

WINTER 2012 REGISTRATION INFORMATION

This term we will begin using a new online registration system. The new online system will allow us to more accurately track family information, student enrollment and payment information.

- All families **must** register online.
- Online registration for Kids Club and pre-registration for Courses begins **Monday, December 19** and runs through **Monday, January 2**.
- There is **no registration fee** during this period. Registration or changes **after** January 2 will incur a charge of \$35 per family.
- If you would like **assistance with registration** or need access to a computer, **visit the PTA office** (Room 103) during one of the following times:

Monday, 12/19	8:00am – 10:00am	or	3:00pm – 4:00pm
Tuesday, 12/20	8:00am – 10:00am	or	3:00pm – 4:00pm
Wednesday, 12/21	8:00am – 10:00am	or	6:00pm – 7:00pm

KIDS CLUB REGISTRATION

Kids Club registration requires only one step:

1. Register online between **December 19** and **January 2**.
- If you are not registering for Courses, this will complete your enrollment process. (If you are also planning to enroll in Courses, read the following section.)
 - Your Kids Club schedule is confirmed upon receipt of your confirmation email and your child(ren) may begin attending Kids Club according to their schedule on January 3.
 - Your final fees (with any applicable discounts) will be posted to your account and you will be billed for your first monthly payment (or your full payment, if you selected that option) by January 13.

COURSE REGISTRATION

Course registration requires two steps:

1. **Pre-register online** between **December 19** and **January 2** to obtain your lottery number and complete all family and billing information.
 - **Courses do not begin until Tuesday, January 17.** If you need aftercare **prior to the Course start date**, you need to enroll in the appropriate Gap Day sessions when you pre-register online.
 2. **Attend the in-person Course Enrollment on Monday, January 9.**
 - Time slots will be assigned randomly by lottery number (lower numbers are not necessarily an advantage). Families who did not pre-register and did not obtain a lottery number will be scheduled last.
 - If the Courses you select require a change to your existing Kids Club schedule, your schedule will be adjusted with **no change fee** at the in-person enrollment. Schedule changes after the in-person registration will incur a \$35 fee per family.
 - More details on the in-person Course Enrollment will be sent out the week of January 3.
- Your final fees (with any applicable discounts) will be posted to your account and you will be billed for your first monthly payment (or your full payment, if you selected that option) by January 13.

ONLINE REGISTRATION INSTRUCTIONS

All families must register online by January 2. It's easy! Just follow the instructions below.

- Step 1** Beginning **Monday, December 19**, visit ps29brooklyn.org and click the **PS29+ After School Program** link on the left. Review the policies, then click the **REGISTER NOW** link to go to the registration landing page.
- Step 2** If you are planning to enroll in Courses, click **Get Number** to obtain your **lottery number**.
- Write it down! You will need to enter this number on your registration form and it will determine your time slot for the in-person Course Enrollment on Monday, January 9.
 - Do not continue to click for additional numbers. There is no advantage to a low number.
- Step 3** Click an option from the **schedule list**.
- If you plan to enroll in a Course but do not need Kids Club, choose **Pre-register Only**.
 - You will be taken to the online registration form where you can add additional options.
- Step 4** Enter all required **family information**, including your Course lottery number.
- Step 5** Enter the **student information** for the first child in your family and select classes from the list.
- Select **Pre-registration Only** or the desired **Kids Club schedule**, then select the specific days for attendance from the drop down list (Kids Club only).
 - If you are planning to enroll in a Course and need care **prior to the Course start date**, enroll in the appropriate Gap Day sessions.
 - If you need care after a Course (4:30 – 6:00pm), enroll in the Late Session that day.
 - Fees shown are monthly, and do not include sibling or pay-in-full discounts. You will see your final fees with discounts when they are posted on or before January 13.
 - **IMPORTANT!** For **Start Date**, please enter the **current date**, not the date that Kids Club will start. This will activate your status as a Current Enrollment.
 - Select additional Kids Club sessions as needed.
 - Repeat the steps above for the other children in your family, if applicable.
- Step 6** Read and agree to all **policies**.
- Step 7** Enter all **payment details**.
- You must provide either a credit card or bank draft information. You will not be charged until your fees are posted with any applicable discounts on January 13.
 - If you do not select credit card or bank draft, you will not be able to proceed. Email ps29plus@gmail.com to arrange registration with an alternative payment method.
- Step 8** Once you have made all your selections, **submit your registration form**. That's it!
- You will receive an email confirming your registration and your child(ren) may begin attending Kids Club according to their schedule the week of January 3.
 - Your final fees (with any applicable discounts) will be posted to your account and you will be billed for your first monthly payment (or full payment, if applicable) by January 13.

Coming in January.... details on the **PS29+ Portal**, where you can manage and update your account!

QUESTIONS? Email ps29plus@gmail.com.