

Welcome Back EDP Parents for 2016-17!!

We just wanted to give you a friendly reminder that your **August tuition** payment for the first week of school will be of **\$75 per child** and its **due Monday, August 1st**. This will cover the first 7 days of school.

NOTE: If your child will NOT be attending EDP this year, please notify our office as soon as possible so that you will not be billed and your child can be withdrawn from the system.

Keep In Mind:

Payment Options: We are unable to accept business checks, temporary checks, or out-of-town checks. Credit/Debit card payments are the **only** payment forms accepted at the campus site. Payment can be made in one of the following ways:

- At the EDP office
 - The Extended Day Program office accepts cash, money order, cashier's check, local preprinted personal check, self-initiated online electronic payments through tuitionexpress.com, and automatic draft from checking or card accounts.
- Overnight envelope deposit box—checks, cash, or money order only
 - Checks should be made payable to Pflugerville ISD Extended Day Program. In the memo, section of the check, write the child's full name, and the name of the child's school.
- Automatic bank draft
 - Contact the Accounting Associate at 512-594-0145 to set it up.
- Online self-initiated payments through TuitionExpress.com

NOTE: If you have signed up for automatic draft with our office, your payment will be automatically processed on the 1st business day of each month. Some banking institutions may take up to 24 hours to process the payment before it shows up on your bank statement.

Online Payment Special Notes: You must use the online account attached to your HOME CAMPUS—do NOT use the Summer Camp account. All online payments take at least **24 hours to process** before they appear on your EDP ledger—please pay by the end of the 4th business day each month in order to avoid late fees being applied.

Late fees are applied on the 6th business day each month if payment is not received by the end of the 5th business day of the month.

First Day of School: Tuesday, August 23rd, 2016 and Extended Day Program begins.

Late Pick-up Fees: The Extended Day Program ends at 6:30 p.m. each day. After 6:30 p.m., a late charge of \$1 per minute, per child will be assessed. Late pick-up fees are due within five business days of the incident. Please see page 4 in EDP Parent Handbook for additional consequences of Late Pick-Up.

EDP Contact Information: The EDP phone lines are extremely busy at many times of the year. We apologize for any inconvenience this may cause, but do know that your business is important to us. If you leave a voicemail or send an email, please note that it may take someone from our office up to 24 hours to return your call. **Phone:** 512-594-0148 **Email:** ExtendedDay@pfisd.net.

2016/2017 Program Calendar: We have attached a document with a list of important dates you will need to remember for the school year. Your monthly tuition payment covers afterschool childcare services on every school day as well as designated Pfisd Professional Development or Staff Work Days. Services offered on district holidays are labeled as CAMPS and are not included in the regular monthly tuition.

Billing Dates Calendar: We have also attached a document with dates on which tuition is due and the date for each month we will charge our late fee of \$25.

EDP Parent Handbook: This is available online at <http://www.pfisd.net/Page/1262>

September Holiday: EDP will be closed on **Monday, September 5th** due to the observance of Labor Day.

EDP Office Hours: Regular office hours resume on Monday, August 1, 2016, and we operate Monday-Thursday 8:00am-5:00pm and Fridays 8:00am-4:30pm.

FAQ's:

Q: When does EDP start?

A: We start on the first day of school which is Aug. 23, 2016.

Q: How much do I owe?

A: In August, EDP tuition is \$75 per child. Each month September through May, the tuition will be \$280 for the first child per month and \$270 per child per month for any additional children on the same family account. Please see this link to our Registration page (<http://www.pfisd.net/Page/1262>) for more information.

Please refer to the Parent Handbook regarding detailed information about Late Fees and other charges that may apply.

- Tuition is due in full on the 1st business day of each month.
- Late fees are applied on the morning of the 6th business day.
- Child is withdrawn for non-payment on the morning of the 11th business day.

Q: Do you still have room at my child's campus?

A: Currently Rowe Lane and Riojas are both on Wait List status. There are some other sites with very limited room. We process online registration forms in the order that they are received and notify parents via email if their registration comes in for a school that has filled to notify them of their Wait List status.

Q: Does EDP offer financial aid?

A: Yes, we do have a Financial Aid application that is available either by coming in to the EDP office or by emailing ExtendedDay@pfisd.net to request a copy be emailed to you. There are limited scholarship funds available and applications are processed on a first come, first served basis.

Q: Do you work with CCMS?

A: Yes, we have contracts with Work Force Solutions and other agencies who offer subsidized childcare. Customers must contact those agencies directly and follow their application process AND complete the EDP online enrollment process in order to qualify for agency programs.