

AFTER SCHOOL ENRICHMENT PROGRAM

REGISTRATION AND PAYMENT GUIDELINES

Wednesday, September 7, 2016 (BTSN)

- Instructors share program information from 5:00-6:30 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 12-16, 2016

- Parents submit applications to office in assigned boxes. All applications are due by 4:00 pm on September 16.

Friday, September 16, 2016

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

September 19-23, 2016

- Instructors will contact all parents to notify them of acceptance or waitlist status. Also, parents will be informed of mandatory parent meeting/orientation (if program requires one).
- 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) AND after school program manager (David Constancio) before the first day of class.