

BASC

Francophone School



(Before & After School Care)

Parent Handbook

2017-2018

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Welcome

The Francophone Charter School BASC (Before and After School Care) Program extends a warm welcome all families who are new to our Francophone Community and thanks the returning families for continuing to trust us in educating and supporting your children. This handbook was created to guide BASC families through the 2017-2018 school year, briefly explaining the different platforms we use to communicate to families and outlining our program. BASC works to support the mission of the Francophone Charter School of Oakland in providing a dual-immersion curriculum to a diverse community of students. Our goal is to develop bilingual and bi-literate global citizens who are open-minded and value intellectual curiosity, personal integrity and creativity.

There are five things for families to do at the start of the school year:

1. Carefully review the **BASC Handbook**.
2. Complete one of the two copies of the **BASC contract** included in the Handbook and return that signed copy to the BASC Coordinator.
3. Sign up for the BASC group on **ParentSquare** to receive BASC news and information regarding parent orientation dates and times.
4. Create a **Kinderlime** account.
5. Attend a **parent orientation** (dates and times TBA).

Kinderlime is an online system that BASC uses to track student attendance, emergency information, authorized personnel for pick up, and student hours. Staff may add pictures of your student and enter notes for you to see during check out. You are also able to view hours of attendance, invoices, make payments and print accurate records directly from Kinderlime.

Please read on for more information about the BASC program. We look forward to welcoming you in person before long.

The Francophone BASC Team

BASC

Time/ Days	Monday	Tuesday	Wednesday	Thursday	Friday
1:00 - 3:15	X	X	Clubs	X	X
3:15 – 3:30	Circle Check-in Bag & Coat Check	Circle Check-in Bag & Coat Check	Circle Check-in Bag & Coat Check	Circle Check-in Bag & Coat Check	Circle Check-in Bag & Coat Check
3:35 – 4:35	Academic Support / Playworks	Academic Support / Playworks	Academic Support / Playworks	Academic Support / Playworks	Clubs
4:40 – 4:55	Snack / Housekeeping	Snack/ Housekeeping	Snack / Housekeeping	Snack / Housekeeping	Snack / Housekeeping
5:00 – 5:45	Enrichment	Enrichment	Enrichment	Enrichment	Fun Friday
5:50-6:00	Reflection / Pick- up	Reflection / Pick- up	Reflection / Pick- up	Reflection / Pick- up	Reflection / Pick- up

Phase I, Phase II, Spring Musical and Kids Theatre are the different Themes for our club schedule. All our clubs are listed below and the descriptions are on the next page. This is a tentative schedule and is subject to change.

Enrichment Classes	Monday	Tuesday	Wednesday	Thursday
Science	A	A	B	B
Art	B	B	A	A

A: Kindergarten- 2nd Grade B: 3rd-5th

Phase I: September 11- October 27, 2017

- Sports Club
- Entrepreneurs on the Rise
- Shake and Bake
- Board Game Masters

Kids Theatre: October 28- December 14, 2017

- Acting 101
- Multicultural Dancing
- Fencing

Spring Musical: January 2 – March 29, 2018

- Rockstar Guitar
- Sing-A-Long Songs
- Creative Music
- Dancing to the Beat

Enrichment Phase II: April 9- June 1, 2018

- Shake and Bake
- Fencing
- Gardening

Club Description

Some clubs require an additional activity fee.

Sports Club: In Sports Club, students will learn the fundamentals of basketball, soccer, hockey and softball. Students will also practice playing these different sports and learn some strategies and plays for each sport.

Entrepreneurs on the Rise: This club focuses on good strategies for creating a business plan and implementing it. It will also use math to help students understand the difference between profit, loss, and total revenue. Students will also have a chance to run their business as an experiment for a short amount of time.

Shake and Bake: In Shake and Bake, students will have the opportunity to cook, create a small cookbook, rate their food and learn different ways to prepare food.

Board Game Masters: This club will give students the opportunity to play different board games like Chess, Checkers, Connect 4, Dominoes, Monopoly, Life, and Operation. We will also work with students to help them understand the rules for different games and some strategies to help them conquer their opponent in battle.

Rockstar Guitar: This club will be hosted by Miko Tolliver who taught Guitar last year to a few of our students. She will expose our students to Guitar, Bass Guitar, Xylophone, and Drums. In this club, students will learn about chords, notes, rhythm, and how to combine them to make songs. If you would like to see a practice session, you may look her up on ParentSquare under BASC and type, "Rockstar Guitar."

Sing-A-Long Songs: In Sing-A-Long Songs, students will learn to sing with the beat of a song and can change the words and learn how to create their own lyrics for different beats.

Creative Music: In Creative Music, students will learn about sounds, which instruments they come from and why. Students will also create their very own instrument using recyclable material.

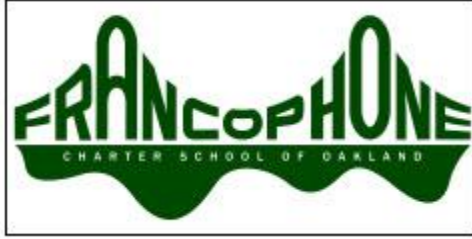
Dancing to the Beat: Students will learn about dancing to the upbeat and downbeat of songs. They will enjoy dancing as well as learning some new and old dance moves from the highlights of hip hop!!

Acting 101: Students will enjoy the drama of acting and using their creativity and all their energy to play multiple characters. We will engage students and teach them some of the fundamentals of acting!

Multicultural Dancing: In this club, students will experience different cultures and learn dance moves from all over the world.

Fencing: This club is hosted by Guillaume Bechaux. He taught Fencing at FCSO during the 2016-2017 school year, and we are excited to announce his return. Guillaume owns United Fencers of Oakland and offers classes at a discount here at Francophone. He teaches Fencing in French, so students are practice speaking and comprehension in French.

Gardening: In our Gardening Club, students will learn the fundamentals of gardening. They will have a chance to taste some of the things that they grow and will also learn how to prepare healthy snacks.



(BASC) Before & After Care Registration Form

Hours of Operation: The BASC program runs from 7:30 a.m.-8:00 a.m. daily, from 3:10-6:00 p.m. on Monday, Tuesday, Thursday, Friday, and from 1:10-6:00 p.m. on Wednesday. Any child on campus at 3:15 will automatically be signed into BASC.

Cost: If your child attends BASC for at least 3 days in one week or 24 hours a month you will be charged \$335.00. There will be a \$20 fee applied weekly if invoices are unpaid after 14 days of receipt. After 30 days of nonpayment you will receive a letter in the mail and via email stating that your child may not return to BASC until your bill is paid in full.

Before Care: If your child attends Before Care, the drop-in rate is \$12.50 an hour. The monthly charge is \$110. If your child attends Before Care more than 6 hours a month, you will be charged the monthly fee of \$110.

Registration: Families register for the BASC program by signing this form and setting up an account on Kinderlime for online payments. We strongly encourage all families to sign up for ParentSquare and join the BASC Aftercare group. All our information, pictures and events will be posted to ParentSquare. Kinderlime will be used for generating invoices, keeping track of attendance and discussing invoices.

Payment: Please pay online at Kinderlime.com or make checks and money orders payable to Francophone Charter School of Oakland. Please turn in all forms of payment to BASC Coordinator (Princess Rhoades). You may also pay in cash. When you turn in a payment to BASC Coordinator (Princess Rhoades) you will receive a receipt. Please keep a copy of this receipt for your records.

Drop In: Drop in hours for After Care will be charged at \$13.00 an hour (\$6.50 for FRL qualifying families upon office verification). You will receive an invoice via email after the close of each month. There will be a \$20 fee applied weekly if invoices are unpaid after 14 days of receipt. After 30 days of nonpayment, you will receive a letter in the mail and via email stating your child may not return to After Care until your bill is paid in full.

Drop off/ Pick Up: Morning drop off will be done through the main front door of school, and you must accompany your child to sign them in. After school pick up location will depend on the weather, the time you pick up your child, and your child's preference for indoor/outdoor activities. Children may only be signed out by the parent or an authorized adult as indicated in writing by a parent.

Late Pick Up: Please pick up your child promptly by 6:00 p.m. Should you realize that you will be late, please notify BASC staff immediately at (510) 877-0681. There will be a \$25.00 charge per quarter hour for each child picked up after 6:00 p.m.

(Parent/ Guardian Name)

(Parent/ Guardian Signature & Date)



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Install Parent App/ Registration

Parents: Using the Kinderlime Parent App

Use your registration code to download the Parent App and log into the Parent Portal

Kinderlime Parent App is the easiest way for parents to do the following:

- Know if their child has been **picked up** or **dropped off** (in real time)
- **Pay BASC fees** online using Kinderlime online billing
- **View photos or daily sheets** using the Daily sheets app

Parents: How to start with the Parent App

Step 1 (option 1): Accessing the app after using the parent portal

- a. Create your Parent Portal account at www.kinderlime.com using your school email, then choose "Create an Account Here" and then "Parent Registration."
- b. Download the Kinderlime Parent App on your Android or iOS device by searching for "Kinderlime Parent" in the App Store.
- c. Use the email and password created in **Step 1a** to log into the app

Step 1 (option 2): Accessing the app before using the online Parent Portal

If you haven't set up an account on the website yet or don't have an email listed with the school, you can still use the Parent App using the registration code sent to you by the school. You will enter this registration code when logging into the app.

Step 2:

After you login, you can:

- a. See your child's photos

- b. View your child's sign in-out status
- c. Add carers to your pick up list
- d. Message the school
- e. Check on Daily Sheets (these will update live, and you can watch your child's progress during the day)
- f. View your monthly statement and conveniently make payments online

Check my child's hours:

Step 1: Sign on to Kinderlime through the app or on your desktop.

Step 2: Click on child's name.

Step 3: Click on Sign-in and Sign-out .

Step 4: Change the date to the month you would like to review and click Go.

To add a Carer:

To add a Carer (authorized user), sign in and click "Carer Accounts." There will then be a screen that shows you all Carers, and you may click "Add Carer" in the top right half of the screen. You will add your Carer's first and last name as shown on their I.D., as well as their phone number and email address.

How to Pay my Bill:

Parents: Make Online Payments

You may always pay in person with check, cash or money order to Princess Rhoades. Please make checks payable to Francophone Charter School of Oakland.

You can also set up an account and pay online through Kinderlime. Set up for easy online payments in 4 simple steps:

Step 1: Sign Up on Parent App or website. FCSO will email you an invoice which has a link to sign up for a Kinderlime account on Kinderlime.com and/or the Kinderlime Parent App. If you don't have an account already, create an account online or in the parent app using the registration code and the same email address that you use for the school.

Step 2 (via Website): Add Bank or Credit Card Info. On your parent portal on the website, go to [Payments](#) and click on **View Family Billing Account**. Here you will enter your bank or credit card information. Note that your school may allow only one or the other.

Step 2 (via Parent App): Add Bank or Credit Card Info. On the **Parent App** click the "Make Payment" button on the Dashboard. Enter payment information.

Note that there may be fees associated with online transactions, which are detailed when you sign up for online payments.

Step 3 (Optional): Micro-verification. There may be a micro-verification step if you added a Bank Account which is not part of the 10 popular banks supported with our instant verification process. For micro-verification, you'll need to login to the Kinderlime website again after 2 days to verify your account by entering the credits that were made to your bank account by the school.

Step 4 (Option A): Parent triggers payment. If your school is not automatically debiting your account, you will receive an invoice and will log onto the parent portal on the website or the parent app to make the necessary payment.

Step 4 (Option B): School debits parent account. If your school is using automatic payments, there is nothing for you to do after you have completed your payment information. The school will now be able to debit your account based on your recurring billing schedule. Each time they debit your account, you will get a receipt from the school indicating how much was withdrawn and the transaction charges associated.

Sign-in and Sign-out Procedure

When your child arrives at school before 8:00 a.m., you must personally sign your child in by entering your PIN on the BASC tablet.

1. A small box will appear with your child's name in it, the button will say "Drop Off."
2. Double check the name to ensure you entered the correct PIN and acknowledge that the student in the box is the name of the student you are dropping off.
3. Click "Drop Off" on the screen and then hit Done. Your child will be signed out by BASC staff at 8:00 a.m. for school.
4. After school, your child will be checked in by BASC staff, and it will be your responsibility to check him/her out. *If you forget to check out, you will be automatically charged for the entire day.*

For safety reasons, please do not share your personal PIN with anyone to pick up your child. You can add authorized persons to your pick-up list from your Kinderlime profile. Each person on your pick-up list will have his/her own PIN. This will keep an accurate record of who picks up your child. Each person should have his/her I.D. when picking up a child. If you are unsure of your PIN when picking up a student, please see the BASC staff, and they will look it up for you. If a pick-up person has no I.D., and if staff cannot verify the pick-up person's identity, the person will not be able to pick up any students. This policy is for the safety of all children on campus.