

HATS PROGRAM 2012 ENROLLMENT INFORMATION

(Keep for your records)

We are very excited that you have chosen for your child to spend part of their summer with us at Stetson University and promise to do our best to make it a time they will never forget!

REGISTRATION INFORMATION

Students are registered upon receipt of registration form and payment in full. Payment may be made by check or money order. All checks should be written to HATS Program.

Registration to be mailed to:

HATS Program

Stetson University

421 N. Woodland Blvd, UNIT 8390

DeLand, FL 32723

REGISTRATION CONFIRMATION/RECEIPT

Confirmation of registration will be sent via e-mail. Please provide an e-mail address that you check regularly. Please print your email address clearly on the registration form and be sure to distinguish between numbers and letters, for example zero and "O" and one and "I".

The registration deadline for all classes is May 1, 2012. This deadline is used to determine whether the class has met the minimum enrollment. Each class will have a designated enrollment minimum and maximum. Registration forms will be accepted until class enrollment is full. Once the maximum enrollment limit is reached the class will be noted as such on the website. The session will not be conducted if enrollment does not meet the minimum and students will then be placed into their second choice class.

You can expect to receive more specific details about the class along with directions approximately two weeks prior to the start of class.

SUMMER PROGRAM T-SHIRT

Each student will receive one complimentary 2012 HATS Summer Program T-shirt. Please indicate the size on the registration form. Additional shirts may be purchased @10.00 each. HATS participants are required to wear their HATS t-shirt each day so as to be recognizable and visible to faculty and staff while on campus.

TUITION

Tuition for one week is \$260.00 and includes all materials and supplies. Classes run from 9:00 a.m. to 3:30 p.m.

DISCOUNTS

Only one discount is allowed per registration.

Refer a Friend Discount: A current or former HATS student may refer a new student (a student who has never taken any HATS classes before) and both students may receive a \$25.00 discount off their summer tuition. Both the current/former student and the new student must register at the same time and both names must be listed on each registration form. Students are not required to register for the same class. Your total would be \$235.00 per class.

Multiple Class Discount: Register your child for more than one HATS class and you'll save \$50.00 on each week of classes in which your child enrolls. Your total would be \$210.00 per class.

Sibling Discount: All siblings attending HATS during the same week of classes are eligible for a discount of \$50.00 per class. Your total would be \$210.00 per class.

Stetson University Faculty/Staff and Alumni Discount: Family members of the faculty and staff of Stetson University as well as alumni will receive a \$75.00 discount off each week of tuition. Your total would be \$185.00 per class.

Free/Reduced Lunch Discount: Students that participate in their school's free or reduced lunch program are eligible for a discount of \$85.00 per class. Please enclose a copy of his/her current free and reduced lunch form provided by the school with your registration form. Your total would be \$175.00 per class.

Early Bird Special: Students whose registrations are postmarked by March 1, 2012 will receive a free additional HATS t-shirt. Please checkmark on the registration form and indicate size.

REFUNDS

The HATS Program reserves the right to cancel classes that do not meet minimum enrollment. If a class is canceled and you do not have a second choice you will receive a FULL payment refund.

ALL other refunds will result in a registration and processing fee of \$50.

No refunds or credits will be issued for any no-shows.

Refunds are not available for vacations, special events, short-term illnesses, or other personal commitments that prevent attendance.

Extended illnesses - A refund may be available for an extended illness of two or more consecutive days. A doctor's note and written note from the parent or guardian explaining the situation must be received within three working days from the first day of the missed class. Upon review by the Director of the HATS Program, participants may receive a partial refund less the \$50.00 processing fee.

CANCELLATION POLICY

In the event you must cancel your reservation, you will receive a refund as defined below:

Cancellation must be submitted in writing and sent via US mail.

Full refunds (minus a \$50.00 registration and processing fee) will be issued if withdrawal is on or before June 1, 2012. A 50% refund will be given if withdrawal occurs after June 1 and on or before June 15, 2012. NO Refunds will be given if withdrawal is after June 15, 2012. Cancellations after June 1, 2012 may receive a credit voucher toward future HATS Program classes, less \$50, valid for one year from date of issue.

Cancellation requests due to illness or accident prior to the class session start date require a physician's

written verification. Upon receipt of verification, we will issue a full refund with the exception of a \$50 processing fee.

FIRST TIME REGISTERING?

Please provide

CHECK-IN/CHECK-OUT

Drop-off/Pick-up Area

Please drop-off and pick-up your students in the side parking lot of SAGE Hall off of Amelia Avenue for classes in DeLand. You will receive directions and information concerning parking via e-mail approximately two weeks prior to the class.

Morning Drop-off: 8:45 a.m. - 9:00 a.m.

Afternoon Pick-up: 3:30 p.m. – 3:45 p.m.

Safety Procedures

For your child's safety all students MUST be escorted to and from their classroom by a parent or guardian and signed in and out EVERY DAY. While we realize that leaving your contact information each day may not always be convenient, in the event of an emergency we wish to have the most accurate contact information for your child.

Late pick-up

Parents/guardians will be assessed a \$10 charge if a child is picked up more than 15 minutes after class ends, and an additional \$1 per minute thereafter. Please pick up your child on time.

ABSENCES

If your child will be absent please notify the HATS office by e-mail, hats@stetson.edu and by voicemail, 386-822-7091.

ILLNESS

If your child should become ill while in class, you will be notified immediately. We will ask you to make the decision whether to remove your child from the class for the day. We ask for your discretion in bringing your child back to class if he/she is ill. If he/she will be absent please call the office at 386-822-7091.

EMERGENCY NUMBERS

If an emergency arises and you need to contact your child during class please call

HATS Program Office: 386-822-7091

(if you receive the voicemail contact Public Safety and they will call the director's cell phone)

Stetson University Public Safety: 386-822-7300

WHAT TO BRING EVERY DAY

Recommended Clothing

Students should arrive dressed comfortably for the day. A HATS t-shirt will be provided and we ask that each student wear their shirt to class every day. Additional t-shirts may be purchased for \$10.00 each. Clothing requirements may change somewhat from day to day based on the nature of the activity. Your child's teacher will provide you with any additional dress requirements. For safety, we recommend closed-toe shoes. Students

may also need a sweater or light jacket in case the room is cool.

Lunch

Each student should bring a lunch Monday-Friday with his/her name on it. Lunches should be packed in such a manner as to keep them at the proper temperature. Microwaves & refrigerators are not available.

Water bottle

Please send a water bottle each day labeled with your child's name.

Snacks

Snacks are not provided. Participants should bring their own snack if they choose to have one during the day. Please inform the director by note if there are any foods or drinks your child should not consume.

Sun block

Some classes will be going outdoors. We recommend applying sun block on your child prior to arrival and sending sunscreen so that your child can reapply as needed.

Money and items of value

Personal equipment such as iPods and hand held electronic games or money **should not** be brought to class. Cell phones will need to be turned off and stored away during class. If you need to contact your child in an emergency during class time you can call Stetson Public Safety at 386-822-7300 and they will contact the HATS Director with the information.

Discipline

It is expected that students will take responsibility for their own behavior and act appropriately during class to foster a positive learning environment for all students. If a student is disruptive, a warning will be given to the student and to the parents on the day of the incident. If the inappropriate behavior recurs in a second class session, the child will be removed from the class and may be removed from the program. In this case a refund will not be provided.

TAX IDENTIFICATION NUMBER

For parents wishing to deduct the child care expense of Stetson University's Summer 2012 HATS Program our tax identification number is: **59-0624416**.

CONTACT INFORMATION - If you have any questions or concerns, please contact the HATS Program at **hats@stetson.edu** or 386-822-7091.