

Westlake Charter School
B.A.S.E. Program
3800 Del Paso Road
Sacramento, CA 95834

B.A.S.E. Extended Day Enrichment Registration and Agreement Form



Child's Name _____ Birth date _____ Age _____

Grade (11 -12 School-year) _____ Known Allergies/Medications _____

Parent #1 _____ Day Phone _____ Eve. Phone _____

Parent #2 _____ Day Phone _____ Eve. Phone _____

Other Emergency Contact _____ Phone No. _____

Child's Home Address _____ City _____ Zip _____

SCHOOL-YEAR DATES: Open Monday – Friday 7:00a.m. -6:00p.m. School Day – 7:00a.m. – 8:00a.m.
and 2:45p.m. – 6:00p.m.

SCHOOL-YEAR REGISTRATION FEE: There will be a one time \$30 registration fee per family for the school year.
(Summer camp registration is additional)

SCHOOL-YEAR FEE RATES: Fee will be based on a 30 minute roundup to the nearest half hour for a fee of \$3.00 per half hour and \$6.00 per full hour. Time for morning and afternoon is not combined for billing purposes. (example: 15 min in the morning and 45 minutes in the afternoon is billed as \$3 in the morning and \$6 in the afternoon). An invoice will be provided at the end of the month giving the number of hours used. This invoice will be provided by the 5th business day of the month. No time will be taken for projected usage, only actual usage.

MINIMUM DAY FEE MAXIMUMS: A maximum of \$24.00 dollars will be taken for our staff development days. This means that no more than 4 hours will be charged for the afternoon on staff development days. (Wednesday). Again, morning and afternoon are billed separately (not combined) . For non-school days, a full day of BASE care will be capped at a 5 hour maximum (\$30).

A 10% discount will be deducted per family from hours when more than one child is registered and attending.

Closed for State/Federal Holiday: 9/5, 11/11, 11/24, 11/25, 12/23, 12/26, 1/2, 1/16, 2/20, 2/24, 5/28 – These dates are subject to change and you will be notified by BASE staff well in advance of any possible closures.

PAYMENT: By Check or Money Order payable to **Westlake Charter School**. NO CASH WILL BE ACCEPTED.

OTHER FEES & CHARGES: Late payment fees of 10% or \$5 (whichever is more) or late pick up fees may apply. Payment must be received by the 10th day of month or late payment fee will be applied.

RATE INCREASES: The rates that are set forth in the registration and agreement form are subject to revision by the Westlake Charter School at **any time**. Families will receive written notices of rate changes.

RETURNED CHECKS: A charge of **\$25** will be made by the Revenue Division of Westlake for all checks returned from the bank. *If there is more than one returned check, no more checks will be accepted.*

SCHOOL AGREEMENT FOR THE 2011 – 2012 SCHOOL YEAR

1. **ENROLLMENT AND ATTENDANCE:** I must complete and submit all enrollment forms provided by B.A.S.E. prior to my child's attendance. Children must be signed in & out upon arrival and departure.
2. **FEES AND LATE PAYMENT PENALTY:** I agree to pay Westlake Charter Registration and Monthly Fees for my child to participate in the B.A.S.E. Enrichment Program. My full payment, for the first installment of purchased time must be received by August 10, 2011. A late payment fee of 10% (or \$5, whichever is more) will be assessed if prior month's fees are not paid in full by the 10th of the next month. B.A.S.E. services may be denied for non-payment if fees due exceed \$100 or if fees are consistently past due. _____(initials)
3. **LATE PICK-UP PENALTY:** If I do not pick up my child by 6:00p.m. I will be charged a late pick up fee of \$1.00 per minute per child until the child is picked up. Payment will be added to the next month's billing. If my child has not been picked up by 6:30, the authorities may be called. Frequent late pick-ups may result in disenrollment from the BASE program. _____(initials)
4. **ILLNESS:** My child will not attend when they are ill. If my child becomes ill during attendance, I or my emergency designee will pick up my child within 1 hour of being notified by B.A.S.E. _____(initials)
5. **DISCIPLINE:** Participation in B.A.S.E. is a choice and privilege. My child must be able to get along with others and adhere to the rules of the program. I also understand that it is necessary for parents to conduct themselves in a respectful and mature manner with all staff for the B.A.S.E. Program. I understand acceptable behavior is required to insure continued participation through the enrollment period. If disenrollment occurs during the summer, the child will not be allowed to return until the Fall B.A.S.E. Program begins in August. _____(initials)
6. **TERMINATE ENROLLMENT:** If I wish to disenroll my child from B.A.S.E. and terminate this agreement, a registration amendment form, which can be obtained from the B.A.S.E. Coordinator, must be submitted to the Program Coordinator by the first calendar day of the month that I wish to be disenrolled. _____(initials)
7. **PARENT INFORMATION:** I will read other parent information and discuss any questions I have with the Program Coordinator. I have read and understood the Westlake policies, procedures and responsibilities as outlined in the Parent Handbook. _____(initials)
8. **SIGN IN/OUT:** I give permission for the B.A.S.E. staff to sign my child out of the B.A.S.E. Program and into school and back into the B.A.S.E. Program after school. I understand that the B.A.S.E. staff is not responsible for my child while he/she is attending school. _____(initials)
9. **MEDIA RELEASE AGREEMENT:** I give permission for the staff to photograph or videotape my son/daughter & release it to be used in a brochure, web page, or other means of promoting the B.A.S.E. Program to the general public. _____(initials)

I have read, understand and will abide by the conditions of this entire Registration Agreement. I am signing below as the indication of my intent to have my child _____, participate in the Westlake B.A.S.E. Program.

Print Name of Parent/Guardian

Date

Signature of Parent/Guardian

Date of Birth _____ Driver's License # _____

Print Name of Parent/Guardian

Date

Signature of Parent/Guardian

Date of Birth _____ Driver's License # _____

Program Coordinator Use Only

This registration agreement becomes effective _____ and **supersedes all previous agreements.**

Print Name of Program Coordinator

Date

Signature of Program Coordinator

Revised August 5, 2011