

AFTER SCHOOL PROGRAM @PS196 | Fall 2023

info@afterschoolps196.org | (339) 788-7797

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General Information

About ASP@PS196Q

The After School Program at PS196Q is sponsored by the Parents Association of PS196Q, Inc. Our program offers PS196Q students in grades K-5 a safe, enriching and fun environment every day after school. Maria Romero is the AS Program Director.

Contact Information

For general questions, assistance, pick up changes and program changes during the school year (September - June), Monday to Friday, 10 a.m. - 2:00 p.m., email info@afterschoolps196.org or text (339) 788-7797. For emergencies after 2:00 p.m., call the school office at (718) 263-9770.

Calendar

Fall Semester Dates: Thursday, September 7, 2023 to January 23, 2024. The after school program will follow the [DOE's school calendar](#) and will not operate on school closure dates or half days.

September 25 (Monday)	Yom Kippur, schools closed
October 9 (Monday)	Italian Heritage / Indigenous Peoples' Day, schools closed
November 2 (Thursday)	Parent-Teacher Conference, Half-day, no regular ASP
November 7 (Tuesday)	Election Day, students do not attend school
November 23–24 (Thurs - Fri)	Thanksgiving Recess, schools closed
December 25–January 1 (Mon - Mon)	Winter Recess, schools closed
January 15 (Monday)	Rev. Dr. Martin Luther King Jr. Day, schools closed
January 23	Last day of Fall Semester After School Program

Health & Safety

Safety is our priority for all of our children and staff. We will follow all DOH/CDC stated Covid-19 guidelines as they are disseminated.

Programs

After School Program

Semester Option

Students in grades K-5 participate in weekly activities which meet for the full semester. Students can choose from a variety of classes covering art, S.T.E.M., academics, sports, music, dance, cooking, languages. Visit our [website](#) to review the class schedule, details and pricing.

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Program hours are from school dismissal until 5:00 p.m. Monday - Friday. Extended Stay is available up to 6:30 p.m for an additional fee. After 5:00 p.m., Extended day students will go to a homework class until picked up.

Single Day/Drop-in Option

Families have the option to register children for Single Days. You will need to create an account and registration fee applies. Same program policies apply. The daily fee is \$35 for 5:00 p.m. pick up and \$45, up to 6:30 p.m. pick up. Children will be placed in the Lego & Wii Games Class.

Please note, it is the family's responsibility to send an email or note to the child's teacher and the after school program that the child is going to After School that day. Email: maria@afterschoolps196.org.

Morning Program

An early-morning program is offered for grades K-5, Monday - Friday. Staff members greet children in the main entrance starting at 7:30 a.m. then taken to the gym or playground for open play. At approximately 8:15 a.m., the students will be brought to the cafeteria for breakfast. Staff members will guide students to their classes.

Students can be registered for 1 to 5 days per week at \$136 per day/per semester or daily at \$620 for the full semester.

Drop-ins for the morning program are accepted only with prior registration through our online registration system. The daily drop-in fee for the Morning Program is \$8. There are no make-ups or refunds/credits for absences.

It is the family's responsibility to send an email to the after school program that the child is going to the morning program. Email maria@afterschoolps196.org prior to arriving at school.

Camps

On half days and school holidays, the regular program is not in session. Families will be notified in advance if a special Half Day or Full Day camp will be offered. Any special camps that operate on those days will require separate registration and fees.

Terms & Conditions

Parent Contract

All families participating in the After School Program @PS196Q are required to upload a signed Parent Contract and credit card authorization prior to online registration for each child participant. A valid credit card must accompany the parent contract in order to register for the after school program even if payment is being made in full.

Once your signed contract and credit card form is uploaded, your account will be authorized to register for the Fall After School Program. Submit the signed form by *August 8th* to avoid delays during online registration.

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For step-by-step instructions to download and submit the contract and credit card form, go to <https://app.amilia.com/store/en/asp196/shop/programs/91656>.

Covid-19/Coronavirus

In the event of an NYC-mandated closure due to Covid-19, partial credit will be granted to use against future enrollment.

Program Costs

Tuition

After School Program Rates for the Fall 2023 semester (Sept 7 - Jan 23).

Registration fee, per child, non-refundable	\$50 / semester
Class tuition for each day of enrollment	\$410-\$610 day / semester (See class details)
Single Day ASP/Drop-in Option	\$35-\$45 / day
Morning Program (1-5 days)	\$136-\$620 / semester
Morning Program Drop-in Option	\$8 / day

- Semester tuition is listed by class on our website for the regular program hours (2:50 p.m. - 5:00 p.m.) and includes all necessary equipment and materials.
- Extended Stay option: up to 6:30 p.m., add \$120 per day, per semester.

Fees

- Installment Plan service fee of 2.75%.
- Any changes or cancellation to classes fully or partially paid will be subject to a 6% administrative fee.
- Returned checks, declined credit card or eCheck payments will incur a \$30.00 fee.
- Late Pickup Fee: \$20 per child for every 15 minutes after scheduled pick-up (5:00 p.m. or 6:30 p.m.).

Discounts

15% off Sibling Discount applied at checkout.

Please note: To benefit from this discount, family members must be registered at the same time, during the same online session.

FSA

The Afterschool Program tuition and fees may be an eligible expense through your dependent care spending program. Any forms that need to be filled out must be either sent via email or dropped off with a return envelope. Please allow seven business days for the form to be filled out and returned.

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Payments

Payment Terms

Payment is due in full at registration. We accept credit cards (Visa, MasterCard, Discover), debit cards (Visa/MasterCard) and eChecks. There is a \$30 charge for returned checks or declined online payments.

Installment Plan

An installment option is available for full semester registration. There is a 2.75% service fee added to the invoice at checkout. Installment payments are automatically deducted via credit card or eCheck as follows: 1st payment at registration, 2nd payment on September 7, 3rd payment on October 7, 4th payment on November 7, 5th and final payment on December 7. *Returned checks, declined credit card or eCheck payments will incur a \$30.00 fee.*

Credit balances

Please note for accounts with a credit balance, the credit balance cannot be applied to the first installment payment. The first installment must be paid via credit/debit or eCheck. The credit balance will be applied to the subsequent installments. Credits are non-refundable and will expire at the end of the current school year.

Past Due Account Balances

Accounts with a past due balance must be paid in full before registering for any programs for the Fall 2023 Semester. The After School Program reserves the right to cancel registration for accounts with past due balances. For questions regarding your account or to make a payment, contact Maria, maria@afterschoolps196.org.

Refunds

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, 2023, 5 PM	Last day for 85% tuition refund, less registration fee and 6% processing fee
Aug 30, 2023, 5 PM	Last Day for 50% tuition refund, less registration fee and 6% processing fee
After Aug 30, 2023, 5 PM	No refunds

Registration

Online Registration

Fall 2023 registration starts on **August 9th at 9:30 a.m.** at afterschoolps196.org. See our [Registration Guide](#) on the site.

- Accounts with past due balances must be paid in full prior to registration.
- We reserve the right to cancel registration for accounts with past due balances.

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- Registration for After School Program classes is online-only and on a first-come, first-served basis.
- All classes are available for registration until maximum capacity is reached.
- You must register your child for an available class in order for your child to attend the after school program.
- A waitlist is available but it does not guarantee a spot for that class. We will contact you via email if a spot becomes available.

Class Selection

- Review the Fall 2023 After School Program schedule to select one class for each day your child will attend After School.
- If your child's first choice is not available, please register for their 2nd choice to avoid getting locked out of After School on a particular day.
- All classes run from 2:50 p.m. - 4:40 p.m. for 5 p.m. pick-ups. Choose Extended Stay up to 6:30 p.m. for an additional \$120.
- If you need to change a class from one day to another, switch to a different class, cancel a day or add a day, please email your request to maria@afterschoolps196.org
- *Do not* register for a second class on the same day as processing fees will apply to cancel duplicate class.

Registration App

- Families must create an account on our [Amilia registration system](#) to register for any of the programs offered. One account per family.
- New ASP families will be prompted to create an account with their email address on Amilia registration software during registration. Please use your primary email when creating your account as it will be used for communication regarding the program and/or your child.
- Returning ASP families will use their existing Amilia account & email. If you don't remember your password use the Forgot Password link to reset it.
- Do not create a new account with a different email.
- To pay open balances online go to [afterschoolps196.org/Register Online](https://afterschoolps196.org/RegisterOnline) and click on My Account. Click the 'Billing' tab. Click the 'Make a Payment' button and enter your online payment information.

Changes or cancellations

Changes or cancellations can only be made by the After School Program administrator and are subject to fees.

For cancellations due to low enrollment, credit will be granted to use against future enrollment. To request schedule changes or cancellations, contact Maria Romero at maria@afterschoolps196.org.

Program Guidelines

Pick-Up

Grades K & 1: PS196 Main Entrance, starting at 4:40 p.m.

Grades 2 - 5: PS196 Old Main Entrance starting at 4:40 p.m.-4:55 p.m. (5 p.m. pick-up only)

After 4:55 p.m. all grades will be picked up at the main entrance.

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At the designated pick up times, the students will be waiting for an authorized adult. Photo I.D. and sign out is required. The school must receive advanced written notification if someone other than an authorized adult is picking up. We will not release the children to anyone that has not been authorized. Students with written permission from their parent/guardian to go home on their own are released after signing out from their last activity.

Late Pick-ups

If you or your authorized person is running late for pick up at dismissal time, please alert the program administrator, by email or phone at maria@afterschoolps196.org or (339) 788-7797.

Additional fee applies.

Pick-ups after scheduled pick-up time (5:00 p.m. or 6:30 p.m.) will incur a fee of \$20 per child for every 15 minutes. In the event that my child is not picked up by program closure (6:30 p.m.) and a parent or emergency contact cannot be reached, my child may be taken to the NYC Police Department 112th Precinct.

Attendance

Parents should notify their child's teacher regarding all days that they are registered for the ASP and promptly notify them of any changes. Parents are responsible for emailing their child's teacher and the after school program when the child will not attend the program on a scheduled day. There are no make-ups, credits or refund for missed days.

Attire

Please send your children in comfortable clothing and rubber soled shoes for indoor/outdoor play. All items must be labeled such as water bottle, jackets, backpacks, lunch bags, etc.

Meals & Snacks

We will supply pre-packaged snacks at 3 p.m. and again at 5:15 p.m to students in Extended Stay. Students may bring their own snacks/food. Children with food allergies and/or dietary restrictions should bring their snacks in a bag labeled "after school snack". Please send your child with a water bottle everyday.

Injuries

As stated in our program contract, should your child be injured and/or require medical attention and a parent/guardian cannot be reached for instructions, you grant us authority to obtain necessary emergency medical treatment for the child until family is notified and/or arrives.

Materials & Personal Items

If needed for homework, students must bring their own laptop, iPad or electronic device, headphones, power cord, etc. We do not provide any equipment or reference materials. Students must keep change of clothes, if brought, in their backpacks. Please label all clothing, water bottles, lunch bags, jackets, backpacks, laptops, iPads, etc.

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The AS Program is not responsible for any items that are misplaced during the day or in after school. All items that have names will be returned to the student. All items found will be placed in the lost and found area at the end of the day.

Homework Help

- The parent/guardian will discuss expectations of starting and completing homework with their child (e.g., this may include not playing computer games, and not using the computer inappropriately).
- Parent/guardian is responsible for addressing concerns about a child's academic performance with their school teacher, not the AS Program staff.
- Students are responsible for bringing their homework information, books, etc. to the after school program. After School staff cannot retrieve forgotten materials from classrooms.
- The AS staff will provide assistance to students regarding homework and will make every attempt to ensure that students complete as much as possible.