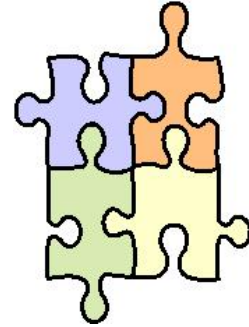


# BASE Handbook 2011-2012

Where fun and learning collide!





**Purpose of BASE**

The BASE program will provide a safe, nurturing, and fun atmosphere before and after school for children of families enrolled at St. Elizabeth Ann Seton School.

**Objectives of BASE**

This program will meet the social, emotional, spiritual, and physical needs of K-8 children.

There are two goals for this program. The first goal is to offer students the opportunity for personal growth. The second goal is to offer the students the opportunity for academic growth.

Within these two goals, there are three objectives that this program will focus on.

1. To increase the student's ability to improve their academic achievements by helping the student complete homework assignments, improve the student's academic performance, and improve the student's attitude toward homework.
2. To increase the student's lifetime recreational skills by increasing their existing skills in a variety of recreational activities and by exposing them to new lifetime recreational activities.
3. To increase the student's self management skills through learning self control, developing organizational skills and learning responsibility.

**BASE Staffing**

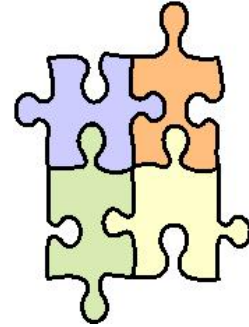
The BASE program will have adequate staffing with a preferred ratio of 15:1. Staffing will be determined after preliminary enrollment is completed and commitment has been made by SEAS school families.



Mrs. Alfveby



Mrs. Siebenaler



### **Drop-off and Pick-up Procedures**

Parents must bring their child/ren into the school each morning. All parents must sign in their child/ren to BASE each morning. Please also make sure the staff is aware of your child/ren being dropped off.

Parents must pick up their child/ren each afternoon. All parents must sign out their child/ren at this time. Children will be released only to those who are authorized to pick them up as indicated on the enrollment form. If someone other than an authorized person will pick up a child, prior written permission is required stating the name and telephone number of the person who will pick up the child.

### **School Closings**

In cases of very severe weather, hazardous road conditions, or unforeseen events, BASE will not be in session. If Hastings Public School and SEAS school close, the BASE program will close as well. Please listen to the local radio station **KDWA-1460** or **WCCO 830** for updated information on school closings. Sessions missed due to bad weather will not be reimbursed. In the event of a delayed start BASE will be in session but will also have a delayed start time. (ex.: school has a delayed start time of two hours, BASE will open at 8:30 am, also a two hour delayed start time.)



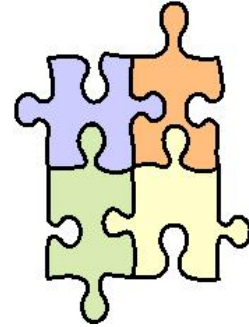
### **Communication with Parents**

There will be a monthly information folder that will be handed out to the parents the 3rd week of each month at pick-up/drop-off. This folder will include monthly payment forms and calendars as well as other important information.

E-mails will also be used as the primary communication from the director.



Parents can reach the Acting Director, Suzanne Alfveby at 651-437-3098 or email at [salfveby@seasparish.org](mailto:salfveby@seasparish.org).



**BASE Fees for 2011-2012**

BASE Hours (regular school days) - 6:30-7:40 a.m.; 2:40-6:00 p.m.

BASE Hours (full day option) - 6:30 a.m.– 6:00 p.m.

**FEES:**

- Registration fee (per family) \$50
- Elementary A.M. (6:30-7:40 a.m.) \$5
- Middle School & Elem P.M. (2:40-6:00) \$15
- Contract Rate (AM and PM each day) \$18
- Full Day options (minimum of 10 kids) \$29
- Early-Release Day rate (12:30-6) \$20
- Drop-in rates are \$2 more for each rate

Contract Families will need to make payment for every day whether in attendance or not. Non-Contract families sign up in advance for the days they need for that month at the above rates.

Please note that if your child is sick or absent from BASE, parents will not receive credit or money back.

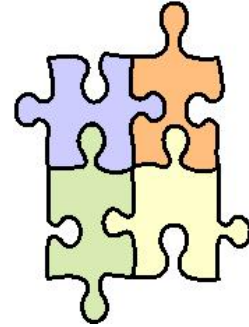
Payment and calendars will be due the 25th of the month for the following month.

BASE will have full day options on school workshop days and various vacation days. Watch monthly calendars for specific dates.

Drop-ins will be handled if there is space available.

If you have any questions, please contact Suzanne Alfveby, Acting BASE Director at 651-437-3098 or [salfveby@seasparish.org](mailto:salfveby@seasparish.org).





If possible, please notify staff if you will be late picking up your child/ren. However, there will be an additional late charge. The late charges are as follows:

**Late Pick up** (after 6 p.m.) \$1/minute

After 6:30 p.m. the Director and parent will be contacted. If parents are not reached, the Director will call the emergency contact. Further action will be taken by the Director if deemed necessary. Time will be according to the foyer clock.

### **Payments and Calendars**

It is imperative that parents complete and return payments and calendars on schedule. This will allow us to have adequate staff and programs for your child/ren.

Parents are required to fill out a BASE payment form and calendar every month to notify the Director when your child/ren are attending. These forms will be given to parents in their information folder the 3rd week of each month. The family folder with payments and calendars need to be returned to Ms. Stoker or Ms. Alfveby by the 25th of the month for the following month's services.

Please make checks payable to SEAS School and indicate BASE in the memo line. Parents will receive an electronic reminder if payment and calendar have not been received by the 26th of each month. Delinquent accounts may result in late fees (see pg. 7) and/or dismissal from the BASE Program. Please contact Dr. Moes with any financial issues.

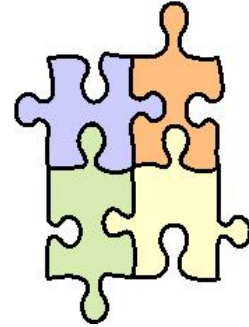
### **Full Day Options**

There are full day options available on workshop days and various vacation days throughout the school year. Parents will need to pack a lunch and a drink (no soda please). These days run from 6:30 a.m. - 6:00 p.m. The rate for the full day option is \$29. Pre-registration is required on your monthly calendar so we know how to staff for the day.

### **Early Release Days**

There will be some days that school is dismissed early due to teacher workshops. The times for BASE will be 12:30 (dismissal time) - 6:00 p.m. The rate for this will be \$20.





### **Emergency Procedures & First Aid**

All staff members are trained in First Aid techniques and CPR

### **BASE Behavior Management**

For safety and fun it is important that children follow the school rules while at BASE. It is the program's belief that discipline be handled in a fair and compassionate way.

The BASE program will be following the school discipline policy which is modeled after the works of H. Stephen Glenn (Developing Capable People) and Jane Nelsen (Positive Discipline). This model helps students develop mutual respect, cooperation, and responsibility.

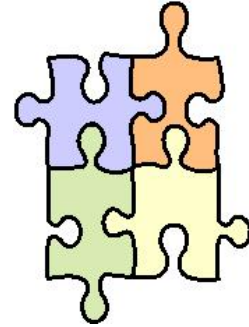
If an infraction occurs, the student will receive a verbal warning. If it continues, a behavior slip will be issued and student will be removed from BASE activities until the care giver deems appropriate. After 3 slips, the student will be removed from all BASE activities and parents will have a meeting with the director and/or Dr. Moes and a behavior plan will be written to allow the student to earn back participation in BASE activities. Certain behaviors that are severe or endanger the safety of the program and other children will result in immediate removal from BASE activities. BASE staff reserves the right to modify this behavior plan to fit the needs of the individual student.

### **Questions? Concerns? Suggestions?**

Please communicate directly with the care giver who is working the shift or contact Ms. Suzanne Alfveby, acting BASE Director. Also, feel free to contact Dr. Jill Moes, Principal, if needed. We are always looking to improve program options and student opportunities.

If you know of anyone who would like to be a homework helper after school for elementary students please ask them to contact the BASE Director. Thank You!





### **Late Fees**

**Late Payment Fee**                      \$25.00/child/day  
(2 business days after the first of the month)

**After 2 business days**                \$10/day

(Your child will not be able to attend BASE after 5 business days.)

**Late Pick up** (after 6 p.m.)        \$1/minute

**All late pick up fees need to be paid that day, in cash, to the lead teacher.**

***When there is a family emergency or inclement weather, late fees will be waived subject to the Director's decision.***

***If you have a financial issue, please contact Dr. Moes to set up an alternative plan.***

### **Afternoon Pick Up**

Because of the new security system in place in our building this year, the doors will be locked and unable to be opened via the system by our BASE staff after 4:00 p.m. When picking up your child(ren), please call the school number 651-437-4387. The phone system will ring in the classrooms and a BASE staff member will pick up. Just identify yourself and we will come to the door personally to let you in. Thank you for your cooperation!