Extended Day *Policies & Procedures*

BILLING

Extended Day tuition will be billed to your student's Fast Automatic Cash Transfer System (FACTS) account monthly. Charges will be posted to FACTS at the end of each month beginning in October and ending in May. The tuition amount will be due in full the 25th of the following month that tuition was billed. *The 25th falls on a weekend or banking holiday. The scheduled due date has been pushed to the next available business day.*

Late Pick-Up Fee: Families will be charged a $2.00 per minute late fee if arrived after their designated pick-up time. Late fees will appear on the student's Extended Day FACTS account.

ARRIVAL & DEPARTURE

It is our responsibility to know where all the Extended Day children are after school. If a child does not check into Extended Day after school, we check the school office, special activity forms, and then call the parents. If your child is scheduled to attend Extended Day and will not be there for any reason, please call the Extended Day office and leave a message before 3:00 pm.

Parents will park and come to the breezeway for pickup. A signout table will be available with a walkie talkie to call for your child. All students must be signed out.

SCHEDULE CHANGES

After online registration closes, changes in your child's schedule will be accepted between the 1st and 10th of each month. You will be allowed to change a student's schedule one time in a school year without a penalty being assessed a charge. After the first change, Extended Day will charge you a $15 schedule change fee that will be billed to your account.

DROP POLICY

After online registration closes, if a parent wishes to drop a student from the program for any reason a "Drop Policy" form must be filled out and submitted to the Extended Day office no later than the 10th of the month prior to dropping. A $100 drop fee will automatically be applied and billed on the next statement. Any drops received after the 10th will result in the next month's fee being assessed. Re-enrollment will depend on availability. A reinstatement fee of $100 will need to accompany the form for re-enrollment. To request a Drop form, please contact the Extended Day Office.

DROP-IN CARE

Due to the limited number of registrations, we will **not** be offering drop-in care.

ILLNESSES

If your child becomes sick at Extended Day, an Extended Day teacher will call the parents and request that your child be picked up immediately. Children must be free of fever for 24 hours before returning to the Extended Day Program. It is expected that children who are well enough to attend school are well enough to go outside at Extended Day.

MEDICATION

All medications must go through the school nurse. Extended Day follows Greenhill School medication guidelines.

FOOD

Snacks of fresh fruit, popcorn, crackers, cookies, and chips will be served. Snacks provided by SAGE Dining Services.

HOLIDAY CARE

Holiday Care allows parents to enroll their children in a full or half day Extended Day program within familiar surroundings of school. Although snacks will be served during the day, children must bring their own lunches and water bottle. Holiday Care is only offered to Greenhill students that are currently enrolled in the Extended Day program. Parents must walk in and sign in their student.

Holiday Care registration is performed in CampBrain and billed through FACTS. Registration closes one week before the Holiday Care date. Once registration closes, we may be unable to accept registrations. Cancellations must be received at least 24 hours in advance otherwise a charge will appear in your FACTS account.

EXTEND & EXPLORE CANCELLATION/WITHDRAWAL

The School reserves the right to cancel any program for which there is insufficient enrollment. If Greenhill cancels a program, the complete enrollment fee will be refunded. No refund will be made if any student who withdraws from the Extend & Explore class after the class has begun. All requests are to be emailed to DeBorah Henry and Isela Cabral one (1) week before the class start date to receive a refund.

Greenhill
SCHOOL