

GCA Summer Program Policies

1. Your student will only be released to leave at pick-up with someone on your approved pick-up list or if we received written or texted approval beforehand.
2. A late fee will be collected beginning at 5:35 P.M. For each minute lapsed you will be charged \$5 due at the time of pick-up. This is to protect and honor our employees' time. Exceptions will be made for emergencies if you notify us.
3. You must send your child with a water bottle and lunch daily. We are very active throughout the day and spend about 1/3 of the day outside so water is essential. We have water coolers to refill their bottles.
4. All children must be potty trained and restroom independent.
5. Waivers must be filled out upon registration.
6. All payments will be collected prior to the day of attendance. If you wish to do the Prepay Plan, that will be due by June 1st. Weekly and daily fees will be due before drop-off on the day of their attendance.
7. Late fees will be accrued after 24 hours of the unpaid day of attendance. \$45 will be charged for each 24 hour period that the balance goes unpaid.
8. For daily drop-ins you must give us notice that your child will be attending in advance. This will ensure that we do not overbook attendance.
9. All allergies must be disclosed upon registration.
10. We understand plans can change, so refunds will be allotted for the days that the child was not in attendance. If you are seeking a refund for the Pre-pay Plan, the initial 5% discount will be withheld. You can also choose to credit the unattended days and attend at (a) different date(s) if you paid on the weekly or daily schedule.