

Dear Belmont Families,

Welcome to the Belmont After School Enrichment Collaborative, or BASEC. BASEC is a multi-site organization that provides enriching out-of-school time programming for students in Belmont. BASEC offers supervised, age appropriate activities intentionally designed to enhance students' social, emotional, cognitive, and physical development. Currently, Burbank and Chenery are sites in this collaborative. For more information about BASEC, please visit our website: [www.belmontbasec.org](http://www.belmontbasec.org).

Since 1997, Chenery Extended, or BASEC at Chenery, has grown rapidly and has provided after school activities for more than 220 students this past school year. Our program is a safe community for middle school students that fosters socialization, physical activity, and exciting extra-curricular programs. As families are increasingly concerned about their middle school students' activities during the hours of 2:15-6:00, we expect our enrollment numbers to continue at this level.

We are beginning our registration for the 2011-2012 school year. On the following pages, you'll find a brief program description, tuition outline, and registration form. Please note that we have a new enrollment policy; it is outlined on the following page.

The policies of the program are developed by a volunteer board of directors and the staff, and follow the regulations from the Department of Early Education and Care. **Family involvement is crucial to the success of our program; our program cannot operate without strong parent participation.** We are actively seeking board members. You may participate as a member of the Board of Directors, a site council member, or as an occasional volunteer for special projects, or as a consultant for projects directly related to your skills (fundraising, finance, curriculum planning, etc.).

Please call me at (617) 484-8030 or stop by cafeteria for more information about the program.

Sincerely,

Kendra Blitz  
Director, Chenery Extended

\*\*\*

*Fostering the development of creative, resilient, resourceful and responsible young citizens in Belmont.  
Cultivating a community in which young people engage in enriching opportunities to nurture their physical, cognitive, social and emotional development.*

\*\*\*

## BASEC at Chenery Program Outline

BASEC at Chenery, known as ChenEx, is a non-profit organization that provides a safe, healthy, and fun environment with age appropriate activities for children in grades 5-8. ChenEx is governed by the BASEC Board of Directors, Site Council and operates with paid, professional staff.

The Department of Early Education and Care (DEEC) licenses ChenEx. The program meets or exceeds DEEC requirements regarding staff qualifications, staff-to-student ratios, and health/safety issues concerning both staff and students. All enrolled families fill out DEEC required emergency medical and information forms and receive a handbook outlining the policies of the program.

ChenEx operates out of the Chenery cafeteria. The program has access to many of the school's facilities including the library, art room, and gym. ChenEx coordinates its use of the school with the administration and other groups using the Chenery Middle School.

Homework is an extremely important part of middle school life. ChenEx has dedicated time for homework; the staff strongly suggests that your student fill out a homework contract to assist in developing good study habits. This contract will be included in your confirmation packet.

<b><i>ChenEx Schedule</i></b>	
<b>2:15-2:30</b>	Cafeteria, Check in
<b>2:30-2:40</b>	Group meeting and snack/snack clean-up
<b>2:45-5:45</b> <i>The following activities take place in the cafeteria area, art room, gym, and library.</i>	<ul style="list-style-type: none"> <li>• Library homework time, 5<sup>th</sup> grade mandatory, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grade optional (staff supervised)</li> <li>• Open homework time, 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> grades (in cafeteria)</li> <li>• Indoor/outdoor activities</li> <li>• Workshops: ChenEx Staff and Specialist directed classes and workshops begin either 3:00 or 3:30 and run until 4:30.</li> <li>• Gym, outdoors, continuation of projects or homework</li> <li>• Chenery classes: PTO &amp; Chenery staff activities; students check in to ChenEx and return to Chen-Ex after classes.</li> </ul>
<b>5:45-6:00</b>	Clean-up **
<b><i>Regular daily program hours</i></b>	<b>2:15-6:00 PM</b>
<b><i>Early release days hours</i></b>	<b>11:00 AM-6:00 PM</b> There are seven early release days at the Chenery.

**Families may drop off or pick up their child at any time during the program hours.**

**\*\*Students may sign themselves out of the program with written authorization from their families. An authorization form is included with the confirmation of enrollment package**

<b>Enrollment Type</b>	<b>Eligibility</b>	<b>Enrollment Start Date</b>	<b>Enrollment End Date</b>	<b>Enrollment Comment</b>
<b>Early Priority Enrollment</b>	Current CHX students and siblings	May 1 <sup>st</sup>	May 15 <sup>th</sup>	Five-day enrollees will be given priority enrollment for this enrollment category  Four-, three-, and two-day enrollments will be filled based on space and slot availability.
<b>Early Open Enrollment</b>	All students	May 16 <sup>th</sup>	June 15 <sup>th</sup>	Five-day enrollees will be given priority enrollment for this enrollment category  Four-, three-, and two-day enrollments will be filled based on space and slot availability.
<b>Open Enrollment I</b>	All students	June 16 <sup>th</sup>	July 15 <sup>th</sup>	Five-day enrollees will be given priority enrollment for this enrollment category  Four-, three-, and two-day enrollments will be filled based on space and slot availability.
<b>Open Enrollment II</b>	All students	July 16 <sup>th</sup>	August 15 <sup>th</sup>	Five-day enrollees will be given priority enrollment for this enrollment category  Four-, three-, and two-day enrollments will be filled based on space and slot availability.
<b>Late / Rolling Enrollment</b>	All students	After August 16 <sup>th</sup>		Five-day enrollees will be given priority enrollment for this enrollment category  Four-, three-, and two-day enrollments will be filled based on space and slot availability.

If you'd like to change your child's days enrolled through August 15<sup>th</sup>, your current schedule will be removed from our enrollment and your application will be re-enrolled at the next open enrollment date. This policy applies to changing or eliminating scheduled days. If, however, you are seeking days in addition to your current schedule, these can be added (if they are available) at any time prior to August 15<sup>th</sup>.

Once enrolled, your child's schedule is set until the January change date. In January, you may adjust the schedule without consequence. *If you choose to change your schedule at any other time, your tuition deposit will be forfeited.*

Please make the following payments upon registration:

- Non-refundable registration fee.
- Tuition deposit.

(Please see Application for fees)

**Deposits are non-refundable after July 15th** and are deducted from the May tuition payment at the end of the school year. Tuition payments are billed in five installments and are due in September, November, January, March, and May. Alternate payment plans may be arranged with the director.

*The following is the current tuition rate for 2010-11.* Tuition is determined by the projected expenses for the year and the number of families enrolled in the program. In previous years ChenEx has experienced an average increase of 1-4%. The new tuition rates are confirmed by July 1<sup>st</sup>.

Number of days per week (year)	Yearly tuition	Tuition Payment Schedule- every two months
5	\$ 3,570.00	\$ 714.00
4 w/early release days	\$ 2,980.00	\$ 596.00
4	\$ 2,820.00	\$ 564.00
3 w/early release days	\$ 2,400.00	\$ 480.00
3	\$ 2,235.00	\$ 447.00
2 * w/early release days	\$ 1,840.00	\$ 368.00
2	\$ 1,655.00	\$ 331.00

\*Early release days are the equivalent of two ChenEx days.

- Part-time enrollees may buy extra days (\$35.00 per day) as available.

**Note: Currently, early release days are not available on an extra day basis.**

- Families pre-pay tuition and refunds are not given for unused days.

**Please Note: Families contract with ChenEx for the number of days indicated on the registration form through January 1<sup>st</sup>. On that date, families may adjust the number of days that they use in the program for the remainder of the school year. If families opt to withdraw from the program at that time, their deposit will be forfeited. Registration for the program is also reopened on that date.**