

CIS BEFORE/AFTER SCHOOL ENRICHMENT

For the 2021/2022 school year the following options are available with fees as shown:

Options	Daily Fee First Child	Daily Fee Each Additional Child	Weekly Fee First Child	Weekly Fee Each additional child
4-5 days	AM only: \$5 PM only: \$11 Both AM/PM: \$15	AM only: \$4 PM only: \$10 Both AM/PM: \$14	AM only: \$25 PM only: \$55 Both AM/PM: \$75	AM only: \$20 PM only: \$50 Both AM/PM: \$70
3 days	AM only: \$7 PM only: \$15 Both AM/PM: \$22	No sibling discount	AM only: \$21 PM only: \$45 Both AM/PM: \$66	No sibling discount
2 days	AM only: \$7 PM only: \$15 Both AM/PM: \$22	No sibling discount	AM only: \$14 PM only: \$30 Both AM/PM: \$44	No sibling discount
1 day	AM only: \$7 PM only: \$15 Both AM/PM: \$22	No sibling discount	AM only: \$7 PM only: \$15 Both AM/PM: \$22	No sibling discount
Drop-In Rate	AM Only: \$10 PM Only: \$20 Both AM/PM: \$30	No sibling discount	Not applicable	Not applicable

Registration fees (non-refundable)

\$35 for the first child; \$50 for a family of two or more students. *This fee is due at the time of registration. See payment information below.*

Drop-in rates are available in an "as needed" or emergency basis** Registration will still be required for drop-ins as this provides emergency contact and medical information.

Half Days and Teacher Workdays

On most early dismissal days, BASE and CIS families may send their student/students to the program after dismissal for a fee of \$25 per child. BASE will also operate on select Teacher Workdays for a fee of \$40 per child. Sign up information will be available to parents.

Children must always be supervised while on campus. If faculty members wish to have their children remain in the after-school enrichment program on half days or after school while attending meetings, notify the BASE director the week before the half day. A fee of \$5 will be charged to faculty members. The BASE students have preference for the half day program. Available openings will be filled on a first come first served basis.

Snacks

BASE will provide afternoon snacks and beverages. Students need to bring a water bottle to BASE every day.

Students with food allergies need to provide their own snacks.

Late Pick-up Fee Policy:

All students are to be picked up by **6:00 pm**, promptly. Parents/Guardians who do not pick up BASE students by 6:30pm will be charged \$15 for the first 15 minutes and \$1 for each additional minute. **Repeated late pick up will result in your child's termination of attendance to this program.** We understand that traffic can be challenging, but we expect all children to be picked up on time. Traffic issues do not excuse the late fee policy.

Payment Policy

Payment Information

Payment may be submitted online using the K-12 payment systems (<http://www.k12paymentcenter.com/>), or by check or money order. All checks must be made out to Carolina International School BASE Program (or CIS BASE Program). If paying by check or money order, please include student name and the dates of service being paid through in the memo section. **Cash payments will not be accepted.**

In the event that multiple parties are responsible for the student's account, all parties must ensure that the account is paid in full to avoid late fees and loss of services. Any parent/guardian who has custodial rights may be granted access to student records such as attendance and payments made or due.

Payment Schedule

Invoices will be distributed each Monday, except when a holiday falls on that day. Payments are due each Wednesday to the BASE director during drop off or pickup, except when the prior Monday is a holiday, in which case payment is due on Thursday.

Late fees will be applied a charge of \$10 for each day the payment is late, for a maximum of ten school days. Payment is expected even if the student is absent. Past due accounts will result in loss of service until balances are paid.

We look forward to having your children included in our program, and we appreciate your commitment to adhere to the program policies.

CIS BEFORE & AFTER SCHOOL ENRICHMENT REGISTRATION FORM (BOTH PAGES)

Child's Information:

Child's name	Grade/teacher
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Which days and times will your child(ren) attend?

	Monday	Tuesday	Wednesday	Thursday	Friday
AM only					
PM only					
Both					

Allergies:

Meds:

Any concerns:

Parent 1 Info:

Name	Address
Home phone	Work phone
Cell phone	Email

Parent 2 Info:

Name	Address
Home phone	Work phone
Cell phone	Email

Persons authorized to pick up other than parents

Name	Relationship	Cell number
1		
2		
3		
4		

I agree to the BASE policies and fees listed above.

Parent's printed name

Parent's signature

Date

Please email the completed registration form to BASE@ciscomets.com