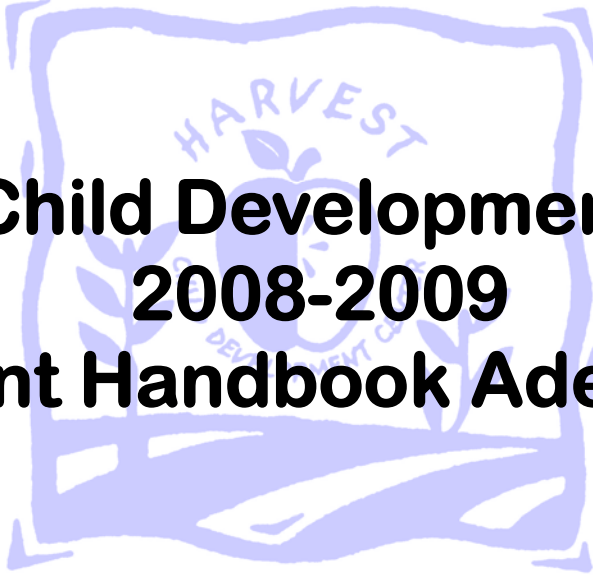


HCDC is excited to introduce our new Personal Day Voucher system for our Full-Time Preschool/Child Care families and the new category of Full-Time School-Age families. The second page/side is information taken directly out of our 2008-2009 Parent Handbook and it explains our new Personal Day Voucher system. Below describes how we are streamlining our program for families with children in kindergarten and up.



Harvest Child Development Center's 2008-2009 Parent Handbook Adendum

We have restructured our school-age tuition to help provide a consistent pay plan that will reduce frustration. Beginning in August, School-Age families will have the following enrollment options:

Full-time School-age Care

Full care before and/or after school during the year including all school & public holidays that HCDC is open
Same weekly tuition rate due each Monday (tuition is averaged for the year, therefore you do not pay extra during holidays)
10 Personal Day Vouchers (voucher system is described on second page)
Lunches are provided

Part-time School-age Care

Care only for before and/or after formal school (care after early dismissal days included)
Same weekly tuition rate due each Monday (tuition is averaged for the year, therefore you pay full weekly rate during holidays)
Do not pay during the three full weeks HCD, KISD, or BISD is closed.
No Personal Day Vouchers
Lunch is NOT provided

Drop-In School-age Care

Students may "drop-in" during holidays when space is available (Full-time holiday care already in tuition)
\$29 per day
Open spaces will be posted in the school-age area two weeks before holidays for parents to sign-up their child
Spaces will be limited—you may sign up even the day before if there are spaces still open
Must put payment in the tuition box for the additional Drop-In days the day you sign up

ADDITIONAL POLICY CHANGE

If you de-enroll your child/children, you must come to the main office and fill out a withdrawal form in person. Verbal withdrawals will not be accepted. Your account will continue to be billed until you officially withdraw in writing. Once de-enrolled, you may not reenroll for 10 of HCDC's open business days. After ten open business days have passed since de-enrollment, you may come in and fill out new paperwork and enroll for spaces that are available. All prior balances must be paid in full.

INTRODUCING HCDC'S NEW PERSONAL VOUCHER SYSTEM FOR OUR FULL-TIME PRESCHOOL/CHILD CARE & SCHOOL-AGE PROGRAMS!

Are You Still Offering Sick Credit and/or Vacation Credit?

No. Instead, HCDC is now offering full-time preschool/child care children and full-time school-age children personal days vouchers. Part-time preschool (Parent's Day Out) and part-time school-age students do not receive personal day vouchers, but they do not pay when their program is out for full weeks.

How Do Personal Day Vouchers For Full-Time Preschool Children Work?

Upon enrollment, families of full-time preschool children will receive five vouchers for personal days to use anytime they are not in attendance after they have been enrolled for three months. Vouchers are only good for year issued, each voucher will state the dates that it is valid. You will receive new vouchers when you enroll for the next school year. For our tenured families that maintain constant enrollment, we will award you five more vouchers to bring your total up to ten vouchers as a thank you for your constant enrollment in our program. If you drop from enrollment, issued vouchers are void. Vouchers are not redeemable for cash.

How do Personal Day Vouchers for Full-Time School-Age Children Work?

Upon enrollment, families of full-time school-age children will receive ten vouchers for personal days to use anytime they are not in attendance. They can be used during school holidays, HCDC holidays, or any other time your child is not in attendance. Vouchers are only good for year issued, each voucher will state the dates that it is valid. You will receive new vouchers when you enroll for the next school year. If you drop from enrollment, issued vouchers are void. Vouchers are not redeemable for cash.

How do I Redeem Personal Day Vouchers?

To redeem the vouchers you simply deduct the value (1/5 of your weekly tuition rate) of the personal day voucher from your weekly tuition payment, staple the voucher to your check, and place in the payment box. It's that simple.

What Happens If I Loose My Vouchers?

It is up to HCDC's parents to keep up with their vouchers. So, keep them in a safe place and treat them like you would cash or any other monetary document. If your vouchers are lost or damaged, we will replace them with a two weeks notice. Administrative fees will be applied. In the event of theft or disaster we would be happy to replace unused vouchers free of charge. All you need to do is present Harvest's Finance Manager with a police report stating that the vouchers were stolen or damaged in a disaster such as fire or flood.

Do You Offer Holiday Credit?

No. Both our full-time and part-time programs pay their full weekly tuition even when a holiday that HCDC is closed falls during the week. Our part-time programs do not pay during the full weeks that they are closed. Please see list on page 7 for specific days when our center is closed in observance of the holiday.

Will You Accommodate My School-Age Child With Extra Hours When They Are Out Of School?

Full-time School-Age Students - Yes. You have enrolled in a program that includes care when your child's school is closed or has early dismissals. We even provide a hot lunch for your child on these days! Special activities are planned for students on holidays, in-service days, fall break, Christmas break, winter break and spring break as published on their school district's calendar.

Part-time School-Age Students - Yes, but the cost is \$29 per day for additional full days. You have enrolled in a program that includes care when your child's school has early dismissals, but not when there is a full day closing or holiday. You may sign your child up for Drop In Care when there is space available. We will post rolls two weeks before your child has a holiday to assist you in signing up for Drop-In Care. Payment for Drop-In days must be paid at the time that additional days are requested. All you have to do is sign your child's name into a blank space, write a check for the additional amount of tuition, and put the check in the School-Age payment box. Part-time School-Age Care and Drop-In School-Age Care does not include hot lunches, you will need to send a sack lunch and a drink with your child.