

Dear Extended Day Parents,

**Please make yourself familiar with this policy so we may avoid any misunderstandings later in the year.**

As we begin the enrollment process for the next school year, we feel it is important to highlight our enrollment policy enacted by our Parent Board. It is important we establish a stable enrollment policy which will allow us to continue to provide the quality staffing, low student/teacher ratio, and quality programming that we are so well known for.

1. First, if a family decides to REDUCE the number of days for which they have registered after June 30th, 2018, they will automatically forfeit their \$150 deposit for the year.
2. The policy also states that you are obligated to pay the ANNUAL TUITION RATE for which you have made a commitment. To better respond to members needs we will divide that annual commitment into two semesters: June 20th to January 1st, and January 31st to May 20th. January is the month we allow reduction of days to be made without financial penalty. Thus, if you reduce the number of days after June 30, 2018, you will be obligated to pay the higher rate for the first semester. If you reduce your number of days after January 31, 2019, you will still be obligated to pay the higher rate for the second semester.
3. The first tuition payment is due August 1, 2018. This is the payment for the month of June 2019 (last payment for 2018-2019 school year). Subsequent payments are due on the first of each month through May 31st. If a child is WITHDRAWN before August 15, 2018, the June payment, but not the deposit, is refunded to the parent. If the child is withdrawn after August 15, 2018, the tuition payment and deposit is forfeited to the program.
4. Any changes made to the enrollment of a child will be processed in the order they are received by our book keeper. Formal notification must be made to the book keeper and the Director IN WRITING.
5. Please be aware our tuition rate is set for the 180 school days (or parts of) your child attends-the full payment amount is divided into ten equal payments. Holidays, vacations and early dismissal days have already been factored into the initial tuition total. Also, please note, you are still obligated to pay the full tuition commitment if your child is absent from school or you choose to vacation at different times than the school schedule.

We hope that our enrollment plan will enable you to plan your child's schedule in a way that makes sense for your family. Please be aware that you may still add days to your schedule and may still be able to switch your contracted days around with consent of the Director.