



Frequently Asked Questions: Vacation & Summer Programs

Registration and Payment:

Q: Do you offer scholarships for Vacation or Summer Programs?

A: Yes, there are a limited number of need-based scholarships available for our Vacation and Summer Programs. For more information on our scholarships, please see the scholarship information and applications on the [program page here](#).

Q: Do you offer a payment plan?

A: Unfortunately, we do not have a payment plan available. Full tuition is due at the time of registration, except for Scholarship Applicants who can delay payment until they have received notice of any scholarship award the Center for Architecture is able to provide. Scholarships are need-based and are limited to one per student. For more information on our scholarships, please see the scholarship information and applications on the [program page here](#).

Q: Do you have a multiple child discount?

A: We do not offer a multiple child discount.

Q: When do Vacation Programs sell out?

A: This varies, but the Vacation Programs usually sell out two weeks to a month before the program start date.

Q: When do Summer Programs sell out?

A: This varies, but typically Summer Programs sell out by April.

Q: What does waitlist mean?

A: Waitlist means that we are currently full for that program. You are welcome to sign up for the waitlist, but a spot will only open up if someone else cancels their registration. You are placed on the waitlist in the order that you registered and we will contact you if a spot opens up in the program. To be added to a waitlist, please email k12education@centerforarchitecture.org with the following information: the name and date of the program you are interested in, your name, email address, phone number, your child's name, and your child's grade.

Q: What are the chances of getting admitted off of the waitlist for a Summer Program?

A: Unfortunately, there is no way of knowing. There will be some waitlist movement in early May following our scholarship application process. After that point, we do occasionally have people who cancel up until the week prior to the program. Our waitlists are formed on a first-come, first-served basis. You will be notified if a space becomes available.

Q: Is there flexibility in the age groups for Vacation or Summer Programs?

A: Unfortunately no. Your child is only eligible to register for a course based on their current grade for Vacation Programs or on the grade they will be entering in the fall for Summer Programs. If a child has just completed the 5th or 8th grade, they can join the group 3-5 or 6-8 grade group, respectively.

Q: Can I get a refund?

A: As per our [Terms and Conditions](#) policy, registration for all Youth Programs is non-transferable. Tuition for After-School, Vacation, and all Special Youth Programs is non-refundable. Our Summer Programs refund policy is as follows: cancellations received by April 30th will receive a refund of 50% of the total registration fee. Cancellations received on or after May 1st will receive no refund. There are no exceptions to this policy. The Center for Architecture will not provide make-ups or refunds for days missed as a result of vacation plans, scheduling conflicts, illness, emergencies, or other events beyond our control.

During the Program:

Q: Do you offer before or after care for Vacation or Summer Programs?

A: No. Due to other events happening at the Center, we cannot have students arrive before 9:00am or stay later than 4:00pm. Students who are picked up more than 15 minutes past the pick-up time will be charged \$30. We appreciate your attention to this matter.

Q: What is a typical Summer Program schedule?

A: All Summer Programs meet from 9:00am – 4:00pm. We have an hour-long break for lunch and recess, which we have at a local park (weather permitting). The topics and trips for each program differ, but the flow of the week is typically as follows: Monday is a get to know you day and students are introduced to the program theme and work on design challenges. Tuesday and Wednesday will have full or half-day thematic field trips with the remaining time being used to plan and develop their projects. Thursday and Friday are primarily devoted to working on final models. The last hour of the final day we invite families to join us for final presentations from the students.

- Q:** Do you balance the programs based on gender?
- A:** Registration is completed on a first-come, first-served basis. We do not ask for a child's gender identification during the registration process. This can occasionally mean that the course will have an uneven number of boys and girls. We do not feel that a student's gender has any bearing on their ability to enjoy the programs or make friends.
- Q:** Are your programs appropriate for students with special needs?
- A:** While we try to accommodate all types of learners, our programs are not specifically designed for students with special needs. We have one lead educator per course who divides their time assisting all students in the course equally. While there is constant guidance and support throughout the course, we do expect students to be independent and self-motivated workers. We also travel via subway for all program field trips. If you have any concerns, please feel free to contact us.
- Q:** Is lunch included for Vacation or Summer Programs?
- A:** No, all students need to bring their own lunch which we will enjoy at a local park (weather permitting). With parental permission, Middle and High School students can have the option of leaving the Center on their own for an independent lunch break apart from our group. If students do not return to the Center at the appointed time, they will no longer be allowed an independent lunch break.
- Q:** Is snack included for Vacation or Summer Programs?
- A:** Yes, we will provide a nut-free snack each day, usually in the afternoon. Please make sure that all allergies are listed on your registration. If allergies are a concern, you may pack a snack for your child.
- Q:** What should my child wear for these programs?
- A:** Wear clothing that is comfortable and can get a little messy. All of our materials should be washable (markers, glue, etc.) but as with most creative things, it can get messy. Also, please dress appropriately for the weather. While the programs are largely indoors, we will take field trips and be outside for lunch each day (weather permitting).
- Q:** What field trips will each Summer Program take?
- A:** All field trips are specific to the theme of the program. Closer to the start date of a program, all registrants will be sent an email outlining all the field trips that your child's program will be taking along with any additional information you might need.
- Q:** How do you travel when you take a field trip?
- A:** We travel via the subway and the cost of this is included in the program tuition.

Q: What is the student to teacher ratio in your Summer Programs?

A: In most courses, there will be one adult for every eight students. Additionally, there are one to three interns and volunteers with each class. When we leave the Center for trips, there are two to three staff members and additional volunteers.

Q: What happens if my child can't attend a day or if they will be late?

A: Please call 212-358-6133 and notify our Youth Programs Manager if your child will be late or absent on any given day. Please note that if you are running late on a field trip day, the group may not be able to wait for your arrival.

Q: Where should I go on the first day of the program?

A: All programs meet at the Center for Architecture unless otherwise noted.* The Center for Architecture opens at 9:00am when the programs begin. You may be allowed into the Center prior to 9:00am but you will not be able to go to your classrooms until 9:00am. All parents/guardians must check in with the educator each day unless you have given your child permission to come and go on their own. Check-in on the first day may take a bit longer because we will ask everyone to confirm their contact information and pick-up plan.

* In Summer 2019 a limited number of programs will be held at nearby NYU classrooms. If your class will meet at one of these locations, you will receive specific drop-off information in a reminder email the month prior to your program.

Q: Who can sign out my child?

A: People signing out students must be listed as authorized pick up person on our sign-in sheet. You can designate these individuals when completing registration and can add individuals to this list at check-in each morning. Students in grades 6 – 12 can sign themselves out with adult permission. This permission will be designated during the registration process and can be changed, if needed, by a parent or guardian contacting k12education@centerforarchitecture.org.

Q: What happens if I need to pick up my child early?

A: If you would like to pick up your child prior to 4:00pm, please notify the educator at least a day in advance. We take field trips in every program, so early pick up is not always possible.

Q: What happens if I'm late picking up my child?

A: Students who are picked up more than 15 minutes past the pick-up time will be charged \$30. We appreciate your attention to this matter.