



WELCOME TO B.A.S.E. 2023-2024

Holy Trinity's B.A.S.E. Staff are excited to have you with us this School Year!

Morning

7:00-7:45 Arrival at School: Breakfast will be served free of charge. Coloring / Books / Puzzles / Quiet Activities

7:45-7:50 Clean up/ Gather belongings / Line up

7:50-7:55 Dismissal to classrooms (Pre-K and Kindergarten will be escorted up to their rooms.)

Afternoon

2:25-2:45 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/Parent pick-up

We are so excited to see all of your kiddos again this year! 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. Your registration fee for B.A.S.E. will also be charged via TADS on your first B.A.S.E. billing invoice.

There are several changes this year that we want you to be aware of:

- BASE Billing change
 - For the upcoming school year you will need to sign your child up for care by the 1st of the previous month and will be billed on the 15th of each month. For example if you need care in September you will need to sign up by August 1st and your payment will be due on August 15th.
 - The bill will be entered on your TADS account and will come out automatically on the 15th.
 - **If you do not sign up by the 1st** you will be charged the drop in rate for each day of care needed for that month. The drop in bill will be due by the 15th of the following month.
- B.A.S.E. hours have changed:
 - School days we are open 7:00-7:45 AM & 2:25-5:30 PM
 - Non-school days we are open 7:30-5:30 PM
- Registration is \$35/student (\$75/family max) and will now only be good for just the school year. Summer registration will be separate from this registration fee.
- **All students are to bring their own snack from home** for B.A.S.E during school. We will have a limited supply and types of snacks available if a student forgets to bring one.
- Monthly B.A.S.E. newsletters will be going home at the beginning of each month with important information and dates for that month.
- Breakfast will be served this year free of charge from 7:00-7:45 AM.

Please feel free to contact me with any questions or concerns you may have. During the school year I am easiest to reach from 2:00-3:30 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 2023-2024!

Erin Smeltzer
B.A.S.E. Director
651-451-9411
b.a.s.e@holytrinityssp.org