

BASE Handbook 2016-2017



BASE Mission Statement:

The BASE (Before and After School Enrichment) Program will provide a safe, nurturing, and fun atmosphere before and after school for children of families enrolled at St. Elizabeth Ann Seton Catholic School.

What does BASE have to offer your family?

This program will meet the social, emotional, spiritual, and physical needs of K-8 children.

- **Daily Academic/Quiet Time**
- **Arts and Crafts**
- **Indoor Games and Free Time**
- **Outdoor Games and Free Time**
- **Gymnasium Time**
- **Technology/Computer Lab**
- **Afternoon Snack**

BASE Staffing:

The BASE program will have adequate staffing with a preferred ratio of 10:1. Staffing will be determined after preliminary enrollment is complete and commitment has been made by SEAS school families. BASE will have two staff members available at all times.

BASE Hours and Fees for 2016-2017 School Year:

Hours (regular school days):

AM BASE 6:30am - 7:35am

PM BASE 2:30pm - 6:00pm

Hours (full day*):

6:30am – 6:00pm

Fees:

Enrollment fee (annual per family)

\$50

AM care (6:30am - 7:35am)

\$5 (Drop-in \$7)

PM care (2:30pm - 6:00pm)

\$15 (Drop-in \$17)

*Full Day- (6:30am – 6:00pm) (see below)

\$29 (Drop-in not available)

Please note that if your child is sick or absent from school/BASE, parents **will not receive credit or money back for days missed. Switching previously scheduled BASE calendar days within the same calendar month is not ideal, but may be done at the Directors discretion.

If you have a financial circumstance, please contact Mr. Sullivan, SEAS Principal, at 651-437-3098 to discuss a possible alternate payment plan.

Drop-In Care:

All drop-in children/families need to be enrolled in BASE to use BASE.

A child(ren) is considered “drop-in” if a monthly calendar is not provided to the BASE Director by the 27th of the month prior to care. See “payment and calendars” section for more detailed information.

24 hour notice is preferred for Drop-ins.

Drop-in’s are on a space available basis. Please contact the BASE director directly to request drop-in care and ensure that you receive confirmation from the BASE director that there is an available spot at BASE on the day(s) you need care.

Please be sure to additionally notify your child’s teacher to make them aware of the change to the child’s regular routine (specifically for after school care).

***Full Day Option (9 student minimum)**

There is a full day option (6:30am – 6:00pm) available on workshop days and various vacation days throughout the school year.

Parents will need to pack a lunch and a drink (no soda please). Morning and Afternoon snack will be provided.

Pre-registration is required on your monthly calendar. More information on these days will be sent out with the monthly calendars and via e-mail.

There is no drop-in option available for full day BASE.

Payments and Calendars:

It is imperative that parents complete and return payments and calendars on time. This will allow us to have adequate staff and programs for your child/ren.

Parents are required to fill out a BASE payment calendar every month to notify the Director when your child/ren will be attending BASE. These forms will be given to parents in their BASE information folder, as well as e-mailed, the 3rd week of each month. The family folder with payment and calendar needs to be returned to the BASE Director by the 27th of the prior month, for the following month's services. For example, November's calendar and payment is due no later than October 27th. Calendars and payments can be sent in with student and sent to the school office, or brought directly to BASE.

Payment options:

Preferable payment method is online with your TADS account. Calendars are still due the 27th of the month, within the following week, you will receive an e-mail from TADS notifying you that there is a balance due on your account. Additional questions can be answered by Kelly Hendrickson in the school office at 651-437-3098.

OR you can make a check payable to SEAS School and indicate BASE in the memo line, checks are due the 27th of the month along with the calendar.

Parents will receive an e-mail reminder if a BASE calendar has not been received by the 27th of each month. Late calendars (received after the 27th of the month) will be subject to drop-in rates for the following month.

BASE Location:

BASE is primarily stationed in the school library on the second floor of the North end of the building. If BASE has gone to the gym or outdoors, a sign will be posted on the library door for parents.

Drop-off Procedures:

Parents must bring their child/ren into the school each morning. All parents must sign in their child/ren to BASE each morning. Please make sure the staff is aware of your child/ren being dropped off.

BASE door is located on the North end of the building off of 6th Street. It will be open during BASE hours.

Due to security, the main doors may be locked before 7:00am. If you are unable to gain access to the building please call the BASE line at 651-437-4387.

Pick Up Procedures:

Parents must pick up their child/ren each afternoon by **6:00pm**. All parents must sign out their child/ren at this time. Please make sure the staff is aware of your child/ren being picked-up. Children will be released only to those who are listed on your BASE enrollment form (parents/guardians and/or emergency contact). If someone other than an authorized person will pick up a child, prior written permission/email is required stating the name and telephone number of the person who will pick up the child.

BASE door is located on the North end of the building off of 6th Street. It will be open during BASE hours.

Due to security, the main doors may be locked after 4:00 p.m. If you are unable to gain access to the building please call the BASE line at 651-437-4387.

Late Pick-up:

At 6:00pm, if a child is not picked-up, the BASE Director and parent(s) will be contacted. If parents cannot be reached, the BASE Director will call the emergency contact. Further action may be taken by the Director if deemed necessary. Time will be taken from the BASE room clock.

In case of an emergency, please call the BASE line (651-437-4387) to notify the BASE Staff of a late pick-up. Late pick-ups will result in a late fee (see below).

Late Pick-up Fees:

Late Pick up (after 6:00pm) - \$2/minute

All late pick up fees need to be paid that day, in cash, to the lead teacher.

In extreme circumstances, late fees may be waived subject to the Director's discretion

School Closings:

In cases of severe weather, hazardous road conditions, or unforeseen events, BASE is subject to closing. If Hastings Public School and/or SEAS School close, the BASE program will close as well. In the event of a delayed start, morning BASE will be canceled but, afternoon BASE will be held as usual.

Please listen to the local radio station KDWA-1460 or the school Facebook page for updated information on school closings. **Sessions missed due to such events will not be reimbursed, unless SEAS School makes up the missed school day at a later date.**

Communication with Parents

There will be a monthly information folder that will be sent home with students the 3rd week of each month. This folder will include monthly calendars/payment forms, as well as other important BASE information.

E-mails will also be used as the primary communication from the Director.

Parents can reach the BASE Director at 651-437-3098.

BASE Behavior Management

For safety as well as creating a fun environment, it is important that children follow the school rules while at BASE. It is the program's belief that discipline be handled in a fair and compassionate way.

The BASE program will be following the school discipline policy which is modeled after the works of Jim Fay (Love and Logic.) This model helps students develop mutual respect, cooperation, and responsibility.

If an infraction occurs, the student will receive a verbal warning. If it continues, the student will be removed from the BASE activity until the BASE Staff deems appropriate. If the student behavior continues, the student will be removed from all BASE activities and Plan of Responsible Action form will be completed by the student and BASE Staff.

Certain behaviors that are severe or endanger the safety of the program and other children will result in immediate removal from BASE activities. BASE staff reserves the right to modify this behavior plan to fit the needs of the individual student.

Please see the school student handbook for greater details.

Questions? Concerns? Suggestions?

Please communicate directly with the BASE Staff working the shift or contact the BASE Director at 651-437-3098. You can also contact Mr. Sullivan, SEAS Principal at 651-437-3098 or tsullivan@seas-school.org. We are always looking to improve program options and student opportunities.

2016-2017

**St. Elizabeth Ann Seton
Catholic School
BASE Handbook**

Hard Copy Sign Off

Agreement to be governed by Handbook Policies

After reading the St. Elizabeth Ann Seton's Catholic School BASE Handbook, please sign below and return this form with your BASE enrollment.

The Handbook can also be found on our school website www.seas-school.org, under Student Life BASE Program

Please be advised that anything not covered here will be an administrative decision. The administration reserves the right to waive and/or deviate from any and all regulations for just cause at his/her discretion.

We have received and read (either via the website or hardcopy) the St. Elizabeth Ann Seton Catholic School BASE Handbook and agree to be governed by the policies contained herein.

Parent/Guardian Signature _____ Date _____