

Co-Payments for Parents Frequently Asked Questions (FAQ)

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 (AA) or Afterschool 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, 9th 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 (AA) or Afterschool 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. 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.

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

During enrollment, parents must indicate to the Administrative Aide (AA) or Afterschool 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.

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

Should your financial circumstances change and your child receives (or begins receiving) TANF or Medicaid, you are eligible for free afterschool services. This will require proof of TANF or Medicaid.