



EXTENDED DAY PROGRAMS POLICIES AND PROCEDURES (GRADES K-5)

BEFORE SCHOOL PROGRAM

Before School Care provides childcare from the early morning until the school day begins. This program is provided by Leeward YMCA.

Program Hours:

Monday - Friday: 6:00am - 7:45am
in the Elementary School Foyer

Attached Leeward YMCA Registration Form should be completed and submitted with payment to:
Leeward YMCA
94-440 Mokuola Street
Waipahu, Hawaii 96797
(808) 671-6495

EXTENDED DAY PROGRAM

Extended Day Program provides services from the end of the school day until 5:30pm. Students are provided time for homework and free time. Spaces are limited. Registration ends August 1, 2019. There is a **\$50 late registration fee** after August 1, 2019.

Program Hours:

Monday, Tuesday, Thursday and Friday: 3:00pm - 5:30pm
Wednesday: 2:15pm - 5:30pm

Fee for 2019-2020 School Year: Tuition is per child (no multiple children discount). See Registration Form for payment options.

Until 5:30pm - \$1850 (Grades K-5)

Late pick-up assessed after designated pick-up time: \$10 fee per every 5 minute increment will be assessed.

A \$50 withdrawal fee on or before August 1.

Emergency Services:

"Drop in" services are available for a fee of \$8 per every 15 minute increment.

Blackout Dates:

Students must be picked up no later than 11:00am on the following dates as there will be NO Extended Day Program offered:

- May Day: May 1, 2020
- Last Day of School: May 29, 2020



EXTENDED DAY PROGRAM REGISTRATION FORM

PAYMENT INFORMATION

Please see Policies and Procedures for program details.

Check section below and complete accordingly.

Submit to Admission Office. Enrollment forms must be received by August 1, 2019. A **late fee of \$50** will be added if forms received after August 1, 2019.

Mail form to:

ISLAND PACIFIC ACADEMY, Admission Office
909 Haumea St. Kapolei, HI 96707

Until 5:30pm - \$1850 (Grades K-5)

Payment Options (Please check one): We do not accept credit cards.

F.A.C.T.S. payment will be added to total tuition and divided into 12 monthly installments. Questions on F.A.C.T.S.? Contact Mrs. Dalida, Business Office at (808) 674-3524 or ldalida@ipahawaii.org.

Attached payment in full (checks payable to ISLAND PACIFIC ACADEMY).

PICK-UP INFORMATION

Student Name: _____ Grade: _____

Authorized Pick-up:

Parent Name(s)	Phone Number	Phone Number
Name	Relationship to Student	Phone Number

Parent Signature: _____ Date: _____

Questions? Contact Mrs. Eileen Novak at (808) 674-3563 or enovak@ipahawaii.org

