

PJA AFTERSCHOOL ENROLLMENT FAQ:

HOW DO I COMPLETE MY APPLICATION?

a. Complete every section on the enrollment application and include a **HANDWRITTEN SIGNATURE** on all pages that request a signature. Forms that are received without required information or signatures cannot be processed and will be returned to you, delaying and/or potentially jeopardizing placement in the program. E-signatures are not accepted this year due to growing concern over legality in emergency situations at a state regulation level.

b. Include your registration fee. This required fee is non-refundable and a requirement to complete your child's enrollment application. Failure to include the registration fee with your application will delay enrollment, potentially jeopardizing placement in the program. This fee can be paid via Credit Card or Check. ** A completed Auto-payment form will be required if paying via Credit Card**

WHERE DO I SEND MY COMPLETED FORMS?

The fastest way to secure your child a placement in the program is to return application and payment directly to the Department Director via email, fax or postal mail. **FAX** – 503.452.7001; **EMAIL** – nhaskins@pjaproud.org; **POSTAL MAIL** – C/O PJA – “PROGRAM NAME” 6651 SW Capitol Hwy Portland, OR 97219 3.

IS THERE AN ENROLLMENT DEADLINE?

No. However, spaces in our programs are very limited and are given out on a first-come first-serve basis. During our Closed Priority Enrollment period, only current participating children and their incoming Kindergarten siblings may enroll. In late April/early May we open enrollment to the general public.

WHAT IS THE DIFFERENCE BETWEEN VACATION CARE AND REGULAR CARE TUITION?

For detailed information regarding vacation care and regular care tuition options please review your program Rate Sheet, Program Handbook and/or your enrollment application. ***Fall Term Vacation Care Forms will be available on our website starting in late August***

HOW/WHEN DO YOU BILL TUITION?

Please see our Rate Sheet or Program Handbook for details.

HOW DO I CHANGE MY CHILD'S SCHEDULE?

To make a change to your child's before or after-school schedule, email the Department Director by the 20th of the month prior to the desired change. We do not make mid-month changes and we do not refund for late notification of a schedule change.

WHEN WILL I RECEIVE ENROLLMENT CONFIRMATION?

Once we have received your completed enrollment application and registration fee, we will process the information and then a confirmation letter will be emailed to you. This process generally takes between two days during the school year and up two weeks during our Closed Priority and Open Enrollment periods.

WHAT ABOUT DEPENDENT CARE REIMBURSEMENTS?

If you use Dependent Care Reimbursements through your employer please note that our monthly statements act as both invoice and receipt. Some employers do not accept these due to detail needs. If this is the case with your employer, you will need to get the form your employer provides for Dependent Care Reimbursements and send it to the Dept. Director for signing and completing. We are happy to complete this form for you and it can be done as often as you would like.

DO YOU OFFER TUITION ASSISTANCE?

PJA Afterschool encourages any family in need of tuition assistance to apply. Please see our annual Rate Sheet, Program Handbook and program web page for details.