



Westlake

CHARTER SCHOOL

Home of the Explorers

2022-2023
BASE Handbook

2680 Mabry Drive
Sacramento, CA 95835

Mission and Vision of BASE

BASE provides an enriching after-school experience and extended learning opportunities. While at BASE, students engage in a variety of activities, from Arts & Crafts, Sports, Group Games, Themed Projects, and Social and Emotional support to encourage positive relationships with peers, staff, school community, and much more.

Hours

BASE is open every day school is in session.

Mondays, Tuesdays, Thursdays, Fridays

Kinder: 2:45-6:00pm

1st-8th: 3:15-6:00pm

Wednesdays and early release days

Kinder: 1:00-6:00pm

1st-8th: 1:30-6:00pm

Prior to a school break, the BASE staff surveys families via the Westlake Weekly to gather information about the need for BASE over break. If the need is great enough, BASE will open over the school break.

Rates

- \$8.50 per hour per student
- 10% sibling discount
- Free and Reduced Lunch rate: \$5.25 per hour– please submit approval letter to BASE
- Over breaks, the cost is \$8.50 per hour with a \$60 daily cap per student
- We accept Child Action

Registration

[Click HERE](#) to complete the registration form and sign the [BASE Registration Information and Agreement Form](#). Once we receive your completed form, we will email you with information about setting up your My ProCare account and paying the \$30 registration fee. The registration fee is per family per school year. The registration form needs to be completed for each student each school year.

Payment

MyProcure is a parent portal that allows parents to view statements, attendance and make payments online. To register with MyProcure [click here](#). When you enter your email, a confirmation # will be emailed to you immediately. Once you enter your confirmation # and create a password, "Account Balance" will appear. To view your statement, click on "View Account Ledger" and select the dates you want to view.

Monthly fees are processed at the end of each month.

If you are interested in simplifying the payment process with automatic recurring payments, [click here](#) to print the Tuition Express application. Your Tuition Express application can be dropped off in a sealed envelope to BASE during school hours.

Billing Policies

Payments: Account holders are responsible for registering with MyProcure and checking their account each month. Monthly fees are posted on MyProcure within the first two business days of the month following care. 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. (Payments may also be made using Money Order.)

Unpaid fees: Accounts with outstanding balances are subject to Late Fees, suspension of BASE services, and Collections.

Late pick-up fees: If children are not picked up by 6:00 PM, a late pickup fee of \$1.00 per minute per child until the children are picked up will be applied.

Accounts referred to collections: If an 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.

Refunds: 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 a refund is approved, allow up to 60 days to receive payment.

Arrival

At dismissal, kindergarten and first grade students are picked up from their grade level flex space by a BASE staff member. 2nd-8th graders walk independently from their classroom to BASE 1 (B107) to check in.

Dismissal

Each authorized pick-up person is issued a unique PIN number to use when picking up students from BASE. Upon arriving at campus to pick up your Explorer, head directly to BASE 1 in B107. There, enter your unique PIN number to check out your student. A BASE staff member will then call for your student to come to the BASE room for pick-up.

Discipline Policy

BASE adheres to the discipline policies outlined in the Westlake Charter School Family Handbook.