
Terms & Conditions

These terms and conditions are for the Out of School Time Programs' (OSTP) online afterschool co-payment system. Payments made through this system will be applied to a family's co-payment balance. Please contact OSTP at 202-442-5002 if you believe your balance is incorrect.

Confirmation of Payment

An email will be sent to the email address provided in the email address field of the payment form. This email should be retained and serves as your receipt and confirmation that your payment was received.

Payment Schedule

Payments are due by the first of each month. Students may be removed from the program if they have not paid their balance in full within five (5) business days of the monthly due date.

Partial Payments

A partial payment refers to any payment in an amount less than the total amount due. Families are permitted to submit partial payments; however, the full balance for each month is due by the due date. Students may be removed from the afterschool program if full payment is not received within five (5) business days of the monthly due date.

Refunds

Refunds cannot be issued at this time for any reason including a student's withdrawal or removal from the program or if payment is submitted that exceeds a family's balance for the month or school year.

Privacy

Your email address may be used for future communication related to the OSTP afterschool program. Your information will not be shared with any outside party.

Questions

If you have questions about this payment application or the afterschool program, contact OSTP at 202-442-5002.

Co-Payments for Parents — Frequently Asked Questions

1. How do I make a payment?

Online payments through the OSTP PayPal account are highly encouraged. You can make a payment at <https://afterschoolpayment.dcps.dc.gov>. If you need assistance making online payments, please contact the Administrative Aide or Full-Time ASP Coordinator at your child's school. Certified checks, cashier's checks, and money orders are also accepted. Personal checks will not be accepted. All checks and money orders **must be**:

- Payable to “DC Treasurer” or “DC Treasury”
- Include both the student's name and the student's school
- Mailed to:
District of Columbia Public Schools
Out of School Time Programs
1200 First Street NE, 11th Floor
Washington, DC 20002

2. How often will I receive notification of my co-payment balance?

Parents/guardians with outstanding balances will receive monthly billing notifications throughout the school year. Information listed in the monthly invoice will include the amount paid from the previous month and the amount due in full by the next due date. Any unpaid charges from the previous notification will be applied to the amount due, and the monthly invoice will also reflect additional charges, payments, and credits. Unpaid balances will result in temporary suspension from the program.

3. If I do not receive billing information before the scheduled due date, what should I do?

It is the parent's/guardian's responsibility to make monthly payments on time. If you have questions regarding your co-payment balance or if you require billing information, please contact the Administrative Aide/Full-Time ASP Coordinator at your child's school.

4. What happens if I do not pay the full amount due by the due date? Will I be charged a late fee?

No, you will not be charged a late fee, but failure to pay in a timely manner will result in the temporary suspension of your child/children from the Afterschool Program until payment is satisfied.

5. Do you have any partial payment plans?

No, parents/guardians must pay the total monthly co-payment amount by the appropriate due date.

6. What are the consequences of having an unpaid balance at the end of the school year?

Delinquent accounts will be transferred to the next school year. Parents/guardians with outstanding balances on their accounts are not eligible to enroll in the Afterschool Program for the upcoming school year until payment is satisfied.

7. If my child misses a day of the Afterschool Program, do I get a refund?

No, refunds are not issued for missed days. Enrollment in the Afterschool Program and co-payment fees are based on attendance for the entire school year, with the exception of half days, snow days, or school holidays (approximately 165 days). You must pay the monthly co-payment invoice of \$82.50 per child in order for your child to attend the Afterschool Program.

8. If I withdraw my child from the Afterschool Program but have already paid for the upcoming month, do I get a refund?

No refunds are possible once payment has been made. This is true even if a child withdraws from the program or school and days, weeks, or months of programming have already been paid in advance.

9. Do you provide a drop-in service (i.e., can I drop my child off as needed)?

No, the Afterschool Program does not provide a drop-in service.

10. What if I only want my child to stay in afterschool for a specific number of days?

During enrollment, parents must indicate to the Administrative Aide/Full-Time ASP Coordinator their scheduling needs. The Afterschool Program is intended as a five-day-per-week program, but it can accommodate those parents/guardians with a set schedule, like Monday, Wednesday, and Friday. However, you are still expected to pay the full annual co-payment fee for your child. Billing will not be prorated.

11. What do I do if my financial circumstances change?

Should your financial circumstances change and your child receives (or begins receiving) TANF or Medicaid, your child will be eligible for free afterschool services. This will require proof that your child receives TANF or Medicaid. We accept the following as proof that your child is a current recipient of TANF or Medicaid.

- **Proof of TANF.** Both forms of proof must be no older than 30 days prior to the date you registered your child for the afterschool program.
 1. A letter from the TANF case worker with the child's name on it
 2. A printout from ACEDS (Automated Client Eligibility Determination System) with the child's name on it
- **Proof of Medicaid.** A copy or photo of both sides of the child's Medicaid card.