

Dear Families,

Welcome to Westlake Charter School's Before and After School Explorer (BASE) Program! We are looking forward to providing your students with exciting, fun-filled after-school activities. The following Registration Packet contains some information for you to keep, as well as forms which need to be returned to the school. If you have any questions as you complete the application, please feel free to stop by the BASE Room (B109) or email us at baseregistration@westlakecharter.com.

Registration Packet Overview

- **Program Information**, Pages 1-2: These pages provide registration details, program costs, dates of operation and payment information. These pages are yours to keep.
- **Student Information Form**, Page 3: This form provides us with information we need in order to create/update your student's account. There is space to list up to three students. If you have more than three students, please attach a second sheet or email baseregistration@westlakecharter.com. Please note: If you indicate on this form that your student(s) may require the use of an Epi Pen, Inhaler, or medications that may need to be given during BASE hours, we will need these medications as well as a copy of your physician's authorization form. This form needs to be returned.
- **Emergency Contacts and Authorized Adult Form**, Page 4: This form provides us with emergency contacts and authorized adults (for pick-up). Only those adults listed on this form will be allowed to pick up your student. If you need to add additional adults, please attach a second sheet or email baseregistration@westlakecharter.com. This form needs to be returned.
- **BASE Registration Agreement Form**, Pages 5-6: This form provides your understanding of, and agreement to, general program and billing policies, as well as other acknowledgements. It is important that you read and understand all items on this form. If you have any questions about the form, please contact Jen Holbrook at baseregistration@westlakecharter.com. This form needs to be returned.

Again, welcome to BASE! We look forward to seeing you soon!

Jen Holbrook
BASE Director

2019/2020 School Year Information

Program Details

- Days/Hours of Operation: Monday through Friday, 7:00am – 6:00pm
 - Please see following BASE Closure Dates page for days the program will be closed.
- School Year program begins: August 5th, 2019
- School Year program ends: June 3rd, 2020

The following items are required to attend BASE during the school year:

- A complete registration packet and registration fees must be turned 48 hours prior to the first day of attendance.
- Your account must be paid in full through the month of July, by August 10th, 2019.
- You must register with MyProcure. This system is used to view invoices and make payments.

If your family is new to the BASE program, you will receive an email providing you with information about how to use MyProcure.

Program Costs

- Registration: \$50.00 for School Year 2019/20 and Summer 2020 (non-refundable); \$30.00 for School Year 2019/20 only (non-refundable)
- Hourly costs: \$7.00/hour or \$35.00/day, per student; Free/Reduced Meal rate available. Please ask the BASE Director for additional details.
- Late Pick-up: \$1.00/minute after 6pm, per student
- Late Payment: \$5.00 applied on the 16th of every month if a balance is present on your account.
- Sibling Discount: 10% off when more than one sibling attends - Discount will appear on the online statement

Program Payment Information:

- All payments must be made through the parent portal, MyProcure, or by Money Order.
- MyProcure can be accessed through the BASE Page: <http://westlakecharter.com/base-2/>.
- Invoices are available through MyProcure on the 2nd business day of the month.
- Payments are due on the 10th of each month; Late fees are assessed on the 16th of each month.
- Accounts with Past Due balances are subject to late fees, suspension of services, and collections.
- To attend BASE starting August 5th, 2019, all BASE Summer Program fees must be paid in-full by that date. Any past-due balances must be paid in full by **August 10th, 2019**.

2019/2020 BASE Closure Dates

July 4th-5th, 2019	Independence Day
August 1st-2nd, 2019	Staff Development
September 2nd, 2019	Labor Day
November 11th, 2019	Veteran's Day
November 27-29, 2019	Thanksgiving Break
December 24th-25th, 2019	Winter Break
January 1st, 2020	New Years Day
January 20th, 2020	Martin Luther King Jr's Birthday
February 17th, 2020	Presidents' Day
May 25th, 2020	Memorial Day
June 4th-5th, 2020	Staff Development



Student Information Form

Please Print Clearly

Student #1, Full name	
Date of birth (mm/dd/yyyy)	
2019/20 Grade	
Known Medical Conditions	
Requires Use of Inhaler / EpiPen:	

Student #2, Full name	
Date of birth (mm/dd/yyyy)	
2019/20 Grade	
Known Medical Conditions	
Requires Use of Inhaler / EpiPen:	

Student #3, Full name	
Date of birth (mm/dd/yyyy)	
2019/20 Grade	
Known Medical Conditions	
Requires Use of Inhaler / EpiPen:	

If an Inhaler/Epi Pen is required, an Inhaler/EpiPen and physician's authorization form must be submitted prior to the student's first day of attendance.



BASE Emergency Contacts and Authorized Adult Form

Please Print Clearly

Parent/Guardian #1	
Relationship to student	
Cell / Phone Number	
Email Address	

Parent/Guardian #2	
Relationship to student	
Cell / Phone Number	
Email Address	

Parent/Guardian #3	
Relationship to student	
Cell / Phone Number	
Email Address	

Student(s) Primary Address	
Health Insurance Provider	
Name of Physician	

Additional Emergency Adult Contacts

Name	Relationship to student	Cell / Phone Number

2019/2020 BASE REGISTRATION AGREEMENT FORM

General Policies

1. **ENROLLMENT**: I understand that in order for my child(ren) to attend BASE, I must complete and submit a BASE Registration Packet and the \$30.00 required registration fee 48 hours prior to my child's first day of attendance. I know that if my Registration Packet is not 100% completed, my enrollment will not be complete. I understand that my account must be paid in full through the month of July 2019 by August 10th, 2019 in order to enroll for the 2019/2020 School year.
2. **SIGN-IN/OUT**: I understand that my child(ren) must be checked in/out upon arrival and departure by parent/guardian or an authorized designee. I also understand that I, or anyone I authorize, will have to set up a PIN and Password to check students in/out from BASE.
3. **PROGRAM PARTICIPATION**: Participation in BASE is a choice and privilege. My child must be able to get along with others and adhere to the rules of the program. I also understand that it is necessary for parents to conduct themselves in a respectful manner with all staff and children, at all times. I understand acceptable behavior is required to continue participating in the BASE Program. At the sole discretion of the BASE Program Director, or their designee, participation in the BASE Program can be suspended for any reason, including behavioral issues from the child, parent or guardian.
4. **ILLNESS**: My child(ren) will not attend, or be able to attend, when they are ill. If my child becomes ill while attending BASE, I or my emergency designee will pick up my child within 1 hour of being notified by BASE staff. The BASE Program Director, or their designee, reserves the right to identify children who are too ill to attend the BASE Program.
5. **PARENT INFORMATION**: I will read information provided by BASE and discuss any questions I have with the BASE Program Director. I will provide updated contact information to the BASE Program Director if the information on the Registration Form changes at any point during the summer session.
6. **COURT ORDERS**: I understand that if my student's parent is restricted from having contact with the child, I must provide a Court Order, or by law, the student will be released to the parent.

Billing Policies

1. **PAYMENTS**: I understand that I am responsible for registering with MyProcure and checking my account each month. I know that monthly fees are posted on MyProcure within the first two business days of the month following care. I also understand that fees are due in full by the 10th of each month and that a \$5.00 late fee will be applied on the 16th of each month.
2. **UNPAID BASE FEES**: I understand that my account must be paid in full through the month of July 2019 by August 10th, 2019 in order for my child(ren) to attend BASE during the School Year. I also understand that accounts with outstanding balances are subject to Late Fees, Suspension of BASE services, and Collections.
3. **LATE PICK UP RATE**: If my child(ren) is/are not picked up by 6:00 PM, I understand I will incur a late pickup fee of \$1.00 per minute per child until my child(ren) is/are picked up.
4. **ACCOUNTS REFERRED TO COLLECTIONS**: I understand that if my account is more than 2 months past due and/or is referred to a collection agency, two requirements must be met in order to utilize BASE services:

1) Payment must be made in full for all services provided to date, and 2) Automatic Recurring Payment is required through Procure's Tuition Express.

5. REFUNDS: I understand that the registration fee is Non-Refundable. Any requests for Refunds must be received within 60 days of payment and will be reviewed on a case by case basis. If Refund is approved, allow up to 60 days to receive payment.

Safety and Behavioral Acknowledgment

I have read the Parent/Student Handbook for my school and agree to follow all rules set forth by my child's school and BASE. I understand that these rules are for the safety of my child(ren) and the safety of others. I also understand that inappropriate behavior towards staff, students or visitors is unacceptable and may result in suspension and/or expulsion from the BASE program, with the length of suspension to be determined by the severity of the situation and at the sole discretion of the BASE Director. Disregard for student and staff safety, written or verbal directions given by staff, or bullying may result in termination of services. I have discussed all rules and expectations with my child(ren).

Skate/Skateboard/Scooter Release Acknowledgment

I understand and agree to the following:

- When my child brings their skates, skateboard or scooter, they are required to wear a helmet while using these items. If they do not have a helmet, they will not be allowed to use their skates, skateboard or scooter.
- Students are not to share or trade usage of these items with students other than their siblings.
- While BASE staff will do their best to protect your child and their belongings, BASE is not responsible for lost, stolen, or damaged equipment.
- Bikes or motorized equipment are not permitted.
- All equipment must be taken home nightly.
- All equipment brought to school will be labelled with your student's name.

Movie Release Acknowledgment

I understand and agree that, on occasion, my child(ren) may watch PG rated movies. To opt out, please contact BASE registration: baseregistration@westlakecharter.com.

I have read, understand and will abide by the conditions of this entire Registration Agreement. I have received a copy of the BASE Program Information Sheet, and understand the Hours of Operation, Rates, my responsibilities to obtain the Invoice for Services through MyProcure and make payment for such services. I am signing below as an indication of my intent to have my child(ren) participate in the Westlake Charter School BASE Program. This registration agreement becomes effective the first day of care and supersedes all previous agreements.

Parent Name (Printed) _____ Date _____

Parent Signature _____