



July 25, 2018

Dear 2018-19 Base Parents~

I hope you are having a wonderful, relaxing summer! It's hard to believe how quickly the 2018-19 school year is approaching! Summer has flown by!

**Please read the following information carefully:**

This year schedules and payments for the **first two weeks** of BASE, which are the weeks of 8/22-8/24 and 8/27-8/31, must be submitted at the Park District of La Grange on Monday, August 13<sup>th</sup> or Tuesday, August 14<sup>th</sup>. The Park District office is located at 536 East Avenue in La Grange and will be open 8:00am to 9:00pm on both of these days. We will accept early schedules beginning on 8/1 from those families that may be out of town and unable to come in on 8/13 and 8/14. *Please note-- the online system will not be available for the first two weeks of BASE.* If we do not receive your schedules by Tuesday 8/14 then BASE care will NOT be available to you until the week of 9/4-9/7 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**

Beginning the week of 9/4 and for the remainder of the school year all schedules are due on Thursday for the following week of care. For holiday weeks (Thanksgiving, winter break and spring break) schedules are due on the Thursday prior to the holiday break while school is still in session. Your BASE supervisor can accept your schedules in the BASE room with payment by check or you may submit your schedule at the Park District by 9pm on Thursday with payment by check, cash or credit card. The online system will be available beginning Monday 8/27 for BASE schedules for the weeks of 9/4 and later. The online deadline is Thursday at 9pm for the following week of care.

**Please do not submit any schedules to the school offices, they will not be accepted.**

The first day of school is a half day. Morning BASE is offered but there will be no BASE in the afternoon. Since there are only 2 ½ days the first week of school BASE fees are pro-rated.

Fees for 8/22 – 8/24

Morning only:	\$15.00/week (fee to attend 1 – 3 mornings)
Afternoon only:	\$20.00/week (fee to attend 1 – 2 afternoons)
Full-Time:	\$35.00/week (fee to attend 1 – 3 days in the morning & afternoon)

Regular BASE fees apply to the second week of school: Mornings \$20 / Afternoons \$40 / Full-Time \$60

Enclosed is a BASE schedule form and a copy of the 2018-2019 BASE Policies & Procedures which was provided to you at the time of registration. Additional forms are available at [pdlg-base.org](http://pdlg-base.org).

The school supervisors, supervisor assistants and I will be at the Park District on August 13<sup>th</sup> and August 14<sup>th</sup> to process your schedules and answer any questions you may have. If you have any questions after receiving this letter, please feel free to email me at [leannahartung@pdlg.org](mailto:leannahartung@pdlg.org).

Enjoy the rest of your summer and see you in August!

Kind regards,  
Leanna Hartung  
Leanna Hartung  
BASE Program Superintendent  
(708) 588-2233

BASE schedules for the first two weeks of school must be submitted at the Park District 8/13-8/14.  
**NO SCHEDULES ACCEPTED AFTER 8/14**