

**MANHATTAN NEW SCHOOL  
AFTER SCHOOL PROGRAM**  
Sponsored by the  
MNS Parent Teacher Association  
[pta@ps290.org](mailto:pta@ps290.org)

## **POLICIES AND PROCEDURES**

### **GENERAL INFORMATION**

Under the supervision of the MNS PTA, and direction of qualified staff, the After School Activities Program (ASAP) offers clubs and classes which meet once a week for the entire spring semester. **The spring session begins Monday, January 30, 2017 and ends Friday, June 23, 2017.** The After School Program is closed on days when NYC schools are closed, on half days when all grades are dismissed early for Parent-Teacher Conferences or clerical purposes and on occasion for other events.

The After School Coordinator is Felicia Weisberg. She is available by email at [fweisberg@ps290.org](mailto:fweisberg@ps290.org) and by phone at 212-734-7127 ext 2040.

The PTA Presidents for 2016-2017 are Kristy Johnson and Pryia Nagrani.

Questions about tuition payment may be directed to the After School Coordinator or to the PTA Treasurers at [treasurer@ps290.org](mailto:treasurer@ps290.org).

### **DAILY ASAP SCHEDULE**

#### **After School clubs are in session from 3 to 5 p.m. each day.**

##### **Kindergarten-1st Grade**

Monday thru Friday, the children will be brought to the Café upon dismissal (2:30-2:35 p.m.). Under supervision, they will have their snack, or play a game until the program begins at 3 p.m.

##### **2nd Grade – 5th Grade**

Monday through Friday, the children will be brought to the Café upon dismissal (2:40 p.m.). Under supervision, they will have their snack, and will have the opportunity to do some homework, or play a game. Their program begins at 3 p.m.

##### **Dismissal**

Dismissal will take place from 5-5:30 p.m. in the Café. Each club will be brought to the Café and will wait at designated tables for pickup. All children must be signed out by a parent, guardian or person on a list of those allowed to pick up the child. *Please be prepared to present an ID. NO CHILD WILL BE DISMISSED ON THEIR OWN UNLESS THERE IS WRITTEN PERMISSION.*

In cases where sitters, relatives or friends will be picking up your child, advance notice must be given in writing (note or email only please) and the person picking up your child must be prepared to present identification.

Please pick your child up promptly each day. **A late fee of \$10.00 for every 10 minutes past 5:45 p.m.** will be assessed, and if late pickup is a regular occurrence (more than five times) your child may be excluded from the ASAP.

### **After School Snacks**

Please be sure to provide your child with a peanut free snack for each day they attend ASAP.

### **TUITION PAYMENT**

FULL PAYMENT is due at the time of registration. Payment is accepted by MasterCard, Visa, American Express, check or cash.

Families who would like to pay in installments must pay 25% of their total tuition at the time of registration. No child will be able to start the term without a deposit.

All balances for the Spring 2017 must be paid in full by April 1, 2017

For those paying by check with online registration, a slot in the main office will be available. If payment is not received in the Main Office at MNS by Friday, February 3 at 4 p.m., the classes will be released and the child will not be considered registered for ASAP.

If you have an outstanding balance from the previous semester of ASAP, you will be unable to register for the new term.

### **TUITION SCALE**

Tuition is based on a scale of \$38 per day for the full fall semester, as follows:

Mondays – 16 days, \$610

Tuesdays, Wednesday & Fridays– 19 days \$725

Thursdays– 17 days, \$645

*Ice Skating has a separate fee of \$950*

*Gymnastics has a separate fee of \$800*

*Construction Kids has a separate fee of \$800*

*GAGA Madness (Monday) has a separate fee of \$800*

*GAGA Madness (Wednesday) has a separate fee of \$950*

*LEGO Pre-Robotics has a separate fee of \$950*

*Mohrs' Explorers has a separate fee of \$950*

ADDITIONAL FEES: Some classes have additional fees, as follows:

Little Chefs: There will be an additional charge of \$50 to cover cost of supplies.

Healthy Cooking for Kids: There will be an additional charge of \$100 to cover cost of supplies and keepsake apron.

Pastry 101: There will be an additional charge of \$50 for ingredients and supplies.

Martial Arts: There will be an additional charge of \$50 for student's uniform (gee).

Robotics/Sewing/Jewelry: There is an additional charge of \$25 for these clubs to cover supplies

MNS Track Club/Lil' Runners: Students participating in MNS Track are asked to pay a fee of \$25 per semester to cover the cost of the MNS Track Club t-shirt and coaching expenses for the races.

MNS ART GALLERY: There will be an additional charge of \$25 to cover supplies

### **REGISTRATION FEE**

All families must pay a non-refundable registration fee of \$25 for each child.

### **SCHOLARSHIPS & DISCOUNTS**

We offer scholarship subsidies to PS290 students based on family income and eligibility for reduced-price or free school lunch. Discounts for reduced-price lunch or free lunch scholarships will be applied at checkout. Please note that all scholarships based on lunch eligibility are subject to verification.

There is a 10% Discount for any child signed up for 5 classes.

There is a 25% Discount for students eligible for the reduced lunch discount.

There is a 50% Discount for students eligible for the free lunch discount.

Discount Codes:

*RDL*- Reduced Lunch

*FRL*- Free Lunch

*Five*- 5 classes

### **DROP-IN CLASSES AND LATE PICK-UP AT 3:30 P.M.**

Parents may request their child participate in ASAP on a one-day basis by contacting Felicia Weisberg. The fee for drop-in classes is \$45 per day, payable at dismissal. Children will be placed in a class based on age and availability.

### **TAX DEDUCTIONS**

Please consult your accountant or HR person, as this program may be tax deductible as child care. The PS290 Tax ID number is 13-3838598.

### **REFUND, CANCELLATION AND CLASS CHANGE POLICY**

Classes which fail to reach a minimum of 4 or 5 students at registration may be cancelled.

The Refund and Cancellation policy is as follows for students withdrawing from a class:

- 100% refund returned if student withdraws before the 2nd class;
- 75% refunded for withdrawal before the 3rd class;
- 50% refunded for withdrawal before the 4th class.

**No refund after the 4th class.**

Exceptions may be made for medical reasons, or in other situations at the discretion of the ASAP Coordinator and the PTA, and tuition may be prorated at that time.

Students may request a class change at any time during the semester. Switching classes and schedule changes will be at the discretion of the ASAP Coordinator and the PTA.

We expect our students to have a great time in After School and to treat their fellow students and the ASAP staff with respect and civility. We reserve sole discretion to change a student's assignment should it become necessary.