



PS 11 PROGRAMS INC., 320 WEST 21ST STREET, NEW YORK, NY 10011
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January 2, 2018

The Spring Semester will begin on Monday, February 26th and will run through Friday, June 22nd, 2018. This program will operate at PS 11 on all full school days from 3:15 to 6:00 p.m.

The cost for each 1 1/2 hour class will be \$17.25/\$10.50*. The reduced rate applies if you meet the federal eligibility requirements for reduced lunch. Proof of income is required. A sibling discount of 10% will continue to be given. Families can apply for full or partial scholarships if they are unable to pay the above rates.

Please read through the class schedule and registration form carefully.

• **REGISTRATION IS DONE IN-PERSON ONLY. DO NOT GIVE YOUR REGISTRATION FORM TO YOUR TEACHER, TO THE OFFICE OR EMAIL IT TO US.** REGISTRATION WILL BE ON WEDNESDAY, JANUARY 24TH FOR 3RD-5TH GRADE STUDENTS AND THURSDAY, JANUARY 25TH FOR PREK-2ND GRADE STUDENTS. REGISTRATION TAKES PLACE IN THE AUDITORIUM. IF YOU HAVE CHILDREN IN BOTH UPPER AND LOWER GRADES YOU CAN REGISTER ON EITHER DAY. SCHOLARSHIP REGISTRATION FORMS WILL BE ACCEPTED BEGINNING FRIDAY, JANUARY 26TH AT 9 AM.

IMPORTANT REGISTRATION PROCEDURES

Registration is in-person **ONLY** and will begin at 8 a.m. in the auditorium. All families must have a registration number in order to be admitted to the school to register. Registration numbers will be given out **ONLINE** on the ps11programs.com website beginning at 6:00 p.m. on **TUESDAY, JANUARY 23RD (3RD-5TH)** and 6:00 p.m. on **WEDNESDAY, JANUARY 24TH (PREK-2ND.)** Only one number is required **PER** family. Only one number can be generated per household. The form is not visible on our website until these times. After you submit the online PS 11 Programs Registration Form, you will receive an email with your number in the email subject field.

Families with students in both lower and upper grades can register on either day.

The estimated registration times are as follows:

Numbers 1-50 will register between 8:00-9:00 a.m.
Numbers 51-100 will register between 9:00-10:00 a.m.
Numbers over 100 will register beginning at 10:00 a.m.

Numbers will still be called in numerical order.

REGISTRATION WILL BEGIN AT 8:00 A.M. YOU CAN EXPECT THE REGISTRATION PROCESS TO TAKE A LITTLE TIME BUT WE WILL DO OUR BEST TO GET YOU REGISTERED AND OUT THE DOOR AS QUICKLY AS POSSIBLE. PLEASE HELP US BY FILLING OUT YOUR FORMS COMPLETELY BEFORE YOU GET TO THE REGISTRATION TABLE. You will receive confirmation of your registration on the day you register. After these dates, registration forms may be left in the After school Office (in the Cafeteria) and we will accommodate your needs as best we can.

- **IMPORTANT!! CLASS CHANGE/CANCELLATION POLICY** While we do understand when students and families change classes/schedules in the beginning of the semester, we will no longer credit families for cancelled classes after April 30th. Families will be responsible for the full semester cost of the class after that date.

- **SCHOLARSHIP GUIDELINES** SCHOLARSHIP REGISTRATION FORMS WILL BE ACCEPTED BEGINNING FRIDAY, JANUARY 26TH IN THE AFTERSCHOOL OFFICE AFTER 9 AM. IF YOU CURRENTLY RECEIVE A SCHOLARSHIP, YOU DO NOT NEED TO REAPPLY UNLESS YOUR SITUATION HAS CHANGED. YOU MUST STILL COMPLETE A REGISTRATION FORM TO SELECT THE CLASSES FOR YOUR CHILD.

NEW APPLICATIONS FOR FULL OR PARTIAL SCHOLARSHIPS ARE AVAILABLE ONLINE OR IN THE AFTERSCHOOL OFFICE. Families who meet the federal income guidelines for FREE lunch are eligible to apply for a scholarship. Consideration for scholarships is based on need and availability. FULL SCHOLARSHIPS WILL ONLY BE GIVEN TO THOSE FAMILIES WHO MEET THE FEDERAL INCOME GUIDELINES. PROOF OF INCOME IS REQUIRED. If you do not meet the federal income guidelines for FREE lunch but have extenuating circumstances, you may apply for a partial scholarship or reduced rate. ALL SCHOLARSHIP REGISTRATION FORMS WILL BE ACCEPTED IN THE AFTERSCHOOL OFFICE AFTER 9:00 A.M. ON FRIDAY, JANUARY 26, 2018.

- In order to register, all balances from previous semesters must be paid in full. **PLEASE NOTE, WE WILL NOT ACCEPT PAST DUE BALANCE AT REGISTRATION. ALL PAST DUE BALANCES MUST BE PAID PRIOR TO REGISTERING. YOU WILL NOT BE ABLE TO REGISTER UNTIL THE PAST DUE BALANCES ARE PAID IN FULL.** The first month's payment for this semester is due at registration. Payment for after school will be due at the beginning of each month and children will not be allowed to attend classes if payment is not received by the due date.

- A PARENT/FAMILY HANDBOOK IS AVAILABLE ON THE PS11 PROGRAMS WEBSITE OR FROM THE AFTER SCHOOL OFFICE OUTLINING ALL OF THE PROGRAM'S POLICIES AND PROCEDURES.

If you have any questions, please call or visit the After School Office.