



Westlake

CHARTER SCHOOL

Home of the Explorers

**BASE Handbook
2026-2027**

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Mission and Vision of our Before and After School Programs

Westlake Charter School (“WCS” or “School”) offers a wide range of before and after school programs including our Before and After School Explorers (BASE) and After-School Live (ASL), which includes clubs, athletics, enrichment, 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. Westlake Charter School’s Expanded Learning Opportunity programs follow the School’s policies and procedures, including the Family Handbook, as appropriate.

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. 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!

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

- Please check the Westlake Weekly for details regarding BASE availability over school breaks and summer programs.
- BASE will be closed June 10th & 11th, 2027.
- Summer BASE Camp will launch Monday, June 14, 2027, and the last day of Summer BASE will be Tuesday, August 3rd, 2027.
- BASE will reopen for the 2027-2028 school year on Monday, August 11th, 2027.



Program Rates

Before and After School Explorers (BASE) is a fee-based program that operates from 7am-6pm each school day. BASE may be available for free from 7am-4pm to families who qualify for free/reduced meals, or who are foster youth or homeless. Free programs are subject to program capacity based on state funding and eligibility guidelines. Please check in with BASE staff for additional details. Families who are able to enroll in free programs will be notified by BASE staff. BASE fees apply to all students attending BASE after 4pm. For the 2026/27 school year, BASE rates are:

- \$9.50 per hour per student, with a 10% sibling discount sliding scale.
- \$6.25 per hour per student for families who provide records showing current-year participation in the free-reduced meal program, or who have foster/homeless students.
- Participation in Child Action and other state programs is encouraged and may provide free programming. These programs may need to see a billable hourly rate per student in accordance with their reimbursement protocols.
- Summer and breaks have the same hourly rate with a \$70 daily cap per student

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 which covers participation in BASE, clubs, enrichment, athletics and more. 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. 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

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 from the BASE program.

Late Pick-up Fees: If children are not picked up by 6:00 PM, a late pickup fee of \$5.00 per minute per child until the children are picked up will be applied. Families are expected to call the program as soon as possible if they anticipate being late so staff are aware and can plan accordingly.

Refunds: The registration fee is non-refundable. Any requests for refunds must be received within 30 days of payment and will be reviewed on a case by case basis. If a refund is approved, allow up to 30 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 in B107 to check in.

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

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

Program Rates

Westlake Charter School students are eligible to participate in ASL and other opportunities subject to program capacity. 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. For additional details, please contact program staff.