

FASPS PAYMENT AND CANCELLATION POLICIES

EXTENDED DAY

Updated for 2022-2023 School Year

Registration Conditions

1. Beginning 2022-2023, Guest-use Garderie will be offered conditionally, see details below.
2. All students will have the option to register for Yearlong Extended Day and/or Extended Day on a trimester basis.
3. Once the registration period has closed, no refunds will be given for reasons including (but not limited to) days of absence, days lost due to unexpected school closures, etc.
4. Late fees will be applied to all late student pick-up, as outlined below.
5. All Extended Day services are non-transferable and may not be shared between students.
6. All Registrations are subject to confirmation by the Auxiliary Programs team. If there is a problem with an item you have registered for, or if your registration is ineligible to be completed as submitted, you will receive a prompt email with alternatives or the option for a refund.

Carnet Guest Pass / Guest-use Garderie

In order to use this service, parents must purchase a 5 or 10 use *Carnet (car-nay)*, must request that their student(s) be added to the list by emailing Garderie@fasps.org, and must receive confirmation from the Auxiliary Programs team. Carnets will not be offered in individual increments.

Last minute Garderie/4x4 *may* be available in case of emergency – but please call FASPS' Reception to request space and ensure we have room for your student(s). Your carnet will still be deducted in case of emergency use.

If the Carnet on your account has been fully exhausted, and you request Garderie again, the Auxiliary Programs team will add another Carnet to your Camp Brain account and will run your credit card on file to pay for the balance owed.

One use on a Carnet Guest Pass does not have a fixed financial equivalent, and its exchange value is determined by the Auxiliary Programs department in coordination with the FASPS' business office.

All Carnet uses need to be exhausted by the end of the 2022-2023 school year, and do not transfer to future school years or summer programs.

Carnets are student-specific and may not be shared between students.

Yearlong Garderie / 4x4 Use

Yearlong registration is only offered for all 5-days of the week, for the whole school year, following the Auxiliary Programs Calendar for blackout dates. No refunds will be given for reasons including (but not limited to) days of absence, days lost due to unexpected school closures, etc.

Once the registration period in August closes, this option will no longer be available to sign up for mid-year.

If you register your children for Yearlong Garderie/4x4 and you wish to register them for an enrichment class (or multiple) during the subsequent trimesters, a \$100 flat rate credit transfer per class/club will be issued to pay towards fees.

Payment Policies

All payments should be completed through the registration portal and made by credit card. This is to ensure that payments are applied appropriately to the correct outstanding charge.

Payment for all Auxiliary Programs services for the current trimester must be paid in full prior to enrolling in the next trimester.

See “To Make Payments” below for instructions on logging into the Extended Day portal to place payment.

Changes/Cancellation Policies

Auxiliary Programs - Extended Day, Adult French, Saturday Programs & Break Camp

All requests to change or cancel your Auxiliary Programs registration should be sent in writing to garderie@fasps.org. Requests will not be deemed official until received in writing to this email address.

During the registration window, registrations may be changed or cancelled freely and you will receive a full refund for any cancelled item.

Cancellations after the registration period may be nonrefundable and will be treated on a case-by-case basis.

More popular Enrichment classes may have registration restrictions limiting the number of times a student can repeat the class in order to promote equal opportunity for all students. This policy will be communicated in the Enrichment Class Guide and within the Registration Portal. The Auxiliary Programs team may cancel your registration if the policy is not respected, you will be

emailed and given the opportunity to register for alternate items.

Registration canceled due to Low Enrollment?

Programs may be cancelled if they do not reach the minimum number of participants required to run. In most cases, we give the maximum amount of notice possible once the decision to cancel the option has been made. In case that an option is cancelled due to low enrollment, you will be given the choice to switch into another open Program as space allows, or you will be refunded the cost of the Program.

If a registration option is at maximum registration capacity, you can register to be on the waitlist. Spots on the wait list are given on a first come, first served basis to those who sign up through the registration portal. Calling to get a spot on a wait list will not put you above those who register online. If a spot becomes available in the desired option, those on the wait list will be notified in the appropriate order.

Refund Policies

All refunds due will be processed within one month of request or cancellation.

You will see individual line items for each item cancelled and refunded. If these individual refunds push your account into a negative balance, and there is a credit owed to you, we will first apply it to any outstanding balance owed elsewhere in your Extended Day account. If your Extended Day account is current, with no balance owed, you will see a refund come back to your original form of payment.

No refunds will be given for individual Enrichment class sessions that are cancelled due to instructor absence, student absence, or student opt-out.

Late Pick Up Fees

For those students registered in After School Programming, pick up is at the end of their designated program, or any time before 6pm.

There is a 15 minute grace period for pick-up at the end of enrichment classes. If you do not pick up before the end of this grace period and your child is not registered in Garderie after Activities, one Guest Pass will be used on your Carnet. If you do not have a Carnet, you may be charged for one due to late pick up.

Late fees will be assessed as follows, and are additive:

Pick up between 6:00pm and 6:10pm - **\$1.50 per minute**

Pick up between 6:11pm and 7:00pm - **\$90/student**

Pick up after 7:00pm - **\$180/student**

Invoicing:

Invoices will be sent monthly to all families with a balance on their Extended Day account. You may receive a statement even if your account balance is \$0.00.

Please read and review the monthly invoice thoroughly and place payment for balance due in order to maintain a current account.

If you have any questions about your monthly invoice, please email Ren Keller (renk@fasps.org) for assistance.

To Make Payments:

1. Click [here](#) to access the registration portal.
2. If it is your first time logging in:
 - a. Click "Login Using MyFASPS"
3. You should now be able to log on to the registration portal.

Once logged in select "view registration details" under the trimester in question.

From here you can make an online payment, download your season account statement, updated your household information, and more.

Once you have placed payment once with a card of your choice, Camp Brain (the registration software we use) saves the card information privately within your account. You will have access to re-use the card without re-entering it, and the Extended Day or Business Office departments will have access to run the card for balances owed with your permission, if you so choose.