

**St. Paul's Lutheran School**  
**Before & After School Child Care Program**  
**B.A.S.C.C. Registration Form 2017 - 2018**  
**(410) 766-0591 EXT. 14**  
**(410)761-0875 fax**

St. Paul's Lutheran School has a Before & After School Child Care Program (B.A.S.C.C.) for children who need to arrive before school begins and stay later than dismissal time. Children enrolled in the program are eligible to attend on days when school is closed but the B.A.S.C.C. is open. B.A.S.C.C. is available for children in all grades.

**ENROLLMENT:**

The B.A.S.C.C. Program must limit the number of children it serves each day according to the regulations of the Maryland State Department of Education. To enroll your child(ren), please fill out the Registration Form and return it to the B.A.S.C.C. office by January 31<sup>st</sup>. Space in B.A.S.C.C. is available on a first-come-first serve basis, which is contingent upon the Registration Form and ALL necessary paperwork being complete. **We require a \$110.00 non-refundable registration fee for children of ALL ages. It is very important that you enroll your child(ren) no later than January 31<sup>st</sup>.**

**HOURS OF OPERATION WHEN SCHOOL IS IN SESSION:**

7:00 – 7:45/8:00AM (Before School Care)  
11:00 – 3:00/6:00PM (After School Care for P3 & P4)  
2:55/3:00/3:15 – 6:00PM (After School Care for Grades K through Middle School)

When School is not in session, and B.A.S.C.C. is open the hours of operation are from 7:00 AM to 6:00 PM. Children who are registered for B.A.S.C.C. may come ONLY ON DAYS THAT THEY ARE REGISTERED. On days when B.A.S.C.C. operates a full or half day, each child must bring a lunch. If a lunch is forgotten, the B.A.S.C.C. has supplies to make your child a suitable lunch that we will bill you for.

**INCLEMENT WEATHER:**

If the weather is clearly hazardous, B.A.S.C.C. will follow Anne Arundel County Public Schools. If it appears that for some portion of the day B.A.S.C.C. can remain open, we will make an attempt to provide service. However, if conditions are hazardous to our staff, B.A.S.C.C. will not open. HOW WILL YOU KNOW??? Please call (410) 766-0591 EXT. 14 and press 288 before you leave your home. We ask that you take advantage of having additional time with your children. This will enable our staff to not have to travel on hazardous roads unnecessarily with their children or have inexperienced drivers on the road.

**CALENDAR:**

A B.A.S.C.C. calendar will be sent home during the summer months after the school has set their 2017 – 2018 calendar.

**PAYMENT PLANS:**

Before & After School Child Care payments for the 2017 – 2018 school year may be made four ways:

YOU MUST CHOOSE ONE OF THE FOUR PAYMENT OPTIONS FOR MAKING YOUR BEFORE & AFTER SCHOOL CHILD CARE PAYMENT.

1. **PAYMENT IN FULL BY AUGUST 1**, to cover the entire cost through the last day of school, with a 4% discount. The 4% discount applies ONLY to payments made on or before August 1, 2017. There is NO processing fee.
2. **THREE MONTHLY PAYMENTS (August, November & February) using a coupon booklet.** Cost \$50.00.
3. **NINE MONTHLY PAYMENTS (August – April) using a coupon booklet.** Cost is \$50.00.
4. **NINE MONTHLY PAYMENTS (August – April) using electronic transfer.** Cost is \$40.00.

### **FEE AMOUNTS:**

The B.A.S.C.C. fee schedule is based on a MONTHLY FLAT rate system. Please contact the B.A.S.C.C. office for assistance in figuring your child's rate.

**½ Day & Holiday Rate:** 700.00 (COST FOR THE ENTIRE YEAR) This covers scheduled early dismissal days and scheduled holidays ONLY. This DOES NOT include unexpected Openings/Closings due to Mother Nature.

**\*THESE RATES ARE THE MONTHLY COST.\***

P3 & P4 BASCC	1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
A.M. CARE ONLY	33.00	66.00	99.00	132.00	165.00
11:00 TO 3:00	99.00	198.00	290.00	363.00	453.00
11:00 TO 6:00	120.00	240.00	350.00	407.00	510.00

**\*THESE RATES ARE THE MONTHLY COST.\***

K & UP	1 DAY	2 DAYS	3 DAYS	4 DAYS	5 DAYS
A.M. CARE ONLY	33.00	66.00	99.00	132.00	165.00
P.M. CARE ONLY	58.00	103.00	166.00	216.00	268.00
FULL TIME	74.00	147.00	216.00	281.00	350.00

### **LATE FEES:**

A late fee of \$2.00 per minute is charged for late pickup after 6:00 pm. The late fee policy **will be strictly enforced.** We want to be of service to our families, but we do ask that the families respect our guidelines and policies. **Repetitive lateness can result in suspension of B.A.S.C.C. services.**

### **PAYMENT POLICY:**

Full payments must be made each month, even if a child is absent. Full monthly payments are always expected. Each family can receive a 50% reduction for up to THREE weeks of vacation during the year. The year is defined as the beginning of one school year through the beginning of the next. Vacation discount requests must be submitted to the Before & After School Child Care office in writing two weeks in advance.

\*There will be a \$20.00 charge for all payments received after the 10-day grace period.

\*There will be a \$30.00 charge for returned checks.

\*Before & After School Child Care reserves the right to deny care for delinquent accounts.

**PLEASE RETURN REGISTRATION FORM AND REGISTRATION FEE BY JANUARY 31, 2017. ALL OTHER FORMS NEED TO BE IN THE B.A.S.C.C. OFFICE BY AUGUST 1, 2017.**

### **SUMMER CAMP:**

Summer Camp registrations will be available in the B.A.S.C.C. office March 1, 2017.

We offer: Full Time Care/Weekly Care/Drop in Care when space is available

If you have any questions regarding Summer, please contact the B.A.S.C.C. office.