

**Greg A. Garcia ECI
BASC PROGRAM**



**HANDBOOK & PARENT AGREEMENT FORM
2026-2027**

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About

The Before & After School Care (BASC) Program, at Greg A. Garcia Early College Intermediate (GAGECI), is designed to provide a safe and enjoyable programs for all students. The 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 GAGECI 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

BASC 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 7:00 a.m.**

After School Care Program

BASC not only provides care for your child once school has been dismissed, but we enrich 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 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
- 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

GAGECI 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. GAGECI 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 GAGECI better.

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 written notice.

Discipline / Inappropriate Behavior/ Student leave Policy

GAGECI 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.

If a parent or guardian gives a student permission to leave the BASC Care Program for any reason, the student is no longer under the supervision of BASC staff. Once a student leaves the program, they will not be permitted to return to BASC Care that same day.

Students must notify a BASC staff member before leaving the program. Any student who leaves the BASC Care Program without informing BASC staff will be considered to have left without authorization and may be automatically disenrolled from 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. 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 GAGECI BASC program reserves the right to discontinue their enrollment.

Bullying

GAGECI 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 GAGECI 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. Keep the child's enrollment records up-to-date (addresses, phone numbers, medical information, legal documents, etc.)
2. Pick up children on time.
3. Contact the BASC program if their child will not be attending on a scheduled day.
4. 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

Registration is Free and for the 2026-27 school year- BASC will be FREE.

Late Pick-Up Policy

The office clock is used to determine lateness.

Late Pick-Up is any time after 6pm. Once a student has **3 documented late pick-ups**, the student will be removed from the program.

If a student is not picked up by 6:30 pm and no contact has been made with the campus, **Child Protective Services (CPS)** will be called and disenrollment will be applied.



2026-2027 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.
 - Leaving program without informing BASC Staff.
 - 3 Late Pick-Ups

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 GAGECI 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 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) in program: _____

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

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.

PAPER FORM

Please fill out this form for each GAGECI child for the BASC program and turn it to the front office or BASC coordinator.

Student First Name: _____ Student Last Name: _____

Student Grade Level: _____

Please Choose Your BASC program:

☐ Before School Care (7 AM to 7:15 AM)

☐ After School Care (Till 6:00 PM)

☐ Both Before and After School Care

Student BASC Start Date: _____

Parent Information:

Parent/Guardian #1 First and Last Name: _____

Parent/Guardian #1 – Relationship to Child: _____

Parent/Guardian #1 – Primary Phone Number: _____

Parent/Guardian #1 – Email Address: _____

Parent/Guardian #2 First and Last Name: _____

Parent/Guardian #2 – Relationship to Child: _____

Parent/Guardian #2 – Primary Phone Number: _____

Parent/Guardian #2 – Email Address: _____

Student Home Address: _____

Student's Special Needs, Health Conditions, Allergies, or Medications
(If none, write N/A)

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): _____

Person 2 – Full Name (First and Last): _____

Person 2 – Primary Phone Number: _____

Person 2 – Relationship to Child(ren): _____

Emergency Contact

Full Name (Other than Parent/Guardian): _____

Relationship to Child: _____

Primary Phone Number: _____

Emergency Contact - Email Address: _____

FOR ONLINE APPLICATION USE THE FOLLOWING:

<https://bit.ly/4eULDZh>