

Frequently Asked Questions

What does B.A.S.I.C. cost? See inside brochure for the daily rates. There is a non-refundable \$25 registration fee due PRIOR to your family utilizing the program.

How do I register my family for B.A.S.I.C.? Complete the enclosed registration form, attach your \$25 fee and send to the school office in an envelope labeled "B.A.S.I.C".

Do I need to schedule in advance for my child/ren to attend B.A.S.I.C.? No. The program is set up for drop in type care. It is not necessary to "reserve" space for your child. **Be sure you have the Family Registration Form complete and registration fee paid beforehand.** For safety reasons we need 100% compliance with the completed registration form on file.

What do I do if at the last minute I need my child/ren to go to B.A.S.I.C. because I am held up at work? Please contact the school office in order for a message to get to your child/rens teacher(s) so they can let the child know they need to go to B.A.S.I.C.

(It is mandatory the family registration form is filled out and turned into the B.A.S.I.C. coordinator & the \$25 registration fee has been paid in order for this to happen.)

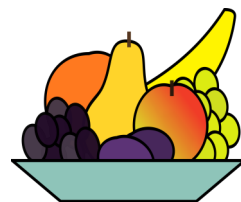
Can my children bring their own snack to supplement the snack that is provided? Due to HFS being a Food Service National Hot Lunch Program Provider, the guidelines state we are not allowed to give the children more than 1 snack after school. All registered families will receive an electronic copy each month of the snack menu.

Can my child bring electronics of any kind to B.A.S.I.C.?

No.

What if I will be late to pick up my child/ren? This must be communicated to the staff member. Our emergency contact information will be provided at the beginning of the school year. Our staff typically have somewhere else to be after B.A.S.I.C so please respect their schedule. After 5:30, a late fee of \$10 per child per 15 minutes will be applied.

Is there ever a reason a family would be denied registration to the B.A.S.I.C program? Any unpaid balance from the previous school year without an acceptable agreed upon payment plan will not be allowed to register for B.A.S.I.C.



Before & After School Individual Care Program

*Designed for families at
Holy Family Catholic School
1204 S. Fisk St.
Green Bay, Wisconsin 54304*

**Questions/comments regarding program or billing
please contact:**

**Kathy Becks
Holy Family Catholic School B.A.S.I.C. Coordinator
kbecks@gracesystem.org**

Philosophy of B.A.S.I.C.

Holy Family's B.A.S.I.C. program is designed to provide students with an opportunity to extend their day and engage in structured fun, physical activity and quality time with their school friends outside of the classroom.

B.A.S.I.C. is also designed to be a resource for parents who need a place for their child(ren) before & after the school day while they are at work. B.A.S.I.C. provides a safe environment for their child(ren) at an affordable price.

PROGRAM OUTLINE

Before School Care is available beginning at 6:30 am. Before school time can be used as it best serves the needs of the child. The time may be used as study time or structured free time. The students are released at 8:00 am to begin their school day.

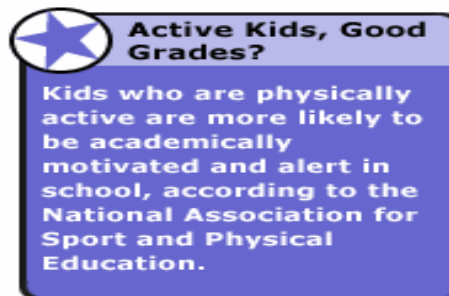
After School Care begins immediately following dismissal until 5:30 pm. The children use the restroom, have a healthy snack and then depending on the day the children go to the gym, play outside, do an art project, homework or just have fun playing with their friends.



Our Staff

B.A.S.I.C. employs a varied staff to care for your children. St. Norbert College & UW-Green Bay students pursuing their education degree & grandparents and parents of our HFS family. Different personalities, styles and approaches to learning and activities keeps it exciting for our children.

FEES	Hours of Care	Daily Rate
Before School	6:30am-8:00am	\$7.00
After School	Dismissal-5:30pm	\$11.00
Before and After Care	6:30am-8:00am & Dismissal-5:30pm	\$15.00
Early Dismissal	11:30am-5:30pm	\$20.00



Program Details

Discount:

- A 10% discount will be given to families with more than one student actively using the BASIC program.

Snacks:

- Per USDA regulations, we are unable to serve Breakfast. If your child would like to bring in a Breakfast snack, they are welcome to do so.
- A snack will be provided each day during After School Care.

Early Dismissal:

- Students bring their own bag lunch with a beverage & a healthy snack will be provided.

School Closings:

- If school is cancelled or closes early, BASIC will also be cancelled.
- In the event of a 2 hour delay, Before School Care is also cancelled.

Payments:

- Statements will be sent electronically at the beginning of each month with a due date of 7 days upon receipt of statement.
- Please send all payments to GRACE as directed on statement.

Policies:

- All school rules, playground rules and program guidelines will be followed at BASIC.
- BASIC is considered Daycare for tax purposes & Dependent Care Flex Spending.