

## 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 \$120.00 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**

Our registration packet is available on our website or you can pick-up a complete registration packet at your child's school office, at the cafeteria during the hours of A+ or at the MCC office. There are a total of nine (9) required pages in our registration packet.

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.