



**BEFORE/AFTER SCHOOL CARE PROGRAM
HANDBOOK & PARENT AGREEMENT FORM
2025-2026**



Table of Contents

About	3
Before School Care Program	3
After School Care Program	3
Staff Members and Training	4
Communication	4
Snacks	4
Student Profile	4
Withdrawal Policy	4
Discipline / Inappropriate Behavior	5
Suspension	5
Bullying	5
Disenrollment	5
Expectations	6
Tuition and Payments	7
Discount	7
Late Payment Fees	7
Late Pick-Up Fee	7
Before School Program Fees and Tuition Dates (6:30 a.m. - 7:15 a.m.)	8
After School Program Fees and Tuition Dates (From dismissal until 4:30 p.m. or 6:00 p.m.)	8
Wednesdays Only Fees and Tuition Dates (On Short and Early Release Wednesdays)	8
2025-2026 Before & After School Program Parent Agreement	9

About

SST Before/Afterschool Care Program is designed to provide safe and enjoyable programs for all students. SST BASC Program is a childcare service that provides a fun, nurturing, educational, and a safe environment before and after school. We aim to instill positive lifelong habits and social skills. In addition to educational programs, children will have many opportunities to engage in artistic and social activities. At SST BASC Program, our main objectives include:

- Providing a safe and engaging environment
- Giving children opportunities to discover interests and develop skills
- Helping each child grow into a self-reliant and confident individual
- Encouraging social skills and making new friendships

Before School Care Program

BSC offers an early alternative to our general drop-off schedule. Students may read, sleep, or work on something independently from the time they are dropped off until 7:15 a.m., when they may go to their cafeteria / classrooms or eat breakfast. Students may be dropped off at the Before School Care Program as early as 6:30 a.m.

After School Care Program

ASC is not only providing care for your child once school has been dismissed, but to enriching your child's learning experience and nurturing relationships with both staff and peers. There are three parts to the program: snacks, homework, and activities.

Staff members will work with your child to complete all assignments that are presented by the student during the dedicated homework time. If your child does not appear to have homework, an alternate educational assignment may be given. The After School Care Program will run from dismissal until 4:30 p.m. for part-time and from dismissal until 6:00 p.m. for full-time. Parents/guardians are expected to pick their children up on time each day, based on whether the child is part-time or full-time.



Students will also take part in various activities during the After-School Care Program. These may include:

- Outside play
- Educational software programs in the computer labs or with Chromebook carts
- Arts and crafts
- Games
- After School Clubs (club startup fee will be discounted at 50%)
- Parties
- Presenters from the community

Staff Members and Training

SST BASC Staff Members are required to undergo and remain current with childcare training. Each staff member receives a criminal background check and program training. Our training includes proper standard procedures, policies, how to report child abuse or neglect, special needs care, and much more. We aim to hire a diverse staff and actively encourage parents to get to know our instructors and associates. SST reserves the right to make changes in staffing at any time to accommodate the program. TA/student ratio will be 1:30 for all grade levels in the 2025-2026 school year.

Communication

Communication is incredibly important. Our staff members will make it a point to speak with you anytime there is a question or concern, and we invite the same from our parents. Please do not hesitate to let us know how we can make your experience at SST better. [Let's Talk!](#) is an always-on communication channel, and we welcome your feedback at any time. Please select your topic and send your thoughts our way.



Snacks

A healthy/nutritious snack will be provided by the school, but you are welcome to send an extra snack with your child that can be labeled “After School Care Program”. We try to offer a wide range of snacks, but we may not be able to accommodate all dietary needs and restrictions.

Student Profile

It is the responsibility of the parent/guardian to keep updated contact information on record with the school for themselves and any emergency contacts. The BASC Program will refer to this registration document when contacting parents and/or giving authorization for pick up to family or friends.

Withdrawal Policy

To withdraw from the BASC Program, the primary parent or guardian listed on the enrollment form must provide the BASC Program team with a two-week written notice. If a child is withdrawn during the month, the tuition for the remaining days will not be refunded.

Discipline / Inappropriate Behavior

SST Student Handbook Code of Conduct rules will apply. Students can be dropped for disciplinary reasons. Aggression among classmates and repeated misbehavior that includes bullying, threats, physical altercations, and property damage will result in an incident report. The purpose of an incident report is to notify parents or legal guardians of the child's behavior and to find positive solutions that will prevent this behavior in the future. Parents are asked to sign the report in acknowledgment and are encouraged to constructively discuss the incident with the child. One copy will go to the school records, and another copy will be available for parents to take home. We ask that all issues be settled respectfully and positively.

Suspension

For more serious incidents or repeated misbehavior, we may ask parents to pick up their child. After communicating with all parties present, the student may be suspended. Before the child can return to the program, a parent-teacher conference is required. Payment will be due for the time a child is suspended, which will not exceed five school days. If the child continues their misbehavior after suspension or continues to be a threat to the well-being of other students and/or themselves, the SST BASC program reserves the right to discontinue their enrollment.

Bullying

SST BASC Program does not tolerate bullying under any circumstances. We define bullying as a repeated and intentional act that causes mental or physical harm and creates an abusive environment. All repeat bullies will undergo disciplinary action, which includes consequences such as restrictions, conferences, suspensions, and/or disenrollment.



Disenrollment

If a child displays a consistent inability to meet the standards of the program or if they are creating an unsafe or disruptive environment, the SST BASC Program will communicate with the parent and discuss disenrollment.

Expectations



Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the Site Supervisor about concerns related to their child or the program.
3. They will be told about misbehavior on the part of their child and will have the opportunity to visit with the Site Supervisor to bring about improvement in the situation.
4. They will be informed promptly if their child does not arrive at the BASC program according to his/her enrollment information, on the days he/she attends school.
5. They will be treated professionally and with respect.

The BASC program expects that parents will:

1. Pay applicable fees on time.
2. Keep the child's enrollment records up-to-date (addresses, phone numbers, medical information, legal documents, etc.)
3. Pick up children on time.
4. Contact the BASC program if their child will not be attending on a scheduled day.
5. Maintain appropriate boundaries at all times concerning staff, all students enrolled, and their parents.

Students may expect:

1. To have a safe, supportive, and consistent environment.
2. To use all the program equipment, materials, and facilities on an equal basis.
3. To receive respectful treatment.
4. To have discipline that is fair and non-punitive.
5. To receive nurturing care from staff members who are actively involved with them.

The BASC program expects that students will:

1. Be responsible for their actions.
2. Respect the school rules that guide them during the school day and while at BASC.
3. Remain with their group and the BASC staff at all times.
4. Take care of materials and equipment properly and return them to their place when done, before taking out new ones.
5. Arrive at BASC promptly, according to the enrollment information.
6. Be able to follow at least one-step commands to participate in group activities.

Tuition and Payments

Parents are responsible for all tuition and fees as scheduled below. All payments will be made through the Parent Square app. You may either download the app on your device or access it from any computer. **Cash or check payments are NOT accepted.**

Tuition is non-refundable for the withdrawn month, whether the withdrawal is voluntary or involuntary. There will be no refunds, credits, or prorated fees due to inclement weather days, general student absences, or closure on the last day of each semester. **Registration Fee is \$25 per student (Non-Refundable). Registration and BASC will be FREE for SST Staff and SST Board Members.**

Holidays and other scheduled school days off are not included in the calculation of the total rate. There will be no refund for inclement weather days. There will be no pro-rated fees due to general absences. The daily fee for After School Care will be \$25 per day/per student.

Discount

There will be a reduced rate if one or more applies see the fee tables:

- Qualify for free or reduced lunch
- Have multiple siblings in the Before/After School Care Program
- First responder (eligible for Star of Texas Award)
- Military personnel (active duty or retired)

Late Payment Fees

Tuition is due by or on the scheduled date of every month. A late fee of \$5 will be assessed **each day** after the due date. If payment is not made by the original due date, the student will not be allowed to attend the Before and/or After School Programs until payment and late fees are paid in full. After three late payments, the student may be excused from the program, and the remainder of any paid tuition will be forfeited.

Late Pick-Up Fee

The office clock is used to determine lateness.

* The late pick-up charge fee is \$1.00 per minute for children remaining after 6:00 pm.

All late pick-up fees are due and payable no later than the following Friday. It is your responsibility to take care of any late pick-up fees by the following school day. Failure to submit timely payments will result in your child being withdrawn from the program. We realize that there are emergencies and unexpected situations; however, your communication and cooperation are greatly appreciated. Any child who is picked up after 6:00 pm more than 5 times within a month will be withdrawn from the Before/After Care Program without a refund.

Warnings for Late Pick-Up within a month:

- Second late pick-up: 1st warning issued. An email will be sent to the parent.
- Third late pick-up: 2nd warning issued. An email will be sent to the parent.
- Fourth late pick-up: 3rd warning issued. An email will be sent to the parent.
- Fifth late pick-up: Student will be withdrawn from the After-Care program without a refund. An email will be sent to the parent.

****PLEASE NOTE:** The After School Care Program will be **OPEN** on the last school day of each semester as well: **December 19, 2025**, and **May 22, 2026**.

Before School Program Fees and Tuition Dates (6:30 a.m. - 7:15 a.m.)

Month	One Child (per month)	Per Family (per month)	Tuition Due No Later Than
Aug	\$100	\$200	Aug 8th
Sept	\$100	\$200	Sept 2nd
Oct	\$100	\$200	Oct 1st
Nov	\$100	\$200	Nov 3rd
Dec	\$100	\$200	Dec 1st
Jan	\$100	\$200	Jan 9th
Feb	\$100	\$200	Feb 2nd
Mar	\$100	\$200	Mar 2nd
Apr	\$100	\$200	Apr 1st
May	\$100	\$200	May 1st

After School Program Fees and Tuition Dates (From dismissal until 6:00 p.m.)

Month	Until 6:00 p.m.			Tuition Due No Later Than
	Regular Rate One child (per month)	Reduced Rate One child (per month)	Reduced Rate Per Family (2+ students) (per month)	
Aug	\$250	\$200	\$400	Aug 8th
Sept	\$250	\$200	\$400	Sept 2nd
Oct	\$250	\$200	\$400	Oct 1st
Nov	\$250	\$200	\$400	Nov 3rd
Dec	\$250	\$200	\$400	Dec 1st
Jan	\$250	\$200	\$400	Jan 9th
Feb	\$250	\$200	\$400	Feb 2nd
Mar	\$250	\$200	\$400	Mar 2nd
Apr	\$250	\$200	\$400	Apr 1st
May	\$250	\$200	\$400	May 1st

Wednesdays Only Fees and Tuition Dates (On Short and Early Release Wednesdays)

Month	Until 6:00 p.m.			Tuition Due No Later Than
	Regular Rate One child (per month)	Reduced Rate One child (per month)	Reduced Rate Per Family (2+ students) (per month)	
Aug	\$50	\$40	\$80	Aug 8th
Sept	\$50	\$40	\$80	Sept 2nd
Oct	\$50	\$40	\$80	Oct 1st
Nov	\$50	\$40	\$80	Nov 3rd
Dec	\$50	\$40	\$80	Dec 1st
Jan	\$50	\$40	\$80	Jan 9th
Feb	\$50	\$40	\$80	Feb 2nd
Mar	\$50	\$40	\$80	Mar 2nd
Apr	\$50	\$40	\$80	Apr 1st
May	\$50	\$40	\$80	May 1st

Please read the following page carefully, and then initial, provide the information, and sign where noted. The completed form is required for your child(ren) to participate in our program. Please let our front office team know if you would like a photocopy of the form.

2025-2026 Before & After School Program Parent Agreement

1. _____ **INITIALS** I have read and understand all of the above information about the After School Care Program tuition schedule, fees, and policies. I will abide by all the requirements listed under the Parent Agreement regarding Late Payment Fees, Late Pick-up Fees, and Withdrawal Policy.

2. _____ **INITIALS** I will complete all necessary forms before my child attends the After School Care Program. I will notify the After School Care Program of any changes in registration information (e.g., address, phone number, place of employment, etc.). I will pay all outstanding balances from the previous semester or school year before my child's registration.

3. _____ **INITIALS** I will make other arrangements for emergency closings, delays, and dismissals (e.g., inclement weather, facility problems). I understand that the After School Care Program is not in session when school is closed, and if the school is dismissed early due to emergency conditions. My child will need to be picked up when all other students are dismissed.

4. _____ **INITIALS** I understand that my child may not bring personal belongings to the After School Care Program, such as electronics, toys, scooters/bikes, etc. Toy guns or weapons of any kind are prohibited in the program. (NO PERSONAL ITEMS). Cell phone use is prohibited during the program.

5. _____ **INITIALS LIABILITY WAIVER** The After School Care Program desires to provide safe and enjoyable programs for all students. Parents understand that there are risks involved with after-school programs and other associated activities. In consideration of your child being allowed to participate in this program, parents /guardians agree to assume responsibility for any risks associated with activities. I/We, on behalf of myself and my minor child, agree to release, hold harmless, and indemnify, the After School Care Program, its affiliates, agents, and representatives, including volunteers, employees, officers, and agents, from any loss, cost, damage and/or expense of any nature, including all attorneys' fees and costs and all claims arising, either directly or indirectly, from my child's participation in the After School Care Program. I/we acknowledge that we have read and understand this document and accept the risk and responsibility of participation in the After School Care Program.

6. _____ **INITIALS TERMINATION FROM THE PROGRAM:** I understand and accept that my child may be withdrawn from the program for the following reasons:
 - The child becomes a serious or recurrent discipline problem.
 - The child violates the expectations outlined in the Student Code of Conduct.
 - Failure to pay program fees on time.
 - Pick up the child(ren) late five (5) times within the same month.

7. _____ **INITIALS** By indicating that if your child qualifies for free or reduced-price meals on this application, you authorize the Child Nutrition Department to share this information with the SST BASC Department to support program eligibility and services.

If my child is dismissed from the program for any reason, I accept that my child may not be accepted in the After School Care Program in the future. I also understand that payment will still be due for that month, and any payment for that month that has already been made will be forfeited. I certify that I have read and will abide by all the requirements listed above, as well as all rules set forth and any modifications.

Name(s) of Student(s): _____

_____ Parent/Guardian Printed Name	_____ Parent/Guardian Signature	_____ Date
_____ BASC Program Staff Printed Name	_____ BASC Program Staff Signature	_____ Date