

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 (09-10 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 \_\_\_\_\_

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**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. A 10% discount will be taken off of the registration fee for families registering more than one child.

**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. The time will be prepaid on time cards that will be kept in the B.A.S.E. room at Westlake Charter School. This time will be documented on paper as well as on the prepaid card. As little or as many hours may be purchased at the same time and no time will be lost due to inactive usage of the B.A.S.E. Program. A charge will only be taken from the card when a child is signed in or out by the parent or a B.A.S.E. staff member for the afternoon time. A detailed time sheet of use will be given to you at the end of each month so that you may see the balance you started the month with and your ending balance that remains on your card for the month. No time will be taken for projected usage, only actual usage.

**MINIMUM DAY FEE MAXIMUMS:** A maximum of \$21.00 dollars will be taken for our staff development days. This means that no more than 3.5 hours will be charged on staff development days. (Wednesday). Any full day of BASE care will be capped at a 4 hour maximum. If your child attends BASE more than 4 hours, you will be charged no more than \$24.00 for the entire day.

**FULL-TIME SCHOOL-YEAR FEE RATES:** For families that use 40-60 hours a week consistently, we have a full-time charge of \$330.00 per student, per month that will not carry over toward other months. No money will be returned for unused time during that month. *This is an unlimited use of the program before and after school.*

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

**Closed for City Holiday:** 9/07, 11/26, 11/27, 12/24, 12/25, 12/31, 1/01, 1/18, 2/15, 2/19, 5/31 – 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 or late pick up fees may apply.

**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 2009 – 2010 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 12, 2009. *I may purchase other time increments as the program progresses at anytime, but I will receive a penalty if there is no purchased time on my card and my child needs to attend.* A penalty of double the hourly rate will be charged for the time that your child is in the B.A.S.E. Program and does not have prepaid time. \_\_\_\_\_(initials)
3. **Usage:** No prepaid hours will be lost during the Westlake School Day B.A.S.E. Program if your child does not attend. The prepaid time will roll over to any month that the *School Day B.A.S.E. Program* is running, **but this prepaid time will not be applied to the B.A.S.E. Summer Enrichment Camp.** As long as you have time on your prepaid account your child will be able to attend B.A.S.E. with no penalty. \_\_\_\_\_(initials)
4. **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 due by the end of that week. \_\_\_\_\_(initials)
5. **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)
6. **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)
7. **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)
8. **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)
9. **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)
10. **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 # \_\_\_\_\_

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**Program Coordinator Use Only**

This registration agreement becomes effective \_\_\_\_\_ and supersedes all previous agreements.

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Print Name of Program Coordinator                      Date                      Signature of Program Coordinator