

BASC 2023-2024 Agreement

BASC programs are available to all students attending their prospective elementary schools in Orinda Union School District. We are open from 7am-6pm on all school days. BASC is closed on school holidays, breaks, staff development days, and summer.

Enrollment & Attendance:

- A Procure account and required documents must be submitted before attendance at BASC can occur.
- Enrollment in BASC is mandatory for all families even if you do not plan to send your child(ren). Only children enrolled in the BASC site's home school can attend.
- TK and Kindergarten families must hold a monthly contract to attend BASC. 1st-5th grade families are drop-in/hourly only with attendance times rounded up to the next quarter hour.
- We are a well-child program; if your child is picked up from school due to illness, or sent home due to a behavior issue, they may not attend BASC that day. If your child becomes ill at our program, you will be notified and will need to make arrangements to have your child picked up within 1 hour. We follow all OUSD Illness and Injury guidelines.
- Parents/guardians and students must understand, abide by, and support the rules of BASC and OUSD. Enrollment and participation in BASC is a privilege and may be suspended if any of the following occur:
 - Students repeatedly disobey BASC or OUSD rules. Please see Behavior Policy.
 - Parents/guardians/students are uncooperative or abusive, either physically or verbally towards staff.
 - Parents/guardians are repeatedly late past 6:00 pm in picking up a child.
 - Payments and fees are not paid in compliance with the BASC Agreement or owed to another BASC program.
- A schedule of attendance must be communicated to the BASC site supervisor before the student attends. If attendance plans change, please inform BASC staff promptly.
- Parents/guardians are responsible for supplying accurate information and for updating their child's file as necessary.
- All authorized pick-up persons must be listed on each student's Procure account and an assigned pin number from Procure must be used. A valid ID and assigned pin number are required to sign out a student from BASC. Children cannot sign themselves out.
 - An older sibling may pick up their younger sibling from BASC to go to carpool or walk home immediately after school dismissal. Written permission from the parent must be submitted to the site supervisor prior to release.
- BASC staff want all children to be safe and happy while attending our programs. We believe that our youngest students (TK/K) are most successful when they are picked up no later than 5pm.
- For OUSD employees or scholarship requests, please contact us.

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Payments:

- The billing period begins on the first of the month and ends on the last day of the month.
- 1st-5th grade statements are emailed within 5 days of the close of the billing cycle September-May.
- Enrollment in autopay is mandatory for all families. Autopay is run on the 15th of each month (1st-5th) or the 25th of the month (TK/K). Online payments can be manually submitted prior to autopay running if preferred.
- Autopay can be set up using a credit card or checking account. A 2.75% fee will be added to all credit card payments. No fee for ACH/checking account payments.
- Payments that are not received by the 20th (1st-5th) or 1st of the month (TK/K) will incur a \$25 late fee. If payment is not received by the last day of the month, children will not be able to attend until payment is received.
- There are no refunds, credits, or prorated portions.
- Payments cannot be accepted at BASC or school office.

Fees:

Registration	\$40/family/year	Included in your billing statement if and when you start using BASC
Hourly Rate	\$9/hour	For TK/K contracted hours and 1st-5th hours
Search Fee	\$15	For any child who is scheduled to attend BASC but does not show up and there is no communication with site supervisor before end of school day
No Sign-Out	\$15	If parent or designated adult does not sign out
Late Pick-Up	\$3/minute	Pick-Up after closing at 6pm or after contracted pick-up time for TK/K
Late Payment	\$25	Payments that are not received by the 20th (1st-5th) or 1st of the month (TK/K).
<u>TK/Kinder Only Fees:</u>		
Drop-in Rate	\$12/hour	TK/K only: for hours approved by site supervisor ahead of time only
No Reservation	\$50/child	In addition to time attended (\$12/hr.) for TK/K child who comes to BASC without a contract or prior reservation

I understand that once my child(ren) has been signed out by an authorized person or by myself, BASC is released from liability for the care of my child(ren). I hereby release and discharge BASC and the Orinda Union School District, its officers, employees, agents, and servants from all actions, claims or demands that I, my heirs, distributees or assigns may have for injury to person or property arising out of or in connection with BASC. I have read and understand the BASC Agreement.

Date: _____ Parent Signature: _____