

## The A- Z of H.E.D.P

Here is a quick A to Z of some *must-know* H.E.D.P. information:

A. HEDP is open from the time of dismissal on all 180 days for any child that is enrolled in Wraparound through Grade 7. We open at 11:30 for Wrap Around children and 12:40 for K-6 on all early release days. Please See the BPS Calendar for reference.

B. PreK Extended Day is CLOSED during Early Release Days for any PreK student that is not enrolled in Wraparound (12:15-2:25pm). Please see the BEEP Calendar for reference.

C. HEDP closes at 2:25pm for PREK Extended Day.

D. HEDP closes at 6:00pm for Wrap Around through grade 7.

E. SIGN OUT is mandatory each and every day. Please keep this in mind. In addition, we need you to send an email to authorize any new individuals that may be picking up your child.

F. SIGN OUT is in your child's classroom through 5:45pm and in the LIBRARY between 5:45-6:00pm. Any child picked up after 6:00pm will be charged a late fee.

G. The best way to contact us during program hours is through email at [heathextendedday@gmail.com](mailto:heathextendedday@gmail.com)

H. HEDP does have an emergency cell phone that you can text at 617-750-3797. Please note that we can not talk on the phone while in session as we are busy working with your children.

I. HEDP will share texts and photos with you from this cell number. We also use this cell to contact you should your child not feel well.

J. Please note that your child can not attend HEDP if they were absent from school.

K. HEDP can not drop off or pick up any child that takes classes outside of HEDP. Therefore, all children who take classes with HASAP or BMS will need to walk independently to and from the class or lesson. I recommend you make a plan and put it in writing.

L. SMART TUITION accounts have been updated. Please take a moment to double check all numbers. Please note our tuition rates are for 10 months and we collect tuition July, September, October,

November, December, January, February, March, April, and May. Therefore, if your child registered in August, your tuition will be billed from Sept-May (9 months). All SMART TUITION accounts include a \$75 enrollment fee.

M. SMART TUITION will charge you a late fee if your payment is late. Please keep on top of your payments and contact Noelle Ahearn if your family would like to apply for our tuition assistance partnership program.

N. TUITION ASSISTANCE PARTNERSHIP applicants for the first semester should have a completed application by 9/15/19. All supporting documentation must be turned in no later than 9/15/19. Please note that families must reapply each semester so our program can provide the most assistance as possible to as many applicants as possible. More information can be found here <https://www.heathextendedday.org/tuition-assistance-form.html>

O. HEDP is always looking for donations to our Tuition Assistance Fund. Please contact Noelle Ahearn at [noelle\\_ahearn@psbma.org](mailto:noelle_ahearn@psbma.org) should your family be interested in making a direct donation to this fund.

P. Donations are helpful and appreciated. As noted in the handbook, families are expected to contribute at least 5 hours of service to our program. This can be done in many ways. You could join our Board of Directors, make a monetary donation, donate supplies, volunteer in a classroom, offer to help with a seasonal cleanup or something else that could help contribute to the success of our program. Please reach out to Noelle should you want to schedule something or have a recommendation.

Q. Our Board of Directors is always looking for new members to help build vision for our future and shape the current program. Our current Board members will be hosting an Open House on 9/24/19 from 5:00-6:00pm in your child's classroom. Please make it a point to stop by the greeting table or say Hello to one of the Board members in your child's classroom. PLEASE NOTE that this date has changed from my welcome letter.

R. HEDP Open House is 9/24/19 from 5:00pm-6:00pm in your child's classroom.

S. HEDP currently shares all classrooms and we want to show respect to the Heath teacher who has agreed to share. Please remember to take all of your child's belongings each and every day.

T. The HEDP Teaching Team delivers all end of the day belongings to the Heath School Lost and Found. The Lost and Found can be located by the Heath School elevator.

U. The Heath School Faculty and the Heath PTO have been supportive and respectful of HEDP for over the past 40 years. As you should know, HEDP is a separate non-profit that rents space from the town. HEDP was founded by a group of parents who envisioned after-school to be an important component to a child's day. I have been fortunate enough to help fulfill this philosophy and help lead one of the oldest after-school programs in the country. We ask you to share your love of HEDP with the school, community and Town of Brookline select people.

V. All news, events and updates can be found here, on our website. We also host pages on Facebook, Instagram and Twitter. Please friend and follow us!

W. Any requests for a Change of Schedule, Wait List, or Drop in Request can be found on our website. You can also find information regarding our handbook and Smart Tuition.

X. HEDP is a welcoming place for new ideas. I encourage you to reach out if you have seen or read something that has been successful in the past and think we should try it.

Y. I encourage you to share any important community service ideas with our team. We enjoy giving back and teaching children about the importance of reciprocal work and appreciate you sharing foundations or causes that are close to your heart.

Z. HEDP is happy that you have joined our "Extended" family!