



B.A.S.E. staff are excited to have you with us this fall! Welcome! Besides a name change, we have some exciting news! Our staff have been working hard this summer to enhance our program to be more engaging, exciting and fun! This includes a new schedule that provides for a more student focused program and meeting their needs and enriching their day!

### **B.A.S.E. Schedule for 2021-2022 school year**

#### **Morning**

- 6:30-7:00** Arrival at School: **Coloring / Books / Puzzles / Quiet Activities**
- 7:00-7:40** **Breakfast \* must be pre-ordered / Games / Table activities**
- 7:40-7:50** **Clean up / Gather belongings / Line up**
- 7:50-7:55** **Dismissal to classrooms**

#### **Afternoon**

- 2:30-2:45** **Check in / Put belongings away / Snack**
- 2:45-3:30** **Outside / Gym**
- 3:30-4:30** **Crafts / STEM / Activities / Games**
- 4:30-5:30** **Homework / Quiet Activities**
- 5:30-6:00** **Music / Dancing / Outside**

This year we are looking forward to seeing our parents each day! We are asking parents to walk their children in during the mornings to sign them in and walk down to pick their children up in the afternoon and sign them out. It makes it so much easier to communicate with each other and provides a safe environment for your children. There will once again be sign in/out sheets on the counter.

Each month you will be asked to sign up via a Google form calendar for the care you will need. This link will be on the website and in the Friday newsletters. We need everyone to sign up so that we can accurately staff the program. This serves as your reservation and you will be billed for the days you register for. Billing will be done via TADS and billed monthly. Your registration fee for B.A.S.E. will also be charged here as well.

I will be sending home a survey in September to gauge the need for care on non-school days including Christmas break and Spring Break. If we have enough interest, I will then ask you to commit to what days you would like to have your child(ren) attend. We need a minimum of 10 children to sign up in order for us to run our program for that day/break.

The biggest change this year is that we have moved our business management online. Calendars (sign up days), billing, breakfast and lunch orders are all done online and will need to be ordered ahead of time. This is still a free option due to a government grant, but will only be served if ordered. No more missing papers, all at your fingertips!

Please feel free to contact me with any questions or concerns you may have. During the school year I am easiest to reach from 3:00-4:00 pm. But you may leave a message at any time and I will get back to you as soon as possible.

The whole staff here at B.A.S.E. is excited to have your child(ren) attend our program. Please spread the word about it. We are looking forward to an awesome year. Here's to a successful and productive 2021-2022!

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