



ST. JOHN BREBEUF SCHOOL

## BEFORE & AFTER SCHOOL CARE (BASC) 2024-2025

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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.

**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 daily use for the school year starting in September until June.

**Option B (Punch Card)** is for casual or occasional use. This option requires 24 hour advance notice to use the program.

**If your child is not registered in the program and needs care, there will be a \$25.00 drop-in fee per child charged per session.**

### **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 3:20 pm - 5:30 pm after school ends. These hours are extended only for 2pm early dismissal days and aftercare is available. Aftercare is **NOT** available on the 11:30 am 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 the staff 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**

**Form must be submitted to the school by Monday June 17, 2024 for the following school year Sep 2024-Jun 2025. Payment will be withdrawn beginning on or about September 15, 2024.**

**Payment for BASC Regular Use (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 15<sup>th</sup> 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 and on the 15th of each month.

**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, 2025.

### **Refunds/Changes**

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

### **Registration**

**To participate in the BASC program for the 2024-2025 school year, a completed Before & After School Care Registration form must be submitted no later than Monday June 17, 2024, and payments will commence in September. Students may not use the BASC program without submitting a registration form.**

*BASC Questions? Please contact Miss Lauren Anderson at [basc@sjbcommunity.ca](mailto:basc@sjbcommunity.ca)*

**Option A: Regular Use**

Before School	Monthly Fee	After School	Monthly Fee	Before & After School	Monthly Fee
Child #1	\$97.00	Child #1	\$144.00	Child #1	\$226.00
Child #2 25% Discount	\$72.75	Child #2 25% Discount	\$108.00	Child #2 25% Discount	\$169.50
Child #3 50% Discount	\$50.00	Child #3 50% Discount	\$ 72.00	Child #3 50% Discount	\$113.00

**e.g. Before School 2 Children: Monthly draw will be \$84.88 per child**

**e.g. BASC 3 Children: Monthly draw will be \$169.50 per child**

**Option B Casual:**

- Payment PAD Agreement (Bank Draws)
- 10 Use Punch Cards must be purchased prior to children attending BASC. Punch Cards DO NOT carry forward to next year.
- 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 \$135.00 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 \$25.00 drop in fee payable at time of pick up by cash or cheque o e-transfer (payments@sjbcommunity.ca).*

*BASC Finance Questions? Please contact Milton at [finance@sjbcommunity.ca](mailto:finance@sjbcommunity.ca)*

*Please check one:*

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

**OPTION B:**     *Punch Card*

**FAMILY NAME:** \_\_\_\_\_

**STUDENT NAME:**

**#1 :** \_\_\_\_\_ **#2 :** \_\_\_\_\_ **#3 :** \_\_\_\_\_

**PAYMENT INFORMATION**

**Attach void cheque OR**

**Account Holder Name:** \_\_\_\_\_

**BANK NAME:** \_\_\_\_\_

**TRANSIT #:** \_\_\_\_\_

**ROUTE #:** \_\_\_\_\_

**ACCOUNT #:** \_\_\_\_\_

**PRINT AND SIGN YOUR NAME:** \_\_\_\_\_