

AFTER SCHOOL ENRICHMENT PROGRAM

REGISTRATION AND PAYMENT GUIDELINES

Please follow steps below to enroll your student(s) for after school enrichment:

September 4, 2019 (BTSN)

- Instructors share program information from 5:00-7:00 pm on blacktop.
- Parents may pick up applications but MAY NOT submit the applications at this time.
- Instructors will drop off extra applications and program info to office at the end of the night.

September 9-13, 2019

- Parents submit applications to office in assigned boxes. All applications are due by 4:00 pm on September 13th.

Friday, September 13, 2019

- Instructors pick up applications from office by close of business.
- If number of applications exceed slots available, instructors will do lottery for slots available.

Monday, September 16, 2019 – Friday, September 27, 2019

- 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.