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## **After School Enrichment Course Terms and Conditions**

- Courses are subject to cancellation if enrollment is insufficient to support the course. Please be mindful of this as you determine and finalize your child's after school plans.
- If you sign up for a class that has already started, we are unable to prorate the cost for any missed classes. The only exception is for students who are on waitlists for classes and get off the waitlist after the class starts. We encourage all parents to register their child for After School courses on the first day that registration opens.
- Families have until the start of the second class session to withdraw and receive a refund for a specific class. If you withdraw from a class on or before the second class session, you will receive a full refund for unattended future classes. You will still be charged for the classes that were already attended. Any cancellation that happens after the second class session will not be eligible for a refund.
- If a student misses a class, we will not be able to issue a refund.
- If a class session is canceled, the school will try to reschedule the missed session or issue refunds.
- Students enrolled in a class will attend the Encore program, at no extra charge, until their class begins.
- Students who are not picked up after the course ends will be brought to the Encore program where they can stay until 5pm at no additional cost. If a student taking a class needs to stay after 5pm, families will be charged accordingly for the extra hour. If you prepaid for a package, we will deduct the number of hours from your account; if you did not prepay for a package, you will be billed at a rate of \$15/hour. Students who are picked up after 6pm will be subject to our regular late fee policy.

## **After School Explorers/Encore Terms and Conditions**

- Prepaid packages are only valid for the term specified and will be charged at the beginning of each term.
- Unused package hours cannot be rolled over to the next term and will not be refunded.
- If you go over the amount of hours you prepaid, you will be charged at the same hourly rate for each additional hour. You will be charged for these extra hours at the end of each term.
- We will keep track of hours used and families can inquire about their hours at any time. Hours will be tracked in half-hour increments.
  - 3:00 pm - 3:30 pm
  - 3:31 pm - 4:00 pm
  - 4:01 pm - 4:30 pm
  - 4:31 pm - 5:00 pm
  - 5:01 pm - 5:30 pm
  - 5:31 pm - 6:00 pm
- If you choose not to purchase a package, your child can still attend Explorers/Encore at a drop-in rate of \$15/hour.

# WARDLAW + HARTRIDGE

Pioneering. Thinkers.

- If you do not provide a consistent schedule for your child to attend Encore/Explorers, you will need to email Chris Flores, Director of Auxiliary Programs, at [cflores@WHschool.org](mailto:cflores@WHschool.org) before 1:30 pm each day you would like your child to attend.
- Explorers/Encore finishes at 6 pm. All parents and caregivers are asked to pick up their children at or before 6:00 pm, when the program ends. Late pickup will be billed at the end of each month according to the following fee structure:
  - 6:00-6:15pm \$10 (for the first 15 minutes)
  - An additional \$15 for the next 15 minutes (6:15-6:30 pm)
  - An additional \$20 for each 15 minutes (after 6:30 pm)
  - **PLEASE NOTE:** Fees for late pick-up are not a part of the package fees and are charged separately. You can not use prepaid package hours to offset late pickup fees.

**Please be advised that there are no exceptions to this refund policy. Please familiarize yourself with our policies before registering your student for any program.**