



After School Program (ASP Classes) Information

Overview

ASP classes are specialized programs led by NPS teachers and instructors from partner companies. Each class has a curriculum focused on a specific topic. Past topics have included a wide variety of subject areas such as sports clinics, STEAM programs, chess, martial arts, drama, music, arts, crafts, dance, language/culture, and other interests.

Students may participate in After 3 Club as well as ASP. Classes take place in NPS classrooms 3:15-4:15 pm unless otherwise listed in the catalog.

All ASP staff undergo a background check before working on our campus.

Session Dates

Fall – September 14—November 23

Winter – November 30—February 26

Spring – March 1—May 28

Registration dates will be shared via email in Backpack Express.

Registration

Registration is required to participate in these programs. Auxiliary Programs registration runs through our CampBrain website. An online catalog including the class descriptions is available to parents prior to registration opening. Spaces are limited; should a program fill there will be an option to join a waiting list.

Families do not pay through the CampBrain website. After registration closes, we submit fees to the finance department, and all charges are billed through FACTS. Any discounts are applied after registration is closed and can be viewed on the parent portal once all classes are confirmed as running.

Students are eligible for the Multiple Program Discount of \$40.00 if they are already enrolled in After 3 Club (a separate program from ASP classes) on the same day as the class for which they are registering meets.

Families receiving Financial Assistance for tuition receive a discount on registration fees for ONE ASP class per session (additional classes may be taken for the regular price). Families receiving a Financial Assistance Discount are not eligible for the Multiple Program Discount.

Cancellation & Refund Policies

Should you need to cancel or amend your registration, adjustments will be made according to these terms:

- Notification must be made **via email** to the Auxiliary Programs Director for cancellations and late registrations for ASP classes, Team Sports, After 3 Club, and Early Birds.
- All changes are limited by availability. **During the registration period, families may make changes to their schedule with zero monetary commitment or additional fees.**
- After the registration period has ended, families may make changes or additions to their before and after care schedule at any time so long as spaces are available.

- Late additions to these programs may receive a pro-rated fee, plus a 10% administrative fee.
- Cancellations to these programs may receive a pro-rated refund, minus a 10% administrative fee.
- If switching classes or days, families will be responsible for any difference in pricing between the two programs, plus a 10% administrative fee.
- Because many classes are subject to minimum class enrollment, students may or may not be able to add or change classes after the registration period has ended. Requests should be made via email to the Auxiliary Programs Director.
- No refunds are issued for student absences or program cancellations due to weather or other circumstances. In the event of any cancellations, NPS will notify parents as soon as possible.

Dismissal and After 3 Club

Students enrolled in After 3 Club will be sent to that program after ASP class as their default dismissal instruction.

A one-lane carpool will take place in the driveway 4:15-4:25 pm for students enrolled in ASP classes.

Parents may also request to have siblings sent from After 3 Club to join the 4:15 pm carpool. This request must be made by 2 pm or may be requested as a standing dismissal instruction. You may call (202) 537-7500 or email frontdesk@nps-dc.org. If you do not notify the Front Desk, please park in the lot and walk to the main entrance for pick up.

Children may only be released to the authorized persons listed on the Dismissal Arrangements Form turned in prior to the beginning of the school year. Any changes to that form must be put in writing and emailed to frontdesk@nps-dc.org.

Late Pick Up

Every effort should be made to pick up students on time and as promised. In the case of an unpreventable delay, it is imperative to communicate with the school as soon as possible.

Students picked up after the carpool period has ended will be automatically signed into After 3 Club and will incur the Last-Minute Drop In fee. **The fee for a Last-Minute Drop In is \$45 per child, per day.**

Noon Dismissal Days

Friday classes DO run on Noon Dismissal Fridays at their normal times (3:15-4:15 pm). The only exceptions are half days when the school closes at noon and no aftercare is offered (such as on holiday chapel days).

Students enrolled in After 3 Club will be taken to their ASP classes at the appropriate times and may also return to After 3 Club afterward.

Conduct & Behavior

All Auxiliary Programs are an extension of the school day and thus uphold the same policies and standards of conduct expected during the school day. Should a student's behavior become repeatedly disruptive or unsafe for the student or others, the student may be dismissed from the program for the day or suspended from the program. No refunds are offered in such instances.

Contact Information

Please contact Caitlin Webster at cwebster@nps-dc.org. You may also call the Front Desk at (202) 537-7500.