

Child's Name:				Grade:	
<p>The After-School Program runs from school dismissal until 5:50 pm. Classes below run from 3:30-4:40 or 4:40-5:50. Before or after their scheduled classes, children participate in active play, sports, homework help, arts &amp; crafts and games.</p>					
CHOICE	CLASS	GRADE	NOTES	TEACHER	
<b>Monday</b>	Swimming Lessons - Community Center*	K to 2	Lesson Fee: \$480 per semester	MY Swim School	
	Ceramics - Community Center*	K to 2	Materials Fee: \$300 per semester	Tribeca Clayworks	
	Hip Hop Dance - Community Center*	2		Lea Udry	
	Karate	K to 2		World Tae Kwon Do	
	Drawing & Painting	K		TBA	
	Basketball	1 to 2		Frank Alameda	
	Myths & Legends	1 to 2		Peter Cook	
<b>Tuesday</b>	Chess	K		Ben Cohen	
	Tumbling	K		Frank Alameda	
	Fairy Tale Workshop	K		Peter Cook	
	Gymnastics	1 to 2		Paul Connor	
	Cooking	1 to 2		Story Pirates	
	Glee Club	1 to 2		Nate Andersen	
	Homework Club	2		P.S. 276 Teacher	
<b>Wednesday</b>	Nutcracker Ballet	K to 2	Costume Fee: \$100 per semester	Lea Udry	
	Group Piano	K		Roy Bailey	
	Cooking	K		Story Pirates	
	Science	1 to 2		Joanna Valenza	
	Soccer	1 to 2		Frank Alameda	
	Outer Space Explorers	1 to 2		Peter Cook	
<b>Thursday</b>	Cooking	K		Story Pirates	
	Science	K		Joanna Valenza	
	Art Around the World	K		Jelena Vlastic	
	Olympics	1 to 2		Frank Alameda	
	Puppetry & Maskmaking	1 to 2		Peter Cook	
	Chess	1 to 2		Ben Cohen	
<b>Friday</b>	Superhero Club	K		Story Pirates	
	Drumming	K		Andrew Aprile	
	Athletics	K		Frank Alameda	
	Cooking	1 to 2		Story Pirates	
	Drawing & Painting	1 to 2		Madeline Wyman	
	Theater	1 to 2		Peter Cook	

**PLEASE SELECT FIRST AND SECOND CHOICES**  
\*Activity takes place at the Downtown Community Center

## After-School Enrollment Application

### (SEE OTHER SIDE FOR ACTIVITY SELECTIONS)

#### After-School Policies

**Tuition:** Annual Tuition is billed in ten equal monthly payments. Sibling discount is 10% off a second child's tuition. Community Center Member discount is 10% off extra fees on classes. Monthly Payments are due by the 1st of each month. You may change your class selection until the second class session each semester. Subsequent changes are subject to a \$20 fee. There is a \$30 late charge/bounced check bank fee.

**Registration Fees:** After-School Registration is for the entire year. You may sign up for new classes each semester, but you do not have to reregister or pay another registration fee. For classes with an "Extra Fee," the nonrefundable fee must be paid when registering.

**Cancelled Classes:** If a class is cancelled for the day due to teacher illness or other circumstance, students attend a different class that day. We do not guarantee every session or give refunds for cancellations. If a class does not receive enough enrollment, it will be cancelled and your child will be placed in an alternate based on your other choices.

**Dismissal:** Children must be picked up by 5:50pm or you will be charged a late pickup fee. You are welcome to pick up your child at any time. However, we request that you do not pick up during club sessions to avoid disrupting the activities.

**Be Prepared:** Please make sure that your child is wearing appropriate footwear and clothing to participate in gym/athletic activities.

**Withdrawal:** To withdraw from the after-school program, you must notify us before the end of your final month. Return your invoice with "Please Withdraw" written on it or email mona@manhattanyouth.org. We do not prorate partial months. If you reenroll after withdrawing, you will have to pay another registration fee. **There are no refunds for extra class fees after the second class.**

#### Which Days will your child attend After-School?

Monday  Tuesday  Wednesday  Thursday  Friday

Monthly Payment Schedule	My Monthly Payment
5 days	\$325
4 days	\$285
3 days	\$240
2 days	\$205
1 day	\$125
	+ Extra class fees \$ _____
	+ Registration fee \$100
	+ Insurance (\$75 per year)* \$ _____
	<b>Grand Total</b> \$ _____

\*Optional accident insurance for families without medical/dental insurance. Coverage only for injuries that occur within the program. Limit: \$2,500.

Are you applying for a scholarship this year?  Yes  No  
Did you receive a scholarship last year?  Yes  No

#### Payment Options

I agree to pay My Monthly Payment (above) by the following method:

**Check**, made out to Manhattan Youth (I will be billed monthly).

**Automatic Bank Account Debit**—I have enclosed a voided check and I hereby authorize Manhattan Youth to deduct My Monthly Payment amount from my bank account monthly.

**Automatic Credit/Debit Card Debit**—I authorize Manhattan Youth to charge My Monthly Payment amount to my card monthly.

\_\_\_\_\_  AMEX  VISA  MC  
Print name as it appears on the card

\_\_\_\_\_ Expiration Date  
Credit/Debit Card Number

\_\_\_\_\_ Date  
Signature

#### Student Information

Name: \_\_\_\_\_

Gender:  M  F Date of Birth: \_\_\_/\_\_\_/\_\_\_  
Month Day Year

School: \_\_\_\_\_ Grade in Sept. 2010: \_\_\_\_\_

Allergies or Special Needs?  Yes  No  
If yes, please describe: \_\_\_\_\_

IEP or any Behavior Issues?  Yes  No  
If yes, please describe: \_\_\_\_\_

(We need this information to help your child have a successful experience. This information will be kept confidential.)

#### Parent #1 Information (This is the billing address)

Parent 1: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Last Name First Name

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Apt#

Employer: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PLEASE PRINT EMAIL ADDRESS CLEARLY

Emergency Contact (not parent): \_\_\_\_\_

Phone: \_\_\_\_\_

#### Parent #2 Information

Parent 2: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Last Name First Name

City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_  
Apt#

Employer: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

PLEASE PRINT EMAIL ADDRESS CLEARLY

Emergency Contact (not parent): \_\_\_\_\_

Phone: \_\_\_\_\_

#### PARENTAL CONSENT

**I HAVE READ, understand, and agree to the Manhattan Youth's After-School, Withdrawal and Tuition Policies.**

**I UNDERSTAND** that Manhattan Youth reserves the right to limit, deny or terminate enrollment and participation in order to maintain the safety of the program, its students and staff.

**PERMISSION IS GIVEN** to the After-School Program to bring my child to a hospital emergency room or doctor to obtain medical treatment if necessary.

**PERMISSION IS GIVEN** for my child to take part in trips offsite as part of the program.

**PERMISSION IS GIVEN** for my child to be photographed, videotaped or otherwise recorded during after-school activities, and for any such photographs to be displayed by Manhattan Youth in any medium (newsletters, web sites, etc.), whether now or hereafter known or developed.

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**Manhattan Youth After-School Child Pick-Up Information—Please fill out BOTH cards**

Today's Date: \_\_\_/\_\_\_/\_\_\_ School: \_\_\_ Grade: \_\_\_ Teacher's Name: \_\_\_\_\_

Child's  
Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Gender: (M/F) Date of Birth: \_\_\_/\_\_\_/\_\_\_

Please list names of people who are authorized to pick up your child.

**Phone numbers should be listed in order of person's availability during after-school.**

	Name	Relationship to Child	Phone # 1	Phone # 2	Phone # 3	Date of Birth for I.D. purposes
Parent 1						
Parent 2						
Other						
Other						
Other						
Other						

Please list names of people who MAY NOT pick up your child under any circumstances.

**(Court order is required if person is a parent.)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Order of Protection? Yes  No

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Order of Protection? Yes  No

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Manhattan Youth After-School Child Pick-Up Information—Please fill out BOTH cards**

Today's Date: \_\_\_/\_\_\_/\_\_\_ School: \_\_\_ Grade: \_\_\_ Teacher's Name: \_\_\_\_\_

Child's  
Last Name: \_\_\_\_\_ First: \_\_\_\_\_ Gender: (M/F) Date of Birth: \_\_\_/\_\_\_/\_\_\_

Please list names of people who are authorized to pick up your child.

**Phone numbers should be listed in order of person's availability during after-school.**

	Name	Relationship to Child	Phone # 1	Phone # 2	Phone # 3	Date of Birth for I.D. purposes
Parent 1						
Parent 2						
Other						
Other						
Other						
Other						

Please list names of people who MAY NOT pick up your child under any circumstances.

**(Court order is required if person is a parent.)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Order of Protection? Yes  No

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Order of Protection? Yes  No

Signature of Parent or Guardian: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_



# FAQ **Manhattan Youth After-School Programs**

Manhattan Youth After-School Programs operate onsite at P.S. 234, 89, 150, 276, 397 and the Downtown Community Center. Each site has a separate activity schedule, and not all activities are offered at every school. If you have specific questions about programming that are not addressed below, please feel free to contact the after-school director, Theseus Roche, at [theseus@manhattanyouth.org](mailto:theseus@manhattanyouth.org). To register for the after-school program, pick up an after-school application at your child's school, at the Downtown Community Center, or online at [www.manhattanyouth.org](http://www.manhattanyouth.org).

## **What happens each day in the after-school program?**

After-School care begins when the regular school day ends. Manhattan Youth staff members accept the children directly from their classroom teachers and bring them to their meeting places. Every child receives snack – usually consisting of apples, bananas, and pretzel rods. We separate the children into groups and our club teachers pick them up to escort them to an activity room, along with one of our counselors.

After arrival and snack, the children participate in one of our “clubs”, which are the activities that you select on the registration form. These classes typically last for an hour and fifteen minutes, after which the club teachers and counselors escort the children back to their meeting places, where they break up into different groupings for what we refer to as “choice” or “variety” time, in one of our open play spaces, schoolyards, cafeterias or gyms. Activities during the second part of the afternoon are organized and supervised by our counselors, and include sports, games, arts & crafts and homework help, depending on the age group.

## **Where does the after-school program take place?**

After-school activities usually take place onsite at the same school that the child attends during the day. Some exceptions to this may be if the child attends one of our Community Center activities, including swimming, ceramics, circus, filmmaking, music production and others. The Downtown Community Center is located at 120 Warren Street between Greenwich and West Streets, adjacent to P.S. 234, across the street from P.S. 89, and two blocks from P.S. 150. Children attending community center activities are escorted there from their schools by Manhattan Youth staff. If your child attends a community center activity, you must pick him or her up at the Downtown Community Center on that day.

## **How does my child get to the after-school program? Do I have to pick him/her up at school dismissal to bring him/her there?**

Children enrolled in the after-school program are dismissed directly to Manhattan Youth staff by their classroom teachers at the end of the school day. There is no need to pick up your child before after-school. Please remember to let your child's classroom teacher know which days he or she will be attending the Manhattan Youth After-School Program.

## **When does the after-school program take place?**

The Manhattan Youth After-School Program is open from school dismissal until 5:50pm almost every day that school is in session. We are closed on the first two days of school in September and the last day of school in June. Otherwise, we follow the regular public school calendar. If school is open, after-school is open. If school is closed, we're closed. If school is cancelled due to an emergency situation, so are our after-school programs. However, if the Department of Education cancels its extended day program in the middle of the day due to weather conditions, our staff will still be on hand to run programming until all parents can arrive to pick up their children.

## **What time should I pick up my child?**

The after-school program ends at 5:50pm every day. Club activities run until 4:40. The best time to pick up is between 5:00pm and 5:50pm so as not to interrupt club activities. Families who do not pick up their children by 5:50pm will receive late charges.

## **Is there after-school every day that school is in session?**

With the exception of the first two days of school in September and the last day of school in June, our programs are open every day that school is open.

## **Is there after-school on half days?**

If school is open, after-school is open, including half days. On half days, our staff are present at school dismissal (usually around noon) to run special activities with the children until 3:30pm, when normal after-school programming resumes. We recommend that parents who do not need the childcare on those days pick up their children at noon. These are long days, and our program does not have access to most of the school facilities, particularly during parent/teacher conferences. Students who are not enrolled in the program for a day on which a half day occurs are not permitted to attend as an “extra day.”

## **Is there after-school during school holidays?**

The after-school program is not open during holidays or DOE school closing days, but we do offer a series of “Vacation Camps” during Winter Recess (December), Midwinter Recess (February) and Spring Break (April). These camps are not included in after-school tuition. For more information, please visit us online at [www.manhattanyouth.org](http://www.manhattanyouth.org).

# FAQ **Manhattan Youth After-School Programs**

## **If the school is closed for a snow day, but the weather isn't that bad, is there after-school?**

If the DOE closes school for the day, after-school is closed. If school is open during the day, after-school is open, even if the DOH cancels its afternoon activities.

## **The after-school class I selected ends at 4:40. What does my child do after that?**

After 4:40, club teachers and counselors escort the children back to their meeting places, where they break up into different groupings for what we refer to as "choice" or "variety" time, in one of our open play spaces, schoolyards, cafeterias or gyms. Activities during the second part of the afternoon are organized and supervised by our counselors, and include sports, games, arts & crafts and homework help, depending on the age group.

## **Who will be caring for my child after school?**

Our after-school staff is made up of a combination of experienced child-care program directors, classroom teachers, coaches, teaching artists, activity specialists and counselors, several of whom work at each school during the school day. Many of our teachers and staff have been with us for several years.

## **What are some of the after-school activities my child can participate in?**

Each of our after-school sites offers a slightly different menu of activities. It is our intention to offer each age group a selection of athletic, creative and intellectually engaging activities every day. Please view your child's school's after-school application page online for a daily schedule of activities.

## **Who can enroll in the after-school program?**

To enroll in one of our school-based after-school programs, a child must already be enrolled in the school of the program they wish to attend. Children from any school, public or private, are welcome to register for activities that take place at the Downtown Community Center. (A parent or caregiver must escort the child from his or her school.) For a listing of activities available to the general community, please look at the Downtown Community Center catalog.

## **Who needs the after-school program?**

Our after-school programs exist primarily to assist working parents with their child-care needs. We strive to provide a safe and enriching environment for all of our children and staff to interact in. Some people choose to take advantage of the variety of enriching "clubs" offered even though they may have other means of basic child-care available. We welcome parents and children with a variety of needs in our programs, and remind everyone that the enriching "clubs" are a secondary priority to the care and safety of all program participants.

## **How many days per week should I enroll my kindergartener?**

Every child is different. Some children entering kindergarten have been in preschool for three years, are almost six years old, and crave activity with their peers every afternoon. Other children are only four years old, and will be away from parents or one-on-one babysitting for the first time in their lives, and need to ease into the school routine. Kindergarteners generally become accustomed to after-school very quickly, and enjoy the different types of activities offered after 3pm. Many of our kindergarteners attend the program up to five days per week.

## **Some months have fewer school days than others. Is the tuition prorated for shorter months?**

For the convenience of parents and families, we split the after-school tuition into ten equal payments, for which we invoice monthly. Your bill will be the same every month, no matter how long or short the month is.

## **My child was sick last week. Can I schedule a makeup after-school class?**

We do not reschedule classes.

## **What do I do if I need emergency childcare on a day that my child is not enrolled in the after-school program?**

If you are enrolled in the after-school program, and in an emergency you need childcare on a day during which your child is not normally enrolled, you can call our office at (212) 766-1104 x227 to request an extra day for a fee of \$40.

## **How do I enroll in a Manhattan Youth after-school program?**

Application forms are available at your child's school, at the Downtown Community Center, and online at [www.manhattanyouth.org](http://www.manhattanyouth.org). Completed applications and initial payments can be returned through the mail or in person to:

Manhattan Youth  
Downtown Community Center  
120 Warren Street  
New York, NY 10007