



**NEIGHBORHOOD  
CENTERS  
OF JOHNSON COUNTY**  
**Before and After School Programs**

**FAMILY HANDBOOK**

**ALEXANDER**

**GARNER**

**GRANT WOOD**

**MARK TWAIN**

**2023-2024  
SCHOOL  
YEAR**

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## **PURPOSE AND PHILOSOPHY OF THE PROGRAM**

The BASP program offers before and after school care for children who are enrolled in kindergarten-sixth grade.

The program offers a variety of activities to help stimulate self-expression, exploration, and further development of the children in a safe, friendly, supervised environment. Additionally, the BASP offers homework help and, 21<sup>st</sup> Century academic supports (Alexander only).

## **ORGANIZATION OF THE PROGRAM**

Although our BASP program is housed on the school's campus, the BASP program is not managed by the school. The program is managed by Neighborhood Centers of Johnson County. NCJC offers child, youth, and family programming in several neighborhoods and many schools throughout Johnson County. For more information on NCJC, please visit: [www.ncjc.org](http://www.ncjc.org).

Additionally, the program is licensed by the Iowa Department of Human Services and follows its guidelines and regulations. The program is incorporated in the State of Iowa as a non-profit corporation and is exempt from Federal Income Tax under Section 501(c) (3) of the Internal Revenue Code. Our federal ID # is 42-1060964.

- *The program encourages all students to attend. Neighborhood Centers of Johnson County Before and After School Program does not discriminate on the basis of race, creed, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, veteran status, disability, or socioeconomic status.*

### **Mandatory Reporter**

All staff at NCJC are mandatory reporters. Mandatory reporters are required by the law of the state of Iowa to report any suspected abuse to the Department of Human Services (DHS).

### **Parent Complaints**

If you disagree with an event in or the general practices of the program, please voice your complaint first to the director whenever practical. If your complaint is not resolved satisfactorily at this level, your complaint may be presented to the Assistant Director of Learning and Care Programming. If your complaint is still not resolved at this level, you may request a meeting with the Director of Learning and Care Programming. All complaints should be handled in a timely manner.

### **Parent Requests**

From time to time you may have a specific request in regards to the well-being of your child. Though we do our best to accommodate parent's requests, we always maintain the following guidelines/policies:

- If dietary and/or medical: We must have a written and signed note from a doctor stating specifically your child's medical/dietary condition, restrictions, and any accommodations that we must make to best serve your child.

- Not going outside: We feel it is important for all children to go outside to exercise and breathe fresh air daily. Children will go outside unless weather is not permitting.

## **ENROLLMENT**

Any student enrolled in kindergarten-sixth grade is eligible for admission once the enrollment forms are completed and a funding source is confirmed (*see funding section of handbook*).

### **Enrollment Forms and Records**

Parents are required to complete or update the following each year:

- ✓ NCJC Intake and Release of Information Form
- ✓ ICCSD/NCJC Release Form
- ✓ Health Assessment Form/Immunization Form
- ✓ Sun Screen Permission Form
- ✓ CACFP Enrollment Form
- ✓ CDBG Household Survey
- ✓ Financial Agreement Form

The following forms will be completed as needed:

- ✓ Medication Release
- ✓ Non-Center Activity Form (for extracurricular activities)

Once the paperwork is completed and funding confirmed, initial enrollment into the program will be on a "first-come, first-serve" basis until maximum enrollment is met. Maximum enrollment in the BASP program is determined by Neighborhood Centers of Johnson County and based on regulations of the State of Iowa.

January 1<sup>st</sup> through February 25<sup>th</sup>, current students will be asked if they want to continue their enrollment for the next school year. This confirmation ensures a spot in BASP for the next school year. If the current students do not confirm their attendance for the next year by the deadline, February 25<sup>th</sup>, their spot could be forfeited.

Selection for following year BASP enrollment will be prioritized based on the following:

1. Current BASP students have first priority
2. Siblings of current BASP students have second priority
3. Wait List Lottery

All BASP families who have submitted an Application Form will be notified if they have been accepted into the program by May. If you have not been notified by June, please contact the BASP Site Director. In the event that openings occur during the school year, families on the waiting list will be invited to enroll.

## **WAIT LIST**

When the maximum enrollment is reached, a Lottery Waiting List will be established. Students will be placed on the Lottery Waiting List and should an opening come available a lottery will be drawn from families listed on the lottery waiting list. Separate lottery waiting lists will exist for the Before-School Session and After-School Sessions.

## FUNDING AND FEES

Our programs accept private pay tuition, as well as Child Care Assistance and Promise Jobs funding from the Department of Human Services.

Fees are set at the beginning of each school year and are subject to review to ensure viability of the program. Fees can be adjusted, and will be effective the following month.

All families are required to fill out a *Financial Agreement form* prior to enrollment.

### **Private Pay**

Tuition is paid 11 times during the program year.

- The first and last month (August & June) is a pro-rated amount depending on the start date & end date of the school year.
- The remaining 9 tuition payments are equal monthly installments beginning in September and ending in May. Tuition is the same amount each month regardless of the number of days your child actually attends. **Payment in full is due by the 10th of each month.** On the 11th day of each month, your child will not be able to return to program until payment is received and/or a resolution is reached.

If you are interested in ACH (auto payment), please talk with your Site Director for the correct forms and information.

You may also pay using cash, Venmo or PayPal. Our QR codes are posted on site.

### **Child Care Assistance and/or Promise Jobs Tuition Funding:**

Families that qualify for CCA and/or PJ funding through the Department of Human Services can utilize this funding source for their BASP tuition.

Sometimes, a family is assigned a 'co-pay' from DHS. With a co-pay, a family is required to pay a portion of their BASP expenses. This payment is due by the 10<sup>th</sup> of each month. On the 11<sup>th</sup> day of each month, your child will not be able to return to program until payment is received and/or a resolution is reached.

### **2023-2024 Fee Schedules**

- ✓ Before School Program \$115.00/month
- ✓ After School Program \$245.00/month
- ✓ Before and After School Program \$350.00/month
- ✓ Full day care \$60/day
- ✓ Winter Break January 2<sup>nd</sup> – January 5<sup>th</sup> \$200
- ✓ Spring Break March 13<sup>th</sup> – March 17<sup>th</sup> \$245

### **Attendance Policy**

For all NCJC BASP programming, good attendance is required. We ask that your child have at least 80% attendance each month (which is approximately 4 absences or fewer per month). NCJC prides itself in providing quality learning experiences for each child in our programs.

If for any reason you are unable to cooperate with our attendance policy, please speak with the Site Director. Some exceptions can be made such as; long-term illnesses, vacations, appointments etc. Attendance will be reviewed each month, and if your child's attendance becomes a concern, we will review your child's enrollment in NCJC BASP Programs.

### **PROGRAM HOURS**

The BASP program will follow the hours below:

Before school program: 7:00-7:55 AM

After school program: 2:55-6:00 PM and 1:55-6:00 PM (Thursdays)

Full day care: 7:30AM-5:30 PM

### **Program Closure**

*Please see attached closure schedule*

### **NO SCHOOL DAY and SPRING BREAK PROGRAMMING**

Select no school days and Spring Break programming is available to currently enrolled program children. Programming for no school days and Spring Break will take place at one of our three Iowa City sites (*see attached schedule for no school day and Spring Break host site*). Transportation to the host site will be the responsibility of the parent/guardian. Program times will be 7:30a-5:30p.

In order to attend Full Day Program, sign-up and payment are due by dates listed. If you cancel your child's Full Day spot by the Cancellation Date listed, a credit for the full amount will be applied to your account. There will be no refund or credit for any form of cancellation after the Cancellation Date

### **SUMMER PROGRAMMING**

The BASP summer program is administered on a separate schedule, time frame, and fee schedule. The summer program provides all day programming for children who have *completed* kindergarten-sixth grade. Summer program enrollment forms will be distributed in the spring. An enrollment fee of \$50 is required for each week of summer program to reserve a spot.

### **WITHDRAWAL FROM PROGRAM**

If you need to withdraw from the BASP program, we ask for a 2-week notice. This will allow the BASP director time to enroll students on our waiting list.



## PROGRAM POLICIES and PROCEDURES

### Daily Arrival Procedures

Arrival before school: Children may arrive any time between 7:00 a.m. and 7:55 a.m. Parents or other responsible guardians must sign-in students to the BASP program using our on-site kiosks; however, we recognize that sometimes children will walk to school. If a child arrives to program without an adult, the child must check-in with staff so that staff sign-in the student on our kiosk. We ask that parents respect the opening hours of the program; prior to 7:00am, there are no staff in the building. For the safety of your child, please ensure that your child does not arrive prior to 7:00am.

Arrival after school: children will report to the cafeteria where attendance will be taken. We will sign children in at beginning of program prior to snack on our kiosk. Children must come in and stay seated to ensure accurate counts.

### Daily Dismissal Procedures

Children may be released from the program any time between 2:55 and 6:00 (1:55 on early dismissal days). Our program policy requires that the parent or other legal guardian identify how a child is dismissed from program each day on registration forms. The parent can identify one of three options:

1. An adult/guardian will pick up the child: If the parent selects this option, the parent lists who is authorized to pick-up a child from the after-school program; we can only release a child to a person named on this list. When the child is picked up by this designated adult, the adult must sign-out the child using our kiosk.
2. A child is authorized to walk home: If the parent selects this option, the parent gives permission for the child to walk home at designated time each day. In this case, staff will sign the child out of program at the designated time to walk home.
3. Bus (Alexander only): If a parent selects this option, the children are signed out of program at the time the bus departs each day by a staff member.

### Late Policy

We close at 6:00 PM each day. Parents who pick up their youth late will be required to pay a late pick up fee of \$1 per minute which will be due at pick up or the child must stay home the next program day. Additionally, if we are unable to contact a parent or emergency contact within 30 minutes of program end time, we will contact law enforcement and Department of Human Services.

- *Repeat early drop offs or late pick-ups may result in the termination of the child's enrollment in the program. In the case of a scheduling conflict, the parent must make arrangements for another adult to pick up the child. However, please remember that children can be released only to parents or other individuals designated in writing.*

### **Inclement Weather**

BASP will not operate if ICCSD is dismissed early or cancelled due to weather or any other building emergency. Similarly, when school is delayed in the morning due to weather, we will not operate the before school program.

Cancellation or postponement of school will be announced on local TV stations, on the district website, and on KCRG website; NCJC will not run separate information on these platforms. When you see ICCSD has cancelled; you will know that program is also cancelled.

When school is not in session (i.e., winter break, spring break, conference/no school days) and youth are in full-day programming, weather related closures and/or delays will be reported on KCRG and listed as *Neighborhood Centers of Johnson County (NCJC) programs*.

ICCSD Website

<https://www.iowacityschools.org/>

KCRG Closures

<https://www.kcrg.com/weather/closings/>

### **Food: Breakfast, Lunch and Snacks**

The BASP participates in the Child and Adult Care Food Program (CACFP). As such, all families are required to enroll in the CACFP program (during enrollment of the BASP).

- The after-school program will serve a nutritious snack to enrolled youth.
- When we offer full-day programs (i.e., no school days, winter break or spring break), we will serve breakfast, lunch, and snack.

*All menus are posted on the parent bulletin board.*

### **Food brought from home**

As we provide breakfast (*when served*), lunch (*when served*), and snack for all of the BASP children, we do not expect or require parents to provide any food from home. On occasion (birthdays, etc.), children may want to bring food from home to share with the BASP program. Our program follows ICCSD guidelines with regard to foods brought from home for celebrations. Please check with the BASP Director in advance if you would like to bring food for special occasions to ensure that ICCSD guidelines are being met.

If your child does bring food from home for their own snack, it must be stored appropriately. All perishable items must be kept at appropriate temperature. Additionally, the BASP program requests that snacks brought from home be pre-packaged and purchased from a store (instead of homemade food items) as we are careful with the various food allergies present in the program. If a child does bring a snack from home, we may have the children eat it apart from the rest of the group so as to not cause any conflict.

If a child has special needs due to medical conditions or religious practices, please let the BASP Director know in writing. We have paperwork (to be signed by a physician) which outlines any special dietary needs and/or allergies and/or medical conditions which require a special food pattern. Parents may be required to provide the special foods. Please discuss these special food needs with the BASP Director.

### **Visitors and Access Policy**

Parents are welcome to observe the BASP program. For liability, supervision, and other reasons, it is not possible for children who are not enrolled in the program to visit or take part in program activities.

The BASP is responsible for ensuring the safety of children and preventing harm by being proactive and diligent in supervising not only the children, but other people present in the facility.

### **Supervision**

Supervision is our most important task in program. We maintain supervision by adhering to ratio at all times (15 children to every staff). We monitor children's movements throughout program and during free choice by walkie talkies. Our number 1 expectation of children is that they get permission to leave any area of program for any reason. We ask that parents support us in this policy by talking with children about this expectation as well as communicating with Site Directors if there is any change in your child's daily routines or pick up plans.

We cannot rely on a child to let us know what you have communicated to them about their day. To keep your child safe at program, this expectation must be met.

Children are expected to stay within adult sight at all times (except in the restroom). This is a DHS licensing expectation of staff. In group situations where groups of children use the bathroom for hand washing, a staff will stand outside the bathroom. Individual children needing the bathroom are given permission to go on their own. We allow one child in each bathroom at a time. Staff communicate who is using the bathroom using our walkie talkies. If a child is taking longer than 5 minutes to use the bathroom, a staff will go check on them by standing in the hallway and communicating verbally to make sure the children are not wandering around the school or need any help.

### **Technology**

#### **Allowed Use:**

Personal Devices (i.e. cell phones, smart watches, tablets, personal laptops, etc.): Children may use personal devices during program when permission is given and under direct supervision of a staff member. Users should be courteous and respectful of others. All devices must be put away/secured, and ringers silenced before entering the program area. Devices in use or view during program may be confiscated by staff (this includes using phones to listen to music). Personal devices can be used on the bus/in vans, however all expectations of appropriate use/restrictions during the program still apply. Children who refuse to comply will be subject to program consequences. Additionally, children are not allowed to have headphones/earbuds on or in their ears during program, unless permission is granted by the supervising adult.

NCJC will not be held accountable for lost or stolen items brought to school by a student.

#### **Restrictions:**

1. Profanity, vulgarity, obscenity, language that is harassing, any form of bullying, derogatory or otherwise inappropriate for the program environment is not permitted. Language that promotes illegal activity or dangerous acts, lewd or plainly offensive, creates a material disruption to the program environment, or contains knowingly false, recklessly false, or defamatory information is not permitted.

2. Users shall not display, send, retrieve, or download any items that are sexually explicit or contain hate-based or discriminatory material. Users shall notify a staff member in the event inappropriate material is inadvertently accessed. Users must not distribute contents described or will be subject to disciplinary action.
4. Videos or photos (audio or visual recordings) to record activities of others or to violate the privacy of others is not permitted.

**Personal Devices (search and confiscation of cell phones/tablets/laptops etc.):**

1. Child/family owned devices may be confiscated if a student violates NCJC policies such as displaying a cell phone at a time cell phones are not permitted.
2. If any NCJC staff observes content that violates program rules, policies or the law while supervising, children may be subject to disciplinary action.
3. If any NCJC staff finds a child is in possession of child pornography, which includes nude photos, or partially nude photos, of minors, staff will confiscate technological devices. Law enforcement will be contacted to determine if a further investigation is warranted. Staff members will not place potentially pornographic materials on program or personal devices to retain as evidence.

**Content (on child personal device off school grounds):**

1. If inappropriate content/message from student technology has caused or is likely to cause a “substantial disruption” or “material interference” at program, NCJC may take action, regardless of when or where the message was sent.
2. If content is considered a credible threat to persons or property, staff may take disciplinary action regardless of when and where the message was sent. Law enforcement will be contacted to determine if further investigation is warranted.

**Action:**

1. When arriving to program, staff will remind children to secure their phones/devices.
2. Children should have their phones put away and/or not in use (backpack, purse, desk, locker, worn appropriately (watch or fitness tracker)).
3. If a child fails to “secure their device”, a reminder will be given to the child and expectations will be reviewed.
4. If the device continues to be used, the device will be confiscated by the staff and returned at the end of program. The Director/Lead will notify the students’/guardian(s) of the incident, and expectations will be reviewed.
5. If the problem persists, the device will be stored in the office and guardian(s) must come to the school to pick up the device. A conference will be held between the Site Director, Assistant Director of Learning and care Programming, child, and guardians to review the expectations and determine a plan to best support the child in following the policy.
6. If the above practices are unsuccessful, the child may be subject to disciplinary action up to and including:
  - a. Whole day removal of the device
  - b. Multiple-day removal of the device
  - c. Removal of device for a period of time to be determined by NCJC

**After School Extracurricular Activities**

If your child attends activities that take place during the BASP program (so that your child needs to leave the BASP program to attend these activities) such as: soccer, scouts, or music lessons, etc. A Non-Center Activity

Form must be filled out and signed by the parent. No child will be allowed to leave the program without parental permission.

### **Field Trips and Field Trip Transportation**

At times, the BASP will take program-sponsored field trips. Parents will be notified in advance of field trip activities as well as transportation to be utilized.

Transportation to activities is provided primarily by the City of Iowa City bus, charter bus (ICCSB bus), a Neighborhood Centers of Johnson County van, or are within walking appropriate distances. We do not allow transportation in staff vehicles.

Field trips may include all BASP students or a portion of the group. If parents request that their child not attend a particular field trip, we may or may not have staff available to watch the child on-site. If we do not have staff available to stay with the child, it is the parent responsibility to provide alternate care during this time.

### **Medications**

If child is to be given any medication while attending the BASP, we will follow the medication policy for the Iowa City School District. Medication will only be administered if a MEDICATION RELEASE form is completed by the child's parent/caregiver. Additionally:

- ✓ All prescription medication shall be stored in the original container with the pharmacy label and directions for administration clearly visible. Non-prescription medication should be labeled with the child's name and sent to the BASP program in the original container.
- ✓ Medication will be stored in a locked storage area and be administered by the Director or Assistant Director.
- ✓ The BASP personnel will note a reason if a child's medication has not been administered.

### **Illness**

If your child has any one of the following conditions, you will be notified to pick up your child as soon as possible. We will complete (and send home with you) a 'Sick Report' which details the illness and any follow-up timelines regarding possible exclusion from school or program.

- ✓ Contagious disease
- ✓ Fever of over 100°F
- ✓ Vomiting or diarrhea

### **Injuries**

If your child has an injury during BASP, we will complete an Injury Report. We will inform you of the injury and any medical treatment we provided. You will be provided a copy of the Injury Report.

If the injury involves the head, uncontrolled bleeding, possible broken bones/sprains, or other instances which require immediate medical attention, 911 will be called and parents will be notified as quickly as possible following the 911 call. DHS will also be notified when a serious injury occurs and a report will be provided no more than 24 hours after the injury occurs.

### **Behavior Policy**

We recognize that a strong and effective program is built on a well-developed positive behavior structure. We strive to create a healthy program climate that provides opportunity for growth and skill development. We make it a priority to integrate behavior and social skills learning with our program activities and aim to be proactive in our behavior management practices. Our staff are trained and educated in appropriate positive behavior management techniques.

- ***PBIS Mission Statement*** At NCJC we are committed to utilizing the best practices of the Teaching Pyramid Model to create positive, safe, and effective learning environments. NCJC is committed to using Positive Behavior Intervention Supports (PBIS) as our method of guidance and approach towards challenging behaviors
- ***Safe and Supportive Environments*** It is our goal to maintain a safe and supportive environment for all children enrolled in our programs. We approach each behavior that warrants disciplinary actions in an equitable manner that is in the best interest of the child and the program.

### **Discipline**

We believe that all people, adults and children, deserve love and respect. We create a positive atmosphere by encouraging and supporting one another. We do not accept violence of any kind; physical or corporal punishment will never be used by staff members of NCJC. Our staff uses PBIS (see description above). However, if children are behaving violently or dangerously, they may be sent home until a meeting can be arranged between the Site Director, Assistant Director of Learning and Care Programming, and the parent to come up with an approved intervention plan.

### **Bullying**

NCJC takes bullying very seriously. We will not tolerate or accommodate behavior from children in which they bully others. This includes but is not limited to: physical aggression, verbal aggression, cyber bullying, alienation, rumors, gossip etc.

If this behavior is discovered or reported to an NCJC staff, disciplinary action may be taken.

### **Discharge**

An individual may be asked to take a break from our program because of noncompliance with any of our program policies, failure to make payments monthly or to maintain funding. When a child is discharged from our program, the parent will receive verbal and written notice specifying their child's last day, and what needs to be completed or changed prior to re-entry into the program. If families wish to appeal the discharge decision, they should request a meeting with the Assistant Director of Learning and Care Programming. In the case of extreme developmental or behavioral concerns NCJC will follow The Challenging Behavior Flow Chart (copy provided upon request). In which the goal is not to expel a child from the program but to ensure they are receiving the services they need to be successful. The Challenging Behavior Flow chart is driven by data and observation of the child's behavior along with familial input and feedback. If needed, support from external professional partners may be utilized. Every effort will be made to implement interventions in our program that can help the child to be successful. In the case that these interventions are not successful we will work with the family to access services and help them to find alternative placement for their child.

### **Confidentiality**

We will not share any information about your child or family with anyone outside of our agency or, when necessary, DHS.

### **Privacy Policy**

The Neighborhood Centers of Johnson County (NCJC) places a high priority on protecting your privacy. This privacy policy was created in order to demonstrate NCJC's firm commitment to the privacy of our families. This policy explains what types of information is collected by NCJC and how this information is used.

- ***What Personally Identifiable Information is Collected***

NCJC families that participate in NCJC programs provide us with contact information (such as name and e-mail address). Through the course of services, we may also collect information on:

- Child wellness;
- Program attendance data;
- Child development assessments;
- General household and family information.

- ***How Your Information May Be Used***

NCJC uses your personal information to provide you with personalized service and to continuously improve our programs. Some of our credentials and funding agencies require that we enter your personal information in online data collection systems.

- ***Email Privacy***

NCJC does not sell or rent email addresses or other contact information to anyone outside the organization.



ALEXANDER + GARNER + GRANT WOOD + MARK TWAIN

**Before and After School Programs  
Private Pay Rates & Payment Schedule**

**BASP Monthly Rates are per child**

Before School Program	\$115/month
After School Program	\$245/month
Before and After School Program	\$350/month
Full Day Program	\$60/day
Spring Break	\$245/week

**Payment Schedule**

- AUGUST:** \$40/BSP, \$85/ASP, \$120/BASP (August tuition due August 25th)
- SEPTEMBER:** Full payment & October Full Day Programs (optional)
- OCTOBER:** Full payment & November Full Day Programs (optional)
- NOVEMBER:** Full Payment
- DECEMBER:** Full payment & January Full Day Programs (optional)
- JANUARY:** Full payment & February Full Day Programs (optional)
- FEBRUARY:** Full Payment & Week of Spring Break (optional)
- MARCH:** Full payment & April Full Day Programs (optional)
- APRIL:** Full Payment
- MAY:** Full Payment
- JUNE:** \$20/BSP, \$35/ASP, \$55/BASP (August tuition due May 31st)

**Payment**

Payment for full tuition is due by the 10th each month. On the 11th day of each month, your child will not be able to return to program until payment is received and/or a resolution is reached.

Tuition is the same amount each month regardless of the number of days your child actually attends.

We accept cash, money orders, Venmo, Paypal and ACH. *No checks.*