



**BEFORE and AFTER SCHOOL CARE
HANDBOOK
2020 - 2021**

We are pleased to offer Before and After School Care (BASC) as a way to serve the families of Tacoma Baptist Schools. The BASC program is an extension of our school mission to support the Christian home. It helps you in making it more convenient and supports your sacrifices in attending TBS. If you have any questions you can contact Amy Robinson (arobinson@tacomabaptist.org) or Alisha Brotherton (abrotherton@tacomabaptist.org).

Eligibility:

BASC program is available for students in full day Pre-K through 5th grade.

Scheduled Hours:

7:00AM – 7:40 AM (at 7:40 students join their classmates in their classroom).
2:40PM – 5:30PM. For early dismissal days, BASC will be open until 2:30PM.

Fees and Payment:

\$9 per hour per child or \$15 per hour per family, billed in 30 minute increments.

A late fee of \$5.00 per 15 minutes, per family, is charged if children are not picked up by closing time (5:30 PM on full days and 2:30 PM on half days).

If a parent/guardian is late for pickup, a BASC worker will fill out a late slip and have the parent/guardian sign it before leaving.

Format:

BASC will be staffed with one staff member in the morning, and two in the afternoon until the number of children drops below 14. All TBS Elementary policies (to include when children are ill) will be enforced. Snack will be provided for the After Care portion of the program. If your child(ren) have food allergies, please let Amy Robinson or Alisha Brotherton know so we can plan for snack for them.

Dear Parents/Guardians of TBS Elementary Students,

TBS families desiring care for their elementary age children outside of school hours are required to read, initial, and sign this page. By initialing and signing you are affirming that you understand and agree to the terms of the BASC program.

_____ I have read the attached paper and am aware of the hours of operation, rules, procedures, and fees involved.

_____ I understand this is a paid service, and I will be billed (through "Facts") on the 20th of each month. Payment is due the 5th of the following month.

_____ I understand that BASC closes at 5:30PM on normal school days and 2:30 PM on early dismissal days, and if I arrive after closing time, I will be charged a late fee of \$5 per 15 minutes, per family until the time I arrive.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

Please list the name and grade your child(ren) is(are) entering who will be attending BASC:

<u>Name</u>	<u>Grade</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____