



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 is available beginning August 1 of each school year and forms 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 5:00pm. Students will be transported directly to their assigned location at the end of the school day. Students must be picked up by 5:00pm or a fee will be incurred. Students not picked up by 5:05pm 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 5:30pm 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: All billing will be facilitated through the FACTS Family Portal. Attendance each week will be submitted on Friday to the Enrollment Services Center and billing for the that 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 accepted.

RATES: The daily rate for participation is \$25.00. **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), unless otherwise announced by the Extended Care Program Director or Head of Lower School.

EXTENDED CARE PROGRAM REGISTRATION FORM

SCHOOL YEAR: 2024 – 2025

Parent/Guardian Name: _____

Student Name: _____ Grade Level: _____
(Print)

Student Name: _____ Grade Level: _____
(Print)

Student Name: _____ Grade Level: _____
(Print)

YES

NO

		My child has a health or medical situation.
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Details: _____

PAYMENT INFORMATION

All billing will be facilitated through the FACTS Family Portal. Attendance each week will be submitted on Friday to the Enrollment Services Center and billing for the that 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 accepted.

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: _____