

BASP Policy Summary

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This is a summary of the policies/changes that apply for BASP.

By signing below you are verifying that **you have read the entire BASP packet and Handbook, understand and agree** to the policies listed within this packet and have had the opportunity to ask questions regarding any item you found unclear.

This summary does not replace the need to thoroughly read the BASP Packet. There are details listed in the packet that may not be listed in this summary.

- 1 All forms must be complete **before** your child will be enrolled in our program. If there are any incomplete items then your child will be put on the waiting list until you are able to complete the missing information. Your slot will not be secure until all information is complete.
- 2 Hours of Operation: **Regular School Days 6:30 A.M.** until classes begin and from the dismissal bell until **6:00 P.M. ALL DAY PROGRAMS: 6:30 A.M.-6:00 P.M.**
- 3 Dismissal will occur at any time a child's behavior is deemed detrimental to his or her well-being or to the well-being of others or when behavior modification procedures do not correct inappropriate actions. Dismissal may occur for habitual or excessive lateness or repeated failure to promptly pay program fees.
- 4 Parent/Guardian must sign the child in and out every day.
- 5 **Fees must be paid in advance of the first day of the child's enrollment. Fees are due on the first day of the month and are late by the tenth of the month. Late fees are assessed at 6:01 P.M. on the 10th.**
- 6 **The BASP rate schedule is listed on the last page of the parent handbook.**
- 7 **Summer Care Registration begins at the beginning of March each year. You must fill out a separate registration packet for Summer Care.**
- 8 **How to change your Plan of Care (POC): All changes in POC are to be made in writing with a 1 week notice prior to the effective date and beginning at the start of the week. (not withdrawing from the program)**
- 9 **How to withdraw from registered All Day Care:** Holidays (Christmas Break, Spring Break, Teacher Work days) You may withdraw ***in writing*** from a Student Holiday up to ten (10) business days prior to the holiday without penalty. ***Any withdrawals after this time will still be charged due to scheduling and staffing requirements.***
- 10 Late Pick-up Fees: Please read page 15 in the Parent Handbook
- 11 Payments are **ONLY HANDLED AT THE BASP OFFICE LOCATED AT** 1438 Coddle Creek Highway. (Mooresville Intermediate School)
- 12 **Please make sure you sign the withdrawal statement on the second page of the application packet acknowledging you understand the one week notice rule.**
- 13 Please note that the Mailing address is:

BASP
Attention: Program Director
1438 Coddle Creek Highway
Mooresville, NC 28115

Signature of Parent/Guardian _____

Date _____

_____ Date _____

Signature of Director (verifying that you provided question/answer opportunity for this parent/guardian)