

### **Aftercare Program Cancellation Policy**

Summit Montessori Schools offers families the flexibility of registering for aftercare on a trimester basis. (Annual option available for those that would like to sign up for the entire year ahead of time) Families that wish to cancel or change their aftercare registration must do so by two weeks prior to the start of the trimester.

Cancellations or changes made by the deadline will be eligible for refund. Families that register on an annual basis can cancel or make changes and are eligible for refunds in accordance with the trimester schedule as well. For example, if a family has enrolled in the program for the year and needs to cancel after the first trimester, they are eligible for a refund if they notify the school of the change by November 28, 2019 and will be responsible only for first trimester fees.

The deadlines for cancellation or registration changes made during the 2019-2020 academic year follow:

- Trimester 1: September 4, 2019 through November 29, 2019
  - **Deadline to cancel or change :August 21, 2019**
- Trimester 2 December 2, 2019 through February 28, 2020
  - **Deadline to cancel or change :November 18, 2019**
- Trimester 3: March 16, 2020 through June 9, 2020
  - **Deadline to cancel or change :March 4, 2020**

In order to plan staffing, we do need families who register on the trimester basis to do so by the deadlines. We cannot guarantee a space for families that fail to do so.

**Limited drop-in spaces will continue to be offered as available.**

If you have questions about this policy, please address them to Sherri Melamut, Director of Finance and Operations.