



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

May 7, 2020

Dear A+ Parents and Guardians:

The YMCA of Honolulu staff hopes you and your families are doing as well as can be expected during this unprecedented time due to the COVID-19 pandemic. Recognizing the challenges our families are faced with, the Hawaii Department of Education (HIDOE) is offering a prorated refund for March 2020, when spring break was extended due to our State's stay at home order, and guidance provided by the Center for Disease Control. Enclosed is a letter from HIDOE's Assistant Superintendent Rodney Luke explaining HIDOE's prorated refund.

To request this refund, please confirm that your child was enrolled in a YMCA of Honolulu A+ program for the month of March, and that all A+ fees have been paid. Once this is done, complete the following steps:

1. Fill out the After-School Plus (A+) Program March 2020 Prorated Request Form (Attachment A)
 - a. Print legibly
 - b. All information above the dotted line of the form must be completed.
 - c. Do not forget to sign and date the form. Your signature on the form certifies that you have paid the YMCA of Honolulu for March A+ services and that you qualify for a prorated refund.
2. Submit this form to the YMCA of Honolulu
 - a. Scan and email to: childcare@ymcahonolulu.org; or
 - b. Mail to: YMCA of Honolulu
ATTN: A+ Program Refund Request
1441 Pali Highway
Honolulu, Hawaii 96813
3. Reminders
 - a. Request forms are due to the YMCA of Honolulu on or before 5:00 PM on Friday, May 28, 2020. Forms received after this date, for whatever reason, cannot be accepted. There will be no exceptions made. Furthermore, any forms not submitted by this deadline forfeits the option to receive HIDOE's March 2020 Prorated Refund.
 - b. Refunds may take up to 3-4 months to process. Refunds will be issued by check from YMCA of Honolulu, once funds are received by HIDOE.

Should you have any questions, please contact me at (808) 541-5470.

Please be safe and stay well.

Sincerely,

Diane Tabangay, Executive Director – Youth Development

Attachments: HIDOE Letter to Parents and Refund Request Form