



## Afterschool Scheduling Days & Changing Plans Policies

At registration, you will indicate which days your child will be coming based on the days/week package.

In **July/ August** you will receive the Afterschool Change Survey. At this time, you have the option to change your child's package (days/ week and days attending).

- Starting ***August 12<sup>th</sup>***, any changes to your child's package (reducing or increasing the number of days attending) will result in a **\$25 administrative fee**.
  - If you need to make a change such as reducing to a lesser days/week package at any point during the school year, you are required to submit written notice at least 5 business days prior to the 1<sup>st</sup> of the next month. Any Afterschool change will result in a \$25 administrative fee.
  - If the reduction in package is not submitted 5 business days prior to **the 1<sup>st</sup> of the month or after the monthly draft occurs on the 1<sup>st</sup>, the \$25 administrative fee will be charged and only 50% of the difference will be refunded.**
- If you need to increase your days/week package, you are required to submit written notice at least 5 business days prior to the 1<sup>st</sup> of the next month. Any Afterschool change will result in a \$25 administrative fee.
- Switching days will not result in any fee. IE, your child is registered to attend Monday, Wednesday and Friday (3 days), and you'd like them to attend Tuesday, Thursday & Friday (3 days).
- A hold may be placed on your Afterschool Enrollment for one month. Written notice must be submitted **at least 5 business days prior to the 1<sup>st</sup> of the next month**. Any Afterschool change will result in a \$25 administrative fee.

- Cancellation of the program must be submitted in writing at least 14 days before and with the withdrawal date (last day attending). No monies will be refunded if withdrawing from program prior to the end of the month.