

## Harrisburg Academy Extended Day Program Registration and Fee Policies for 2011-12

In order to ensure well-qualified and adequate personnel coverage, to have important emergency information on hand, and to obtain sufficient food and program supplies for each day's Extended Day Program (EDP), the following guidelines are used to implement our services. Please read these carefully before registering for EDP.

**Registration Form** – A form with registration options, student data, health, and emergency information must be on file prior to attending our program. A \$10 fee per family is required to register in the program. There are two types of registration: **“Prepaid”** and **“As Needed.”**

### Types of Registration –

- A. “Prepaid” Registration:** This classification means that a student is registered to regularly attend EDP (more than three times per week) beginning after classes end and choosing to stay until 4:00, 5:00 or 6:00 PM. ***This is a “package” payment at a reduced rate (\$5.50 per hour), which is added to the tuition bill.*** This option Includes daily attendance only (does not include Special Days). The daily program is in session on regular school days only.

<b>Pickup Time</b>	<b>Daily Attendance</b>	<b>Yearly Savings over “As Needed”</b>
4:00	\$940.50	<b>Save \$564.30</b>
5:00	\$1881.00	<b>Save \$1128.60</b>
6:00	\$2821.50	<b>Save \$1692.90</b>

- B. “As Needed” Registration:** This classification means that a student may come for any amount of time any regular school day as needs arise. This anticipates an irregular pattern of usage or usage less than three times a week. A standard fee of \$8.80 per hour for any part of the hour used or a daily rate of \$26.40 will be charged. **As you can see from the table above, choosing the “Prepaid” option provides substantial savings to you.** This is billed separately from tuition and is to be paid each month.

**Special Days are all on an “As Needed” basis** and may be added to either the “Prepaid” or the “As Needed” Registration. For each Special Day, rates are: \$35.00 per half day; \$62.00 per full day. If there is a second sibling attending on a special day the rates are: \$66.50 for half day; \$117.80 for full day and for a third sibling, the rates are \$99.75 for half day and \$176.70 for full day. No charges by the hour are available for Special Days. This is billed separately from tuition and is to be paid each month. **Parents are expected to sign up a week in advance for Special Days.** To ensure a quality program, there needs to be a minimum number of students signed up (currently 10 students) in order for the program to be offered. ***There are about 24 special days (school holidays, faculty in-service, etc.) when EDP could be in session. The hours are 7:30 a.m. – 6:00 p.m.***

**Mini Sessions** may be offered periodically at an additional cost. Mini Sessions are excellent opportunities for children to build their socialization skills and self-esteem as well as enhance skills in specific areas of interest while maximizing their enjoyment in the after school program. These sessions will run concurrently with EDP hours. Specific details and cost will be available prior to any Mini Session offering.

**Change in Registration Classification** – A change in classification may be made at any time and will take effect beginning the following school week after written notification has been given to the EDP coordinator.

**Parent/Teacher Conference Drop Offs** – EDP is available free of charge without registration for the duration of the parent-teacher conference. Should parents need or desire EDP for more than the duration of their conference(s), cost will be applied according to Special Days rates.

**Overtime Charges** – In the event that a child is picked up after 6:00 PM a late fee of \$5 per 15 minutes or any part thereof will be charged to the parent. This fee should be paid directly to the EDP staff person upon pick-up.

**Termination** – A written notice to the EDP coordinator is required if a parent wishes to withdraw a child from EDP. Charges will be terminated at the end of the week EDP is notified.

**Payment of Bills** – Bills must be paid within 30 days of issuance for services to be continued for a registered student.