



## **AFTER SCHOOL PROGRAMS - SPRING SESSION 2010**

### **YOU WILL BE BILLED FOR CLASSES.**

**Classes begin MONDAY, April 5, 2010.** After School Programs are an opportunity for your child to participate in extracurricular activities, meet new friends and spend supervised time after school. The After School Programs are designed and taught by the CEE faculty, as well as professionals from outside the school. Sessions are offered three times a year. Most classes are held from 3:30 to 4:30 p.m.

#### **A. HOW TO REGISTER**

Review the attached descriptions. Pick your programs! Fill out a registration form. Be sure to select any alternate choices in case a class is full. Additional forms are available in the office or online at [www.centerforearlyeducation.org](http://www.centerforearlyeducation.org).

(Please do not sign up for classes unless your child is really going to participate. Dropping out is for unplanned emergencies or if the child really didn't like a class you thought they would like. If you sign up for several with the intention of dropping one or two it is unfair to teachers who need to plan, other students who may get on a waiting list and makes for a lot of extra registration work.)

**MAIL the registration form NO EARLIER THAN Monday, March 22. Only postmarked envelopes will be accepted. WE WILL NOT ACCEPT ENVELOPES POSTMARKED BEFORE DECEMBER 7, NOR HAND DELIVERED ENVELOPES.**

Registration postmarked **MARCH 22, does not guarantee** your space in a class. Even with first-come first-served registration a few classes may fill immediately.\*\*

#### **B. CLASS WITHDRAWAL AND BILLING POLICY**

**SEND NO CHECK. You will be billed for the classes in which your child is registered.**

**Notification of withdrawal** or changes must be received by the Office **one day prior to the second class session.** You can send a note or an e-mail [mccarthys@cee-school.org](mailto:mccarthys@cee-school.org) **NO CREDITS WILL BE GRANTED FOR STUDENTS STILL ENROLLED ON THE DAY OF THE SECOND CLASS.**

**C. PICK UP** - Pick up is at 4:30 p.m. or whenever the class is scheduled to end. Children not picked up at the end of class will be signed-in to Day Care and billed accordingly.

#### **D. OTHER**

**Class lists** – Will be posted in the Early Childhood hall starting 3/25 and updated every few days.

**\*\*Waiting Lists** – When a class is full a waiting list will be kept. **You will be e-mailed if your child is put on a waiting list.** If a space in the class becomes available, the first child on the list will be offered the spot and on down the line in order. Children who do not get into a class will have priority registration for the next term for that same class only. This is contingent on the class being offered and the registration being received by mail, during the first 2 days of registration.

**Nursery Parents** - You may want to coordinate the after school classes with those days your child is in school until 3:00 p.m.

**Rainy Days** – Programs which are held outdoors will have alternate plans for rainy days.

**Canceled Classes** - If a class is canceled due to instructor illness, we will try to notify parents ahead of time. However, when it happens at the last minute we will take the children into Day Care for the class time and you will not be charged for Day Care. You will be notified of a make-up class plan.

**YOU WILL BE E-MAILED IF YOUR CHILD IS NOT IN THEIR FIRST CHOICE CLASS.**