

PJA Afterschool Enrollment FAQ

Where can I find Enrollment Applications? Please reach out to afterschool@pjaproud.org, or fill out an Inquire Now form on our website. Enrollment links will be emailed to you, typically within one week.

How do I complete my enrollment request? Carefully fill out every section of the enrollment request on FACTS/Renweb (for PPS children) or paper (for PJA children). Be sure to include signatures or initials where requested. Once your paperwork has been completed, remember to send your registration fee (see below). This fee is non-refundable and a requirement to complete your child's enrollment request. Failure to include the registration fee with your application will delay enrollment, potentially jeopardizing placement in the program.

Where do I send my completed form and registration fee?

Enrollment Paperwork **MUST be filled in correctly and completely.** If your paperwork is incomplete in any way, processing will be delayed and you may lose your placement. Due to the high volume of incoming applications, we are not able to make exceptions to this rule. Enrollments submitted on FACTS are automatically sent to PJA Afterschool administration. If you filled out any paper forms, please email them directly to afterschool@pjaproud.org.

Registration Fees can either be mailed in check form to AFTERSCHOOL at PJA (6651 SW Capitol HWY, Portland, OR 97219), or completed via our Auto Payment form. Autopay authorizes either credit/debit payment OR direct fund transfer from a checking/savings account and can be mailed, emailed or faxed.

Is there an enrollment deadline? No. However, space in our programs is very limited and given on a first-come, first-serve basis. During our Closed Priority Enrollment period, only current participating children, waitlisted families, and new siblings of current children may enroll. Approximately one week after we release closed enrollment, we open enrollment to the general public at which point enrollment is first-come-first serve to all. Once a program is full, we place families on our wait list in the order an application is received. We do not process any fees, including registration fees, until enrollment is guaranteed.

What is Vacation Care and how can I sign up? Vacation care is full-day care offered on most days school is closed, including some holidays and portions of breaks. We have two ways to sign up: **Vacation Care Add On** is a three month commitment and signs you up for ALL vacation care days in the term, automatically. No refunds are available on this term-based plan. **Vacation Care Per Day** is for you to enroll in individual vacation care days. Sign ups will be sent out and provided at program at the beginning of each term for per-day sign ups.

How/When do you bill tuition? Tuition is billed on the schedule you requested (1st, 5th or 20th of the month), October-May. September tuition is billed earlier, please see your tuition sheet for specific information. June tuition is prorated for families enrolled after December 31st. There is no June tuition for families enrolled before January 1st.

How do I change my child's schedule? To make a change to your child's before or afterschool schedule, please email afterschool@pjaproud.org 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.** If you wish to completely drop care, you must do so no later than 30 days before the first day of school in order to receive a refund.

When will I receive confirmation of enrollment? Once we have received your completed enrollment application and registration fee, we will process the information and registration payment and then a confirmation letter will be emailed to you after June 1st. This process can take up to four weeks, or longer if the volume of applications exceeds expectations. We appreciate your patience. Please note: We are not able to respond to inquiries about the status of your application prior to July 1.

What about Dependent Care Reimbursement? 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 detailed 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? We do! We accept [ERDC](#), [CCI](#), [Jim Sells](#), and we also have our own financial assistance available. PJA Afterschool encourages any family in need of tuition assistance to apply to all of these sources. Please see our annual Rate Sheet, Program Handbook and program [website](#) for details.

Is anything different this year? Our process is largely the same, but there are a few changes to enrollment and payments:

- Beginning in June 2024 we will add a 2% fee to all payments made by credit/debit cards. There will be no fee added to direct bank transfers.
- We will not process enrollment requests that lack a local, non-guardian emergency contact. We only ask for one and only contact this person in the event of an emergency if we cannot reach the custodial guardians. This person is NOT automatically authorized to pick up your child on normal school days.
- Before school care will now be offered at Odyssey to reflect the new school start and release times.
- Annual price adjustments to reflect increased staff and supply costs.