



**BEFORE & AFTER SCHOOL CARE (BASC)
PROGRAM HANDBOOK & PARENT AGREEMENT
2026-2027**



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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 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 the 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

The 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.

SAMPLE BEFORE SCHOOL CARE Schedule 6:30 A.M. to 7:15 A.M.										
Schedules	Room	PK/KG	Room	1st/2nd	Room	3rd-5th	Room	6th-8th	Room	9th-12th
6:30-6:45		Attendance		Attendance		Attendance		Attendance		Attendance
6:45 -7:00		Interactive activity Self Study Reading		Interactive activity Self Study Reading		Interactive activity Self Study Reading		Interactive activity Self Study Reading		Interactive activity Self Study Reading
7:00 -7:15		Breakfast		Breakfast		Breakfast		Breakfast		Breakfast

After School Care Program

ASC is not only providing care for your child once school has been dismissed, but also 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 I 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 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

SAMPLE AFTER SCHOOL CARE Schedule 3:30 P.M. to 6:00 P.M.

Schedules	Room	PK/KG	Room	1st/2nd	Room	3rd-5th	Room	6th-8th	Room	9th-12th
3:30-3:50		Attendance / Snack		Attendance / Snack		Attendance / Snack		Attendance / Snack		Attendance / Snack
3:50-4:10		Outside/Gym Activity		Homework Time		Homework Time		Homework Time		Homework Time
4:10-4:30		Homework Time		Outside/Gym Activity						
4:30-4:50		Homework Time		Homework Time		Self Study Reading		Self Study Reading		Self Study Reading
4:50-5:10		Interactive activity		Interactive Activity		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games
5:10-5:40		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games
5:40-5:50		Creative Drawing		Creative Drawing		Reading Creative Drawing		Reading Creative Drawing		Reading Creative Drawing
5:50 PM		Clean up		Clean up		Clean up		Clean up		Clean up
6:00 PM		Dismissal		Dismissal		Dismissal		Dismissal		Dismissal

SAMPLE EARLY DISMISSAL AFTER SCHOOL CARE Schedule 2:20 P.M. to 6:00 P.M.

Schedules	Room	PK/KG	Room	1st/2nd	Room	3rd-5th	Room	6th-8th	Room	9th-12th
2:20 - 2:35		Attendance / Snack		Attendance / Snack		Attendance / Snack		Attendance / Snack		Attendance / Snack
2:35 - 3:10		Outside/Gym Activity		Homework Time		Homework Time		Homework Time		Homework Time
3:10 - 3:45		Homework Time		Outside/Gym Activity						
3:45 - 4:20		Homework Time		Homework Time		Self Study Reading		Self Study Reading		Self Study Reading
4:20 - 5:00		Interactive activity		Interactive Activity		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games
5:00 - 5:50		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games
5:50 - 6:00		Clean up Dismissal		Clean up Dismissal		Clean up Dismissal		Clean up Dismissal		Clean up Dismissal

SAMPLE HALF DAY AFTER SCHOOL CARE Schedule 12:15 P.M. to 6:00 P.M.

Schedules	Room	PK/KG	Room	1st/2nd	Room	3rd-5th	Room	6th-8th	Room	9th-12th
12:20 - 12:40		Attendance / Snack		Attendance / Snack		Attendance / Snack		Attendance / Snack		Attendance / Snack
12:40 - 1:20		Outside/Gym Activity		Homework Time		Homework Time		Homework Time		Homework Time
1:20 - 2:10		Homework Time		Outside/Gym Activity						
2:10 - 3:00		Homework Time		Homework Time		Self Study Reading		Self Study Reading		Self Study Reading
3:00 - 4:00		Educational Movie		Educational Movie		Educational Movie		Educational Movie		Educational Movie
4:00 - 4:50		Interactive activity		Interactive Activity		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games
4:50 - 5:50		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games		Outside Gym Time Board Games
5:50 - 6:00		Clean up Dismissal		Clean up Dismissal		Clean up Dismissal		Clean up Dismissal		Clean up Dismissal

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 2026-2027 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. The BASC Coordinator and Dean of Students (DOS) will work with students to address behavioral concerns and provide appropriate interventions and support. However, students who receive three (3) disciplinary referrals while participating in the BASC Program will be removed from the program.

Students who are removed from the BASC Program due to disciplinary reasons may be considered for reenrollment in the following semester upon review and approval by the principal. Reenrollment is not guaranteed and will be based on the student's disciplinary record, demonstrated improvement in behavior, and the availability of space in the program.

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. Students who accumulate disciplinary referrals, exhibit repeated misconduct, or pose a safety concern may be deemed ineligible for reenrollment in the BASC Program at the discretion of the administration.

Expectations



Parents may expect that:

1. Their children are cared for in a safe, supportive environment.
2. They may visit with the BASC Coordinator 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 BASC Coordinator 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. (**The first week of each month**)
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 \$2.00 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 p.m. more than five (5) times within a calendar month will be withdrawn from the Before/After Care Program without a refund. Families may reapply for enrollment in the program during the following semester, subject to space availability.

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: Students 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 remain OPEN until **6:00 PM** on the last school day of each semester: **December 18, 2026**, and **May 26, 2027**.

- Payments will be collected through ParentSquare or by credit card at the school's front office. Cash will not be accepted.

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 14th
Sept	\$100	\$200	Sep 1st
Oct	\$100	\$200	Oct 1st
Nov	\$100	\$200	Nov 2nd
Dec	\$100	\$200	Dec 1st
Jan	\$100	\$200	Jan 4th
Feb	\$100	\$200	Feb 1st
Mar	\$100	\$200	Mar 1st
Apr	\$100	\$200	April 1st
May	\$100	\$200	May 3rd

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)	NEW! Reduced Rate Per Family (3+ students) (per month)	
Aug	\$250	\$200	\$400	\$500	Aug 14th
Sept	\$250	\$200	\$400	\$500	Sept 1st
Oct	\$250	\$200	\$400	\$500	Oct 1st
Nov	\$250	\$200	\$400	\$500	Nov 2nd
Dec	\$250	\$200	\$400	\$500	Dec 1st
Jan	\$250	\$200	\$400	\$500	Jan 4th
Feb	\$250	\$200	\$400	\$500	Feb 1st
Mar	\$250	\$200	\$400	\$500	Mar 1st
Apr	\$250	\$200	\$400	\$500	April 1st
May	\$250	\$200	\$400	\$500	May 3rd

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 14th
Sept	\$50	\$40	\$80	Sept 1st
Oct	\$50	\$40	\$80	Oct 1st
Nov	\$50	\$40	\$80	Nov 2nd
Dec	\$50	\$40	\$80	Dec 1st
Jan	\$50	\$40	\$80	Jan 4th
Feb	\$50	\$40	\$80	Feb 1st
Mar	\$50	\$40	\$80	Mar 1st
Apr	\$50	\$40	\$80	April 1st
May	\$50	\$40	\$80	May 3rd

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.

2026-2027 Before & After School (BASC) 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

BASC PAPER FORM

Please fill out this form for each SST child(ren) for the BASC program and turn it to the front office or BASC coordinator. BASC coordinator ought to fill out online form for registration

One-Time Registration Fee for all students: \$25.00 per child. *This fee is non-refundable.*

Only one discount may be applied per family; discounts cannot be combined.

- 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)
- Registration and BASC will be FREE for SST Staff and SST Board Members.

Daily Drop-In Rate: **\$25.00** per child, per day

Late Payment Fee: **\$5.00** per day for payments made after the due date

All tuition must be paid by the due date each month. Students may not attend the program until full payment is received.

Late Pick-Up Fee: **\$2.00** per minute after 6:00 p.m.

Your Child's First and Last Name: _____

Your Child's grade: _____

Please Choose Your BASC program

- Before School Care (6:30 AM to 7:15 AM, \$100 one child, \$200 per family)
- After School Care (Till 6:00 PM \$250 one child, \$200 discounted one child, \$400 2+ students)
- After School Care (Till 6:00 PM \$250 one child, \$200 discounted one child, \$500 3+ students)
- Both Before and After School Care (\$350 regular for one child, \$300 discounted for one child, \$600 per family)
- Wednesday Care Only (\$50 for one child, \$40 discounted one child, \$80 per family)

If you have additional child(ren) enrolled in the SST BASC program, please list their full name(s) and campus (if different) below to qualify for the \$50 sibling discount.

Sibling(s) Name: _____

Your Child's Before & After School Care Start Date: _____

Parent/Guardian #1 First and Last Name: _____

Parent/Guardian #1 – Relationship to Child(ren) : _____

Parent/Guardian #1 – Primary Phone Number: _____

Parent/Guardian #1 – Email Address: _____

Parent/Guardian #2 First and Last Name: _____

Parent/Guardian #2 – Relationship to Child(ren) : _____

Parent/Guardian #2 – Primary Phone Number: _____

Parent/Guardian #2 – Email Address: _____

Student Home Address: _____

Student's Special Needs, Health Conditions, Allergies, or Medications (Write "N/A" if none):

AUTHORIZATION FOR STUDENT RELEASE other than parents or guardians listed above.

Person 1 – Full Name (First and Last): _____

Person 1 – Primary Phone Number: _____

Person 1 – Relationship to Child(ren): _____

Emergency Contact

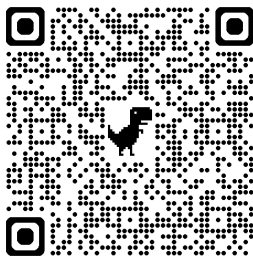
Full Name (Other than Parent/Guardian): _____

Relationship to Child: _____

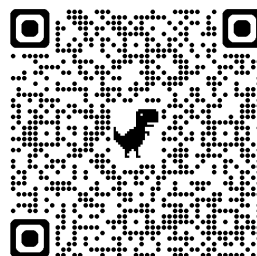
Primary Phone Number: _____

Emergency Contact - Email Address: _____

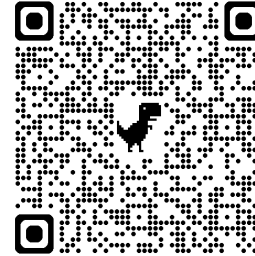
BASC ONLINE APPLICATION



[San Antonio & Schertz Campuses](#)



[Houston Campuses](#)



[Corpus Christi Campuses](#)