: CONDUCT OF MEMBER

A. THE BASE OTERO CODE OF CONDUCT STATEMENT

THE BASE OTERO recognizes and supports youth' self-worth and accomplishments. Staff encourage youth and provide positive reinforcements as the youth make improvements and experience successes. Staff encourage youth to develop a moral character and behave ethically. This policy will be observed by and adhered to by all youth regardless of relation to any member of staff.

THE BASE OTERO has a direct responsibility to ensure the site is emotionally and physically safe. Staff is responsible for supervising the conduct of youth while active in programming, recognizing, and rewarding positive behavior, and enforcing behavior standards.

Exceptions to this Code of Conduct may be allowed based on the type of programming or specific rules of the BASE.

B. MEMBER CODE OF CONDUCT

- I will honor the THE BASE OTERO member code of conduct when I participate in all BASE activities.
- I will be a law-abiding citizen.
- I will respect myself, fellow youth, staff, and the facilities.
- I will have my coat, hat, and book bag in the designated BASE location.
- I will remain drug, alcohol, and tobacco free at the BASE.
- I will be responsible for all my personal belongings, including electronic devices. I agree that my electronic devices will not interfere with programming and will be used in a productive and positive way relative to my BASE policies.
- I will use words that are respectful.
- I will report uncomfortable or dangerous behavior.
- I will cooperate with all directions and requests by THE BASE OTERO staff.
- I will eat or drink only in designated areas and dispose of garbage properly.
- I will refrain from touching other BASE youth.
- I will use only assigned Enter or Exit ways to enter or exit THE BASE OTERO.
- I will enter the BASE and remain free of weapons with peaceful intentions.
- I will refrain from intimate behavior.

C. ZERO-TOLERANCE POLICY

The following violations of the Member Code Conduct will result in immediate suspension with a recommendation for expulsion: (See Member Disciplinary Policy)

- Weapons
- Illegal drugs
- Predatory sexual behavior
- Use of an object with intent to inflict bodily harm
- Severe acts of violence
- Severe threats of violence

D. PHYSICAL OR THREATS OF VIOLENCE

Violence puts everyone at risk; it does not stop at the end of the fight; there is always retaliation. Retaliation spills over to THE BASE OTERO, the schools, and the neighborhoods thus, putting other youth, staff, adults, and our guests at risk of being injured.

For our youth, staff, and guests, security and safety are our #1 priority. Therefore, THE BASE OTERO has adopted a Physical Violence policy on physical violence and menacing behavior. It is not our intention or goal to easily dismiss any of our youth, staff will make every attempt to properly communicate with any of its youth to resolve issues that may arise. Staff will use suspensions and expulsions only as a last resort. Staff is responsible for making a report of any behavior, verbal or non-verbal that they have

witnessed that they regard as threatening or violent; regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) who were threatened or were the focus of the threatening behavior. Incidents will be documented and placed in the member's file.

The purpose of this policy is to establish the proper guidelines to prevent inappropriate incidences while promoting positive life skills and strong character development. All staff and managers will be required to comply with this policy. This policy will apply to all youth without prejudice.

E. CELL PHONES AND OTHER ELECTRONIC DEVICE USAGE

THE BASE OTERO's primary goal is to provide quality programming and fun experiences to its youth. Prohibiting the use of cellphone and other electronic devices allows youth to gain more from programming, build better relationships with peers and staff through face-to-face interactions, allows for enhanced focus without the distractions, minimizes the opportunity for theft, minimizes embarrassing or hurtful social media incidences and other Youth will not be distracted away from programming. Tablets, video games, and laptops are not allowed in the BASE unless the youth are using them for homework and/or transporting it to/from school, or a specific time has been designated by staff.

In order to optimize experiences, THE BASE OTERO has adopted the following policy:

- Cell phones and other electronic devices must be secured by the member while in THE BASE OTERO facilities unless used as a tool of a THE BASE OTERO program. Programming that requires the use of these devices must have prior approval of the CEO.
- **Texting, conversation, email, gameplay, taking pictures, and/or using the camera features will not be allowed.**
- Youth will be given a warning and if the phone is not secured in a timely manner, the phone will be confiscated by staff and will be returned by the end of the day.

F. MEMBER DISCIPLINARY POLICY

Progressive Behavior:

In the instance where member behavior is not in alignment with the code of conduct or other BASE policies behavior interventions should be used. Staff should begin by meeting with the member and discussing the behavior that should change.

If the behavior does not change, the should be notified regarding the continued behavior.

Progressive Behavior Intervention is as follows:

- Verbal warning
- 1 day suspension
- 3-day suspension
- 5-day suspension
- Expulsion from the BASE is a last resort for repeated behaviors

There may be violations that are so problematic or harmful that the most effective action be the temporary removal of the youth from the BASE. THE BASE OTERO reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the violation. Enrollment can be suspended without notice.

Suspension of BASE Youth:

- Program staff may recommend a suspension; however, the CEO must approve the suspension.

Expulsion Consideration of Youth:

- THE BASE OTERO initiates the process for expulsion when the member's behaviors and needs are beyond the capacity of the agency.
- The Program Director(s) have the authority to request the expulsion of a member; however, the CEO must approve the expulsion.
- A member that is expelled from THE BASE OTERO is not allowed to attend for a period of 90 days.
- An agreement letter for the member and parents will be signed before a member is allowed back. Progressive discipline may be foregone in this instance.

G. DISCIPLINARY DIRECTION

All youth and parents must adhere to THE BASE OTERO Expectations and Guidelines. THE BASE OTERO reserves the right to implement the discipline and behavior management process at any point in time, up to and including suspension, probation, and/or enrollment termination.

Parent(s) or guardian(s) behavior that is deemed inappropriate, derogatory, disrespectful, and/or that creates an unsafe environment to successfully manage and operate THE BASE OTERO services can result in the immediate termination of a child(ren) enrollment.

The disciplinary step system and suspension protocol is enforced by the BASE Leadership team under the direction of the COO and CEO. The steps listed are a basic roadmap. The discipline a BASE member receives will depend on the infraction. The BASE leadership reserves the right to suspend or expel a member at any time for more serious infractions.

H. DISCIPLINARY STEP SYSTEM

Step 1 – Redirection

Redirection is intervening before an unwanted behavior occurs. Some forms of redirection are offering alternative choices to behavior and positive reinforcement for wanted behavior. When behavior is unacceptable, staff will explain clearly to the child what is expected. Children will be reminded that we are working toward a RESPECTFUL, RESPONSIBLE, CARING, and HONEST atmosphere. The child's self-esteem is the primary concern when a child needs to be redirected.

Step 2 – Verbal Warning

Youth showing inappropriate behavior, language, gestures, or hygiene will be given a verbal warning by the staff after each incident. Failure to adhere to the first verbal warning will lead to additional consequences. Staff will only issue a verbal warning once before moving forward with additional disciplinary actions.

Step 3 – Break in Designated Area Outside of Normal Programming

If a member continues to violate rules within a programming area, they will be sent out of the area and placed a breakout in an area designated for this purpose. This time out may not last longer than the duration of one rotation period. Upon the implementation of this step, a discipline notice will be filled out by staff and must be presented to and signed by the parent / guardian.

Step 4 – Sent Home for the Day

After a member receives two write-ups or more than one out of area time out in one day, the parent will be called and that member will be sent home for the day. Additional days of suspension can be implemented at the discretion of the COO or CEO if warranted by the member's behavior.

Step 5 – Suspension (indefinite)

Once a member returns from being sent home, any additional write ups within a 30 day period will lead to additional disciplinary action including suspension. If a member has repeated behavioral problems, violations of BASE rules or policies, and/or incidents suspension may be extended for an indefinite period. While most suspensions will range between 3-7 days, THE BASE OTERO and its BASE Leadership Team reserves the right to extend removal from BASE programs and activities as deemed necessary.

Fighting, disrespectful behavior, theft, drug / alcohol / tobacco possession or usage, bullying, destruction or vandalism of BASE property, refusal to follow rules or staff instruction, and inappropriate peer to peer interactions can all lead to immediate suspensions. The length of these suspensions will be based on the seriousness of the action and will be determined by the BASE Leadership Team. Youth are also required to be toilet trained and parents will be required to pick up children

immediately when accidents occur. Multiple accidents will result in the termination of the enrollment.

Step 6 – Increased Levels of Suspension / Enrollment Termination

If a member's behavior warrants additional suspension, the amount of time will continue to increase at the Branch Leadership Team discretion. Multiple suspensions for behavioral problems and/or incidents may result in termination of enrollment. Please be advised that suspensions / enrollment terminations apply to all THE BASE OTERO programs and locations.

V. SUPERVISION OF YOUTH

A. MEMBER SUPERVISION POLICY

THE BASE OTERO recognizes that monitoring and supervision are critical functions of abuse prevention and provide protection to youth, staff, volunteers, and the BASE itself. When interactions are monitored, allegations of abuse or wrongful acts are more easily and accurately investigated and resolved.

The purpose of this policy is to develop procedures and practices that minimize the risk of abuse or accidental injury to children and youth while they are participating in BASE sponsored events, protects staff from mistaken or groundless allegations, reduces THE BASE OTERO's liability, and builds guardians and volunteer confidence in our programs.

To ensure the safety and well-being of all youth, this policy applies to all staff that work with or supervise BASE youth. Adherence to these will ensure fairness and consistency in protecting our youth and staff.

a. Staff to Member Ratio

BASE activities should be under continuous supervision by a staff member and should maintain reasonable ratios when supervising youth. The maximum ratio should be BASEd on an activity and location.

The above ratios are maximums; however, the goal is to not exceed 1:15 while in the BASE facility.

A. SUPERVISION GENERAL GUIDELINES

- Staff and youth shall not have 1 to 1 unsupervised contact while in the BASE.

- No member should be unsupervised at any time in program areas or at a BASE sponsored event. Staff must approve any unsupervised transition through the facility and monitor timely return. If a member does not return on time, staff must notify others to locate.
- Staff should do periodic sweeps of the entire activity area. If youth are lingering outside of the planned activity area, the staff should encourage these youth to join an activity.
- All youth must check in and out at the front desk to maintain an accurate count of individuals within the BASE at any given time.
- All BASE employees are strictly prohibited from socializing with youth while off duty or dating or pursuing romantic or sexual relationships with any BASE youth.

B. FACILITY MONITORING PROCEDURES

Building architecture can increase or mitigate the risk of an incident or accident. In order to ensure that all of the BASE's buildings are properly and consistently monitored, s must designate a BASE employee(s) who will complete a site-inspection at various times throughout the day.

C. BATHROOM ACTIVITIES

1. Monitoring BASE Bathrooms

- i. In order to minimize horseplay and inappropriate behavior in the bathrooms, youth must ask permission before using the bathrooms, so that staff and volunteers know who is going to the restroom and when. When possible, no more than 1 person of each gender should be allowed to go to the bathroom per group.
- ii. BASE staff and volunteers should randomly and periodically monitor bathrooms to ensure that youth are not lingering there. It is important that staff and volunteers periodically check restrooms to quickly identify any issues which may arise.

Staff and volunteers should use staff-only bathrooms. When staff-only bathrooms are not available, staff should ensure that the restrooms are not being used by youth at the same time.

D. ADMINISTRATION VISITS TO THE BASES

Directors and other BASE leadership must regularly visit all BASE programs to ensure that all activities are well-managed and that BASE policies are observed by all in attendance. It is recommended that these visits be unannounced when possible.

E. MEMBER RELEASE AND MONITORING

THE BASE OTERO has the highest regard for the safety of our youth. Even when all precautions are properly observed, emergencies can still arise. Therefore, the purpose of this policy will be to take every opportunity and every attempt to carry out the daily preventive procedures to ensure the security of the BASE youth is always maintained.

a. Procedures Aimed at Reducing Risk

When opening the BASE at the beginning of the Program Session, staff will make sure of the following:

- ALL YOUTH entering the building must be signed in
- Unapproved adults/adults not listed on member form shall not be allowed to pick up member.
- Any strangers found to be lurking around will be brought to the attention of the management staff.
- Staff is to be constantly aware of where youth are within the building.

Staff should always know the number of youth in their area. As a group moves from one area to another, they should count the number of youth in their group to assure an accurate count.

VI. STAFF TO MEMBER POLICY**A. THE BASE OTERO POSITIVE GUIDANCE STATEMENT**

The essence of the BASE OTERO's mission is to support our youth as they develop and build values, skills, and self-esteem. Adults are employed, or volunteer, to carry out that goal. They are expected to always perform their job responsibilities in a professional manner. Youth have the benefit of seeing positive role models in the staff.

THE BASE OTERO member guidance philosophy is based on time-tested principles to elicit positive behaviors and foster the progressive development of youth. THE BASE OTERO places a priority on positive guidance methods that promote the setting of clear-cut limits for youth and for the development of self-control, self-esteem, and the respect for the rights of others.

B. STAFF/VOLUNTEER CODE OF ETHICS

The purpose of “A Matter of Trust: Our Code of Ethics” is to help ensure that all Staff Youth of the Boys & Girls BASEs of Otero Counties (THE BASE OTERO) adhere to and promote proper ethical standards, abide by the law, and preserve the organization’s integrity, reputation, professional and business relationships.

The BASE OTERO is an equal employment, affirmative action employer and is committed to providing a workplace that is free of discrimination of all types from abuse, offensive or harassing behavior.

At the BASE OTERO, everyone should feel comfortable speaking his or her mind, particularly with respect to ethics concerns. The BASE OTERO will benefit tremendously when employees exercise their power to prevent mistakes, wrongdoing, and unethical behavior. The BASE OTERO management will investigate all reported or questionable unethical behavior. In every instance where improper behavior is found to have occurred, THE BASE OTERO management will take appropriate action. The BASE OTERO will not tolerate retaliation against employees who raise genuine concerns in good faith.

Staff Youth of THE BASE OTERO represent THE BASE OTERO both in their professional and private lives. Any action by an individual employee is a reflection of the BASE OTERO as an organization.

Recognizing it is not possible to address all ways in which ethical issues may arise, the following principles are intended as a guide in making sound judgments and decisions on behalf of THE BASE OTERO and its mission.

Pledge of Personal and Professional Conduct

-
- Integrity -- I will demonstrate the highest standards of individual conduct, personal accountability, trustworthiness, fair dealings, considerations of the rights of others, and the highest principles of good business relationships.
 - Excellence -- I will strive to meet the highest standards of performance, quality, service and achievement.
 - Honesty -- I will communicate directly, respectfully, honestly and openly, and avoid misrepresentation, including misrepresentation through omission.
 - Diversity -- I will support and value diversity -- promoting an environment that embraces the similarities and differences all people bring to the organization.
 - Respect -- I will respect and act fairly toward all those with whom I come into contact and refuse to engage in or tolerate any form of discrimination or harassment.

- Responsibility -- I will take responsibility for my actions and decisions and remain a careful steward of THE BASE OTERO funds and resources. ...Compliance -- I will comply with THE BASE OTERO Code of Ethics and all laws and regulations affecting THE BASE OTERO.

Professional Practices

All Staff Youth of THE BASE OTERO should model the highest standards of ethics and individual conduct. While the “Pledge” outlines general principles guiding our ethical conduct, the following points illustrate important applications that are relevant to the work of THE BASE OTERO Staff Youth. The points below are not intended to be all-inclusive. Staff Youth are encouraged to utilize their own good judgment in maintaining the highest standards of ethics.

Governance:

I will commit myself to faithfully carrying out my duties and advancing the mission of THE BASE OTERO.

I will work cooperatively with others, determined to be a cohesive and integrated member of the team working towards a common purpose and celebrating a shared set of principles.

I will encourage the full and open discussion of issues entrusted to me and will ensure that others have a genuine opportunity to be heard.

I will fairly and frankly state my opinions on matters and carry out final decisions of the Board or management, even if I originally disagreed.

Conflicts of Interest:

I will not place my personal interests in conflict with the interest of THE BASE OTERO and will avoid any conduct that may impair my judgment with respect to THE BASE OTERO.

I will not, directly, or indirectly, benefit improperly from my position or from any sale, purchase, or other activity of the organization.

I will avoid situations involving impropriety or conflict, or the appearance of impropriety or conflict between duty to the organization and personal interest.

I will not accept from or give to any current or potential supplier, customer, competitor, or donor any payment, service, gratuity, gift, or favor.

I will not ask for or receive cash, kickbacks, bribes, gifts, or favors.

I will avoid any outside business relationships with donors, other businesses, or competitors if that relationship creates a conflict of interest by influencing decisions made by me in the performance of my regular duties for THE BASE OTERO.

Assets, Financial Reporting and Transactions:

I will do my part in ensuring that THE BASE OTERO always complies with prescribed accounting policies and procedures.

I will do my part in ensuring that organizational assets and transactions are handled with the strictest integrity, and that each transaction is executed in accordance with applicable procedures, authorization, and documentation.

I will not use, directly or indirectly, the organizational name or logo, organizational funds, property, computer connectivity, equipment, assets, copyrighted material, or other organizational resources for any unethical or unlawful purpose.

Confidential Information:

I will not release business information that has not been made public to private individuals, organizations, or government bodies unless demanded by legal process.

I will not use confidential information obtained in the course of my affiliation with THE BASE OTERO for the purpose of advancing any private interest or otherwise for personal gain.

I will keep confidential all information shared on sensitive issues, such as compensation and performance data.

Political Contributions:

I will refrain from making - or create the appearance of making - any contributions to any candidate for public office or political committee on behalf of THE BASE OTERO.

I will refrain from using any organizational financial resources, facilities, or personnel to endorse or oppose a candidate for public office.

I will clearly communicate THE BASE OTERO, while engaging in political activities in an individual capacity.

I will engage in personal political activities on my own time and at my own expense.

Reporting and Investigations

Upon receipt of the Code of Ethics, each Staff Member will agree in writing to comply with the Code of Ethics.

Questions and Reporting:

Any questions regarding the Code of Ethics, its' interpretation or application should be directed to the CEO.

If a Staff Member knows of a violation of the Code of Ethics, he/she should immediately report it to the CEO.

Individuals who file a complaint and those who are the subject of the complaint must not disclose to anyone outside of those involved in the complaint process their role in an ethics complaint. Disclosing of this information may jeopardize the ethics process and violate the rules of fundamental fairness by which all parties are protected.

If an investigation is deemed warranted, the CEO shall initiate an investigation of the complaint and notify the individual involved of such. The results of the investigation shall be managed in accordance with procedures identified in the THE BASE OTERO Personnel Policy.

If it is determined that unethical conduct has occurred, the CEO may impose sanctions, including reprimand, suspension, or removal from the position of employment.

PROHIBITED FORMS OF DISCIPLINE

Physical Abuse: Spanking, hitting, pinching, shaking, slapping, twisting, biting, shoving, or inflicting any other form of corporal punishment

Verbal abuse: Threats, name-calling, angry yelling, or derogatory remarks about a member or the member's family.

Mental abuse: Physical restraint, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box, or similar cubicle; shaming, humiliation, ostracizing, punishment for toilet accidents or cruelty

Sexual Abuse: **Inappropriate** touching, exposing oneself, sexually oriented conversations.

Neglect: Withholding food, water, bathroom breaks, or medical care.

C. PHYSICAL CONTACT

THE BASE OTERO has implemented a physical-contact policy that promotes a positive, nurturing environment while protecting youth, staff, and volunteers from misunderstandings. The following guidelines are to be carefully followed by all staff and volunteers working with youth:

Appropriate Physical Interactions	Inappropriate Physical Interactions
Side hugs Shoulder-to-shoulder or "temple" hugs	• Full-frontal hugs • Kisses

Pats on the shoulder or back Handshakes High-fives and hand slapping Verbal praise Pats on the head when culturally appropriate Touching hands, shoulders, and arms Arms around shoulders	• Showing affection in isolated area • Lap sitting • Wrestling • Piggyback rides • Tickling • Allowing a member to cling to an employee's or volunteer's leg • Any form of affection that is unwanted by the youth or the employee or volunteer • Compliments relating to physique or body development • Touching bottom, chest, or genital areas • Any sexual relationship or sexual contact with youth. Engaging in sexual relations with a member is a serious violation and the police will be notified
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D. VERBAL INTERACTIONS

Staff and volunteers are prohibited from speaking to youth in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

THE BASE OTERO policies for appropriate and inappropriate verbal interactions are:

Appropriate Verbal Interactions	Inappropriate Verbal Interactions
• Positive reinforcement • Appropriate jokes • Encouragement • Praise	• Name-calling • Discussing sexual encounters or in any way involving youth in the personal problems or issues of staff and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming • Belittling

	• Derogatory remarks • Harsh language that may frighten, threaten or humiliate youth • Derogatory remarks about the youth or his/her family
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E. ONE ON ONE INTERACTION

Most abuse occurs when an adult is alone with youth. THE BASE OTERO aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by THE BASE OTERO administration. Any contact or relationships with a member outside of the workplace including visits, letters, and phone calls are prohibited.

F. OUTSIDE CONTACT

Many cases of organizational abuse occur off-site and outside of regularly scheduled activities. This contact outside of regularly scheduled activities may put staff, volunteers, and THE BASE OTERO at increased risk.

THE BASE OTERO prohibit staff from having outside contact with youth from the BASE. However, if off-site contacts are unavoidable, THE BASE OTERO has determined that the following forms of outside contact are appropriate and inappropriate:

Appropriate Outside Contact	Inappropriate Outside Contact
• Taking groups of youth on a sanctioned outing • Attending sanctioned sporting activities with groups of youth	• Taking one member on an outing • Visiting in the member's home • Entertaining youth in the home of a staff or volunteer • Youth spending the night with a staff or volunteer.

G. GIFT GIVING

Many child abusers groom youth by giving gifts, thereby endearing themselves to the youth. They may instruct the youth to keep the gifts a secret, which then starts teaching the youth to keep secrets from guardians.

When program staff interacts with youth, staff is in a position of trust and power. These relationships must not jeopardize the effective functioning of THE BASE OTERO by the appearance of either favoritism or unfairness in the exercise of professional judgment.

Staff youth are expected to be aware of their professional responsibilities and to avoid actual conflict of interest, favoritism or bias.

For these reasons, THE BASE OTERO has a strict gift giving policy. Staff and volunteers should only give gifts to groups of youth, and only under the following circumstances:

- Administration must be made aware of and approve the gift.
- Guardians must be notified.

H. SOCIAL MEDIA

While social media sites have proven to be useful tools for connecting people and sharing information with a broad audience, the power and permanence of these sites is something that needs to be carefully considered. THE BASE OTERO operates several social media sites and uses them to help establish a brand identity and disseminate important and timely information. Posts are carefully crafted with the reputation of the agency and intended audiences in mind. A member of staff may have personal social media accounts, while these are set up under each individual's name, the lines become blurred when individuals mention THE BASE OTERO in various types of posts, connecting/friending/following anyone associated with THE BASE OTERO, and listing THE BASE OTERO as an employer.

Staff and volunteers are prohibited from communicating with youth via social media, texting, email or other forms of electronic communications.

Procedures will be carefully followed to ensure that the rights of all those involved are protected.

- Violation of the abuse prevention policies described above
- Seeking private time or one-on-one time with youth
- Making suggestive comments about youth
- Picking favorites

a. Staff Response

In the event that an employee or volunteer witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the employee or volunteer must:

- Interrupt the behavior
- Conduct investigation
- Report the behavior to the Program Director(s). If the behavior is about the Program Director(s), contact the CEO
- If the behavior is about the CEO, contact the Board of Directors

b. Response

In the event the CEO receives a report of suspicious or inappropriate behaviors or policy violations from an employee or volunteer:

- advises the person who reported the behavior that the report is being taken seriously.
- Program Director(s) report the behavior to the next level of administration, the CEO
- Director of Operations and determine if staff should be suspended pending decision and proceed accordingly
- Program Director(s) contact CEO to discuss the behavior and suspension decision.
- CEO communicates with the Board Chair and BGCA safety reporting regarding the alleged behavior.

c. Director and Leadership Response

In addition to the above response procedures, supervisors and administrators should ensure the following:

- Determine the immediate needs of the victim.
- Ensure that the incident has been reported to local law enforcement.
- Suspend the accused and remove from access to the youth.
- Review the file of the accused.
- Gather and document information surrounding the incident.
- If authorities do not request that the BASE take no action, proceed with an internal investigation.
- If abuse is confirmed, refer to THE BASE OTERO employee handbook for disciplinary action.
- Prepare a media response.
- Notify guardians if appropriate.

BASEd on the information gathered, the following may be required

- Progressive discipline up to and including termination.
- Increase monitoring or supervision of the employee, volunteer, or program.
- Contacting police.

d. Organizational Response

After the internal review of the suspicious or inappropriate behaviors or policy violations, determine if system changes are necessary, such as:

- Review the need for increased supervision.
- Review the need for revised policies or procedures.
- Review the need for additional training

VII. MEMBER SAFETY

A. THE BASE OTERO MEMBER SAFETY STATEMENT

At all times it is the intention of THE BASE OTERO to provide a high level of safety for youth, staff, guests and vendors. THE BASE OTERO is sincerely concerned with and committed to providing a safe environment. The cooperation of everyone is necessary to make THE BASE OTERO a safe place for our youth. Common sense and personal interest are still the greatest guarantees of BASE youth' safety.

B. SEARCHES

THE BASE OTERO reserves the right to conduct an inspection of all youth, staff, volunteers, vendors, and visitors, to monitor compliance with rules concerning safety wherever they may be. There is no general or specific expectation of privacy. All individuals who enter THE BASE OTERO facilities or programming should assume that what they do within the safety zone of a BASE is not private.

Generally, apart from items relating to personal hygiene or health, no member should ever bring anything that he or she would not be prepared to show and possibly turn over to staff and/or law enforcement authorities. If a member refuses to be searched, they shall be dismissed from the BASE and the appropriate disciplinary actions will be determined by the CEO. This policy shall apply to all individuals who is entering or leaving the premises of any THE BASE OTERO facility.

a. The policy of THE BASE OTERO is:

- To reserve the right to search a person who is entering, leaving, or who is already in a BASE.
- To reserve the right to search any article in that person's possession.
- To reserve the right to require the removal of coats, hoodies, headgear, gloves or footwear.

The main purpose of searching any individual is

- For the safety of all individuals on THE BASE OTERO premises
 - To reduce the risk of inappropriate items being brought on to site
 - To prevent unauthorized access
 - To reduce the risk of unauthorized removal of company property
- And to reduce the risk or unauthorized removal of other BASE member's property

C. WEAPONS (ZERO TOLERANCE)

THE BASE OTERO has a Zero Tolerance policy on weapons. Any form of weapon brought in by a BASE member or explosive is strictly prohibited, including all firearms, knives, explosive devices, pepper spray or other objects that could be used to threaten, harass, intimidate, injure or cause harm to another individual. Any violation of this policy will result in an immediate expulsion from all THE BASE OTERO events.

Any person wishing to carry a concealed or open carry a weapon into the THE BASE OTERO premises must have permission from the CEO. This may be revoked at any time.

The purpose of this policy is to ensure the safety of all staff and youth.

D. FAMILY DISCLOSURE POLICY

In order to avoid real or perceived family influence, conflict of interest, or inappropriate relationships with BASE youth, THE BASE OTERO provide that all relationships involving youth or a member's relative outside of BASE sanctioned activities be disclosed. Staff that engages in such a relationship, whether platonic or intimate, must accept responsibility for assuring that it does not result in a conflict of interest or raise other issues of professionalism.

For the purpose of this policy, relatives are defined as spouse, domestic partner, daughter, son, grandparents, sister, brother, cousins, mother/father-in-law.

a. Possible reasons for disclosure there may be times when:

- Staff may have an intimate relationship with a guardian or other relative of the member.
- Staff may have had an intimate relationship with a guardian or other relative of the BASE member and still maintain a relationship with the member.
- Staff may have a close, friendly, platonic relationship with the member's family.
- Staff is a relative of the member.
- Staff may have had a previous conflict with a member's relative.

In any case, when staff is unsure about a potential conflict, they should fully disclose the circumstances in writing following the steps listed below.

In cases of doubt, advice and counsel should be sought from the manager or CEO.

E. VISITORS

Our youth represent the bright future of our community and hold our hopes for a better nation. However, they also represent the most vulnerable youth of society. Assuring their safety and applying the highest level of integrity to all of our practices has enabled the BASE OTERO to remain a trusted and valued community institution. As such, maintaining and continuing to build trust requires daily attention to all of our practices and procedures.

Therefore, for the purpose of visiting staff, facility, or youth, everyone who is not presently employed by THE BASE OTERO or otherwise not authorized to be on BASE property or at a BASE sponsored program must receive approval by the BASE Manager.

When youth enter our facility, guardians can have the assurance that each staff and volunteer has undergone comprehensive background screening or is being escorted by a staff member while in the facility.

a. Procedures

Staff must ensure that guardians, family youth, other community adults, are required to follow the guidelines listed below:

Guardians

- When dropping off youth for participation, guardians may escort the member into the lobby and release them for attendance and programming.
- When picking up youth at the end of a program day or event, the guardian should report to the front desk area and request the member to be called for dismissal.
- The guardian must provide a photo ID to check a member out.
- If a guardian needs to speak with staff regarding programs or events, the front desk should gather the information and convey the message to the to address.

Visitors

While THE BASE OTERO is proud to showcase our BASEs, an unannounced visit to a BASE during regular hours of operation can be disruptive and interfere with BASE operations and programming. Therefore:

- Visitors must be approved by a member of management.
- Any visitors who request to come on the BASE premises on a frequent basis must complete the volunteer application process. This rule does not apply to youth of the BGGCGM Board who undergo background screening.

During visitation:

- Visitors must sign in and out

- Visitors must be escorted
- Visitors are not allowed to take pictures unless pre-approved by the or CEO.
- Visitors must be aware of behavior and language used in front of youth

If a visitor fails to follow these policies, he/she will have their visiting privileges revoked and be asked to leave.

*Spectators on BASE premises for specific events (ex. Basketball games) guests must remain in the designated zone for the event.

F. VOLUNTEERS

No one may volunteer at THE BASE OTERO without completing the volunteer application and screening process.

Allowing any person to volunteer who has not completed the volunteer process places our youth at risk.

G. SAFETY INSPECTIONS

THE BASE OTERO believes that BASE inspections help prevent injuries and illnesses. It reduces unnecessary harm and costs. Through critical examination of the BASE facilities, inspections identify and record hazards for corrective action. A regular inspection is an important part of a good occupational health and safety program. THE BASE OTERO maintains a board led safety committee comprising of board youth and others in the community who have expertise in the areas of safety which may include fire fighters, law enforcement, building officials and others.

VIII. CHILD ABUSE AND NEGLECT-MANDATORY REPORTING

A. THE BASE OTERO STATEMENT ON ABUSE AND NEGLECT REPORTING

THE BASE OTERO is committed to protecting the safety of its youth. As professionals working with youth, THE BASE OTERO staff is mandated to report any incidences of suspected child abuse and neglect, within the required time frame in an appropriate and thorough manner. THE BASE OTERO supports this mandate and requires all full and part-time staff to follow applicable procedures when warranted.

The reporting mandate exists to protect the member. If suspicions are reported, the reporter does not make judgment regarding actual facts and circumstances, if, and when abuse or neglect occurred. The mandated reporter does not have to “prove” abuse or neglect.

B. TYPES OF ABUSE

- Physical Abuse: Physical injury to a member by other than accidental means.
- Sexual Abuse: Touching a member in inappropriate places, forced viewing of sexual activity, sexual exploitation, or sexual intercourse, or just simply permitting it to happen.
- Emotional Abuse: Harm to a member's psychological or intellectual functioning.
- Neglect: When a caretaker fails, refuses or is unable for reasons other than poverty, to provide the necessary care, food, clothing, medical, or dental care.
- Abandonment: In general, a member is considered to be abandoned when the guardian's identity or whereabouts are unknown.
- Substance Abuse: In pre-natal care, exposure of a member to harm due to the mother's use of an illegal drug or other substance, manufacture of methamphetamine in the presence of a member, selling, distributing, or giving illegal drugs or alcohol to a member and use of a controlled substance by a caregiver that impairs the caregiver's ability to adequately care for the member.

IX. MEMBER HEALTH

A. HEALTH, SANITATION AND SAFETY

Staff shall follow good hygienic practices with our youth, including the following:

- Staff shall wash their hands with soap and warm running water before food preparation or service and after assisting with wiping noses and after exposure to blood or blood-containing body fluids.
- Staff shall avoid contact with blood or blood-containing body fluids.
- Gloves shall be worn if there may be contact with blood or blood-containing body fluids.
- Surfaces contaminated with blood or blood-containing body fluids shall be cleaned with a disinfecting solution.
- Blood contaminated materials shall be discarded in a plastic bag with a secure tie.
- Youth shall wash their hands after using the restroom.
- Staff shall be knowledgeable of routes of transmission, as well as prevention of communicable diseases.
- There shall be no smoking (including use of a vaping pen, etc.), use of tobacco products, or consumption of alcoholic beverages on the premises by staff, volunteers, or guests.
- Visitors who appear to be under the influence of alcohol or other drugs shall not be asked to leave the facility.

B. COMMUNICABLE DISEASE

THE BASE OTERO's decisions involving youth, staff, and volunteers who have communicable diseases or illnesses shall be BASEd on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease or illness, and a careful weighing of the identified risks and the available alternative for responding to a member with a communicable disease. The purpose of this policy is to minimize the risk and liability to the organization and others.

Procedure

- If any member shows evidence of having contracted a communicable disease or illness, the staff is to advise the Program Director(s).
- **Anyone who has a temperature of 100.0 degrees or above must leave the premises and stay away for a period of 24 hours after the fever has dropped below that level without the use of fever-reducing medication.**
- Anytime a member, staff or volunteer vomits or feels nausea, they must leave the facility.
- A parent will be called to pick up any member who has had an "accident"
- THE BASE OTERO reserves the right to request a member, staff, or volunteer to leave the premises should it be determined that they are not "feeling well".

C. THE DEFINITION OF AN ILL MEMBER OR STAFF

As a provider of member care services to good children, THE BASE OTERO will not permit youth or staff to come to the BASEs with any of the following illnesses or symptoms:

- Severe pain or discomfort.
- Diarrhea.
- Vomiting.
- The elevated temperature of 100.0 degrees Fahrenheit or above.
- The lethargy that is more than expected tiredness.
- Yellow eyes or jaundiced skin.
- Red eyes with discharge.
- Infected, untreated skin patches.
- Difficult rapid breathing or severe coughing.
- Skin rashes in conjunction with fever or behavior changes.
- Weeping or bleeding skin lesions that have not been treated by a health care provider.
- Mouth sores with drooling; or
- Stiff neck.

A member or staff who presents with these symptoms will be sent home unless a medical diagnosis from a health care provider, which has been communicated to the center in writing, indicates that the member poses no serious health risk to himself or herself or to other youth. All such documentation will be placed in the member's file.

D. FIRST AID

It is the policy of THE BASE OTERO to have a safe work environment for BASE youth, employees, volunteers, visitors, and those that are conducting business our facilities. Emphasis is placed on the prevention of accidents and injuries, when accidents do occur. First aid can save lives and prevent minor injuries or illnesses from becoming major ones. The purpose of this policy is to encourage and promote the safe, efficient provision of first aid for minor injuries and assist injured employees in getting appropriate medical care.

E. MEDICAL EMERGENCIES

In case of a medical emergency involving a member, staff, or volunteer, if the determines if the emergency is life-threatening, they should direct that 911 should be called.

F. YOUTH WITH SPECIAL HEALTH NEEDS

Guardians should provide THE BASE OTERO with any information on a member's special health needs or conditions upon enrollment or upon the onset of the condition. THE BASE OTERO will place a copy of the information in the member's file and ensure that all staff responsible for the member's care are properly informed. This includes any allergies and/or health issues a member is diagnosed with, as well as the proper method of treatment (ex: asthma: treat with an inhaler, etc.)

G. FOOD SAFETY AND NUTRITION

At THE BASE OTERO, we believe nutrition and healthy eating habits are fundamental skills for our youth, it is our goal to serve a variety of healthful and acceptable meals and snacks that are nutritious for our youth following the USDA guidelines of the food programs we participate in. Staff involved with the food programs have proper certifications as required by the State of New Mexico.

ii. Food provided by Guardian

- When food for a member is provided by the member's guardian, we are unable to store their food in refrigerators or freezers onsite. Guardians

should assure that food requiring refrigeration and pack with ice packs in appropriate containers to maintain the food within safe temperatures. We cannot heat or cook food brought by youth.

iii. Special Dietary Restrictions

- Guardians whose children have dietary restrictions or special diets due to religious beliefs or other practices should submit documentation to the Director of Operations. We will make every effort to accommodate restrictions within the guideline of the food program.

H. DISPENSING AND STORAGE OF MEDICATION

THE BASE OTERO will maintain an effective and safe medication management process for the receipt, storage and dispensing of medication to youth. The administration of medication is considered a high-risk practice and as such carries obligations for both staff and guardians.

The purpose of this policy and related procedures has been developed to ensure the appropriate administering of medication. The aim of this policy is to clarify staff responsibility.

a. Self-Administration by Member Guidelines

Staff must ensure the following guidelines are met:

- Medication Consent Form dated and signed by the guardian must be maintained with the medication.
- Medication must be in its original container and labeled with the member's name and the label should include the dosage and directions for administration.
- Blanket authorizations that exceed the length of time specified on the label are prohibited unless medications are used to treat chronic illnesses or conditions such as asthma, etc.

b. Procedures for Securing Medication

A designated staff member is to collect all medications at member check-in. Staff must secure medication as follows:

- Medication shall be stored and locked so that it is not accessible to the youth.
- We cannot accommodate requests to store Medication which must be maintained at a specific temperature (ex., refrigeration is required)
- "Controlled substance" medication shall be in an original container with the prescription information label attached.

- No medication intended for use by a member may be kept at the center without a current medication administration authorization from the guardian.
- We are unable to administer medication which requires an injection or be applied to a body part under the clothing.
- Member medication shall be stored separate from staff medication
- Medication will be protected from sources of contamination
- Medication will be stored so that internal (oral) and external (topical) medications are separated
- Medication will be stored separate from food.

When member comes to designated staff for medication, staff must have member wash hands before and after dispensing medicine. For liquid medications, youth should use clean medication spoons, syringes, droppers, or medicine cups that have measurements on them (not table service spoons) provided by guardian.

I. PET POLICY

THE BASE OTERO does not allow outside pets into the facility without the advance permission by the CEO.

X. TRANSPORTATION OF YOUTH

A. VAN SAFETY AND USAGE GUIDE

THE BASE OTERO endorses all applicable motor vehicle regulations relating to driver responsibility. It is the driver's responsibility to operate the van in a safe manner and to drive defensively to prevent injuries and property damage.

a. Van Driver Requirements

- Employees must complete a Driver's License Check Form and provide to CEO.
- Employee must have a valid and current Driver's license to be considered eligible to operate a THE BASE OTERO vehicle.
- Staff must complete an approval process prior to operating a THE BASE OTERO vehicle.
- Staff must be submitted to the BASE OTERO insurance carrier for approval prior to operating a vehicle.

B. WHEN TRANSPORTING YOUTH BY BUS OR THE BASE OTERO VAN

- Administrators must be notified of all transportation activities.

- Youth must never be transported without written permission from a guardian. Staff and volunteers must take these permission forms and medical releases with them on the trip.
- The “Rule of Three” shall apply when transporting youth. A minimum of 2 staff youth to 1 child or 1 staff member to 2 children shall always be in the vehicle.
- **Once a member is in a THE BASE OTERO van, we cannot release a member to anyone the driving staff member does not recognize.**

C. PUBLIC TRANSPORTATION

Occasionally, it may be necessary to utilize public transportation for specific activities. In addition to the transportation procedures listed above, youth should remain in one area of the bus, if possible.

D. USE OF PERSONAL VEHICLES

Youth are never to be transported in personal vehicles except with the express permission of the CEO in advance.

XI. FIELD TRIPS

A. TYPES OF FIELD TRIPS

Field trips are a part of THE BASE OTERO member’s education, and they present unique risks for the safety. Large groups are difficult to monitor, youth may be more likely to act out in a less structured environment, and our BASEs cannot screen all other adults who will have access to our youth. It is important that everyone is aware of these risks and takes measures to minimize them.

- Types of field trips include:
 - Day field trips
 - Recurring field trips (same activity on a regular basis, such as a choir or sports games)

B. PROCEDURES

All field trips or outings must follow our BASE’s abuse prevention policies.

- All off-site activities must be approved in advance by CEO.
- Guardians must be provided with written information about off-site activities. All guardians must sign a permission slip for their youth to attend the outing or activity. Staff and volunteers must keep these permission slips on hand during the off-site activity.
- Field trips will have a designated departure time. Failure to be at the BASE by the departure time will result in the youth missing the field trip.

- Return times may vary due to traffic, time spent at location, and other factors. THE BASE OTERO drivers will communicate with the BASE for more accurate times.
- Some field trips have a cost to them. This must be paid by the deadline stated on the calendars, no exceptions.

C. OVERNIGHT TRIPS AND EVENTS

Overnight stays present unique risks to youth, staff, and volunteers. They often involve changing clothes, groups of both genders and different ages in a more intimate atmosphere than usual, more unstructured activities, and increased supervision demands for staff and volunteers.

a. Supervision Guidelines

- All overnight activities must be documented and approved in writing by the CEO.
- Senior-most staff will be expected to observe overnight activities regularly and randomly on a scheduled and periodic basis.
- Provide guardians with written information about the overnight activity. All guardians must sign a permission slip for their youth to attend the overnight.
- Inform guardians of the discipline policy, and phone usage and if a member has to be returned home it will be at the guardian's expense.

XII. ENVIRONMENTAL HAZARDS

A. HAZARDS

THE BASE OTERO are committed to providing a safe environment for all youth participating in programs at THE BASE OTERO facilities. This commitment requires an established plan to manage environmental hazard situations in a manner that minimizes risk to any person present when an evacuation or shelter in place is necessary.

This policy contains requirements for general environmental hazard plans which are designed and implemented to protect program staff, BASE youth, visitors and contractors from the hazards associated with an emergency.

B. SEVERE WEATHER

THE BASE OTERO has a commitment to provide a safe environment for all youth participating in programs at THE BASE OTERO facilities. This commitment requires an established plan to manage severe weather situations in a manner that minimizes risk to any person present when an evacuation is necessary.

This policy contains requirements for general and specific severe weather emergency plans which are designed and implemented to protect program staff, BASE youth, visitors and contractors from the hazards associated with an emergency.

The CEO will determine whether to close THE BASE OTERO locations due to adverse weather conditions. As a general guideline, when Public Schools close due to severe weather, THE BASE OTERO locations will close.

If the decision to close is made when youth are present in THE BASE OTERO, staff must contact guardians to pick up youth immediately. If unable to contact guardian, staff must use emergency contact. Staff must remain with youth while maintaining the staff to member ratio, until all youth are picked up.

In the event of lightning or thunder within 10 miles of the location, all staff and children are to seek shelter within a building. The sheltering shall continue for 20 minutes after the last lightning or thunder event. If during the 20-minute waiting period a lightning or thunder event take place, the 20 minutes waiting period shall start over.

C. HEAT AND EXTREME COLD

Staff should use discretion when planning outside programming during the summer and winter months due to extreme temperatures. Staff should conduct all programming inside during days when the weather is extremely hot or cold. In heat, staff should ensure youth are adequately hydrated. Likewise, staff should ensure BASE youth are fully dressed in appropriate winter clothing (coat, gloves, scarf, etc.) during cold weather.

Staff shall hold programming inside when

- 1) There is heavy rain
- 2) There is excessive heat
- 3) There is excessive cold or wind chill temperatures

XIII. MEMBER AND PARENT EXPECTATIONS

The BASE OTERO strives to maintain a BASE environment that is built on respect for all. As such, there is a zero-tolerance policy for behaviors or actions that jeopardize the health, safety, and well-being of any individual(s) being served or employed by the organization; this includes but is not limited to other parents, youth, staff, volunteers, and partners of the organization.

THE BASE OTERO does reserve the right to terminate any enrollment based on the behavior of parent/guardian. Negative behavior by a parent/guardian will be viewed as a

violation of organizational policies and will be addressed immediately with actions up to and including suspension or termination of enrollment. In an instance in which enrollment is terminated for violation of organizational policies by the parent or child, no refund will be administered.

All youth and youth attending or participating in THE BASE OTERO programs and activities must be able to comply with THE BASE OTERO Enrollment Safety and Inclusion policy, along with member rules and expectations.

Youth and the youths' ability to comply with these guidelines helps to ensure that all participants can receive a quality BASE experience. The failure of any member or youth participant to comply with these expectations may result in implementation of the THE BASE OTERO disciplinary policy and may result in escalating consequences which may result in suspension or termination of enrollment.

The THE BASE OTERO strives to maintain a BASE environment that is built on respect for all. As such, there is a zero-tolerance policy for any derogatory or disrespectful behavior exhibited by parents / guardians during any organization related interaction. This includes the following:

- Physically or verbally engaging in any negative manner with BASE staff.
- Attempting to interact negatively with other children / parents (this includes attempts to address any behavioral concerns involving another child).
- Refusing to adhere to organizational policy and procedure.
- Entering any organization facility under the influence of drugs / alcohol
- Habitually arriving late to pick up a child(ren) or habitually dropping child(ren) off early.
- Failure to comply with organization fee collection policy.
- Utilization of any disciplinary punishment for a child that is deemed inappropriate by staff (may be both physical or verbal)
- Behavior that violates federal, state, or local laws and/or ordinances.
- Any other actions that present a challenge to the organization's ability to operate in a safe and positive fashion. This is assessed at the discretion of THE BASE OTERO staff with additional oversight from administrative staff.
- Parents/guardians please do not pick up youth until after 4pm. For an optimal BASE experience, youth should regularly participate in programming.

Our parking lot belongs to the City of Alamogordo. Our entrance is the one closest to Yucca Elementary. Please do not enter through the exit. If you do not have a handicap placard, do not park in the handicap spot(s). Parking along Dale Scott is not allowed, it is a **red curb, no parking area**. Failure to comply with these requests will result in termination of enrollment.

XII. STAFF TRAINING

A. TRAINING AND DEVELOPMENT

THE BASE OTERO recognizes that its most important resource is its employees. THE BASE OTERO is committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling staff to achieve their aims and objectives that are to provide specialized, high-quality care to our youth. By increasing skills and knowledge THE BASE OTERO will present confident, highly qualified working staff as an effective and efficient team. This policy respects equal opportunities and applies to all employees.

Individual training and development needs will be identified through:

- Training needs analysis
- Annual Performance Appraisals
- Requests from employees.
- Regulatory/Grant funded requirement

General training and development needs identified will be met through a variety of activities, (seminars, webinars, books, etc.) depending on the nature and extent of the requirements deemed necessary after assessment.

Occasionally it may be necessary to close the BASE in order to perform staff training. If such a time is deemed necessary, families will be notified 14 days in advance.

XVI. ENROLLMENT

Prior to enrolling any child in THE BASE OTERO programs, a parent or guardian must complete a enrollment application and complete the enrollment orientation process in its entirety. The orientation process will cover member, parent, and staff expectations; health and safety standards; organization and site level policies, procedures, and practices; fees; and systems and communication. Failure to complete any enrollment process or activity will prevent the prospective participant from attending.

I. ACCOMMODATION AND INCLUSION

The THE BASE OTERO staff youth will work with families to understand special needs of children seeking accommodation, and to identify potential modifications necessary to support a disability within our ability to safely serve the child. Staff will work to integrate individual accommodations as safely and feasibly as is achievable.

If an accommodation is requested and/or it is determined by staff member(s) that an accommodation is necessary to safely serve the child/member, THE BASE OTERO Leadership staff will convene a meeting with the parent(s) or guardian(s) to discuss the potential for an accommodation. After meeting with the parent(s) or guardian(s) THE

BASE OTERO leadership will make a final determination, and to document and inform the family of the decision.

J. RULES AND EXPECTATION

1. Follow all safety policies and procedures
 2. Listen and follow instructions
 3. Participate actively in all programming
 4. Keep hands, feet and other body parts/objects to yourself
 5. Refrain from any displays of personal affection or another inappropriate touching.
 6. Refrain from all inappropriate language or gestures
 7. Respect the personal space of others.
 8. Avoid any negative comments, gestures or other displays aimed at insulting BASEd on race, gender, ethnicity, religion, sexuality or any other personal characteristics.
 9. Always remain in designated program areas
 10. Do not bring toys, electronics including cell phones, tablets, or handheld video game devices, or other personal items to the BASE.
 11. Respect all facilities and properties by refraining from damaging, destroying, and/or defacing. Take pride in yourself, your BASE, and your community
 13. Dress appropriately at all times
 14. Always exhibit fair play, honesty and sportsmanship
 15. Always show respect to others
 16. Resolve disagreements in a positive manner
 17. Do not participate in bullying behavior (physical, mental, and cyber)
 18. Notify staff of issues related to any behaviors that you make feels uncomfortable
- * THE BASE OTERO is not responsible for lost, misplaced, stolen, or damaged personal items*

K. FEES

Summer Fee Schedule

For the convenience of the families we serve, the following payment options are available:

1. Cash.
2. PayPal
3. Check
4. Money Order
5. Credit/Debit Card

All registration payments and/or fees are due at the time of enrollment.

L. SAFETY & WELLBEING

The safety and well-being of children is the #1 priority of the THE BASE OTERO. If ever any individual has a concern for the safety and well-being of a child, the following resources are available to share confidentially:

The law requires any person who believes that a child, person 65 years or older, and or an adult with disabilities is being abused, neglected, or exploited to report the circumstances to the New Mexico be mandated reporters and will comply as such. Reports of abuse will also be subject to the THE BASE OTERO Incident Management protocol. All staff are providing the following Abuse Hotline information, available 24 hours a day:

- 1-855-333-SAFE or from a cell phone #SAFE (#7233)
- Website: Abuse, Neglect & Exploitation (nmhealth.org)

As partners in making the BASE the most safe and positive environment, we ask all parents to understand the following safety regulations:

Checking youth in/out is the responsibility of the parent/guardian or designated adult authorized to pick up. For the safety and protection of our youth, any authorized individual picking up a child MUST enter the facility and wait for their child to be checked out by front desk staff. Children will not be released to any individual not on the approved pick-up list, nor to an individual that does not physically enter the facility to complete the member checkout process. Any changes to individuals on the approved pick-up list must be communicated immediately and in writing to the CEO and/or Front Desk Coordinator at the Branch where the child attends. BASE staff are not allowed to release BASE youth or BASE youth information through phone calls. Additionally:

- **Parking in fire lanes and along Dale Scott Ave. is expressly prohibited. Parents/guardians parking in fire lanes will be asked once to move. Failure to do so will result in BASE staff contacting law enforcement to address the situation**
- **Continued failure to adhere to this policy will result in expulsion from THE BASE OTERO**
- THE BASE OTERO maintains some facilities that are not childcare licensed programs and that the staff cannot assume responsibility for a child leaving the facility. THE BASE OTERO staff are not authorized to physically confine BASE youth to prevent them from leaving the facility.
- It is required for parents / guardians to provide current contact information. Failure to update contact information prevents BASE staff from effective communication in the event of an emergency and will result in the immediate suspension of enrollment until accurate information is provided.

- Youth are not allowed to loiter on organization property and may not be instructed by parents /guardians to be on the premises prior to opening or after closing.

M. HEALTH AND EMERGENCY

THE BASE OTERO welcomes all children and is committed to act in a non-discriminatory manner and to make reasonable accommodations to provide equal opportunity and service to individuals with disabilities and other complex needs. It is important that every parent cooperate fully with the Health and Emergency Procedures. THE BASE OTERO number one priority is to safely serve all children and youth in our care.

THE BASE OTERO will not administer any medications directly to children in its care. If a child requires any form of medication, the parent or guardian must immediately disclose the need for accommodation. The accommodation will be reviewed by the Leadership Team in coordination with the THE BASE OTERO Safety team to determine if an accommodation is feasible. No medications or drugs are allowed to be in the custody of children except for an inhaler and/or EpiPen.

If your child is ill before leaving home and/or has fever of 100 degrees or greater, please **DO NOT BRING HIM/HER TO THE BASE**. Any member or child must be fever free for at least (48) hours before returning to the BASE. If it is discovered that your child is ill or has head lice, they must be picked up immediately and will be required to remain away from the BASE until they are symptom free or that lice is gone. Staff will recheck youth to ensure this has occurred prior to returning to the facility.

If a child is deemed to be ill, they may be removed from the program area and/or isolated under staff supervision until a parent, guardian, or authorized individual for pick up arrives to take the child(ren) home. If necessary, to ensure the safety and well-being of all

N. INCIDENT MANAGEMENT

To ensure the safest possible environment for serving all youth in the event of a behavior incident, accident, injury, or emergency situation \, THE BASE OTERO follows its incident management process. All incidents are thoroughly investigated and reviewed to gather all available facts. Parent(s)/guardian(s) and/or an authorized individual picking up BASE member(s) are informed verbally and are asked to sign the incident form acknowledging that they have been made aware of any incident involving their child(ren). If the parent/guardian is not the individual picking up the child on the day an incident occurs, the parent will be called and notified prior to the close of the branch that day. During the review process, a child(s) enrollment may be suspended indefinitely until all facts can be gathered and a decision can be determined. Information about decisions and/or actions made regarding another child or parent is confidential and will not be shared publicly.

O. COMMUNICATION

In addition to face-to-face verbal communication and/or direct phone call, THE BASE OTERO utilizes e-mail, printed letters and permission slips, flyers, and BASE signage to communicate with families. We strongly encourage each parent or guardian, and all individuals on the authorized pick-up list to follow us on social media for important BASE updates. It is critically important to inform staff within 24 hours when there is an update in contact information and to ensure that your phone number, home address, and e-mail address are all correct and current.

P. DISCIPLINARY DIRECTION

All youth and parents must adhere to THE BASE OTERO Expectations and Guidelines. THE BASE OTERO reserves the right to implement the discipline and behavior management process at any point in time, up to and including suspension, probation, and/or enrollment termination.

Parent(s) or guardian(s) behavior that is deemed inappropriate, derogatory, disrespectful, and/or that creates an unsafe environment to successfully manage and operate THE BASE OTERO services can result in the immediate termination of a child(ren) enrollment(s).

Q. TRANSPORTATION

Youth participating in the transportation program must ride the bus consistently to maintain their spot on the bus roster. Ridership is considered at least 60% and is assessed regularly throughout the month. Parents of any member who is not meeting the ridership minimum

will be notified to assess for unique circumstances. Any decision to cancel ridership will be communicated in writing to the parent. Please note that all youth that are riders MUST be at the BASE no later than 7:10am for breakfast BASE and transportation to school, and, in designated pick-up area within (8) minutes of school dismissal. The bus will not return to any youth who were not in the assigned pick-up area by the time the bus departs. All youth are to ride the first available bus and are not guaranteed a spot on a later bus if they are not in the assigned area at the time of pick up.

A permission slip will be required for field trips out of city limits or out of regular field trips scheduled.

R. INCLEMENT WEATHER

On days of inclement weather, THE BASE OTERO will follow the Alamogordo School Districts' closing schedules. However, we reserve the right to close facilities at any time due to weather or safety concerns THE BASE OTERO will follow all organizational emergency preparedness policies and procedures in the event of a weather-related event or emergency. Please contact your branch before you attempt to bring your child(ren).

S. FACILITY CLOSURES

THE BASE OTERO will be closed for holidays throughout the year. Schedules may vary BASEd on location, but closures will be communicated through a variety of methods to ensure parents/guardians are aware. In addition to holiday closures, THE BASE OTERO reserves the right to close BASEd on any organizational need, including but not limited to facility issues, staff training, safety concerns, or any other reason deemed legitimate by the organization. THE BASE OTERO will be closed on the following holidays: Martin Luther King Jr.'s Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving and Friday after Thanksgiving, Christmas Eve and Day, New Year's Eve, and Day. We will also be closed the Thursday and Friday before Gus Macker, and the Friday after Winter Wonderland.

In the event of an unexpected or emergency closure, parent(s) or guardian(s) will be notified as quickly as possible. It is the parent(s)/guardian(s) responsibility to ensure their child(ren) is picked up in a timely fashion. Please reference the section on communications for methods in which THE BASE OTERO will communicate with parents regarding facility closure; this includes: phone, e-mail, and a text app (coming soon).

XVII. The BASE RELEASE ACKNOWLEDGMENT

As a part of my child/children's enrollment with The BASE Otero (THE BASE OTERO), I agree to the following:

I hereby authorize The BASE Otero administer or seek medical aid in the event of an injury or illness involving my child. I understand that in the event of an emergency, THE BASE OTERO staff will notify the proper authorities and will not be held liable for any financial charges that occur as a result of any medical care. I agree that The BASE Otero nor any of their representatives shall be held liable for any accidents or injuries incurred while being transported by a vehicle operated by The BASE Otero or one of its affiliates. This transportation includes but is not limited to school pickups and field trips. I also give permission for my child to participate in off-site activities in conjunction with BASE activities. I understand that The BASE Otero maintains some facilities that are not childcare licensed programs and that the staff cannot assume responsibility for a child leaving the facility. THE BASE OTERO staff are not authorized to physically confine BASE youth to prevent them from leaving the facility. THE BASE OTERO does implement processes to ensure participants are checked in and checked out of facilities, including vehicles safely. Parents are expected to follow all check-in and check-out procedures.

I authorize my child to use The BASE Otero internet access and release the BASE from any and all liability. I understand that while computer content is restricted by the organization, it is ultimately my child's responsibility to utilize THE BASE OTERO computers, tablets, and mobile electronic devices for appropriate purposes. I also agree that the use of mobile technology on personal devices must be monitored by the child and agree to waive all liability related to my child's personal mobile devices.

I give full permission for my child to participate in all THE BASE OTERO County programs, thereby giving permission for my child to participate in the tracking of outcomes/goals which include taking surveys, participation in focus groups, and participation in field trips. I consent to my child's participation in all BASE programming and understand that I will be notified when new programming is implemented. I understand that by giving my full permission, some programs within THE BASE OTERO teach necessary skills to aid youth in refraining from drug, alcohol, and tobacco use, to discourage the child and sexual

involvement, as well as other health risk behaviors. I hereby give authorization for my child to be the recipient of education, case management, and counseling services. I also give permission for my child to participate in mentoring programs provided through THE BASE OTERO partner affiliations and/or THE BASE OTERO selected staff.

I consent to and authorize the unrestricted use by THE BASE OTERO and their subsidiaries, affiliates, partners, and advertising agencies of my child's name, photographs, videos, works of art, and identity in various THE BASE OTERO websites and collateral material, as well as miscellaneous print publications and other media outlets. I understand that this will be undertaken without any right or prior review or further approval, whether I grant THE BASE OTERO permission to obtain school records, transcripts, grade reports, disciplinary information, and test results from my child's school. I also agree to allow THE BASE OTERO staff permission to speak with teachers, counselors, and other school administrators at my child's school to obtain and exchange information as part of the services provided by THE BASE OTERO programs. I also grant THE BASE OTERO permission to provide reciprocal information to school personnel regarding my child's educational or behavioral performance during their time at THE BASE OTERO.

_____ Yes, I give THE BASE OTERO permission _____ No, I do not consent
Initial Initial

BASE member name(s):

I acknowledge I have at least a basic understanding of all protocols, policies, and procedures listed in this manual. By signing below, I agree to all rules, policies, and procedures. in this manual.

Printed Name

Date

Signature

Date

BASE Member(s) names

Staff Member Witness

Dat

