

## HELPFUL TIPS: A+ REGISTRATION PROCESS

### **Before you register, do you qualify for the A+ program?**

In order to qualify for A+, both parents must be working, going to school or in a job training program during the hours of the A+ program. (*You may be required to submit supporting documents.*)

### **How much does the A+ program cost?**

A+ payment is due on the first program day of each month. Cost is \$110.00 per child. There are no prorated fees, credits or refunds if your child is absent, sick or not in attendance to A+.

### **How soon will my child be able to start the A+ program?**

Provided you are qualified for the A+ program, it may take **up to one (1) week** to process completed A+ registration packets, possibly longer at the beginning of the school year. Please assume your child will NOT be allowed to start the A+ program until one (1) week after you've submitted a **completed** registration packet and/or all required documents. Staffing shortages may delay your child's start date. Register early!

**After-School Plus (A+) Program participants MUST go through the registration process EVERY SCHOOL YEAR.**

### **TIP #1: REGISTER EARLY**

In order to avoid any inconvenience or delays, parents should register their child as early as possible with MCC. This includes submitting all required information & documentation in its entirety. Although participants may register for A+ anytime during the course of the school year, there is a processing period (*as stated above*) before any child can start the A+ program. Staff to student ratio requirements may also delay admission into the program.

**IMPORTANT NOTE: Before registering with A+ for the NEW SCHOOL YEAR, please call the MCC office FIRST to verify whether or not MCC has been awarded the A+ contract for the upcoming school year.**

MCC's registration for the next school year usually takes place during May through mid-July (*barring any unforeseen contract issues with the State*). For those of you in need of services on the first day of the new school year, it is imperative you register your child **at least two (2) weeks prior to the start of school or earlier** and submit all required forms and/or documents. NO EXCEPTIONS! Keep in mind, we must keep a 1:20 adult to student ratio. Staffing shortages may delay your child's start date.

## **TIP #2: FILL OUT THE A+ REGISTRATION PACKET COMPLETELY**

Please **DO NOT USE** the A+ Registration Form found in the A+ Parent Handbook hardcopy. MCC has additional forms which must be completed in order to process your child's registration. For your convenience, you may print out our registration packet from our website or you can pick-up a registration packet at your child's school office, at the cafeteria during the hours of A+ or at the MCC office.

Fill out your child's A+ registration packet completely and accurately. Any supporting documentation must be submitted along with your registration packet. Incomplete registration packets or missing documents **will delay processing** and your child will not be allowed to start the A+ program. If you are registering multiple children into the A+ program, you must **fill out one (1) A+ registration packet per child.**

## **TIP #3: SUBMIT THE A+ REGISTRATION PACKET WITH PAYMENT**

A check payment, made payable to MCC, must be accompanied with your completed registration packet in order to start the A+ program. Credit card payments are accepted ONLY at the Moiliili Community Center office Monday through Friday, except Federal & State holidays, between the hours of 8:00 a.m.-5:00 p.m.

Again for your convenience, you may turn in your child's A+ registration packet along with payment to your child's school office, at the cafeteria during the hours of A+ or at the MCC office. MCC will notify you when your child is able to start the A+ program.

## **TIP #4: ASK QUESTIONS**

In order for MCC to expedite your child's registration, all forms must be filled out completely & any required documents must be submitted along with payment. If you have questions or need clarification on any part of the registration packet, please see the Site Coordinator at A+ during program hours or you may call or stop by the MCC office.

Moiliili Community Center  
2535 South King Street  
Honolulu, HI 96826  
Phone: 955-1555

**Office Hours:**  
Monday through Friday  
(*Except Federal & State holidays*)  
8:00 a.m.-5:00 p.m.