

Registration Agreement & Understanding

We try hard to design our procedures based on common sense. No procedure has received more careful attention than has our registration and tuition payment procedure.

FULL PAYMENT IS REQUIRED WITH REGISTRATION: **Payment by Cash, Check, American Express, MC, VISA, DISCOVER. Phone registrations accepted with CREDIT CARD ONLY.**

REFUNDS: All refund requests must be submitted to Powerplay in writing. Full refunds will be issued only prior to the first class of the semester less the annual administrative fee per class. A prorated refund may be issued prior to the third class of the semester. No refunds will be issued after the third class of the semester. Also see Dropping, and Changing Classes After a Term Begins below. All refunds will be less the annual registration fee. **Note: There are no Make-Ups or Refunds for Afterschool Camp or Summer Programs (See flexi schedule).**

\$50 ANNUAL ADMINISTRATION FEE: This fee is due upon INITIAL REGISTRATION and on your ANNIVERSARY TERM, thereafter. This fee defrays Powerplay's Insurance and administrative costs and bestows Previous Student status to a Current Student. Administrative fee is non-refundable.

FAMILY DISCOUNT: At Powerplay, ONLY the most expensive tuition in your immediate family pays full price. ALL lesser tuitions for your immediate family and multiple classes are discounted. **Note:** Family discount does not apply to camp programs as they are already discounted.

RETURNED CHECKS: In the event your check is returned as NSF (Non Sufficient Funds) payment in the amount of the check must be made immediately plus a \$50 processing fee. (This payment must then be made in Cash).

SUMMER FLEXI-SCHEDULE: To accommodate your family's summer vacation schedule we are proud to offer a Summer Flexi-Schedule for Summer. Simply pay tuition based on the number of weeks you will be in town. It is NOT necessary to attend consecutive weeks to take advantage of Flexi-Schedule. In a word, flexible!

Joining, Changing and Dropping, Classes Mid-Term

JOINING A CLASS AFTER THE TERM COMMENCES: No problem, as long as there is a vacancy. Tuition will be PRORATED, relative to your start date.

CHANGING CLASSES MID-TERM WITHIN THE SAME PROGRAM: Class change requests within the SAME PROGRAM can happen prior to the Third week of a Semester only, and if there is a vacancy in your desired class. Moving from program to program is considered dropping a class (see below).

CHANGING from one program to another: This is considered Dropping. See below.

DROPPING A CLASS; MISSING CLASSES; CHANGING PROGRAM TO PROGRAM: No refunds or credits will be given for dropping a class or withdrawing from camp. Once a term has commenced, you are in class for the entire term, regardless of attendance.

SUMMER FLEXI-SCHEDULE: To accommodate your family's summer vacation schedule we are proud to offer a Summer Flexi-Schedule for Summer. Simply pay tuition based on the number of weeks you will be in town. It is NOT necessary to attend consecutive weeks to take advantage of Flexi-Schedule. In a word, flexible! **There are no make-ups during the Summer.**

Flexi schedule accommodates for absences scheduled in advance.

Absences & Make ups

YOUR TUITION PAYS FOR A CLASS SPOT, REGARDLESS OF ATTENDANCE. However, as a courtesy, Powerplay offers make-ups when doing so does not jeopardize the safety or integrity of the class. Hence, make up procedures vary program to program, depending on safety concerns, space, equipment, and teaching ratios.

Make-ups are a privilege. Powerplay reserves the right to refuse to offer a make-up if we feel it will degrade the experience of those children who have registered for and paid for that class.

- Make-ups are LIMITED. You MUST request make-ups in ADVANCE. Please phone the office: 718-369-9880.
- Make-ups are permitted for full term enrollment only.
- There are no make-ups during the summer (See flexi schedule).
- There are no make-ups or refunds for Camp Programs.
- There are no make-ups or refunds for After School and Holiday Programs.
- 24 HR. CANCELLATION - No-shows will NOT be rescheduled unless we receive a 24 hr. notice of your need to cancel.
- All absences must be made-up in the SAME TERM. No make-ups permitted in the last week of the term.
- Holiday absences may be made-up in advance of the holiday if within the same term.

For Safety reasons, make ups vary from program to program.

<u>Program</u>	<u>Make Up Policy</u>
Gymnastics, Dance, Rock Climbing	Limit 2 make-ups per term.
Martial Arts & the Afterschool Program	Sorry, we DO NOT OFFER make-ups.
Camp Programs & Summer Programs	Sorry, we DO NOT OFFER make-ups or Refunds.
Make-ups are permitted for full term enrollment only. Pro-rated term enrollment may be granted one make up for term.	

PARENT/LEGAL GUARDIAN'S signature _____ Date _____

We do NOT send confirmations: assume your first choice has been accepted. **Please read the Registration Agreement** Before signing Registration Form. KEEP your *Registration Handbook* for your records.