

AFTER SCHOOL PROGRAM @PS196Q CONTRACT Fall 2022

The PA of PS196Q AfterSchool Program, hereinafter referred to as ASP@PS196Q, and _____, hereinafter referred to as Applicant, hereby agree to the enrollment of Applicant's child/(children) _____ in ASP@PS196Q, upon the following expressed terms and conditions:

- I. **Enrollment Period:** Applicant hereby enrolls their child for the Fall 2022 Semester, commencing on September 8, 2022 and ending on January 31, 2023. ASP@PS196Q will follow the [DOE's school calendar](#) and will not operate on school closure dates.
- II. **Tuition Payment:** Per child registration fee (\$50) and full payment or 1st installment payment, if Applicant has elected to pay by installment, is due at time of registration. ASP@PS196Q hereby makes it known to the Applicant that their child is being accepted for the entirety of the fall semester and that the tuition stated is payment for a place in the program and not for the period of attendance.
Installment payments: It is expressly understood and agreed by the parties hereto that the privilege of paying tuition by installment is extended only as a convenience and does not in any way bury the obligation of the applicant to pay the tuition in full.
 - i. There is a non-refundable 2.75% installment service fee applied at the time of registration.
 - ii. Installment payments via credit cards or eChecks will be automatically deducted on the following dates: 9/5/2022 (2nd), 10/5/2022 (3rd), 11/5/2022 (4th), 12/5/2022 (5th/final) without bills being sent.
- III. **Refund Policy:** Requests for refunds must be submitted via email to maria@afterschoolps196.org and will be granted according to the following schedule:

Requests received via email by	Refund entitlement
Aug 23, 2022, 5 PM	85% tuition refund, less registration fee and 4% processing fee
Sept 14, 2022, 5 PM	50% tuition refund, less registration fee and 4% processing fee
After Sept 14, 2022, 5 PM	No refunds

- IV. **Withdrawal / Changes:** In all cases of withdrawal from the program after Sept. 14, 2022, tuition fees shall be paid to the end of the semester.
 - a. It is understood that no fee deductions are to be made or credits allowed for the absence or withdrawal on account of illness, early pick-ups, or any cause whatsoever, except as herein above stated.
 - b. In the rare case that a class is canceled due to instructor absence, the ASP@PS196Q will provide alternative activities for the children.
 - c. If ASP@PS196Q determines that services cannot be provided as a result of an act of nature, a local or national emergency, or any condition that in the opinion of ASP@PS196Q jeopardizes the safety of children, no compensation or makeup days will be provided.
 - d. ASP196 reserves the right to cancel or alter programs or fees as it deems necessary.

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- V. **Late Pick Up:** If my child is not picked up by program closure (6:30 p.m.) I agree to pay late fees of \$20 per 15 minutes per ASP@196Q policy. In the event that the parent/emergency contacts cannot be reached my child may be taken to the NYC Police Department 112th Precinct after 6:30 p.m.
- VI. **Injuries:** If my child is injured and requires medical attention and I cannot be reached for instructions, I do hereby give authority to the ASP@PS196Q to obtain necessary emergency medical treatment for my child until family is notified and or arrives.
- VII. **Behavior:** Children enrolled in the ASP@PS196Q are expected to behave in a polite, sincere, and cooperative manner towards their peers and school staff. Failure to do so can result in their removal from the program and fees forfeited.
- VIII. **Photo Digital Media Release:** Applicant hereby gives permission to ASP@PS196Q for the use of all digital media for the purpose of publication and/or display, on behalf of the ASP@PS196Q.

I have read and agree to the terms of the PA of PS196Q AfterSchool Program.

Applicant Signature

Date

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Credit Card Authorization (REQUIRED FOR ALL PARTICIPANTS)

I, _____, authorize ASP@196Q to process payment with credit card below for any charges incurred during the Fall 2022 semester.

- ☐ Visa
☐ MasterCard
☐ Discover

Card# _____

Exp. _____

/

Security code: _____

Credit card must be valid through 2/23

Authorized signature _____

Date: _____

Email: _____

Billing Address: _____