



# Cooperative Play Monthly Payment Guide

Follow the steps below to sign in to your DPR account and make a monthly Cooperative Play payment. If you need further assistance contact the Co-Op Coordinator's office at (202) 391-1623 between the hours of 9:00am – 5:00pm Monday – Friday.

1. Log in to the DPR registration system at [www.asaponlinereg.com/Login.aspx?org=774](http://www.asaponlinereg.com/Login.aspx?org=774). (This is also assessable via the DPR website, DPR.DC.GOV, by clicking on 'Sign Up for a DPR Activity or Class' and then clicking Login.)
2. Log in by entering your username, which is the email address on file with the DPR registration system, and password.
3. On your account page select name of the account that registered for the program.

4. Scroll to the bottom of your account page to the Invoices section. Select the 'Pay Now' link next to the Cooperative Play invoice.

Invoice ID	Invoice Date	Amount	Status	Action
341903	9/1/2011 3:32:20 PM	\$1,940.00	UNPAID	Pay Now
288338	6/2/2011 11:27:05 AM	\$15.00	UNPAID	Pay Now
190185	11/29/2010 12:22:24 PM	\$4.00	UNPAID	Pay Now

5. Your invoice will appear and you will be prompted for your credit card information.

6. **STOP:** To ensure you make only the monthly payment, you **MUST** select **"Make Partial Payment"** just below the invoice total.

7. Enter the amount of your monthly payment.
8. Confirm or update your current billing information.
9. Enter your credit card information.
10. Click the 'Process Payment' button.

# Cooperative Play

## Monthly Payments

The monthly payment amounts are given in the table below. Payments are due on the 1<sup>st</sup> of every month with the initial payment due at the beginning of the program, which begins the week of September 12, 2011.

Program Length	Residents			Non-Residents		
	Co-Op Fee	Materials Fee	Monthly Payment	Co-Op Fee	Materials Fee	Monthly Payment
<b>5 Day Program</b>	\$1,920	\$20	\$216	\$2,560	\$20	\$287
<b>3 Day Program</b>	\$1,152	\$20	\$130	\$1,536	\$20	\$173
<b>2 Day Program</b>	\$768	\$20	\$88	\$1,024	\$20	\$116

In addition to tuition fees, the local parents group will collect a supplemental fee which is used to fund class activities, field trips and parties. The fees will vary by center. Supplemental fees are due to the Co-op Treasurer on the day chosen by that site's Parent Board.

All fees are non-refundable, regardless of the reason for withdrawal from the program. Late or Non-payment of enrollment and supplemental fees on a timely basis is grounds for termination from the program.

Enrollment Fees are due on the 1st of every month. A reminder will be given on the third late day. Children will be withdrawn if payment has not been received by the 10th of that month.