2019/20
B.A.S.E. PROGRAM
INFORMATION AND APPLICATION

GENERAL INFORMATION
BEFORE AND AFTER SCHOOL EXPERIENCES (B.A.S.E.)

REGISTRATION
To register for B.A.S.E., you may submit your application to the school offices or to the District Office during the normal hours of operation. Applications must be completed for each individual child attending. Please note that there will be no limits on the amount of students accepted into the 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 63. Its purpose is to provide a safe, convenient, and stimulating environment for those children who need before and/or after school supervision outside of the District curriculum and instructional school day. 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. The B.A.S.E. Program and facilities is not licensed or regulated by DCFS.

ELIGIBILITY
All resident Cass School District 63 children who are enrolled in Cass School District 63 in grades Kindergarten through Four at Concord Elementary School and grades Five through Eight at Cass Junior High School 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.

No qualified student shall, on the basis of disability, race, religion, color, sex, or national origin, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under the B.A.S.E. enrollment/eligibility program.

Should your child have the following needs/requirements, there may be additional costs associated your child(ren)'s attendance to provide additional staffing support:

- Is not able to physically, emotionally, socially and/or mentally handle an average of a 1:20 (adult/child) supervision ratio in all activities.
- Requires assistance with toileting.

DISCIPLINE
The primary B.A.S.E. program goal is to keep all of the children and staff safe at all times. When inappropriate incidents occur during B.A.S.E., the staff uses many methods of redirection and re-teaching. Additionally, for the identified reasons, students must maintain appropriate behaviors in order to continue in B.A.S.E. If students have persistent behavior problems that interfere with the general welfare of him/herself or others, they may be temporarily or permanently removed from the program. B.A.S.E. has very significant consequences for inappropriate action towards others. Inappropriate behaviors may include, but are not limited to; temper tantrums, rudeness, disrespect, noncompliance, and physical aggression with students or adults. Parents will be notified at pick-up times if behavioral problems have occurred. In the event a child’s behavior becomes unsafe to him/herself or others, the parent or another person designated by the parent may be required to pick up the child within one hour of notification.

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 B.A.S.E. hours: 6:45 a.m. to the start of the school day
Evening B.A.S.E. hours: 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. 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 five minutes or any part of five 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. may necessitate dismissal from the program, unless there is a family emergency. Habitually late pick-ups will also necessitate dismissal from the program.

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.

B.A.S.E. fees will be charged at an hourly rate of $5.76/hour. Monthly invoices will be calculated based upon the hours your child is in attendance at B.A.S.E. The time will be rounded up in 30 minute increments. For example, if you pick your child up at 4:20 p.m., you will be charged until 4:30 p.m.

In addition to paying by check or cash you will be able to make payment with a credit card online at www.myschoolbucks.com. This is the program the District uses for payment for lunches. If you do not have an account with My School Bucks, you will need your student’s Lunch ID to create an account. The Lunch ID will be provided to you upon completion of the 2018/19 school registration process or you may contact your child’s school office to obtain it. You may pay your B.A.S.E. registration fee online as well, but please be sure to do this at the same time as you submit your Registration Form. The registration fee for B.A.S.E. will be rejected if we do not have your Registration Form on file.

BILLS
All bills will be distributed during the first week of each school month, beginning in October and ending in June. 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 date. A charge of $25.00 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, your 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 331/481-4050 or 630/835-8872 (Concord) and 331/481-4040 or 630/835-8873 (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
The school district does not carry insurance for individual students or their personal belongings. Any insurance coverage for your child(ren) will need to come from you personally. Optional student accident insurance is available for purchase from a third party vendor. Please note this insurance is not affiliated or endorsed by Cass School District 63 but is offered as a discretionary convenience for District families. The application for this optional insurance is available at Registration Forms and Documents. Please note that the insurance application and payment should be mailed directly to the insurance company.

If you have any questions about the program, please feel free to contact the supervisors at any time at 331/481-4050 (Concord) or 331/481-4040 (Cass).
CASS SCHOOL DISTRICT 63
2019/20 B.A.S.E. PROGRAM

Child’s Name
Grade
Birth Date
Boy
Girl
Home Phone Number
Address
Zip
Father’s Name (First and Last)
Mother’s Name (First and Last)
Father’s Employer
Mother’s Employer
Father’s Business Phone
Mother’s Business Phone
Father’s Cellular Phone
Mother’s Cellular Phone
E-Mail Address
E-Mail Address

Does your child have any specific health needs such as allergies, food sensitivities, etc?

Participation in the Child Care Program
B.A.S.E. hours are from 6:45 a.m. to the start of the school day and from the end of the school day to 6:00 p.m. Please indicate below the approximate days and the approximate drop-off or pick-up times for your child. These approximations will be used for staffing only. You will only be billed for the actual time in the B.A.S.E. program.

In the following spaces below, please indicate your drop off and pick up times each day.

<table>
<thead>
<tr>
<th>Day of the Week</th>
<th>Time of Morning Drop-Off (If you are not utilizing A.M. B.A.S.E., please leave blank)</th>
<th>Time of Afternoon Pick-up (If you are not utilizing P.M. B.A.S.E., please leave blank)</th>
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The hourly rate for is $5.76/hour. Monthly invoices will be calculated based upon your child’s actual participation time.
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. Please make checks payable to: District 63 B.A.S.E. Program. Kindly return this application to your child’s school or to the Administrative Office located at 8502 Bailey Road, Darien, Illinois 60561.

MEDICAL CARE
Should your child need medical care while attending B.A.S.E., B.A.S.E. Personnel will provide the necessary care or call for emergency medical assistance should the situation warrant such a call. In all situations where emergency medical assistance is contacted, B.A.S.E. Personnel will immediately contact the parent/guardian. By signing this agreement, I authorize B.A.S.E. Personnel to provide medical care and/or contact emergency medical assistance while my child is attending B.A.S.E.

Date____________________ Signature of Parent or Guardian__________________________