



Westlake

CHARTER SCHOOL

Home of the Explorers

**BASE Handbook
2025-2026**

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Sacramento, CA 95835
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HANDBOOK DISCLAIMER

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 by clicking [here](#).

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 Before and Afterschool Programs

Westlake Charter School offers a wide range of 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, before and after school opportunities for families looking to engage their students during the school year and over certain school breaks. Our BASE program offers exceptional expanded learning opportunities and associated benefits up to program capacity. Combined with the school days, BASE is available for more than 210 days of the year, and provides families with over 9 hours of hands-on, engaging learning experiences!

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, as well as on June 11th & 12th, 2026.
- Summer BASE Camp will launch Monday, June 15, 2026, and the last day of Summer BASE will be Tuesday, August 4th, 2026.
- BASE will reopen for the 2026-2027 school year on Monday, August 10th, 2026.

Program Rates

Westlake Charter School students are eligible to participate in BASE, ASL, and other opportunities subject to program capacity. Westlake's before and after school programs may charge fees based on the program students would like to attend.

For the 2025/26 school year, BASE rates are:

- \$8.50 per hour per student, with a 10% sibling discount sliding scale
- Summer and breaks have the same hourly rate with a \$60 daily cap per student
- Expanded learning opportunity program rates run on a sliding scale that considers family size and income, among other factors.
- 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.



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 Agreement Form](#). Once we receive your completed form, we will email you with information about setting up your MyProCare account and paying the \$30 registration fee (waiver available). The registration fee is per family per school year. The registration form needs to be completed for each student each school year.

Payments

MyProcare is a parent portal that allows parents to view statements, attendance and make payments online. To register with MyProcare 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, and/or suspension of BASE services.

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.

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.

Program Arrival and Dismissal

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.

At 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.