

# AFTER SCHOOL ENRICHMENT PROGRAM

## REGISTRATION AND PAYMENT GUIDELINES

### September 6, 2017 (BTSN)

- Instructors share program information from 5:00-7:00 pm on blacktop.
- Parents can pick up applications but instructors DO NOT collect the applications.
- Instructors will drop off extra applications and program info to office at the end of the night.

### September 11-15, 2017

- Parents submit applications to office in assigned boxes. All applications are due by 4:00 pm on September 15.

### Friday, September 15, 2017

- Instructors pick up applications from office by 4:30 pm.
- If number of applications exceed slots available, instructors will do lottery for slots available.

### Monday, September 18, 2017

- Instructors will contact all parents to notify them of acceptance or waitlist status. Also, if your program requires a parent meeting/orientation notify parents of this when you contact them.
- Instructors will inform parents of payment options, process, and deadlines. Instructors are responsible for arranging, receiving and recording all payments.
- Instructors will submit a final student list to the office (Paula Maranello at [Paula-Maranello@scusd.edu](mailto:Paula-Maranello@scusd.edu) and Ellen-Lee@scusd.edu) AND after school program manager (David Constancio at [David-Constancio@scusd.edu](mailto:David-Constancio@scusd.edu)) before the first day of class.

### Friday, September 22, 2017

- Submit final program info/syllabus including dates and times of classes to the office and after school program. This will be uploaded to the school website for parents to reference.
- Ask David Constancio for a copy of the school's safety plan. Please review this document so you can be prepared in case there is an emergency during after school hours.

**If a class is rescheduled or canceled due to an emergency, each instructor is responsible for contacting the parents in their class and notify the office and David Constancio of this change ASAP.**