



St. Elizabeth Ann Seton Catholic School K-8 BASE Handbook

BASE Mission Statement:

The BASE (Before and After School Enrichment) program will provide a safe, nurturing, and fun atmosphere before and after school for children of families enrolled at St. Elizabeth Ann Seton Catholic School.

What does BASE have to offer your family?

This program will meet the social, emotional, spiritual, and physical needs of K-8 children.

- **Daily Academic/Quiet Time**
- **Arts and Crafts**
- **Indoor Games**
- **Outdoor Games**
- **Indoor and Outdoor Free Time**
- **Gymnasium Time**
- **Afternoon Snack (Peanut Free)**

BASE Staffing:

The BASE program will have adequate staffing with a preferred ratio of 10:1.

BASE Hours and Fees:

Hours (regular school days):

AM BASE 6:30am - 7:35am

PM BASE 2:30pm - 6:00pm

Fees:

Enrollment fee (annual per family)

\$50

AM care (6:30am - 7:35am)

\$5/day (Drop-in \$7/day)

PM care (2:30pm - 6:00pm)

\$15/day (Drop-in \$17/day)

Please note that if your child is sick or absent from school/BASE, parents **will not** receive credit or money back for days missed. Switching previously scheduled BASE calendar days within the same calendar month is not ideal, but may be done at the BASE Directors discretion.

If you have a financial circumstance, please contact the school office at 651-437-3098 to discuss a possible alternate payment plan.

Behavior

For safety as well as creating a fun environment, it is important that children follow the school rules while at BASE. It is the program's belief that discipline be handled in a fair and compassionate way.

The BASE program will be following the school discipline policy which is modeled after the works of Jim Fay (Love and Logic.) This model helps students develop mutual respect, cooperation, and responsibility.

If an infraction occurs, the student will receive a verbal warning. If it continues, the student will be removed from the BASE activity until the BASE Staff deems appropriate. If the student behavior continues, the student will be removed from all BASE activities and a Plan of Responsible Action form will be completed by the student and BASE Staff.

Certain behaviors that are severe or endanger the safety of the program and other children will result in immediate removal from BASE activities. BASE staff reserves the right to modify this behavior plan to fit the needs of the individual student.

Please see the school's Student/Parent Handbook for greater details regarding behavior expectations and consequences.

Communication with Parents

Emails will be used as the primary communication for BASE. Monthly communication is sent the 3rd week of each month.

Parents can reach the school [office at schooloffice@seas-school.org](mailto:office@schooloffice@seas-school.org) or by calling 651-437-3098.

Drop-In Care:

All drop-in children need to be enrolled in BASE prior to using BASE.

A child(ren) is considered "drop-in" if a monthly calendar is not provided to the BASE Director by the 27th of the month prior to care. See "monthly calendars" section for more detailed information.

24 hour notice is preferred for Drop-ins.

Drop-in's are on a space available basis. Please contact the BASE director directly to request drop-in care and ensure that you receive confirmation from the BASE director that there is an available spot at BASE on the day(s) you need care.

Please be sure to notify your child(ren)'s teacher and/or the school office to make them aware of a BASE change that is different to your child(ren)'s regular routine (specifically for after school care).

Drop-off/Pick-up Procedures:

Parents must bring their child(ren) into the school each morning and pick them up by 6:00 pm each afternoon. All children must be signed in and out of BASE. Please make sure the staff is aware of your child(ren) being dropped off or picked up.

Children will be released only to those who are listed on your BASE enrollment form (parents/guardians and/or emergency contact). If someone other than an authorized person will pick up a child, prior written permission/email is required stating the name and telephone number of the person who will pick up the child.

The BASE door is located on the North end of the building off of 6th Street. Due to security, the main doors may be locked. If you are unable to gain access to the building please call 651-437-6881.

Late Pick-up:

At 6:00pm, if a child has not been picked-up, the parent(s)/guardian(s) will be contacted. If parents/guardians cannot be reached, the emergency contact number will be called. Further action may be taken by the BASE Director or BASE staff if deemed necessary.

In case of an emergency, please call 651-437-6881 to notify the BASE Staff of a late pick-up. Late pick-ups will result in a late fee (see below).

Late Pick-up Fees:

Late Pick up (after 6:00pm) - \$2/minute

All late pick up fees need to be paid that day, in cash, to the lead teacher.

In extreme circumstances, late fees may be waived subject to the Director's discretion.

Location:

BASE is primarily stationed in the school library on the first floor of the North end of the building. If BASE has gone to the gym or outdoors, a sign will be posted on the library door.

Monthly Calendars:

It is imperative that parents complete and return monthly calendars on time. This will allow us to have adequate staff and programs available for your child(ren).

Parents are required to fill out a BASE calendar every month to notify the Director when your child(ren) will be attending BASE. These forms will be sent to parents via email the 3rd week of each month. The family calendar needs to be returned to the BASE Director by the 27th of the month. For example, November's calendar is due no later than October 27th. Calendars can be sent in with students to the school office, or brought directly to BASE.

Late calendars (received after the 27th of the month) may be subject to drop-in rates for the following month.

Payment:

All BASE charges will be added to your billing account and due the 15th of the month for charges the month prior. For example: On October 15th, a charge will be due for all BASE charges from the month of September. The only exception to this rule is the month of June where the June BASE charges will be taken out on June 15th.

School Closings:

If Hastings Public School and/or SEAS School close, the BASE program will close as well. In the event of a delayed start, morning BASE will be canceled, but afternoon BASE will be held as usual. In the event of an early release, BASE parents will be notified via the school staff and a plan will be put in place based on the circumstance of the early release.

Please listen to the local radio station KDWA-1460 or check the school Facebook page for updated information on school closings. **Sessions missed due to such events will not be reimbursed, unless SEAS School makes up the missed school day at a later date.**

Questions? Concerns?

Please communicate directly with the BASE Staff or by calling the school office at 651-437-3098. You can also contact the school office by email schooloffice@seas-school.org.

2025-2026

**St. Elizabeth Ann Seton
Catholic School
BASE Handbook**

We have received and read (either via the website or hardcopy) the St. Elizabeth Ann Seton Catholic School BASE Handbook and agree to be governed by the policies contained herein.

After reading the St. Elizabeth Ann Seton Catholic School's BASE Handbook, please sign below and return this form with your BASE enrollment.

Please be advised that anything not covered here will be an administrative decision. The administration reserves the right to waive and/or deviate from any and all regulations for just cause at his/her discretion.

Family Name (please print): _____

_____ Date _____

Parent/Guardian Signature