

## **FAQ'S**

### **1. What does the YWCA Princeton ASP offer?**

The YWCA Princeton After School Program (ASP), licensed by the NJ State Department of Human Services, Division of Youth and Family (DYFS), offers a safe environment providing quality after school care. On a daily there could be outdoor play, arts & crafts, homework supervision, free play and there is always a drink and a snack offered. We offer enrichment which is based on interest and space that may include Youth Stages, Science Seeds, Instructional Sports, Kidz Art, Jewelry making and dance. There is a separate fee for the enrichments.

### **2. What can I expect from this program?**

You can expect that your children will be in a safe and secure environment under the supervision of experienced professionals. There will be offered a variety of daily activities, and offered enrichment programs taught by specialists. Snacks will be provided daily. The ASP will provide coverage when school is dismissed for parent/teacher conferences and many full days when schools are closed. The children will only be released to those parents and individuals designated on the ASP application.

### **3. Where is the ASP held?**

We offer the ASP in the Princeton area at Riverside and Community Park – Johnson Park students will be bused to Community Park School. Also Orchard Hill, Village Elementary and Montgomery Middle Lower campus in Montgomery, Upper Campus and Rock Brook. Our room assignments for ASP can be in gym, the cafeteria or assigned classrooms. It will depend on what is available for that year.

### **4. What about homework?**

We provide space for your child to do homework during quiet time. Both the parent and child need to be in agreement that the homework is to be done during ASP. We have a “homework contract” that will put the issue of homework between the parent and child.

### **5. Where can I get an application/contract for the ASP?**

There are several options available to get the forms needed:

- Applications/contracts can be downloaded from our website at [www.ywcaprinceton.org](http://www.ywcaprinceton.org), click on Programs, click Afterschool Program. Please be sure to completely fill out all areas, sign where indicated and submit with check or credit card application. On-line registration is not available at this time.
- The host schools have applications in the main office for your convenience.
- Applications for the new school year are available at all ASP sites beginning in June as well as the YWCA Princeton membership office.

## **6. What is the cost?**

### **Tuition Fees**

**Tuition will not be pro-rated for students starting mid-month.**

2011-2012 tuition

#### **Before School Program – MMS and RV only**

1-5 days per week \$130 per month

#### **Before School Program – OHES and VES only**

1-5 days per week \$235 per month

#### **After School Program – CP, RV and MMS**

Full-time: 4-5 days per week \$300 per month

Full-time: 4-5 days per week, 2<sup>nd</sup> child \$290 per month

Part-time, 2-3 days per week \$210 per month

#### **After School Program – OH and VES**

Full-time: 4-5 days per week \$235 per month

Full-time: 4-5 days per week, 2<sup>nd</sup> child \$225 per month

Part-time, 2-3 days per week \$150 per month

5-Day Pass: \$175

## **7. What are the benefits of the YWCA Membership?**

The YWCA Princeton offers a myriad of courses for children: gymnastics, sports, martial arts, dance, aquatics and arts & crafts – all of which require a YWCA membership (plus course fee). Your child's registration in the ASP, with its required membership in the YWCA, enables him/her to participate in classes offered at the YWCA Princeton.

## **8. Is there financial aid?**

YWCA Princeton ASP offers an in-house scholarship as well as through CCDF subsidy for those who qualify. Please call our Financial Aid Specialist at 609-497-2100 x 319 for assistance.

## **9. When is tuition due?**

Your first payment is due upon registration along with a YWCA Princeton membership fee of \$35.00.

- Payments are due on the first of the month.
- Payments can be made up with an automatic deduction from your debit or credit card. Please fill out the Payment Options form.
- Checks/money orders may be sent to: YWCA Princeton ASP, 59 Paul Robeson Place, Princeton, NJ 08540. We do provide payment envelopes at each site for your convenience.
- Payment is accepted at the YWCA Princeton membership office daily M-F 8:30AM – 6PM; Wed. until 8PM; Sat. 8:30AM-12:30PM. Closed Sunday.

## **10. Do we pay for a full month even though the children are in ASP only part of the month?**

Our payment schedule is for full payment for each month your child attends. We do not charge extra for early dismissal days (1-6PM) or full days of ASP (8AM – 6PM).

**11. What credit cards do you accept?**

We accept Master Card, Visa and Discover.

**12. What times does the ASP start?**

Immediately after dismissal, the children are sent to ASP. The start time varies from school to school. ASP ends promptly at 6PM. Late pick ups will be charged a late fee.

The morning programs begin at 7:15 am and go to the start of the school day.

**13. It's my child's first day in the ASP, what do I need to do?**

First of all, welcome to the ASP. Be sure to write a note to your child's teacher and let them know that it is the first day your child will be attending the ASP. Our staff will be expecting your child – the important thing is that the school knows

**14. How do I find out about weather/emergency closings?**

Call our hotline at 609-497-2100, ext. 370 OR 609-497-2100, ext. 327.

**15. What if my child will be absent?**

You can either call the site directly (you will be given a card with the site telephone number on it), or you can call the ASP office at 609-497-2100, ext. 327 and we will inform the site of your child's absence.

**16. What if my child is going to attend another activity at their school during the hours of the ASP?**

The student may sign out from ASP to attend an activity and sign back in upon their return. It is vital to relay this information to the ASP teacher ahead of time.

**17. What happens when school gets out early or is closed?**

When school has early dismissal, our ASP will run from 1-6PM. On days that school is closed there are days throughout the school year where we will run the ASP from 8AM – 6PM. Please refer to the ASP Calendar.

**18. Is there an extra charge for the early dismissal days or full days for the ASP?**

For the full time students there is no additional charge for these days, for a student enrolled as a part time student there is no charge if this is a regularly scheduled day; if it is not, the student can attend for a \$60 fee.

**19. What do the children do on these long days?**

We plan activities that may include a trip to the movies, museum and offer on-site workshops designed for these days. Princeton sites go to the YWCA located on

Paul Robeson Place. Montgomery sites rotate the school that will be used that day,

**20. Can I switch from full time to part time?**

Changes go into effect on the first of each month and can be made by calling the ASP office at 609-497-2100, ext. 311. To change status from FT to PT or PT to FT or top a 5-Day pass there is a \$25 change fee. We can accept debit/credit cards at the time of making the change.

**21. How are problems/issues handled?**

Parent should talk to the program supervisor regarding any issues or concerns, as that person will be most familiar with the problem. If problem is not resolved, or concerns not adequately addressed, the director is always available to speak with parents.

**22. How do you handle discipline?**

There is zero tolerance for bullying and teasing in the ASP. We incorporate the values of the programs of Win-Win Conflict Resolution and Don't Laugh at Me (DLAM) & have established tease free and bully free zones.

We log incidents regarding behavior are logged and if behavior inconsistent with ASP policy persists, parents will be asked to have a conference with the program supervisor and director. If the behavior in question continues to be disruptive, the child may be dismissed from the ASP.