

## REGISTRATION PROCEDURES FOR AFTER SCHOOL PROGRAMS

- **Registration for the Winter Session of the After School Programs begins on Monday, January 29<sup>th</sup> and runs through Thursday, February 8<sup>th</sup>. All registration forms must be placed in the (ASP) box in the School Office. The School is not responsible for forms that are not placed in the designated box.**
- **Classes begin on Monday, February 19<sup>th</sup> , and end on Thursday, March 29<sup>th</sup>.**
- Forms will be collected from the box periodically throughout each registration day and registered for classes at the time of receipt. In almost all cases, class spaces are filled on a first come, first serve basis. However, occasionally age of students will be considered when fulfilling enrollment requests in order to maintain balanced and manageable classes.
- When a class is filled, a waiting list will be started. Students on the waiting list for a particular class will be enrolled first if additional space becomes available.
- If you would like to indicate a second choice (this is recommended) in the event that your child does not get into a particular class or in the event that a class is cancelled due to under-enrollment, please include a note on your registration form. The Director will make every effort to accommodate your request.
- Classes have a minimum and maximum number for enrollment and may be cancelled if the minimum number is not met. If a class is cancelled, The Director will contact the parents of the enrolled children.
- Pick-up Authorization: Children can only be released to the authorized persons listed on the Family Emergency Form turned in prior to the beginning of the school year. Any changes to that form must be put in writing and delivered to Venessa Laurent Jones.
- Late Pick-ups: Parents must make every effort to pick up children on time and as promised. In the case an unpreventable delay does occur, it is imperative to communicate with the School as soon as possible so that the child will not worry unnecessarily. If the child is not picked up when her/his program ends, your child will be escorted to After School Care at NO ADDITIONAL CHARGE.
- The school number before 3:30 is 861-3743, and the After School Care number after 3:30 is 861-3788. Please use the Zimple Street entrance for all After Care pick-ups.