



Child Services Department

106 S. Sixth Street, Grand Haven, MI 49417

Phone: 616.850.6825

www.ghaps.org children@ghaps.org

25 / 26 School Year Open Door Billing/Scheduling Information and Procedures

Please read carefully and keep this portion for your records.

Rates:

The nonrefundable registration fee is \$40 per child (\$100 max. per family). The registration fee must be paid to hold a spot in our program.

Preschool Aged Children Rates:

Hourly (less than 7 hours per day)	\$9 hour*
Full Day (7 or more hours, less than 5 days/week)	\$45 / day*

Young 5 – 6th Grade Rates:

Before School Care (anytime from 6:30am-8:30am)	\$15*
After School Care (anytime from 3:45pm-6:00pm)	\$15*
Half Days (anytime from 11:45am-6:00pm)	\$32*
Snow Days/Full Day (anytime from 6:30am-6:00pm)	\$45*

*Additional children will receive a 10% discount. The child who attends the most will be charged the full rate.

There is a minimum charge of \$120 per week if you are registered for Full-time Open Door, regardless of usage.

There is a minimum charge of \$60 per week if you are registered for Part-time Open Door, regardless of usage.

Child Care Locations, Availability & Hours:

(Please note, all sites & times are dependent on enrollment and staffing).

Available Care for Young 5 through 6 th Grade:					
<i>All locations are open from 6:30am-6:00pm. However, child care is not available for White Pines students afterschool care.</i>					
Location	Before School	After School	Delayed Start	Half Days	Snow Days
Ferry	AT MAW*	AT MAW*	AT MAW*	AT MAW*	AT MAW
Griffin	AT MAW*	AT MAW*	AT MAW*	AT MAW*	AT MAW
Lake Hills	Yes	Yes	Yes	Yes	AT MAW
Mary A. White	Yes	Yes	Yes	Yes	Yes
Peach Plains	AT MAW*	AT MAW*	AT MAW*	AT MAW*	AT MAW
Robinson	Yes	Yes	Yes	Yes	AT MAW
Rosy Mound	AT MAW*	AT MAW*	AT MAW*	AT MAW*	AT MAW
White Pines	AT MAW*	NO	AT MAW*	NO	AT MAW

***Families must contact Transportation, 616-850-5150, to arrange drop off / pick up with the district busing system.**

Available Care for Preschool Aged Children:

Location	Normal School Days	Delayed Starts	Half Days	Snow Days
MAW	6:30am - 6:00pm	6:30am - 6:00pm	6:30am - 6:00pm	6:30am – 6:00pm

**Child care is not available at Central, Robinson or Rosy Mound between 9:00am-11:30am Monday-Friday due to Preschool Development taking place during these hours. Child care is not available at Lake Hills between 9:15am-11:45am Monday-Thursday due to Preschool Development taking place during these hours.*

Billing and Payment:

Cash or check payments are due no later than 6pm on Wednesday of the week prior to care. A \$10.00 late payment fee, PER CHILD, will be assessed for payment received after this time. A \$25.00 returned check fee will be assessed to your account for returned checks. *If you have not paid your outstanding bill, we reserve the right to deny care going forward.*

Credit Card payments will be run between Monday and Wednesday the week following care. In the event of a holiday or staffing issues, we reserve the right to run your credit card at any point during the week following care. We accept Visa, MasterCard, AmEx, and Discover. Your weekly schedule must indicate that payment is to be charged to your credit card. You will be assessed a \$10.00 fee if your credit card declines for any reason. *If you have not paid your outstanding bill, we reserve the right to deny care going forward.*

Statements are emailed by the first Friday of every month for the month prior, unless said date falls on a holiday or there are staffing issues. Please check over each statement you receive. If you notice a discrepancy, call our office right away. We will not go back further than two months to make any adjustments. Statements will be emailed to the address supplied on your registration paperwork. **Please make sure to clearly write your email address on this form as most of our communication comes through email.**

Changes to a submitted schedule cannot be made after the due date. You will be charged for days and times scheduled, even if your child does not attend. Addition of days/times that are needed, will only be accepted if openings are available.

If you pick up your child after 6:00pm, there is a \$15.00 late pick up fee. An additional \$1.00 a minute will be charged after the 1st 10 minutes you are late. A Late Pick Up form must be signed for our records and you will be billed the late fee.

Scheduling:

Schedules are due no later than 6:00 p.m. on the Wednesday prior to the scheduled week. (In certain circumstances, schedules may be due earlier due to the office being closed or holidays. If this is the case, emails will be sent and/or signs posted notifying you of the earlier due date.)

Late schedules will be accepted up until 12 p.m. on Thursday. Late schedules will only be accepted if openings are available. Your account will be assessed a \$10.00 late fee per child for schedules received after 6 p.m. on Wednesday.

After 12 p.m. on Thursday no schedules will be accepted. No Expectations.

Drop in care is NOT available.

Schedules can not be taken over the phone. Schedules are to be submitted through your Procure account.

Half Days:

Open Door is available for Half Days at their normal time frames for Preschool and Y5-6th grade at Central, Lake Hills, Robinson and Rosy Mound.

White Pines Students: White Pines students do **NOT** have care available after school for half days.

Winter & Spring Break:

Specific alternate schedules are required for Winter Break and Spring Break care. Specific registration and schedule forms will be emailed several weeks before the scheduled break and are due earlier than normal. The due date will be clearly stated. Changes to the schedule are not able to be made after the due date has passed. Additional days/time needed will only be accepted if openings are available.

Snow Days:

When school is canceled due to inclement weather, or other unforeseen circumstances, child care is offered for all registered Open Door students unless Open Door has also been closed. You do not need to call ahead to schedule care.

On Snow Days child care will be provided at our Central High School location only. Children from all sites, may attend at Central. If local government buildings begin to close due to excessively hazardous travel conditions, Open Door will close as well. Open Door availability will be listed with the school closings on the ghaps.org website, Nixle, and local TV and radio stations.

In the event of an unscheduled cancellation of school o, your previously scheduled hours will be credited unless care is used.

Unregistering from Open Door:

In the event you no longer need Open Door Services you need to provide a two-week notice in writing (email is fine, children@ghaps.org). The minimum weekly fee will be charged during those two weeks.