

Cass School District 63 BASE Program

GENERAL INFORMATION 2010-2011 SCHOOL YEAR

BEFORE AND AFTER SCHOOL EXPERIENCES (BASE)

REGISTRATION

To register for BASE, you may submit your application to the school offices or to the Administration office during the normal hours of operation. Please note that there will be no limits on the amount of students accepted into the regular school year BASE program so you do not need to be concerned about being among the first registrants.

PURPOSE

The Before and After School Experiences (BASE) is a childcare program offered by Cass School District 63. Its purpose is to provide a safe, convenient, and stimulating environment for those children who need before and/or after school supervision. BASE 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 63 children who are enrolled in Cass School District 63 in grades K-4 at Concord Elementary and 5-8 at Cass Junior High are eligible for the BASE program. BASE 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 BASE program. A separate registration form must be completed for the BASE 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 63 calendar. The hours are as follows:

Morning BASE hours are as follows:	6:45 A.M. to the start of the school day
Evening BASE hours are as follows:	The end of the school day to 6:00 P.M.

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.

FEES

The BASE 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.

BASE fees will be charged at an hourly rate and is \$4.10/hour. Monthly invoices will be calculated based upon the hours your child is in attendance at BASE. The time will be rounded up in 15 minute increments. For example, if you pick your child up at 4:20, you will be charged until 4:30.

BILLS

All bills will be distributed during the first week of each school month. All payments will be due on the 20th 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 BASE program.

AFTER SCHOOL ACTIVITIES

Children must report to the BASE director after school and before going to an after school activity (Brownies, Scouts, computer class, chorus, etc.)

SPECIAL BASE PHONE

The BASE staff can be reached at (630) 968-1168 (Concord) or (630) 972-7465 (Cass) during regular BASE 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).

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 BASE program. Please make checks payable to: District 63-BASE Program. Kindly return this application to your child's school or to the Administrative Office located at 8502 Bailey Road, Darien, IL 60561.

Date _____ Signature of Parent or Guardian _____