

## Out-of-School Time Programs' Cancellation Policies

### All Out-of-School Time Programs

When school is in session, we require a two-week notice to withdraw from any of our programs.

### Cancellation Fees for Holidays and School Breaks

For Holidays: There will be no charge if cancelled by close of business on or before the following dates. Cancellation after close of business, at 6:00pm on the dates listed, will be charged at 100% of the daily fees.

Holiday	Cancel On or Before:
Veteran's Day (11/11/2019)	October 9, 2019
Martin Luther King Jr. Day (1/20/20)	December 18, 2019
February 10, and/or 17, 2020	January 8, 2020
Friday, April 10, 2020	March 11, 2020
June Break (6/11/20)	May 6, 2020

### For School Breaks, cancellation fees are as follows:

School Breaks	Thanksgiving (11/25—11/27/19)	Winter * (12/23/19—1/03/20)	Spring (3/30/20—4/9/20)
Fees Charged	Cancellations must be made by close of business, 6:00pm, on the last date listed in each category.		
No Charge	October 9, 2019	November 6, 2019	February 12, 2020
25%	10/10/19—10/23/19	11/7/19—11/20/19	2/13/20—2/26/20
50%	10/24/19—11/13/19	11/21/19—12/11/19	2/27/20—3/18/20
100%	After close of business on 11/13/19	After close of business on 12/11/19	After close of business on 3/18/2020

\* Open limited days during Winter Break period.