

Harrington School Extended Day Program
Fall Enrollment 2009-2010
www.harringtonextendedday.org

Dear Parents,

It is now time to enroll your child in Extended Day for the 2009-10 school year! Attached, please find the following:

First, a copy of the 2008-2009 tuition rates. These are our current tuition rates. Rates for 09-10 will be set in early June. Tuition rates are billed monthly and are the same for all 10 months of the school year.

Second, the application form. This needs to be filled out **completely** and returned along with the enrollment fee. The fee is \$35.00 for one child or \$50.00 for two or more children. The fee is non-refundable and checks should be made payable to Harrington Extended Day. Please note that applications will not be accepted if you have an outstanding account balance.

It is important to note that there is a three block minimum requirement if any of the days you are requesting is Thursday. Otherwise, the two block minimum is still in place.

Although there is no enrollment deadline, requests will be honored on a first come first served basis.

You will receive written notification in early August of your child's acceptance or placement on a waiting list for the 2009-10 school year. At that time you will also receive the other forms required by the Department of Early Education and Care. These must be completed and returned before the first day of school. There is a \$25.00 Form Processing Fee for forms submitted after August 24th and your child CANNOT attend until we receive your forms.

Schedule changes will be accommodated to the best of our ability. Schedule increases will be accepted with advance notice and as long as space is available. **Schedule decreases and withdrawals may be made only with 30 days written advance notice. Otherwise you will be required to pay the full amount for your current schedule.**

If you have any questions, feel free to call me at 781- 860-5821. The staff and I are looking forward to another fun year at Extended Day!

Sincerely,

Rose Culkins, Director

Harrington School Extended Day Program Overview

Hours of operation: 3:15- 6:00 M, T, W, F and 12:15- 3:30 or 6:00 on Thursday. The program is closed during school holidays and school vacation weeks. We are also closed on snow days.

Tuition Rates: See the attached copy of our current tuition rates. Please note that there is a three block minimum requirement if you need any part of Thursday. Otherwise there is a two block minimum. A block consists of a one day period from 12:15-3:30 or 3:15-6:00. Tuition rates are the same for all 10 months.

Scholarship: A scholarship program is available for working parents. Participation is based on demonstrated financial need and is subject to confidential board approval.

Staff: Harrington Extended Day boasts the fact that we provide a highly professional and specialized staff. Currently our staff consists of a full time Director/Kindergarten Coordinator and Assistant Director/Dance Coordinator and Drama/Site Coordinator. We also employ staff with experience in art, sports, early childhood and special education. Our teacher/child ratios generally surpass the 1:13 ratio required by the Massachusetts Department of Early Education and Care.

Program: The opportunities for learning and social interaction are endless. We go outdoors everyday, weather permitting, and the gym is also available. We do many involved art & craft projects and for the older child, supervised homework help. We encourage team playing and appropriate conflict solving at all times.

Special Events: In addition to our daily activities and themes, your child will have the opportunity to participate in our annual show. This is a great chance for your child to show his/her dance and acting abilities as well as learn behind the scenes staging, props, scenery, etc. We also have many other special events throughout the year that include such things as Spirit Week, the H.E.D Olympics, International Pot-Luck Dinner, End of the Year Cook-out, special live demonstrations and performances, and many others.

Policies: We provide a parent handbook at the beginning of the school year containing our philosophy, statement of purpose, and policies. But as always, we have an open door policy and welcome you and your child to visit. Please visit our web-site at www.harringtonextendedday.org .

HARRINGTON SCHOOL EXTENDED DAY PROGRAM 2009-2010 - APPLICATION FOR ENROLLMENT - KINDERGARTEN - GRADE 5

CHILD INFORMATION:

Name of Child _____ Date of Birth _____
 Address _____ Girl ____ Boy ____ Grade _____
 City/State/zip _____ Phone _____
 Date of Admission _____ Age at Admission _____
 Does this child have special needs? _____ If so, please explain _____

NAMES OF PARENTS OR GUARDIANS:

Name _____ Name _____
 Relationship to Child _____ Relationship to Child _____
 Business Name and Address _____ Business Name and Address _____

 Business E-mail address _____ Business E-mail address _____
 Work Phone _____ Ext. _____ Work Phone _____ Ext. _____

ALTERNATE EMERGENCY CONTACTS IN LEXINGTON:

(1) Name _____ (2) Name _____
 Address _____ Address _____
 Phone _____ Phone _____

- An enrollment fee of \$35.00 per child (\$50.00 for two or more children) is due with the application and is non-refundable unless space requested is not available. Enrollment is based on a first come first served basis. A 10% reduction can be applied to the second child in a family if BOTH children attend at least 4 blocks per week. This charge will be based on number of blocks used.
- PLEASE THOROUGHLY COMPLETE ONE APPLICATION PER CHILD.

BLOCK REQUESTS: PLEASE CIRCLE days and times needed.

Day	First Block	Second Block
Monday	N.A.	3:15-6:00
Tuesday	N.A.	3:15-6:00
Wednesday	N.A.	3:15-6:00
*Thursday	12:15-3:30	3:30-6:00
Friday	N.A.	3:15-6:00

*There is a three block minimum requirement if you need Thursday blocks. There is a two block minimum requirement for all other blocks.

Please fill out completely and make check payable to the Harrington Extended Day Program BEFORE SUBMITTING to:
 Mrs. Rose Culkins, H.E.D. Program Director, P.O. BOX 257, Lexington, MA 02420.
 For scholarship information, please see or call the director at 781-860-5821.

HARRINGTON SCHOOL EXTENDED DAY PROGRAM
TUITION RATES for the 2008-2009 SCHOOL YEAR
(Next year's rates have not yet been determined.)

**GRADES K-5 - 12:15-3:30 Thursday
3:15-6:00 Monday - Friday**

*Two Blocks	\$205
<small>*MAY NOT INCLUDE THURSDAY</small>	
Three Blocks	\$270
Four Blocks	\$330
Five Blocks	\$390
Six Blocks	\$440

Extra block fee daily per block \$35

OTHER IMPORTANT INFORMATION:

- Tuition rates are per month. The same monthly rate is charged for vacation months and five-week months, with the exception of August and June. A minimum of 30-day notice is required to adjust the number of blocks used.
- Tuition is due on the first of the month. There is a \$10 fee for payment received after the 7th of the month. Please include it with your payment. Also, please note there is a \$25 fee for returned checks.
- Families with two children, each using four or more blocks, are entitled to a 10% reduction of the lower tuition.
- There is a late sign out charge of \$1.00 for every one minute (for each child) after 6:00 pm (or after 3:30 pm, for Thursday first block only). This will be invoiced on your next tuition bill, or issued as a separate invoice as necessary.
- F.Y.I. - H.E.D.'s tax ID number is listed in the top left corner of your monthly invoice.