

## Project Keep Update 8/13/20:

With board approval for the hybrid schedule for Fall 2020 in the Keene School District, we have adapted our Project Keep Schedule and payment plan for the first semester of 2020.

Please note, that we will limit the number of children at each site to a max of 20 per day, with 2 staff members to maintain a 10:1 ratio. **For safety reasons, we can only accept registrations for those students attending during the day at that site's elementary school, on their student group's respective days.** At this time, we will only accept additional registrations on a waitlist basis until we know which student groups (1 or 2) the currently registered students fall into and can accurately calculate our availability for each cohort. (If you are not already registered for Project Keep 2020-21, you must complete a registration form in order for your child to be place on the waitlist.)

PAYMENT SCHEDULE – STUDENT GROUP 1 (Mon/Thur)			
DATE DUE	FEE FOR MONTH	SCHOOL DAYS	MONTHS
Sept. 1	\$160.00	14 days	Sept. 14, 17, 21, 24, 28 Oct. 1, 5, 8, 12, 15, 19, 22, 26, 29
Oct. 1	\$160.00	14 days	Nov. 2, 5, 9, 12, 16, 19, 23, 30 Dec. 3, 7, 10, 14, 17, 21

PAYMENT SCHEDULE – STUDENT GROUP 2 (Tue/Fri)			
DATE DUE	FEE FOR MONTH	SCHOOL DAYS	MONTHS
Sept. 1	\$160.00	14 days	Sept. 15, 18, 22, 25, 29 Oct. 2, 6, 9, 13, 16, 20, 23, 27, 30
Oct. 1	\$160.00	14 days	Nov. 3, 6, 10, 13, 17, 20, 24 Dec. 1, 4, 8, 11, 15, 18, 22

**\*\*Schedule note:** Some schedule changes may be imposed in late Sept. by Keene School District for scheduled workshop days and adjustments will be made accordingly to payments and calendar.

### **PAYMENT & REFUND POLICY:**

Full payment is due on the due dates above (Sept. 1 for Semester 1 and Oct. 1 for Semester 2). *Students will not be able to attend starting Sept. 14/15<sup>th</sup> if the full payment has not been received by Sept. 10<sup>th</sup>, and will not be able to attend Nov. 2<sup>nd</sup>/3<sup>rd</sup> if the full payment has not been received by Oct. 15<sup>th</sup>.*

Full refunds will be issued *only* if Project KEEP is cancelled due to a closure by Keene School District and/or State of NH Dept. of Education. **No refunds will be issued for withdrawal part way through a payment cycle.**

**Due to the limited number of spots and days of attendance, we are unable to structure our payments to accommodate any tiered/reduced payment options at this time. If you have already registered your student on a reduced payment plan and are encountering a particular hardship with making this payment please contact our office to discuss.**