



ST. JOHN BREBEUF SCHOOL

BEFORE & AFTER SCHOOL CARE (BASC) 2022-23

As a convenience for our working parents, St. John Brebeuf School offers a supervised **Before & After School Care** program (**BASC**) to all registered students. This program is **optional** and begins the first full day of the school year and runs until the last full day of the school, Wednesday June 28th.

To use the BASC program, students must be registered for BASC for the current school year. A completed BASC registration form must be received by the school office prior to your child/children using the program.

There are two BASC programs offered:

Option A is for regular use for the school year starting in September until June.

BASC Casual- Option B is for casual or occasional use. This option requires 24-hour advance notice to use the program.

Safety

Parents and caregivers share the responsibility with the school in ensuring a safe environment for our students.

Hours

The hours of operation are 7:30 am - 8:30 am before school begins, and from 3:00 pm - 5:30 pm after school ends. These hours are extended only for 2pm early dismissal days.

Pick-ups/Drop-offs

Students participating in the program **must be signed in and out by a BASC staff member**. BASC program is in the Parish Hall unless otherwise indicated. Before Care drop off is through the Renfrew entrance. Aftercare pick up is accessed through the doors off parking lot.

Late Pick-ups

In fairness and respect to the supervisors of our program there is a charge if you are late in picking up your child (ren) after 5:30 pm. The cost is **\$10.00 PER CHILD** per 10-minute increment. Late pick-ups will be recorded by the supervisor and the charge will be added to your account.

Security

For security, the doors to the school are locked during school hours. However, the doors automatically unlock at 7:30 am to allow students into the Before School Program. A green light on the front door indicates that the door is unlocked and the Before School Program is open.

Emergencies

To reach a BASC supervisor during BASC, but outside school office hours, please dial 204-928-7458. **Do not leave a message.**

Payment

Payment and forms must be submitted to the school by Wednesday, September 7th.

Payment for BASC Daily (Option A) is made by **Monthly PAD please supply a VOID cheque or printout of Banking Information only**. For the purpose of calculating fees, an annual average has been calculated so that each month is exactly the same PAD from your bank account over the 10 school months. Draws are on the 15th of each month.

Payment for BASC Casual (Option B) is made by **PAD please supply a VOID cheque or printout of Banking Information only**. Punch Card Payments will be drawn from bank accounts as instructed by the BASC supervisor.

NOTE: Families with discounts please note that tax receipts are issued equally for all children. Tax receipts will be issued for the calendar year by February 28, 2023.

Refunds/Changes

Option A covers all 10 months of the school year; refunds/changes are not permissible unless a family is moving out-of-province and advises the school in writing prior to the first of the month of when the program use ceases.

Registration

To participate in the BASC program for the 2022-23 school year, a completed Before & After School Care Registration form and the information on the back of this form, along with payment, must be submitted no later than Wednesday, September 7th. Students may not use the BASC program without submitting a registration form. Forms and payment may be dropped off at the school any time prior to the beginning of school, either at the school office, or in the locked mailbox located at the main Renfrew doors.

Option #1

Before School		After School		Before & After School	
Child #1	\$90.00	Child #1	\$135.00	Child #1	\$210.00
Child #2 25% Discount	\$67.50	Child #2 25% Discount	\$101.25	Child #2 25% Discount	\$157.50
Child #3 50% Discount	\$45.00	Child #3 50% Discount	\$ 67.50	Child #3 50% Discount	\$105.00

ie. Before School 2 Children: Monthly draw will be \$78.75 per child

ie. BASC 3 Children: Monthly draw will be \$157.50 per child

Option B Casual:

- Payment PAD Agreement (Bank Draws)
- 10 Use Punch Cards must be purchased prior to children attending BASC.
- BASC supervisor will keep cards on file and let you know when they approach being full so you can choose whether to purchase another.

BASC Casual (Option B)
Rate is \$125.00 per punch card. Punch cards can be used for all children in one family and any session.

If for any reason you child attends BASC without being registered there is a \$20.00 drop in fee payable at time of pick up by cash or cheque.

BASC Finance Questions? Please contact Suzanne at wilkinson@sibcommunity.ca

Please check one:

OPTION A: *Before School* *After School* *Before & After School*

OPTION B: *Punch Card*

FAMILY NAME: _____

STUDENT NAME:

#1 _____ **#2 NAME:** _____ **#3** _____

PAYMENT INFORMATION

Attach void cheque OR

Account Holder Name: _____

BANK NAME: _____

TRANSIT #: _____

ROUTE #: _____

ACCOUNT #: _____

SIGNATURE: _____