

UNION PTSO ENRICHMENT AFTER SCHOOL PROGRAMS POLICY & GUIDELINES



CLASS SIZE:

- Class sizes are limited and will be filled on a first come, first served basis.
- Classes may be canceled if the minimum size requirement is not met.
- If your student is unable to be placed in a class due to size, you will be notified and your payment cancelled.

REGISTRATION:

- Registration forms **must** be signed.
- Please complete a **separate** registration form for **each student**. Please register online at: UnionPTSO.org/AfterSchoolPrograms.
- Place all forms and/or payments in an envelope clearly marked **AFTER SCHOOL PROGRAMS** and return it to your child's homeroom teacher by the published registration deadline. Please note the student's first and last name in the memo section of all checks.

PAYMENT:

- Make payment online at: UnionPTSO.org/AfterSchoolPrograms OR Make checks payable to Union PTSO. Please include a phone number and student name in the memo field on your check.
- Please write a **separate** check for **each student**.
- Union PTSO reserves the right to remove a student from class if fees are not received in full or check is returned for insufficient funds. **There will be a \$25 service fee for any checks returned from the bank.**
- **No refunds will be issued once a student is confirmed in a class.** Confirmations will be sent as soon as possible once registration is closed via the email address on the registration form.

CLASS SCHEDULES:

- Classes vary. Please check each class carefully. See class descriptions for day, time and length.
- Remind your child of their class on their scheduled days. Due to the varying schedules, Union PTSO is not responsible to remind students of their classes.
- All students are to report to the Café at the end of the school day to be picked up by their instructors.
- Please have an alternate plan in the event that the class is unexpectedly canceled. Discuss this plan with your child.
- Classes cancel if school is canceled for any reason on that day.
- Instructors will inform parents/guardians of rescheduled dates if a class is canceled.

DISCIPLINE POLICY:

- The Lakota Student Code of Conduct is to be followed during the after school classes just as it is during the regular school day.
- The Lakota discipline policy can be found in the Lakota Elementary Handbook.
- If a child is participating in the after school program classes and is not behaving according to the discipline policy, including disrupting the class, the parent will be notified and the student will be withdrawn from the class. There will be no refund of the course fee.

LATE PICK UP POLICY:

- **Children must be picked up promptly after class.**
- There is a five-minute grace period for picking up your child.
- If a pickup is between 6-10 minutes late, your child will have to miss the following week of the program.
- If a pickup is between 11-15 minutes late, your child will have to miss two weeks of the program.
- If a pickup is more than 15 minutes late, your child will be removed from the program.

QUESTIONS?

- Please contact: UnionEnrichment@gmail.com