



Westlake

CHARTER SCHOOL

Home of the Explorers

2023-2024
BASE Handbook

2680 Mabry Drive
Sacramento, CA 95835

Acknowledgments

Westlake Charter School will comply with all applicable laws to the extent required by such law. To assist families in understanding their rights, Westlake Charter School has included summaries of some current legislation in this handbook. Of course, as those rights change due to revisions in applicable law, Westlake Charter School will comply with the revisions in applicable law. This handbook will be deemed to be revised to be consistent with appropriate legal revisions whenever such legal revisions become effective even though the handbook language has not been changed. This handbook does not create rights beyond those required by applicable law.

This handbook refers to many Westlake Charter School board policies. To view the board policies in their entirety, please refer to the Westlake Charter School website at www.westlakecharter.com/board_docs.policies.php.

Westlake Charter School Mission Statement

We demonstrate what is possible when school and community collaborate to create inspiring adults with the academic and social-emotional readiness to lead as Global Citizens.

Home of the Explorers

At Westlake Charter School, we place great value on the development of our school community. Our school's mascot is the Explorer, which helps to define the core purpose of our school. We expect our Explorer students, staff, and families to explore what is possible. Throughout this handbook, you will often see the term Explorer used interchangeably with the word student or used to identify members of our community, such as Explorer Staff, Explorer Families, etc.

Mission and Vision of our Expanded Learning Opportunity Programs

Westlake Charter School offers a wide range of expanded learning opportunities and school programs including before and after school support (BASE) and After-School Live (ASL), which includes clubs, athletics, enrichment, our talent show, and much more. Our programs embrace the same Core Values and expectations our Explorers experience during their instructional day, which strives to provide students with a consistent, safe, and inclusive environment.

Before and After School Explorers (BASE)

Our BASE program is available for all students in grades K-8. BASE provides accessible, expanded learning opportunities for families looking to engage their students during the school year and over certain school breaks. Combined with the school days, BASE is available for more than 210 days of the year, and provides families with over 9 hours of programmed expanded learning!

After-School Live (ASL)

After-School Live consists of three programs that provide enriching experiences to support the academic and social-emotional growth of our Explorers. After-School Live consists of clubs, athletics, and enrichment.

- After-School Live Clubs
Free to join
Open to our K-5th grade Explorers
Led by 6th-8th grade Explorers
Chaperoned by adult community volunteers
Four-week sessions three times throughout the year: fall, winter, and spring
Club offerings vary from session to session

- After-School Live Athletics
\$25 athlete sponsorship is requested but not required
Open to our 6th-8th grade Explorers
Coached by adult and teen community volunteers
Eight-week sessions three times throughout the year: fall, winter, and spring
Intramural

- After-School Live Enrichment
Fees vary; scholarships are available
Open to all Explorers, K-8
Taught by instructors from community organizations
Offered year-round

Hours of Operation

BASE is open every day school is in session. In the mornings, BASE is open starting at 7:00am.

- **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

BASE will be closed during all school breaks and on Friday, June 7. Summer BASE camp will launch Monday, June 10, 2024.

All other expanded learning opportunity programs including enrichment, clubs and athletics operate on schedules which will be communicated through the school or BASE.

Rates

Westlake Charter School students are eligible to participate in each program: BASE and ASL, subject to program capacity. Westlake's expanded learning opportunity programs may charge fees based on the program students would like to attend.

BASE rates run on a sliding scale that considers family size and income, among other factors. Established rates for BASE are:

- \$8.50 per hour per student, with a 10% sibling discount sliding scale
- Students who qualify free- or reduced-price meals, are homeless, or are in foster care are encouraged to let our BASE Program Manager know. Child Action and similar programs are accepted and may need to show a billable hourly rate of \$5.25 per hour, per student, to comply with their reimbursement protocols.
- Same rates apply over summer and breaks with a \$60 daily cap per student

ASL rates vary from program to program. ASL Clubs are free to join and are open to all students in grades K-8; students in 6th-8th grade may lead Club activities. ASL Athletics are open to our 6th-8th grade explorers, and a \$25 athlete sponsorship is requested but not required. ASL Enrichment fees vary, yet scholarships are available. Please ask BASE staff for additional details.

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. Refunds will be considered for program related errors including incorrect billing. Refunds will not be considered for parent/guardian related errors including accidentally sending child(ren) to BASE, not updating School Dismissal Manager or similar check out systems, not picking up your child(ren) on time after dismissal has concluded, etc. If a refund is approved, allow up to 60 days to receive payment.

Arrival

In the morning, families should walk their students to BASE 1 in B107 for drop-off.

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

All of our Expanded Learning programs adhere to the discipline policies outlined in the Westlake Charter School Family Handbook.

- Habitual late pick-ups (5 times) will be cause for a child's dismissal from BASE.
- After 6pm, a late fee will be charged. The late pick-up penalty is \$1 for the first minute and \$1 for each additional minute.
- All students are expected to follow and support our expectations of participating with a positive attitude and kind behavior at all times. Behavior or language that are perceived by the BASE Program Manager to be mean-spirited, hurtful, unsafe, or threatening may result in a suspension or dismissal from the BASE program
- Monthly late fee \$5.