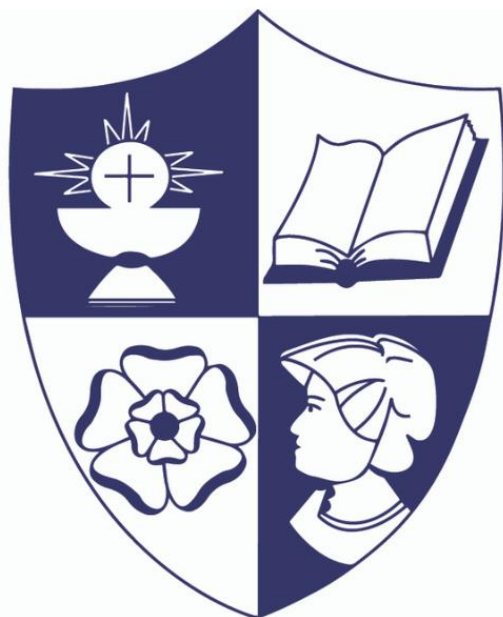


Instaurare Omnia in Christo



ST. ELIZABETH ANN SETON
CATHOLIC SCHOOL

BASP Handbook
2025-2026

St. Elizabeth Ann Seton Catholic School

Before and After School Program

Motto

Instaurare Omnia in Christo

“To Restore All Things in Christ”

Mission Statement

Living, loving and learning in Christ and the Church.

School Vision

St. Elizabeth Ann Seton Catholic School strives to form each student spiritually, intellectually, and physically as a lifelong disciple of Christ. In partnership with each family, we seek to form students who recognize and appreciate Truth, Goodness, and Beauty in all of God’s creation and every area of human endeavor. Our challenging and creative Classical Catholic curriculum cultivates students who will discover and develop their full potential for the glory of God and the good of others. In harmony with the teachings and traditions of Holy Mother Church, our students will answer the call to virtue and sainthood.

Philosophy

The philosophy of St. Elizabeth Ann Seton Catholic School finds its values in the gospel message delivered through the person of Christ. It is based on the belief that each child is created in the image and likeness of God and that each child is called to know and serve the God of all creation. Excellence in academics and the moral life is goal of our education. We recognize each child's abilities and encourages growth through the various academic disciplines that serve to inform the mind of every person. St. Elizabeth Ann Seton Catholic School teaches the Roman Catholic faith and Christian values. We see our school as a place where children should work toward academic excellence and gain knowledge of self, the created world, and of God in an atmosphere permeated by the Gospel. We seek to teach our children that they are children of God, destined for eternal life with Him, and that each of them plays a special role in building a Christian society.

Non-Discrimination Policy

The St. Elizabeth Ann Seton Catholic School BASP is operated on a non-discriminatory basis, with equal treatment without regard to race, sex, color, religion, handicap, or national origin.

Before and After School Program

Welcome to the St. Elizabeth Ann Seton Catholic School before and after school program. The program is an extension of the school day and provides a structured, nurturing environment where students are encouraged to practice good time management and begin homework and studies. They are allowed to enjoy free and organized play in a safe and familiar Christ-centered environment.

As an extension of the school day, all rules in the parent-student handbook apply in this program as well. By signing the handbook or attending school your child is automatically enrolled in the program. A registration form will be provided at BASP upon first drop-in. There is a \$50.00 registration fee per child due after the first visit. Tuition is due upon receipt of a statement. Payment must be turned in to the school office during normal school business hours (Monday-Friday 7:30am-4pm). Staff will not be allowed to accept any form of payments.

Important Information For All Parents

The program will be structured to serve those families who need before or after-school care on a regular basis and also to provide options for families in an emergency situation. BASP is not a “drop-in” care service. According to state and accreditation rules, we cannot work that way. Parents can choose to sign up for mornings, afternoons, or both AM & PM, five days a week, “Emergency care” is to be used only in the event of a true, rare emergency.

Regular Use

For families who use the program on a regular basis, we ask that you register your children for the specified block of days/hours that they will attend. We require that fees for the BASP be prepared for the entire month on the first day of the month. We will also offer a discount to siblings enrolled in the program.

Emergency Care (For a day only)

When parents are unable to pick up their children on time, the emergency care program will provide a safe place for students to wait and will reduce the burden on our office staff. In situations where students have not been picked up from school by dismissal time, the

children will be taken to BASP to wait for their parents. Fees for emergency care are as follows: Regular dismissal days are \$30 and early dismissal days are \$40. Fees will be billed to the family at the end of each month. A fee of \$1.00 will be charged after 6:05pm

Program Hours

The hours of BASP are 6:30 A.M.-7:20 A.M. and 3:15 P.M.-6:00 P.M. Morning drop off is 6:30am in the school library, using the double doors nearest the library. Parents must walk the child in and sign in with the staff on duty. These are hours subject to change due to the school calendar. Advance notice will be given. The afternoon BASP begins each day immediately after school dismissal. The BASP is not open on Student Holidays, In-Service Days, Last day of School, or Parent/Teacher Conferences. There is no afterschool program on noon dismissal days.

Rates

Payments are rated monthly and due on the first of the month.

A.M. Monthly Fees (\$4 a day)

August \$52	September \$80	October \$84	November \$68	December \$60
January \$76	February \$72	March \$68	April \$80	May \$72

P.M. Monthly fees for one child (\$13 a day)

August \$169	September \$260	October \$273	November \$221	December \$182
January \$247	February \$234	March \$221	April \$247	May \$221

A.M. plus P.M. Fees for one child ($\$4 + \$13 = \$17$ per day) x the prorated days for each month.

A.M. plus P.M. Fees for siblings ($\$4 + \$11 = \$15$ per day) x the prorated days for each month.

Sibling Monthly fees (\$11 a day-individual fees)

August \$143	September \$220	October \$231	November \$187	December \$154
January \$209	February \$198	March \$187	April \$209	May \$187

- A \$50 one-time registration fee (per child) will be added to your account upon first drop- in at BASP.
- A registration form will be provided at BASP upon first drop-in.
- A late fee of \$5 per minute per child will be assessed if picked up after 6:00 PM
- Parents/Guardians will be billed through BASP.

FEES AND PAYMENT POLICY

1. The BASP fee for students regularly enrolled in the program is paid at the beginning of each month in full. Weekly payments will not be accepted.
2. Emergency Care fees will be billed to the families at the end of each month. Unpaid fees will result in Report Card holds and no weekly access to Parent Portals.
3. Any tuition that is not paid by the last day of the first full week of the month in which it is due will result in a \$15.00 late fee. If the tuition is not paid in full by the end of the second full week, the child shall be automatically suspended from the Program. Reinstatement may occur when all fees have been paid.
5. Non-sufficient fund checks are held until cash or a money order is received by the program to cover the amount of the check. Parents will pay a \$25.00 charge for a NSF check/Tuition automated payment. Parents will be notified immediately upon receipt of the NSF notice by the program and shall have three school days in which to pay the charge and tuition in full by cash or equivalent. If not paid by the end of the third day after notice, childcare services will be suspended immediately. Reinstatement may occur when all fees have been paid.
6. BASP services may be withdrawn if three overtime charges occur in a semester.
7. Refunds on BASP will not be given for days that the student is absent.

WITHDRAWAL FROM THE PROGRAM

Parents wishing to withdraw their child from the program must provide a statement in writing at least 30 days prior to the discontinuation of this service. Tuition will be due for the balance of the month or for one-half month, whichever amount is greater.

AFTERNOON CLOSING TIME

The program closes at 6:00 p.m. Parents whose children remain past 6:00 p.m. will be charged overtime fees of \$5.00 per minute per child.

RELEASE OF CHILDREN

Due to Archdiocesan rules and to ensure the safety of our students, each child must be physically signed out before they will be released from the program to his/her parent or guardian. Parents must walk in using the doors nearest the library and sign the student out at the table. If pick up is after 6:05pm there is a \$5.00 per minute per family late fee. Only people listed on the BASP emergency form will be allowed to pick up a child. The only people allowed to pick up a child are the parents, legal guardians, or those listed on the registration card. If a different person plans to pick up your child, the BASP staff must be notified in writing, using the "Exception to Departure Procedure Form, or email Mr. Sean Lannen -slannen@seasc.org. The staff will request a photo ID. If you need to pick up your child before 3:45pm, please use the regular carpool line. Parents will not be allowed to walk in the school building to get a child before 3:45pm.

BASP Details:

- Students are given quiet study time, according to their grade level. All students will read or do schoolwork during this time. Textbooks will be available in each room. Students will need to bring their own supplies to complete their assignments. Students are encouraged to use this time effectively but not every child will be able to complete all assignments. The staff in the room will be available for minor assistance with homework but they cannot sit individually with any one child. PK-Kinder students will be allowed to rest during this time if needed.
- A small morning and afternoon snack will be provided. Students may bring their own food. We ask that each student bring a labeled refillable water bottle each day,

especially for the afternoon. Please let the directors know in writing if your child has a special allergy to any substance.

- Each day after snack and quiet time, the students will be allowed supervised play. This may include outside or inside play depending on the temperature and weather conditions.
- Students should not bring additional toys and games from home. If something is brought, it is the responsibility of the student to care for that item. As is school policy, no electronic devices are allowed during the before or after school program. This includes cell phones, headphones, and any i-device. If seen, they will be collected and given to the office. A parent will have to come to the office, pick up the item and pay the school fee.
- If a student is involved in an on-campus activity, an adult representative of the activity must come to pick up the student and escort them back, if needed. Parents must notify the directors in writing of participation in these events. It is the child's responsibility to remember to attend these events. Once a student leaves campus, they may not return to the after-school program.
- Students need to remain in school uniform while at the after-school program. On mass days, students may bring a pe uniform or other uniform shorts to change into.
- Medication cannot be given in the before or after school program unless specific permission is given by the school principal and all forms and requirements given.
- Students are expected to maintain proper behavior while in the before or after school program. Although the program is not as structured as the regular school day, proper behavior is required to maintain the safety of all students. Minor incidents will be handled by the staff assigned to the group. Consequences may include removal from an activity, additional quiet time, separation from regular group, etc. More serious incidents will be discussed with the director on duty, the parents and possibly the school administrator.

St. Elizabeth Ann Seton Catholic School

BASP Registration Form

Family Name _____ ID # _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Home Phone () _____ Email _____

Address _____ City _____ Zip _____

Father's Name _____ Cell Phone () _____

Place of Employment _____ Work Phone () _____

Mother's Name _____ Cell Phone () _____

Place of Employment _____ Work Phone () _____

Insurance Company _____

Policy # _____ Phone () _____

Emergency Contact _____ Phone () _____

Please list any allergies _____

Parent's Name Printed

Parent's Signature

Date

The program closes at 6:00p.m. Parents whose children remain past 6:05 p.m. must pay the overtime fee of \$5.00 per minute per child.

BASP Emergency Care Statement

St. Elizabeth Ann Seton Catholic School Fees for emergency care are as follows: Regular dismissal days are \$30 and early dismissal days are \$40. Fees will be billed to the family at the end of each month. A fee of \$1.00 will be charged after 6:05pm

Date _____ Time _____ Amount _____

Family Name Family ID # _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Child's Name _____ Grade _____

Staff Signature

Parent Signature

Date

EXCEPTION TO DEPARTURE PROCEDURES FORM

This form is for special exceptions to the procedures authorized on the student's enrollment form.

_____ has permission to leave the St. Elizabeth Ann Seton Catholic School BASP Program on _____.

_____ will be responsible for my child after he/she leaves the BASP Program.

I understand that the staff will request a photo identification from this person before my child is released to his/her care.

Signature of Parent/Guardian

Date