Frequently asked questions regarding Unleashing Potential’s School-Age Program.

Where are the programs located?

Our programs are in the school. We have programs at Barbara C. Jordan, Flynn Park and Jackson Park Elementary Schools.

What are the hours and cost of your program?

<table>
<thead>
<tr>
<th>Weekly Schedule</th>
<th>AM 7:00am-8:30am</th>
<th>PM 3:30pm-6:00pm</th>
<th>AM/PM 7:00am-8:30am &amp; 3:30pm-6:00pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/5 Day Rate</td>
<td>$45</td>
<td>$50</td>
<td>$68</td>
</tr>
<tr>
<td>3-Day Rate</td>
<td>$36</td>
<td>$39</td>
<td>$51</td>
</tr>
</tbody>
</table>

Do you offer programming on Early Release Days or School Closings?

Yes, we do. Please see chart.

<table>
<thead>
<tr>
<th>Additional fees:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Early Release Day</td>
<td>Program held when school is dismissed early. *This fee is in addition to your weekly fee*</td>
</tr>
<tr>
<td>Full Day Program</td>
<td>Program held when school is closed but offices are open such as Parent/Teacher conferences or Professional Development for teachers. *This fee is in addition to your weekly fee. *(Weekly fee is pro-rated if school is closed for two or more days in a week)</td>
</tr>
<tr>
<td>Spring Break Camp</td>
<td>Program held when school is closed Monday-Thursday during U. City Spring Break. *No weekly fee is charged this week.*</td>
</tr>
</tbody>
</table>

Do I have to pay a registration fee?

The registration fee is $30 per child. Registration fees are due annually. The registration fee covers enrollment in our programs from August of the current year thru August of the upcoming year. This includes the school year, Spring Break Camp and our Summer Enrichment Camp. A new registration fee is due at the beginning of the new school year,
Where do I register and what do I need?

Register online:  https://online.traxsolutions.com/up/main#/dashboard

You will need:

- Completed Application
- Immunization records
- If Applicable to your child:
  - Medical Action Plan (If your child has asthma, allergies or other life-threatening health issues)
  - Medication (In medical container from doctor)
  - Medication authorization Form
  - IEP

When is tuition due and how do I make payments?

Tuition is due every Friday, prior to the week of service. Payments may be made online or on site with a money order. Students may not attend program without payment.

https://online.traxsolutions.com/up/main#/dashboard

How often is my account charged?

Charges are posted to your account for the month. We charge based on the number of Monday’s in the month. If the month has 4 Mondays, your account will be charged for 4 weeks. If the month has 5 Mondays, you will be charged for 5 weeks. You may pay for the month, or you may pay the tuition weekly.

If my child does not attend for any reason, am I still charged? What is the attendance policy?

Yes. There are no credits given for absences. By enrolling your child in our program, you have requested that we reserve a spot for your child. Please note that your account will be charged when your child is absent. Your regular weekly fee is still due. Failure to make your payment will result in dismissal from the Unleashing Potential Program until payments have been received.

What if I do not pay the Friday prior to the week of service?

If you did not make your payment on Friday, prior to the week of service, payment will be accepted on Monday, prior to your child attending. If we do not have your payment on Monday, prior to your child attending, your child may not attend until payment is received.

If I make my payment mid-week, and my child is not allowed to attend until then, is the charge pro-rated?

No. The full week’s tuition will be due. We do not give credits for absences. Accounts are only pro-rated if the school is closed for two or more days in one week.
How do I stop accruing charges if I know my child will be out?

If you would like to stop accruing charges on your account, you must contact the Site Manager and the Accounts Receivable Assistant via email to withdraw your child from the program. When your child returns to program, a re-registration fee of $30 will apply along with the weekly fee.

When is tuition pro-rated?

Tuition is pro-rated if the program is closed to you for two or more days for one week. This could be due to teacher professional development, parent conferences, holidays or inclement weather. Part-time accounts are not pro-rated.

May I align my payments with my paycheck and pay every two weeks?

Yes. You may pay your tuition in advance. If you would like to pay bi-weekly, the payment for both weeks, must be received prior to the week of service for both weeks.

Do you accept state assistance?

Yes, we do. You would contact the Missouri Department of Social Services with the DVN for the school your child attends. DSS will contact UP with your authorization. Our Accounts Receivable Assistant will then contact you regarding your weekly fee.

Barbara C. Jordan - DVN 02535859
Flynn Park – DVN 002535868
Jackson Park – DVN 002535840
Jackson Park summer – DVN 002585724

Is there other financial assistance available?

Yes.

Parkview Gardens Association offers scholarships to its families that attend Flynn Park and reside at one of the addresses below. Family must provide a valid ID and proof of residence.

<table>
<thead>
<tr>
<th>Address</th>
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</tr>
</thead>
<tbody>
<tr>
<td>6231-6406 Cabanne</td>
<td>6253 Cates</td>
<td>6250-6651 Clemens</td>
</tr>
<tr>
<td>6236-6490 Enright</td>
<td>716-761 Heman</td>
<td>704-751 Interdrive</td>
</tr>
<tr>
<td>606-808 Kingsland</td>
<td>605-894 Leland</td>
<td>701-737 Limit</td>
</tr>
<tr>
<td>6300-6319 Olive</td>
<td>6400-6418 Olive</td>
<td>242-6418 Olive</td>
</tr>
<tr>
<td>6242-6418 North Drive</td>
<td>724-769 Syracuse</td>
<td>601-847 Westgate</td>
</tr>
</tbody>
</table>

Unleashing Potential helps if funds are available and families do not qualify for State assistance nor the Parkview Gardens Scholarship and fall into the required family size and income guidelines. These funds are very limited when available, so they are given on a first come first serve basis. Families must complete the application, provide a denial letter from DSS and show proof of income. After everything has been received, the Accounts Receivable Assistant will contact you to let you know if you have been approved for a discounted rate.