

2018-2019 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 agreement document. Our policies are designed to give families maximum value and flexibility while maintaining program integrity and quality, it is essential that all families take the time to read and understand these policies.

Full Payment Is Required With Registration: Full payment is required with registration: Payments can be made by: Check, Credit / Debit Card.

\$55 Annual Administrative: This fee is due upon Initial Registration and on your Anniversary Term thereafter.

Family Discount: When discounts are applied, only the most expensive tuition in your immediate family pays full price. All lesser tuitions and multiple classes are discounted.

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. **Note:** When you pro-rate a class for specific dates it is understood that your child will not attend those class dates. The class will be filled with another enrollee and may no longer be available.

Changing classes: class change requests within the same program can happen, if there is a vacancy in your desired class, and only prior to the second week of a semester.

Cancellation / 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. A prorated refund may be issued prior to the second class of the semester only. No refunds will be issued after the third class of the semester.

All refunds will be less the annual registration fee.

Refunds will be processed based on the date of the written request document was received.

Refund requests for medical reasons require medical documentation, validated by a medical doctor.

Refund requests after-the-fact eliminate Powerplay's opportunity to fill a vacated class spot.

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-ups depend 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 that class.

Make-ups are limited to 2 per term for full term enrollment only. Pro-rated term enrollment may be granted one make up.

You must request make-ups in advance. Please phone the office: 718-369-9880. No-shows will not be rescheduled unless we receive a 48hour notice of your need to reschedule.

All absences must be made-up in the same term. No make-ups permitted the first two weeks & last week of the term.

Some make-up dates will be scheduled during school holidays and school breaks within the semesters. Visit the website for details.

There are no make-ups during the summer. (See flexi schedule)

There are no make-ups or refunds for Camp, After-School and Holiday and Summer Programs. Only Holiday absences may be made-up in advance of the holiday and within the same term.

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 be made in CASH or Debit Card).

Summer Flexi-Schedule: To accommodate your family's summer vacation schedule, we are proud to offer a Summer Flexi-Schedule!

To take advantage of this offer, simply enroll for the full Summer semester and then **schedule in advance what classes and what weeks of the summer your child will attend classes.**

Your child can attend **one or several classes per week**, whenever your child's specific class is offered as **Flexi schedule accommodates for absences scheduled in advance.**

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.

Dress Policy: Make sure your child is in the proper attire. (gym wear). Safety Is Our #1 Concern:

Clothing with buttons or zippers as well as loose clothing and jewelry can injure your child.

Girls should wear leotards, leggings footless, tights & hair should be tied up. Boys should wear a T-shirt & gym Shorts.

Note: Insurance regulations require that students must be in gym attire in order to participate safely in gym classes. Students cannot participate in any activities without a completed registration agreement and the proper attire.

Snow & Inclement Weather: Closing decisions due to inclement weather will be posted on the powerplay website www.powerplaykids.com or call Powerplay (718) 369-9880 for closing information.