

# BEFORE AND AFTER SCHOOL PROGRAM (BASP) 2023-2024

The Before and After School Program (BASP) is available from 7:00 – 7:30 a.m. and from 3:15 – 6:00 p.m. on Monday - Friday. BASP consists of study time, snacks, and play time.

For the school to have the appropriate personnel to student ratio, students utilizing BASP *must be registered for a specific day(s) for the afternoon program*. In case of emergencies, if an additional day of BASP is required, please send an email to [BASP@stmarthacs.org](mailto:BASP@stmarthacs.org).

## Program Options and Fees

Annual BASP Registration Fee (non-refundable): **\$20 per child**

Program Selection	Number of Children			
	1	2	3	4+
Before School Drop-In (daily rate)	\$5	\$8	\$10	\$3/child
After School 5 Days (monthly rate)	\$220	\$350	\$495	\$150/child additional
After School 3 Days (monthly rate)	\$130	\$210	\$290	\$100/child additional
After School Drop-In (daily rate)	\$15			

**Morning Program** - The morning program can be used on an as needed basis

**Afternoon Program** - There are three options:

- five (5) days a week
- three (3) specific days a week (due to staffing requirements, you must select which three days you will use during the week - the three days must remain the same every week)
- Drop-In – two days or less a week

**ALL CHILDREN MUST BE PICKED UP BY 6 p.m.** A fee of \$20 per child will be invoiced for pick up between 6:00 – 6:15 p.m. for all programs. After 6:15 p.m. an additional \$1 per minute per child will be invoiced.

*Note: Extra-curricular activities and tutoring - If your child attends any sports, clubs, or tutoring, and plans to return to BASP after the activity, please email the schedule to [BASP@stmarthacs.org](mailto:BASP@stmarthacs.org).*

## INVOICING

All invoicing and payments are processed through the Family Portal. Payments will not be accepted at the school office. ***There is a \$30 charge for insufficient funds.***

**Morning program** - The family will be invoiced once a month. The invoices will be issued by the 5<sup>th</sup> of the following month and payment will be due by the 15<sup>th</sup>.

**Afternoon program** - Fees are based on a monthly rate. Payment must be made in advance by the 15<sup>th</sup> of the month. The only exception will be the month of August 2023. (See section below). Once you have registered your child for the five (5) day or three (3) day program, the above fees will be due whether your child attends on the days specified or not. If a student registered for the three (3) day program attends any additional days, the additional days will be billed at the “Drop in” rate of \$15 per day.

**August 2023 Afternoon Program Invoicing** - The monthly rate for August 2023 will be discounted 50%. The August fee and registration will be invoiced at the same time.

**Drop-in** - The family will be invoiced according to the number of days used. Invoices will be issued once a month. The invoices will be issued by the 5<sup>th</sup> of the following month with a due date ten days later.

Telephone number to the BASP Room: 281-358-5523 Extension 320. Please call this number if you are running late and picking up your child after 6 p.m.