

# AFTER SCHOOL ENRICHMENT PROGRAM

## REGISTRATION AND PAYMENT GUIDELINES

\*\*\*STUDENT COPY\*\*\*

### **Wednesday, September 5, 2018 (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 10-14, 2018**

- Parents submit applications to office in assigned boxes. All applications are due by 4:00 pm on September 14.

### **Friday, September 14, 2018**

- 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 17-21 2018**

- 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 (Michael Herrera) before the first day of class.