

BASE Policies & Procedures 2018-2019 St. Francis Xavier



Please carefully review the BASE policies and procedures listed below.

1. Weekly schedules with payment for the first two weeks of BASE care (week of 8/20 and week of 8/27) for the 2018-2019 school year are to be submitted at the Park District of La Grange on Monday, August 13th or Tuesday, August 14th between 8am and 9pm. We will start accepting early schedules on August 1st from those families that may be out of town and unable to come in on 8/13 and 8/14. If we do not receive your schedule by August 14th, BASE care will not be available to you until the week of September 4th-7th provided that a schedule for that week is submitted.
Important: Schedules for the first two weeks of BASE care will not be accepted after Tuesday 8/14 at 9pm—no exceptions
2. For the remainder of the school year, schedules and payments are due each week by Thursday for the following week of BASE care (*see #3 for holiday week deadlines*). Your BASE supervisor can accept your schedule at the school BASE room if you are paying with a check. The Park District can accept your schedule with payment by check, cash or credit/debit card up until 9pm on Thursday evening. The deadline for online schedules is also 9pm on Thursday. Late fees will apply if your schedule is not submitted on time. You may submit schedules/payments for multiple weeks at a time if so desired. *Schedules cannot be submitted to the school office(s).*
3. Holidays: **Schedules and payments are due on the Thursday prior to the holiday break while school is still in session.** This includes Thanksgiving, winter break and spring break weeks. Late fees will apply if your schedule is not submitted on time.
4. Late schedule fees:
\$5 per child for schedules submitted on Friday, Saturday or Sunday for the following week of care
\$10 per child for schedules submitted on Monday for the current week of care
\$15 per child for schedules submitted on Tuesday for the current week of care
\$20 per child for schedules submitted on Wednesday or later for the current week of care
5. Late schedule submission:
Late schedules may be submitted at the Park District on Friday, Saturday and Sunday. After Sunday, late schedules must be turned in to the school BASE supervisor on Monday morning. If you are paying with a credit/debit card or cash, you will need to get approval from the school supervisor to go to the Park District to pay if space is available for the week you need care.
6. Pro-rated weeks: Fees are only pro-rated for weeks with three days or less of school.
7. There are no refunds or credits for missed days once your schedule is submitted.
8. There are no electronics, games or outside toys of any sort allowed at BASE (cell phones, I-pads, I-pods, etc.)
9. No outside food is allowed at BASE to ensure the safety of children with allergies.

10. School day off specialty camps: Information on specialty camps will be available through your BASE supervisor and provided via email. The dates, fees and registration deadlines will be listed. Please review the information and note all deadlines. Specialty camps are held at the Park District recreation center.
11. Specialty camp refunds: No refunds will be issued for specialty camps once the registration deadline date is reached. The decision to run a camp is based on the number of children registered on the deadline date. If the Park District cancels a camp full refunds will be issued.
12. Please call or email your child's BASE supervisor if your child will not be in attendance or if you have a schedule change. It is imperative that your supervisor be advised if your child will miss a scheduled day of care.
13. It is the responsibility of every parent to provide a current email address and notify us of an email change during the school year. Important BASE information is provided regularly via email and parents/guardians are responsible for reading all communications. Please note that school BASE supervisors cannot verbally inform parents of all policies, program news, camp information, etc., due to the magnitude of information. You may also check the sign-in table in your BASE room for hard copies of pertinent information.

I have read and acknowledge the BASE program information above.

Child/Children's Name(s)

Parent/Guardian Signature

Date