



Extended Care Guidelines

Kindergarten – 5th Grade

Welcome to the Harvest Preparatory School Extended Care Program!

REGISTRATION: In order for students to participate in the Extended Care Program, they must be registered and have an acceptance letter on file with the Enrollment Services Center. The registration form deadline is August 1 of each school year and will be processed in the order they are received. The registration form is available on our website at www.harvestprep.org under the Admissions tab. Completed registration forms should be submitted to enrollment@harvestprep.org. The \$25 registration fee (per student) will be charged with the first weekly billing. (**Note:** *Just because a registration form is submitted doesn't guarantee a spot in the program. An acceptance letter guarantees acceptance into the program.*)

HOURS OF OPERATION: The program begins at 3:00pm on regularly scheduled school days and ends at 6:00pm. Students will be transported directly to their assigned location at the end of the school day. Students must be picked up by 6:00pm or a fee will be incurred. Students not picked up by 6:02pm will incur a \$20 late fee and \$20 per quarter hour thereafter. **NO EXCEPTIONS** will be made to this policy (ie. parent held up at work, traffic delays, weather, personal transportation issues, etc.) Students not picked up by 6:30pm will result in a phone call being placed to the Franklin County Children's Services.

PROGRAMMING: Students participating in the Extended Care Program will engage in various scheduled activities, to include, but not limited to: snack time, study time, computer lab, arts/crafts, educational games and outside recreational activities (weather permitting).

BILLING: As part of the registration process, a credit card is required to be on file with our Enrollment Services Center for weekly billing. Attendance each week will be submitted on Friday to the Enrollment Services Center and billing for the previous week will be processed on the next Monday. Accounts can be paid in advance, but if an account becomes delinquent for any reason, the student forfeits the opportunity to participate in the program until the account balance is at \$0. No cash, check, or money order payments will be received. The Extended Care Program will not bill using the Tuition Management System.

RATES: For 3 or more scheduled days per week, the weekly fee is \$100 per student. For Drop-In Only, up to 2 times per week, the fee is \$25 per day. **No refunds or credits will be provided, for any reason.**

POLICIES & PROCEDURES: The Extended Care Program is an extension of Harvest Preparatory School, therefore, all policies and procedures extend into the Extended Care Program, to include disciplinary measures.

MEDICATIONS: If your child has a medical situation that requires a prescription, please indicate it on the registration form. The school nurse will communicate with the Extended Care Program Director in regards to any specific issues or health concerns. Students should never carry their own medication.

STAFF: All employees of the Extended Care Program staff have a successful background check on file and have sufficient experience working with school-age students in various capacities.

PICK-UP LOCATION: All students should be picked up at the HPS Security Entrance (Shannon Rd).

EXTENDED CARE PROGRAM REGISTRATION FORM

Parent/Guardian Name: _____

Parent/Guardian Email: _____ Cell Phone: _____

Student Name: _____ Grade Level: _____

Student Name: _____ Grade Level: _____

Student Name: _____ Grade Level: _____

Select one of the following options by placing an X in the applicable box:

X

<input checked="" type="checkbox"/>	3 Days or more per week (\$100 weekly)
<input type="checkbox"/>	Drop-In (\$25 per occurrence; up to 2 drop-in days per week)

YES

NO

<input type="checkbox"/>	<input type="checkbox"/>	My child has a health or medical situation.
--------------------------	--------------------------	---

PAYMENT INFORMATION

The Enrollment Services Center processes payments for the preceding week on Monday. (ie. If your child attended for one Drop-In on a Wednesday, the following Monday, your credit card will be billed for \$25.00).

To ensure confidentiality and the safety of your credit card information, please contact the Enrollment Services Center for assistance in providing this information. 614-382-1111 x.516

PARENT/GUARDIAN AGREEMENT

I have thoroughly read, understand, and agree to all terms and conditions of the Harvest Preparatory School Extended Care Program, to include all polices in the HPS Student Handbook.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____