

# Cass School District No. 63 B.A.S.E. Program

## GENERAL INFORMATION 2009-2010 SCHOOL YEAR BEFORE AND AFTER SCHOOL EXPERIENCES (B.A.S.E.)

### REGISTRATION

You may submit your application to the Concord B.A.S.E. office during the normal hours of operation. Please also note that there will be no limits on the amount of students accepted into the regular school year B.A.S.E. program so you do not need to be concerned about being among the first registrants.

### PURPOSE

The Before and After School Experiences (B.A.S.E.) is a childcare program offered by Cass School District No. 63. Its purpose is to provide a safe, convenient, and stimulating environment for those children who need before and/or after school supervision. B.A.S.E. offers a variety of leisure activities, supervised and guided by qualified and caring personnel. The opportunities available to the children include: supervised homework time, arts and crafts, table games, playground play, gym time, computer activities, and snack.

### ELIGIBILITY

All resident District No. 63 children who are enrolled in Cass School District No. 63 in grades K-4 at Concord Elementary and 5-8 at Cass Junior High are eligible for the B.A.S.E. program. B.A.S.E. reserves the right to dismiss a child from the program if a behavioral problem persists or if fees are not paid in a timely manner.

Kindergarten children enrolled in the Extended Day Kindergarten program also have the option of participating in the before and after school B.A.S.E. program. A separate registration form must be completed for the B.A.S.E. program including a separate **\$50.00** registration fee. The rate charge per child will also apply.

### PROGRAM FORMAT

The childcare experience will be offered five days a week concurrent with the Cass School District No. 63 calendar. The hours are as follows:

<b>Cass Junior High and Concord Elementary:</b>	<b>6:45 A.M. to the start of the school day</b>
<b>Cass Junior High and Concord Elementary:</b>	<b>The end of the school day to 6:00 P.M.</b>

### SIGN-IN/SIGN-OUT POLICY

In the morning, children must be signed in by an adult along with the time of drop off. In the evening, children must be signed out by an authorized adult along with time of pick up.

### PICKING UP CHILDREN

Children are not permitted to leave with anyone except those you have **listed in writing** on the registration form. Names can be added or removed by giving us a signed, written note to that effect. If the child is not attending on any given day, or if they are being picked up by another person please send a note to that effect.

### AFTER 6:00 P.M. PICK-UP CAUTION

If you are late picking up your child, you will be charged **\$3.00 per child for every 5 minutes or any part of 5 minutes after 6:00 P.M.** The fee will be added to your next monthly invoice. Pick-up later than one hour past 6:00 P.M. will necessitate dismissal from the program, unless there is a family emergency. **Habitually late pick-ups will also necessitate dismissal from the program.** The supervisors are contracted to work until 6:00 P.M.

### FEES

The B.A.S.E. program is self-sustaining. No tax dollars may be used to support this childcare program. There will be a **non-refundable \$50.00** registration and enrollment fee per child due upon submission of an application. This assures your child a place in the program.

A regular schedule of attendance must be committed to at the time of registration. **No credit will be given if the child does not participate in the program due to vacation, illness, or any other reason ( Brownies, Scouts, Chorus, Sports, etc.). Continued payment during times of absence is required to hold your child's place in the program.** Following are the options to choose from at the time of registration:

5 Days AM Long*	\$40.30/week
5 Days AM Short**	\$20.16/week
5 Days PM Long*	\$50.38/week
5 Days PM Short**	\$25.17/week
3 Days AM Long*	\$24.18/week
3 Days AM Short**	\$12.10/week
3 Days PM Long*	\$30.23/week
3 Days PM Short**	\$15.12/week

Extra Hour over agreed to on contract: \$5.18/hour

\* Long would encompass those participants arriving at or before 7:45 a.m, or are picked up at or after 4:46 PM.

\*\* Short would encompass those participants arriving at or after 7:46 a.m. or are picked at or before 4:45 PM.

### BILLS

All bills will be distributed during the first week of each school month. **All payments will be due on the 20<sup>th</sup> day of that month.** There will be an automatic late charge of \$25.00 for payments received after the due dates. A charge of \$20.00 will be assessed for checks returned to us by a bank. **If payment is not received by the first calendar day of the following month, the child(ren) will be automatically dropped from the B.A.S.E. program.**

### AFTER SCHOOL ACTIVITIES

Children **must** report to the B.A.S.E. director **after school and before going** to an after school activity (Brownies, Scouts, computer class, chorus, etc.)

### SPECIAL B.A.S.E. PHONE

The B.A.S.E. staff can be reached at **(630) 968-1168 (Concord) or (630) 972-7465 (Cass)** during regular B.A.S.E. hours or a voicemail may be left during off hours. **PLEASE CARRY THIS NUMBER WITH YOU TO ADVISE THE STAFF OF LATE ARRIVAL.**

### INSURANCE

In the District Registration packet that will be sent to you later this year, you will be receiving information regarding student insurance. If you would like your child to be covered by the student insurance you will need to choose the 24 hour, year-round coverage.

If you have any questions about the program, please feel free to contact the supervisors at any time at (630)-968-1168 (Concord) or (630) 972-7465 (Cass). **Registration forms will only be accepted at the Concord BASE office.**

### **FOR OFFICE USE ONLY**

REGISTRATION FEE \_\_\_\_\_  
DATE RECEIVED \_\_\_\_\_  
STAFF INITIALS \_\_\_\_\_

CASS SCHOOL DISTRICT No. 63  
DARIEN, ILLINOIS

BEFORE/AFTER SCHOOL 2009/2010



**PLEASE INDICATE BELOW TO WHOM YOUR CHILD MAY BE RELEASED, OTHER THAN YOURSELF.**

\_\_\_\_\_/\_\_\_\_\_(\_\_\_\_\_)\_\_\_\_\_  
Name Phone

\_\_\_\_\_/\_\_\_\_\_(\_\_\_\_\_)\_\_\_\_\_  
Name Phone

\_\_\_\_\_/\_\_\_\_\_(\_\_\_\_\_)\_\_\_\_\_  
Name Phone

\_\_\_\_\_/\_\_\_\_\_(\_\_\_\_\_)\_\_\_\_\_  
Name Phone

**AFTER 6:00 P.M. PICK-UP**

**\$3.00** per child for every 5 minutes or any part of 5 minutes after 6:00 p.m. will be charged. The fee will be charged on the next monthly invoice.

This application must be accompanied by a non-refundable registration and enrollment fee in the amount of \$50.00 per child, which assures your child a place in the B.A.S.E. program. Please make checks payable to: **District No. 63-B.A.S.E. Program. Kindly return this application to the B.A.S.E. room at Concord Elementary School, 1019 Concord Place, Darien, IL 60561.**

This program is available subject to limited student enrollment. We suggest early registration to avoid disappointment. **Registration forms may only be returned to a staff member by the child's parent/guardian.**

Date \_\_\_\_\_ Signature of Parent or Guardian \_\_\_\_\_