

Blessed Sacrament School

B.A.S.E.

Before & After School Enrichment

These guidelines are designed to acquaint parents with the B.A.S.E (Before & After School Enrichment) program offered by Blessed Sacrament School. The program is designed to serve children from kindergarten through eighth grade while their parents are at work. B.A.S.E. will operate Monday through Friday from 7:00 a.m. to 7:45 a.m. and from 2:50 p.m. until 5:30 p.m. **B.A.S.E. WILL NOT BE IN SESSION ON HOLIDAYS OR ON 11:15 DISMISSAL DAYS.** The program offers the child a place with a secure atmosphere and caring, competent staff who understand and are able to meet his or her needs. Various activities such as crafts, games, supervised study time, quiet time, and physical activities are provided. Each child will receive a nutritious snack each afternoon.

Enrollment Procedures

1. An enrollment fee of \$10 per child or \$20 per family is due each year.
2. Attendance at Blessed Sacrament School is expected.
3. Registration papers must be completed each year.
4. The emergency form must be completed along with a signed emergency treatment statement in case a parent cannot be reached.
5. Drop-in or occasional use of B.A.S.E. is allowed. All students wishing to participate must be registered and pay the enrollment fee.

B.A.S.E. Fees

1. The cost of the B.A.S.E. Program is \$2.00 per half hour for the first child and \$1.50 per half hour for the second child.
2. Payments are due immediately when billed. Parents will be billed on the 15th and the last day of the month. Bills will be sent home with the youngest child in the family. You will be billed for the time your child attends the B.A.S.E. program.
3. All checks should be made payable to B.A.S.E.
4. If you have a problem or question about your bill, please contact the B.A.S.E. coordinator.
5. If a bill is not paid after two weeks from issuance, a late charge of \$5 will be added to your next bill.
6. **ANY UNPAID ACCOUNTS LEFT OVER 60 DAYS WILL RESULT IN THE IMMEDIATE DISMISSAL FROM THE B.A.S.E. PROGRAM UNTIL THE ACCOUNT IS PAID IN FULL.**

Discipline

All disciplinary policies of Blessed Sacrament School shall apply to the B.A.S.E. program. Violations will result in the child being removed from the group and sitting in a time-out. The child will be asked to initial a behavior report and the parent will sign it when they come for pick-up. Three behavior reports in a week may cause the child to be suspended from B.A.S.E. for a week. A child may be dismissed from B.A.S.E. for the rest of the school year if his/her behavior is consistently a problem.

Pick-up Procedures

1. Parents must park their cars in the school parking lot and walk into the B.A.S.E. room to sign out their children. Only authorized parents and people so designated by the parents will be allowed to sign the children out of the B.A.S.E. program. If someone other than the parent or authorized person is picking up the child, please call the school office and let the B.A.S.E. program know of the change. If the person is unfamiliar to the staff, he/she may be asked to show a driver's license or ID.
2. All children must be picked up no later than 5:30 p.m. Any family not picking up children by 5:30 p.m. WILL BE ASSESSED A \$1.00 CHARGE PER CHILD PER MINUTE. Dismissal from the program may result if pickup is consistently late.
3. If for any reason a parent is unable to pick up a child by 5:30 p.m., the parents should call someone on their pickup list to pick up their child(ren) and notify the B.A.S.E. program.
4. If a child is not picked up by 5:30 p.m., the staff will call someone that the parent has designated for emergency pickup on the registration form.

Participation Guidelines

1. Children will be allowed to bring a change of clothes for B.A.S.E. They will be allowed to change into those clothes after they sign into B.A.S.E. Clothing must meet the non-uniform guidelines in the student handbook.
2. Children will be provided with a nutritional after-school snack on a daily basis. No other food or drink is allowed without special permission. Special diet restrictions must be noted on the registration form.
3. B.A.S.E. will provide games and toys for the children. NO toys or games should be brought from home.
4. A study hall will be available each day. Please let the B.A.S.E. staff know if you have special requests for the use of this study time.
5. Occasional field trips will be taken during B.A.S.E. Permission slips will be sent home with information about the trip and must be signed by a parent and returned prior to the trip. There may be an additional charge for the trip. Participation in field trips will be based on consistently appropriate behavior in B.A.S.E.
6. There will be a designated place for the children's clothes, coats, and bookbags. All reasonable care will be taken to ensure that personal items are secure. The B.A.S.E. program will not be responsible for lost items.
7. If your child is a B.A.S.E. regular, please call the school or send a note if there is a change in your schedule.
8. If a child becomes ill during B.A.S.E., parents will be telephoned and asked to pick up their child as soon as possible.
9. A child must ask permission before leaving any area of B.A.S.E.

Contact Information

If you have any questions regarding B.A.S.E. throughout the year, please call the main school office during regular school hours and leave a message, and a B.A.S.E. coordinator will return your call as soon as possible.

B.A.S.E. Coordinators - Janice Davis & Lin Williamson

B.A.S.E phone – School office until 4:00 p.m. – 522-7534
Parish/rectory office from 4:00-5:30 p.m. – 528-7521