

Policies & Procedures

Change in Schedule Policy

- ALL changes in schedule need to be in writing and submitted to Jessica in the GBASC Main Office.
** Verbal notifications to staff members will NOT be accepted. **
- If you are changing from SCHEDULED days to OCCASIONAL (as needed), or wish to withdraw from the program, we ask that you give us at least **2 WEEKS NOTICE**.
 - You are responsible for payment for these 2 weeks prior to the last day of attendance.
- If your child/children are scheduled to attend BASC but will not be attending on any certain day or if your child is not scheduled but will be dropping in please be sure that in addition to notifying the teacher, you let us know with a phone call, email, or written note addressed to the Before & After Care Program. *Notes that go to the teachers do not always make it to the After Care Mailbox and we want to be sure that all of the children are safe and get to where they should be going.*

Payment Policy

- There is an initial ANNUAL REGISTRATION FEE (due at time of registration) of:
 - One child: \$50.00
 - Family (2 or more children): \$65.00
- Payment is due either the beginning of the month or the beginning of each week that child care is provided. Whichever payment option works best for your family is fine.

**** Tuition assistance is available for income eligible families. ****

Please contact us for more information

****We also accept CARE 4 KIDS****

Billing Protocol

- Statements showing all charges, payments made, and current balance will be emailed to you at the beginning of each week.
** Please be aware that if you see a minus (-) sign in front of your balance at the bottom of your statement, it is indicating that you currently have a CREDIT. **
- Your Weekly statement will come from finance@guilfordcenterforchildren.com. If you have any questions or concerns based on the statement you received please **DO NOT RESPOND TO THAT EMAIL.**
- Instead please email Jessica at Guilfordbasc@gmail.com

Absence and Vacation Policies

- You are responsible for paying the fees of all days contracted for regardless of whether or not your child/children attend.
- In the case of VACATION TIME half a week's tuition is required to hold your child's place.

Delayed Opening and Snow Day Protocol

DELAYED OPENINGS

- Schools will open at 11AM on ALL delayed openings.
- Before school will open at 8:30 AM on ALL delayed openings.

SNOW DAYS

- If the Guilford Public Schools is closed, we are also closed.
- You do not pay for snow days as you will pay for them when we have make up days in June.

Early Dismissal Protocol

EARLY DISMISSAL/WEATHER RELATED

- Traditionally, in this case, school is dismissed at 1:47PM. Our program remains open until 4:30 PM unless we have other instructions from the Central Office of the Guilford Public Schools.
- If we will be closing earlier than 4:30 on a weather related early dismissal, you will receive a telephone call and/or e-mail communication from us to confirm the time of closing.

EARLY DISMISSAL/SCHEDULED

- Due to parent teacher conferences there can be a 12 NOON dismissal or 1:47PM dismissal.
- On these early dismissal days our program remains open until 6:00 PM.
 - You are always sent a form in advance to be completed informing us of if your child/children will be attending after care on a scheduled early dismissal day.

Important Emails & Phone Numbers

Calvin Leete

Main Office

203-453-2726

BASC Main Office (Jessica)

203-453-0045

BASC Main Office Email

guilfordbasc@gmail.com

Calvin Leete After Care Direct Email

calvinleete@guilfordcenterforchildren.com

Guilford Lakes

Main Office

203-453-5201

GBASC Direct Phone

203-458-3629

Guilford Lakes BASC Email

guilfordlakes@guilfordcenterforchildren.com

A. W. Cox

Main Office

203-453-5291

GBASC Direct Phone

203-458-3746

A. W. Cox BASC Email

awcox@guilfordcenterforchildren.com