

HIGHLAND PARK AFTER-SCHOOL PROGRAM POLICIES

Highland Park After-School Program is designed for students in pre-K through sixth grade. The following are the policies of Highland Park After-School program. Please help us make your child's stay with us pleasant and rewarding by adhering to these policies:

- The Highland Park After-School Program will begin August 20, 2007 and end the last week of school according to the traditional calendar for Florence School District One.
- Registration fee is \$45.00 (\$40 for HPUMC Members). The tuition is \$55 per week for the first child and \$50 for each additional child regardless of the number of days attended. ALL TUITION SHALL BE PAID IN ADVANCE ON FRIDAY FOR THE FOLLOWING WEEK. If tuition is not paid, your child may not come that week. No additional fees will be charged for "long days". If you wish to pay by the month, it needs to be set up in advance.
- The program runs Monday-Friday, 2:30 p.m.-6:00 p.m., any shortened days from school dismissal to 6:00PM, and on teacher workdays 7:30 a.m.-6:00 p.m.
- The program begins at 2:30 p.m. and ends each day at 6:00 p.m.. Parents will be charged \$5.00 for each additional five minutes after the 6:00 p.m. closing. (THIS POLICY WILL BE STRICTLY ENFORCED).
- If school is closed all day because of SNOW, HEAT, etc., Highland Park After-School will be closed. We believe that if the weather is too rough for school, it is too rough for Highland Park After-School. If school is open and then closes early or if it is declared a teacher workday or an optional teacher workday, we will be open. Check the local radio stations and TV stations for any school closings. The program is closed on student-teacher vacation days and holidays (Labor Day, Thanksgiving, Christmas, Easter, etc.).
- If someone other than parents or a guardian is picking up your child, please inform the director before school begins or on the first day of school. WRITTEN PERMISSION must be delivered to the director or a teacher twenty four hours in advance before a child is allowed to leave with anyone other than the person responsible for picking up the student. In case of an emergency, contact the director.
- Unregistered brothers, sisters, visiting relatives, or friends may not accompany the student to Highland Park After-School.