

Spring 2025 AFTER SCHOOL PROGRAM @PS196Q CONTRACT

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 Spring 2025 Semester, commencing on February 3, 2025 and ending on June 26, 2025. 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 Spring semester and that the tuition stated is payment for a place in the program and not for the period of attendance.
 - a. **Credit card authorization:** I agree to save and maintain a valid Payment Method in my [Amilia account profile](#) and authorize ASP@196Q to process payment for any charges incurred during the Spring 2025 semester.

 - b. **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: 1st payment at registration, 2/12/25 (2nd), 3/12/25 (3rd), 4/12/25 (4th), 5/12/25 (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
Jan 15, 2025, 5 PM	85% tuition refund, less registration fee and 6% processing fee
Jan 22, 2025, 5 PM	50% tuition refund, less registration fee and 6% processing fee
After Jan 22, 2025, 5 PM	No refunds

- IV. **Withdrawal / Changes:** In all cases of withdrawal from the program after January 22, 2025, 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.

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- 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.

V. **Late Pick-Up:** If my child is not picked up by their scheduled pick-up time (5:00 p.m. or 6:30 p.m.), I agree to pay late fees of \$20 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.

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 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