

## ASK! Policies

**Cancellation Policy:** The Westminster Schools' ASK! Program reserves the right to cancel any class. You will be notified of cancellation and we will work with you to find an alternative program for your child. Refunds will be given for any programs cancelled by ASK!

**ASK! Discount:** There is a 15% discount given to families that register for 5 days full.

**Enrollment Adjustments:** We recognize that sometimes it is necessary to change your child's schedule after you have completed the registration. If a class has to be dropped or changed, you must notify us in writing prior to the start of the program. If we can find an alternative program for you during the same session, we will gladly make a change. If you wish to drop the class, a refund minus the \$100 non-refundable fee will be made. Once a session is in progress, cancellations are non-refundable and transfers to another program are on a case-by-case basis. Also, if we are required to cancel a class due to low enrollment, we will notify you before the start of the session and work with you to find an alternate class. We require a minimum of 8 students to offer a class.

**Snacks:** All students must bring a nut-free snack on the days they attend ASK! An additional late snack will be provided for Pre-First and First grade students who are signed up for full day.

**Closings:** ASK! is closed on all school holidays, conference, and early dismissals days.

**Absences:** Students who are absent from school are not allowed to attend ASK! that day. Refunds or reduction of fees are not given for absences.

**Babysitting:** ASK! does not render child care services off of its premises. If arrangements are made with an ASK! employee for off-premises childcare, the employee undertakes such services on his/her own behalf and not as a Westminster employee.

**Behavioral Expectations:** All students are expected to follow the behavior and discipline policies of the Lower School. Repeated inappropriate behavior may result in removal from the program.

**Deposit:** There is a \$100 non-refundable fee, per class, due at the time of registration.

**Payments:** Payment is due prior to the start of each session. Your credit card on file will be automatically charged your balance on the date specified during registration. Registrations after that date, will be due in full.

**Refunds/Changes:** Requests for refunds and changes minus the \$100 non-refundable fee, must be made in writing at least seven days prior to the start of the session. Requests for refunds and changes after the start of each session are not permitted. There will be no reduction of fees or refunds for absence, withdrawal, or dismissal of the student from the ASK! program.

The ASK! Program is not required to be licensed by the state of Georgia.



## **ASK! Frequently Asked Questions**

### **Q. What are the hours of the Lower School ASK! Program?**

**A.** The hours of the program are:

Pre-First Partial Day: Monday-Thursday 2:00-3:15 p.m. and Friday 1:00-2:00 p.m.

Pre-First Full Day: Monday-Thursday 2:00-6:00 p.m. and Friday 1:00-6:00 p.m.

First Grade Partial Day: Monday-Thursday 2:30-3:15 p.m. and Friday 1:30-2:00 p.m.

First Grade Full Day: Monday-Thursday 2:30-6:00 p.m. and Friday 1:30-6:00 p.m.

Second-Fifth Grades: Monday-Thursday 3:15-6:00 p.m. and Friday 2:00-6:00 p.m.

**Dismissal times differ by program and class.**

### **Q. Does ASK! offer drop-in days?**

**A.** Yes, we offer drop-in days for \$40 for the entire day. Please email the ASK! staff at [askinfo@westminster.net](mailto:askinfo@westminster.net) to register for a single day.

### **Q. What is the late policy after 6:00 p.m. pick up?**

**A.** Beginning at 6:01 p.m., a late fee of \$5 per minute will be charged. Parents must sign the late book, and fees will be added to your child's account.

**Q. What is the payment policy?**

- A.** There is a \$100 non-refundable per class fee due at the time of registration. Full payment is due prior to each session. Your credit card will be automatically charged the balance on the date specified during the registration process. Registrations after that date will be due in full.

**Q. What are the behavioral expectations for ASK! participants?**

- A.** All students are expected to follow the behavior and discipline policies of the Lower School. Repeated inappropriate behavior may result in removal from the program. Refunds are not given to students dismissed for behavioral and discipline reasons.

**Q. Is ASK! open on holidays, early dismissal days, etc.?**

- A.** No, ASK! is closed on the days the Lower School is closed.

**Q. How do students get to their enrichment classes?**

- A.** Most of our classes are housed in the ASK! building, however several teachers will teach classes in their classrooms. Some classes are conducted outside. The ASK! Staff will make sure all students get to their classes on time.

**Q. Where do students go until their enrichment classes begin?**

- A.** All students will come to the ASK! building until their classes begin. They will have a snack and time to play with friends before being escorted to the appropriate class.

**Q. What time should I pick up my child each day?**

- A.** For Full Day programs, you should plan to pick up your child between 4:50-5:00 p.m. All students not enrolled in 5:00 p.m.-6:00 p.m. Homework/Late Stay must be picked up by 5:00 p.m.