

## PS3'TIL6 / OASIS AFTERSCHOOL PROGRAM

### 2009-2010 Spring Semester: Registration Guidelines

**Please read BEFORE processing your online registration! Thank you.**

**Last Update: Mar 1, 2010**

#### Registration Dates

**Jan 21 @ 4pm** --- Spring Registration Link is available on our homepage: [www.ps3nyc.org/afterschool.html](http://www.ps3nyc.org/afterschool.html)

**Important Note:** Registration remains open throughout the Semester and pro-rated tuition is available for late-comers. Daily Attendance Lists are generated @ 12noon each day. **Registrations processed AFTER 12noon will take effect only the following day.**

If you have questions regarding late registration, please stop by during office hours:  
Mon-Wed-Fri, 3-6pm OR email [ps3til6@gmail.com](mailto:ps3til6@gmail.com) (don't forget to include best number to reach you).

#### Guidelines for Spring Registration /some important changes below / Please read!

##### Two Activities per Day, Age Groups & Skill Level

When you register your child, you will be asked to choose two activities per day (one activity per period). Please make sure you enroll in age-appropriate classes. Grades for each activity are stated clearly under the title of the course between parentheses -- for example, (2-5). Some classes are also categorized by skill level (beginner and intermediate). Please select the right level for your child.

**IMPORTANT:** If you think your child would like to participate in an activity for which s/he is NOT eligible due to age limits, we recommend you sign up for TRY-OUTS (available during the first two weeks of the semester) and consult the staff before making a final decision.

##### Tuition and Fees

The Daily Tuition of 180.00 per Semester-Day covers the Basic Program. This includes KidzKlub (grades K-1) and OpenRec (grades 2-5). Please visit the Tuition & Fees Page of our website for more details.

Enrichment Classes are subject to an additional fee. This fee varies from 75.00/semester to 125.00/semester depending on the specialty and cost of equipment and materials. Our ability to offer a wide range of classes at such low rates depends on high enrollment and timely payments. Please help us meet these goals!

##### Lego Robotics Fund

When you register your child, you will see an option to contribute to this fund (you can enter any amount you wish). The equipment for this new workshop is very expensive. Your contribution will help us keep class tuition at a reasonable rate. Thank you!

##### Payment Options

You can pay your balance in full at the time of registration or choose the 2-payment option: 50% now and 50% mid-semester. Our online registration system accepts credit and debit cards as well as e-checks. Personal checks and money orders can be used for payment if you register in the office in person. The afterschool office, room 301A, is opened Mon-Wed-Fri between 3-6pm.

##### Medical Records / Copy of Your Child's Latest Physical

New York City Department of Health and Mental Hygiene (DOHMH) School Age Child Care (SACC) regulations mandate that afterschool programs have participants' current medical information on file. This information will be kept strictly confidential.

You can request a copy of your child's latest physical from your pediatrician. Please obtain your copy asap! Afterschool Registration is not complete until we have this document on file.

## **NEW Enrollment Options this Spring / Please read!**

### **Try-Outs / Feb 1 – 12**

If your child is interested in some of the Specials but not sure which one to choose, this is a great option. At the end of the two-week trial period, you have to complete a **Registration Change Request Form** (sample form below) indicating your child's preference for that program-day.

If you do not submit a Change Request Form by Friday, Feb 12th, your child's registration for that period will automatically revert to Basic Program (KidzKlub or OpenRec, depending on grade level).

### **FlexSpecials / NO Administrative Charge for Class Changes**

Introducing a new flat-rate Option this Spring! How does it work?

When you go online to register your child, 'FlexSpecials' will be listed alongside other Classes for that period. If you select this option, you are giving your child permission to change classes **in consultation with the afterschool staff**. Under this arrangement there is NO need for parents to complete a **Registration Change Request Form** and pay Administrative Fees each time a child wishes to make a change. **This OPTION allows class changes within a select number of Specials** offered that period. The following classes **do NOT participate in FlexSpecials**: Clay, Cooking, Chess, Gymnastics, Fencing, Virtual Civilization and LegoRobotics.

**IMPORTANT:** There is no guarantee all student choices will have slots available if they wish to make a change later in the term. If your child is VERY interested in a particular activity, we recommend you select that class at the time of registration to ensure a seat.

### **Waiting Lists / How to ADD Child's Name**

If your child's first choice is full at the time of registration, please send an email to the office – enter ACTIVITY name in the subject line - and ask that his/her name be added to the Waiting List for that class. If a slot becomes available you will be notified immediately.

## **MAKING CHANGES TO AN EXISTING REGISTRATION: New Procedures this Spring. Please read!**

### **How to ADD a Program-Day**

If you signed up for Mondays and Wednesdays, for example, and later decide you'd like to add Tuesdays to your registration, please go to our website, click the **Registration Link for Regular Users**, choose 'Returning User,' select desired weekday and follow the prompts until payment is completed.

### **How to Request Class Changes**

Please complete and sign a **Registration Change Request Form** (sample below) and drop it off in the Afterschool Office, room 301A, 3<sup>rd</sup> floor. This form can also be downloaded from our homepage. Hard copies are also available in our office inside a binder labeled 'REGISTRATION CHANGES'. You may leave your completed form(s) inside this binder any day between 8am and 6pm. **Please allow three to five (3-5) business days for you request to be processed.** Thank you.

### **Please Note These Important Dates**

#### **Request for Class Changes or Cancellations Feb 1 -12 / No Administrative Fees**

During the first two weeks of the Spring Semester class changes (subject to availability) and requests for pro-rated reimbursements will be processed without incurring any penalties.

#### **After Friday, February 12th**

Requests for changes or cancellations submitted after Feb 12<sup>th</sup> will be subject to administrative fees (see Tuition & Fees page of our website for details).

#### **After Friday, March 5th**

**IMPORTANT:** No refunds for requests submitted after this date.

## PS 3'til 6/Oasis Afterschool Program

### Registration Change Request Form

**IMPORTANT NOTE:** If you want to ADD a PROGRAM-DAY to your current registration, please go to our website, click the Registration Link for Regular Users, choose 'Returning User,' select desired weekday and follow the prompts until payment is completed. For all other changes – switching activities or cancelling a program-day – you need to submit this form. **Please submit ONE Form for each program-day and allow three to five (3-5) business days for your request to be processed. Thank you!**

**All fields required. Incomplete forms cannot be processed!**

Child's Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Currently registered for (circle only one program-day): M T W Th F

1<sup>st</sup> Period Activity (enter name): \_\_\_\_\_

2<sup>nd</sup> Period Activity (enter name): \_\_\_\_\_

Would like to: please circle option (a) OR (b) below:

**(a) Attend these activities instead (enter details below):**

*Class changes are subject to availability and a processing fee of 10.00 per change.*

1<sup>st</sup> Period Activity (enter name): \_\_\_\_\_

2<sup>nd</sup> Period Activity (enter name): \_\_\_\_\_

**(b) Cancel program-day and special classes (if applicable)**

*Pro-rated refunds are issued for a limited time and are subject to cancellation fees. Please consult our Program Policies and Calendar before submitting your request.*

### Parent/Guardian Information & Payment Authorization

First and Last Name (please print) \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Any charges – or reimbursement - resulting from this request (circle option (a) OR (b) below:

(a) Please charge / refund my credit card on file (enter last four digits) \_\_\_\_\_

(b) Please bill / credit my account. Balance will be paid by check upon notification.

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

*Requests for pro-rated refunds, if applicable, will use the date on this form as the effective cancellation date.*

**Please review the information above and make sure that all fields have been completed. Thank you.**

**This form is also available online @ [www.ps3nyc.org/afterschool.html](http://www.ps3nyc.org/afterschool.html)**

**PS 3'til 6 / OASIS Afterschool Program**

**Spring Semester (Feb 1 - Jun 25)**

**Activities Schedule / Last Update: March 1, 2010 (still subject to changes!)**

	Monday	Tuesday	Wednesday	Thursday	Friday
	<b>BASIC PROGRAM *</b>				
<b>101/Stage</b>	<b>Genesis / Salvador</b>	<b>Sabrina / Salvador</b>	<b>Sabrina / Salvador</b>	<b>Sabrina / Salvador</b>	<b>Sabrina / Salvador</b>
3:40 – 4:40	KidzKlub (K-1)	KidzKlub (K-1)	KidzKlub (K-1)	KidzKlub (K-1)	KidzKlub (K-1)
4:45 - 5:45	KidzKlub (K-1)	KidzKlub (K-1)	KidzKlub (K-1)	KidzKlub (K-1)	KidzKlub (K-1)
<b>Aud /Gym</b>	<b>Terence / Rich</b>	<b>Terence / Rich</b>	<b>Terence / Rich</b>	<b>Terence / Rich</b>	<b>Terence / Rich</b>
3:40 – 4:40	OpenRec (2-5)	OpenRec (2-5)	OpenRec (2-5)	OpenRec (2-5)	OpenRec (2-5)
4:45 - 5:45	OpenRec (2-5)	OpenRec (2-5)	OpenRec (2-5)	OpenRec (2-5)	OpenRec (2-5)
	<b>ENRICHMENT CLASSES **</b>				
	<b>Maurice \$75</b>	<b>Mike \$75</b>	<b>Maurice \$75</b>	<b>Mike \$75</b>	<b>Denize \$75</b>
3:40 – 4:40	Kidnastics (K-3)	DUSC Soccer (K-1)	FantasyAdvs (K-3)	DUSC Soccer (K-1)	DressUp (K-3)
4:45 - 5:45	FantasyAdvs (1-5)	DUSC Soccer (K-2)	Gymnastics (2-5)	DUSC Soccer (3-5)	Animal Tales (K-3)
	<b>Genesis \$125</b>	<b>Johnny \$85</b>	<b>Genesis \$125</b>	<b>Tracy \$85</b>	<b>Salvador / Rich \$75</b>
3:40 – 4:40	Cooking (K-3)	WoodWorks (K-3)	Cooking (K-3)	Jewelry&Collage (K-3)	Yogamotion (ALL)
4:45 - 5:45	Cooking (ALL)	WoodWorks (ALL)	Cooking (ALL)	Jewelry&Collage (ALL)	Board Games (1-5)
	<b>Denize \$75</b>	<b>TADA! \$75</b>	<b>TADA! \$75</b>	<b>Maurice \$75</b>	<b>Maurice \$75</b>
3:40 – 4:40	StoryBook (ALL)	Tada! (K-3)	Tada! (K-3)	Kung Fu (1-5)	Gymnastics II (2-5)
4:45 - 5:45	Act it Out! (K-3)	Tada! (ALL)	Tada! (1-5)	Kung Fu (1-5)	Gymnastics I (1-5)
	<b>Judith \$100</b>	<b>Judith \$100</b>	<b>Genesis \$75</b>	<b>Genesis \$75</b>	<b>Richard \$125</b>
3:40 – 4:40	Archery (K-3)	Archery (K-3)	LegoBuilding (K-3)	Movement/Dance (K-3)	LegoRobotics (3-5)
4:45 - 5:45	Archery (2-5)	Archery (2-5)	LegoBuilding (ALL)	Movement/Dance (ALL)	
	<b>Regula \$85</b>	<b>Maurice \$75</b>	<b>Bruce \$75</b>	<b>Angelica \$125</b>	
3:40 – 4:40	Knit&Stitch (1-5)	Kung Fu (1-5)	MusicWksp (2-5)	IntermFencing (3-5)	
4:45 - 5:45	Fun Crafts (1-5)	Kung Fu (1-5)	MusicWksp (ALL)	BeginFencing (2-4)	
	<b>Kim \$75</b>	<b>Matt \$75</b>	<b>Regula \$85</b>	<b>Saki \$75 / \$50</b>	
3:40 – 4:40	Computers (2-5)	IntermChess (3-5)	Fun Crafts (1-5)	SportsCombo (2-5)	
4:45 - 5:45	Computers (2-5)	BeginChess (1-5)		HomeworkHelp (2-5)	
	<b>Lenny (a) \$125</b>	<b>Lenny (a) \$125</b>	<b>Eric \$85</b>	<b>Richard \$125</b>	
3:40 – 4:40	ClayWorks	ClayWorks	ComicBooks (1-5)	LegoRobotics (3-5)	
4:45 - 5:45	ClayWorks	ClayWorks	ComicBooks (1-5)	LegoRobotics (3-5)	
	<b>Saki \$75</b>	<b>Saki \$75</b>	<b>Saki \$75</b>		
3:40 – 4:40	Martial Arts (1-5)	SportsCombo (2-5)	SportsCombo (2-5)		
4:45 - 5:45	SportsCombo (2-5)		Martial Arts (1-5)		
	<b>Bill \$75</b>	<b>Salv/Jam \$75/\$100</b>			
3:40 – 4:40	PercussionEns (3-5)	Yogamotion (ALL)			
4:45 - 5:45		VirtualCiviliz. (4-5)			
		<b>Cathy \$75</b>			
3:40 – 4:40		Sing w/ Choir (1-4)			

Classes highlighted in Green are open to K students.

Classes highlighted in Orange do NOT qualify for FlexSpecials. Please consult Registration Guidelines for more details.

(a) Registration for ClayWorks is processed OFFLINE (students are selected from Waiting Lists according to set criteria).

\* KidzKlub and OpenRec are included in the \$180 tuition charge per Program-Day/Semester

\*\* Enrichment Classes are subject to additional fees. Class Fees vary from \$75 to \$125 depending on specialty and cost of equipment and supplies.

\*\* All Classes are subject to minimum enrollment requirements. If a class is cancelled due to under-enrollment, pro-rated reimbursement(s) will be issued.