



2019–20 Extended Day
Policies & Procedures



Extended Day

POLICIES & PROCEDURES

Overview

Extended Day at Lab provides opportunities for your child to connect with friends, discover and develop interests, and relax before and after school. Extended Day is designed to provide students with constructive, intentional, and meaningful opportunities to engage socially with one another, creatively with materials and concepts, and civically in the life of the Schools and community. Extended Day brings all of this to life within the familiar and enriching school environment you have chosen for your child.

This document will orient families to important policies and procedures regarding use of our Daily Programs and Special Classes, including registration, attendance, pick-up, and billing. For detailed information about our philosophy and program structure and content, please see either our ESH Programs Handbook or our HC Programs Handbook.

Registration Procedures

Registration options

Extended Day provides a number of registration options to meet predictable, year-long schedules as well as unpredictable emergency events and everything in between. To support the delivery of a safe, engaging, and fun program, we ask that families choose their registration options carefully. A description of the various types of registration options and procedures are listed below.

Annual Registration—Daily Programs Only

Annual registration is available for a set of 5-Day Daily Programs during the open registration period beginning in the summer. Annual registration provides families with September free compared to registering for September, Fall, Winter, and Spring Terms separately. Annual registrations are non-refundable and non-transferable. The annual registration option provides families with predictable schedules and the ease of knowing registration is taken care of for the duration of the year.

September Term Registration—Daily Programs Only

Given the special schedule for many families during the first month of school, Extended Day has a separate registration term for the month of September. Open registration for September Term takes place in August. Families who do not register during this time may continue to access the program using the Drop-in option during the month of September. Details and procedures regarding our Drop-In registration are listed below.

Fall, Winter, or Spring Term Daily Program/Special Class Registration

In the months preceding the start of each quarter, Extended Day opens registration for Daily Programs (Early Day, Bridge, Late Day, ExploreLab and MS Post) and Special Classes during an open registration



period. Late registrations are subject to a \$50 late fee. Note that Special Classes often fill up very quickly, and although we keep a waitlist, most spots are gone within the first few days of open registration period. Information about the calendar of Special Classes for any particular quarter can be found in the [Parent Portal of the Schools' website](#). Please pay close attention to guidelines regarding open registration periods included in the table below.

Session and Open Registration Dates

Session	Open Registration	Term Dates	Withdrawal Deadline for Special Classes
Annual	August 8 - September 30	September 3 - June 13	
September Term	August 8 - August 27	September 3 - September 27	
Fall Term	August 8 - September 13	September 30 - December 18	
Winter Term	November 11 - November 22	January 6 - March 18	Saturday, January 11
Spring Term	February 18 - 28	March 30 - June 11	Saturday, April 5

Fall, Winter, or Spring Term Daily Program/Special Class Changes & Withdrawals

We strive to provide a flexible yet predictable schedule of activities and programs. Extended Day offers a one-week grace period for changes and withdrawals to Fall, Winter, or Spring Term Daily Program registrations. Changes to Special Class registrations need to be received by the end of the first Saturday of the term (see chart above for specific dates). Thereafter, additions are subject to the late registration fee and availability. Withdrawals are non-transferable and non-refundable.

Special Class Guidelines

Students in nursery 4 are limited to THREE Special Classes per term (not including Heritage Language Groups). Students in kindergarten through 2nd grade are limited to FOUR Special Classes per term (not including Heritage Language Groups). Beginning in 3rd grades, there is no limit in Special Class enrollments.

Drop-in Registration and Emergency Care

We understand that daily plans often change so we offer Drop-in use of all of our Daily Programs. Drop-in registration requests must be received no later than one hour prior to the published dismissal time. To make a Drop-in request, please use the Drop-In request form in [Parent Portal of the Schools' website](#).



The safety and comfort of our students is our number one priority. Drop-in requests which come in later than one hour prior to dismissal require additional administrative time and attention. Thus, these registrations will be considered Emergency Care, and be charged at the Drop-in rate plus a \$10 administrative fee.

Drop-In Cancellations

To cancel a Drop-in request, please email us. To receive a refund, Drop-in cancellations must be made no less than one hour prior to dismissal. Cancellations made after this time are non-refundable.

Daily Program Attendance

Timely notice regarding changes in attendance is essential to the safety and comfort of students participating in Extended Day. When your child is present for the regular school day but not coming to his or her registered Extended Day activities, his or her absence must be reported via the Extended Day Absence Report accessible on Parent Portal of the Schools' website no less than one hour prior to the published dismissal time for his or her grade level. Please see the table below for details. Also note that repeated unreported absences may result in the assessment of a fee, and suspension from the program.

Extending Time

Because unexpected situations arise, we are happy to accommodate extending a student's time in Extended Day so long as we receive adequate notice before the scheduled pick-up (i.e. 4:30 or 5:30 p.m.) Adequate notice is critically important for the program but even more so for the children themselves. Children benefit from knowing what to expect and avoiding the disappointment of preparing themselves to see you and head home only to learn they are staying later. Please see the table below for details on extending your child's time.

Pick-up Information

Please note that our pick-up procedures vary based on grade level and location. Please refer to the ESH Programs Handbook and HC Programs Handbook for detailed information.

We, as well as your child(ren), expect that they will be picked up at the time for which they are registered. Please refer to the table below for details. Also note that repeated difficulty with on-time pick-up may lead to program suspension without refund.

Billing

For payment of Extended Day tuition, and in the event that families incur fees in their use of our programs, we expect that payments will be made with FACTS Management, LLC, the Schools' third-party invoicing supplier. Payments are due within 30 days of the invoice.



Table of Procedures & Fees

	Procedures to Follow	Fees & Penalties
September Term Registration	Monthly Rates	Must register as Drop-In (see below)
Fall, Winter, Spring Term Daily Program & Special Class Registration	Registration for Fall, Winter, or Spring Term participation in the program must be made during the open registration period prior to the start of each quarter.	Fall, Winter, or Spring Term registrations made outside of the Open registration period will be charged a \$50 Late Registration Fee. Proration is not available.
Changes & Withdrawals	There is a one week grace period for changes and withdrawals.	Registration is non-refundable and non-transferable thereafter.
Drop-in Registration	Drop-in registrations must be made no later than one-hour prior to the published school day dismissal time.	Registrations made after this time will be considered 'Emergency Registrations' and billed at the Drop-in rate plus a \$10 administrative fee.
Drop-in Cancellations	To receive a refund, Drop-in cancellations must be made prior to one hour of the published dismissal.	Cancellations made after this time are non-refundable.
Attendance	If your child is present at school but will not be attending their scheduled Extended Day program please notify the office.	We will assess a \$10 no notice fee if we do not receive adequate notice. Persistent challenges with this may result in suspension of program use.
Extending Time	Families who extended their child's registered pick-up time in advance will be charged a \$15/hour extension rate.	Families who do not notify us about a change in pick-up time will be subject to a Late Pick-Up fee, see below for details.
Late Pick-Up 3:10 - 4:30 p.m.	We expect that students will be picked up within 5 minutes of their scheduled dismissal time.	Students who are not picked up at their scheduled pick-up time (other than 5:30 p.m.) will be brought back to their Extended Day program and charged a \$25 administrative pick-up fee.
Late Pick-Up 5:30 p.m.	We expect that students will be picked up within 5 minutes of their scheduled dismissal time.	Families of students who are not picked up by 5:35 p.m. will be assessed a Late Pick-Up fee. Egregious violations may lead to program suspension without refund.