



FALL 2024-2025 AFTER SCHOOL REGISTRATION AND ENROLLMENT POLICIES AND PROCEDURES OVERVIEW FOR PARENTS

1. **The Quad Manhattan Fall After School Dates:** Sept. 17, 2024-Jan. 31, 2025
2. Complete [Application Forms](#)
3. Complete [Registration Forms](#)
4. Complete Parent Agreement – Select your program:

<p>SWIMMING Tuesdays (18 sessions total)</p> <p>Select:</p> <p><input type="checkbox"/> Lower School (with school pickup) end time: 4:10 PM</p> <p><input type="checkbox"/> Upper School (no school pickup) end time: 4:30 PM</p> <p>and:</p> <p><input type="checkbox"/> Private Lesson 40 minutes (\$150 per lesson) = \$2,700.00/semester + swim meet fee \$50/student</p> <p><input type="checkbox"/> Group Lesson 40 minutes (\$115 per lesson) = \$2,070.00/semester + swim meet fee \$50/student</p> <p><i>* 5 students per ability level minimum for all group lessons. Groups determined by Quad & Physique prior to billing. In the event of low enrollment, classes will resume when the group fills.*</i></p>
<p>MUSIC (Private) \$115/session, 45-60 minutes</p> <p>Select:</p> <p><input type="checkbox"/> In Home</p> <p><input type="checkbox"/> Studio (Upper West)</p> <p>And:</p> <p><input type="checkbox"/> Instrumental</p> <p><input type="checkbox"/> Piano</p> <p><input type="checkbox"/> Drumming</p> <p><input type="checkbox"/> Brass</p> <p><input type="checkbox"/> Vocal</p> <p>Preferred day of the week: _____ Preferred time: _____</p>
<p>FINE ARTS (Private) \$115/session, 45-60 minutes</p> <p><input type="checkbox"/> In-Home only</p> <p>Preferred day of the week: _____ Preferred time: _____</p>
<p>STRATEGY GAMES (Group) Fridays (15 sessions total), \$95/session, 90 minutes</p> <p><input type="checkbox"/> Remote only (via Google Meet) 1:30-3 PM</p> <p><i>* 5 students minimum for all group lessons. In the event of low enrollment, classes will resume when the group fills.*</i></p>
<p>TUTORING \$115/session, 45-60 minutes</p> <p>Select:</p> <p><input type="checkbox"/> In-Home</p> <p><input type="checkbox"/> Remote</p> <p>Subject(s): _____</p> <p>Preferred day of the week: _____ Preferred time: _____</p>



5. Policies and Procedures Overview Fall 2024

- Tuition is due in full at time of registration
- Annual registration fee is \$115.00 (*waived if paid in Spring 2024 or Summer 2024*)
- **There will be no refunds, makeups, or credits given for class absences, snow days, emergency closures, or withdrawal of enrollment** except in extenuating circumstances, relocation, injury, or **extended** illness.
- 1:1 Psychosocial Support Specialist (**Paraprofessional**) services are not included in the tuition price listed above and shall be paid by the family *as needed* at the rate of \$150 per session.
- In-home lessons services must be completed at the child's home with **another adult present during the time of services**. Students should have a private work space that comfortably fits them and the adult they're working with, as well as materials necessary for lessons. The children should have snack or mealtimes outside of session times.
- Additional materials such as tech fees, instruments, and sheet music are at the expense of the family as needed.
- All remote sessions are recorded for quality and safety assurance. Recordings are not shared outside of the instructor and supervisor.
- Please work with your tutor or specialist to find the best time to makeup a session should you have to cancel. If you cannot make up the session within your tutor's availability by the end of the semester, the session is lost. If your tutor cancels, they must try to work with your schedule to find a makeup time before the end of the semester, or else you will receive a refund for the session.
- All swim students will be required to participate in the swim meet at the end of the semester. The fee for this is \$50/student and is collected at the beginning of the semester at the time of registration. Swim meet date is tentatively scheduled for the weekend of 1/25/25.
- Calendar dates excluded from the session totals above include the following holidays when Quad Manhattan is not in session:
 - Thursday, Oct 3, 2024
 - Monday, Oct 14, 2024
 - Friday, Nov 1, 2024
 - Monday, Nov 11, 2024
 - Wednesday-Friday Nov. 27-28, 2024
 - Monday, Dec. 23, 2024-Monday, January 6, 2025
 - Friday, Jan. 17, 2025
 - Monday, January 20, 2025
 - Wednesday, January 29, 2025

THE QUAD COMMUNITY AGREEMENTS: RIGHTS AND RESPONSIBILITIES FOR STUDENTS (please review with your child)

1. The right to safety by following the responsibility of keeping your body to yourself at all times safely.
2. The right to learn by following the responsibility of supporting each other.
3. The right to respect by following the responsibility of using kind words.
4. The right to support by following the responsibility of listening while others are talking.
5. The right to solve problems by asking for help.

All students will become familiar with the rights and responsibilities mandated for a safe, healthy, productive environment. There will be **zero tolerance** for the following:

1. **Bullying:** Physical, verbal, or emotional, explicit or implicit bullying is not tolerated. We have a preventative curriculum in place that makes incidents like these rare. We have promised our students and families a safe, non-threatening experience and we stand by our promise. If an instance of bullying of any kind occurs, it will be dealt with immediately to restore an immediate sense of safety to the learning community. However, we also view such incidents as perfect teaching moments to reinforce understanding of the rights and responsibilities of each student and teacher.



2. **Physical Aggression:** No child is allowed to use physical aggression toward other students or staff as a means of communication. Incidents of physical aggression will always result in parents called to remove the child from the environment. We have promised our students and families a safe, non-threatening experience and we stand by our promise. Physical Aggression is not tolerated.

The Quad Manhattan reserves the right to suspend a child's participation from Quad Manhattan programs if the safe, non-threatening experience of other students is threatened by that child's actions. Tuition is not refundable in this case.

6. OUTSIDE PROVIDER/ SCHOOL CONSULTATION: I hereby grant to The Quad Manhattan permission to contact and interact with my child's outside provider(s) and/or school providers (i.e. teachers, counselor, therapist, psychologist, mental health provider, occupational therapist, speech/language therapist, etc.) for the purpose of consultation. By signing this release, I understand and agree to the communication between The Quad Manhattan and my child's outside service providers.

7. Please select all that apply

- I require monthly billing statements and promotional materials for OPWDD self-directed funding
- Broker's name: _____ Broker's email address: _____
- I will submit the forms myself
- I would like to learn more about community funding options to help pay for my child's programming

I have read the above Quad Manhattan Policies and agree to them.

Child Name: _____

Parent Signature: _____ Date: _____

Parent Print Name: _____

Signature of Managing Director: _____ Date: _____
Ashley Riviere