

## Auxiliary Program Policies

Payment can be made by credit card (Visa, MasterCard, or American Express) or eCheck. Contact us at [clubhouse@lesleyellis.org](mailto:clubhouse@lesleyellis.org) or 781.641.5987 if you have any questions.

Registration for Auxiliary Programs requires a \$50 non-refundable deposit per day/per session at the time of registration.

Registration for Early Morning Drop-off requires a \$10 non-refundable deposit per day/per session at the time of registration.

Auxiliary Programs and Early Morning Drop-off sessions run on a trimester basis (Sept 5 - Nov 22, Nov 25 - Mar 7, Mar 10 - Jun 10). Families may sign-up on a session-by-session basis or register for multiple sessions. Signing up in advance guarantees your child a space in our program and gives you the option to pay in installments.

***Please note: The Auxiliary Program ends at 5:30 p.m. After that time, a late fee of \$50 will be charged to your account. If you are late more than three times, you may be asked to leave the program.***

### Auxiliary Program/Early Morning Drop-off Cancellation/Change/Refund/Payment Policy

Full payment per trimester is due at the time of registration unless you register for multiple sessions at the same time. Payment options are available for multiple session registrations completed by November 15.

If you select an installment plan, your credit card or checking account, whichever you selected at the time of registration, will automatically be charged on the date of your installment plan.

You may cancel your registration up to 7 days prior to the start of the session and receive a refund for any balance paid less the deposit per day/per session canceled. A written notice of cancellation must be received by the Auxiliary Program Director, 7 days before the start of the session. All fees are non-refundable within one week of your class start date. We reserve the right to withdraw your child from registered sessions if payments are not received by the scheduled installment dates.

### Single Day Auxiliary Program and Early Morning Drop-off Cancellation/Refund/Payment Policy

Single day Auxiliary Program and Early Morning Drop-off registrations require payment in full at the time of registration. You may cancel your registration for a single day of Auxiliary Program and receive a full refund provided a written notice of cancellation is received by the Auxiliary Program Director prior to the day for which your child is registered. *If a cancellation notice is not received by the above deadlines you will not receive a refund.*