Holy Name of Mary School- B.A.S.E. Program

(516) 825-3505

1. B.A.S.E. is in session daily with the exception of : The first week of school, the half days before Thanksgiving and Christmas holidays, and the last week of school. If there are any additional days you will be notified as soon as possible.
2. ALL students must be registered in order to attend B.A.S.E. Any students sent to B.A.S.E. (when not picked up at dismissal) will be required to register.
3. B.A.S.E. begins at 2:30P.M.for nursery, pre-k and kindergarten students. For 1st grade to 8th grade students it begins at 2:45P.M. Billing begins at applicable times and the minimum amount of time billed is one hour. Pick up time for Nursery, Pre-Kindergarten and kindergarten is 5:30P.M.and for ALL others pick up time is 5:45P.M. Late fees will be assessed for pick-ups after the designated times. Late fee charges are $15.00 for every 15minutes after established pick up time, in addition, to the applicable hourly rate charged. Please make every effort to pick up your child or children on time. We strongly suggest parents try to designate a relative or family friend to pick their children if they are detained. Simply provide us with their names and phone numbers in advance for such occasions. This is also advisable in inclement weather.
4. Bills will be sent out bi-monthly and payment in full is required immediately upon receipt. Failure to pay will result in your child’s ineligibility to attend B.A.S.E. Checks should be made payable to Holy Name of Mary School, and directed to the attention of: B.A.S.E. If you are in default of your financial obligations to Holy Name of Mary your child will not be able to attend.
5. Children are encouraged to do their homework at B.A.S.E. and should be prepared to do so by having the necessary supplies (pens, pencils, looseleaf paper, etc.)In the event students do not have homework we request students utilize time with independent reading/study time. Homework assistance will be provided if students require help, however, please note that this is not a tutoring service. It is also the responsibility of the parent to check their child’s homework for accuracy and completion.
6. All children are expected to behave in a Christian manner. Any child whose behavior cannot be controlled will be asked to leave the program.
7. The school nurse is not on duty during our hours of operation. We cannot and will not administer any medication to students. Please do not send your child to school when they are sick. If your child becomes sick at B.A.S.E., please make every effort to pick them up as soon as possible. If a child has a bathroom accident/emergency they will need to be picked up immediately. We cannot and will not change any child’s clothing.
8. Please keep us updated with regard to contact information and notify us of any changes such as phone numbers (home & cell) addresses, and emergency contact information. In the event of an emergency we reserve the right to call 911, and will notify parents immediately.
9. If you need to reach us you may do so by calling (516) 825-3505 after 2;45P.M., prior to that kindly call the school office and leave a message.
10. Our program is located in the school basement. To access our classroom please use the East Jamaica Avenue side entrance. This is the only open entrance after dismissal time. Entry is monitored through electronic security cameras.

Please sign and acknowledge receipt and understanding of the programs policy and procedures.

CHILD’S NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT NAME \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(PLEASE PRINT ABOVE)

PARENT SIGNATURE --------------------------------------------------------------------------------

DATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_