

## After School Enrichment – Policies and Procedures

You or another adult must be readily available in the event of an emergency during the time your child is participating in a class from 3:15pm to 4:30pm. On each registration form, you must provide complete contact information (i.e., home phone, cell phone, and an emergency contact name and number).

You must send a note to your child's teacher for the first week so your child can be directed to remain at school.

You MUST pick up your child ON TIME at 4:30pm on CARLINE. There will be AIDES running the carline. In the case that a child is picked up more than TEN MINUTES LATE, even one time, you will be fined by the NCPE \$1.00 per minute. In the case of excessive lateness, your child will be dismissed from the After School Enrichment Program and you will not receive a refund.

Email (and, if necessary, The Honeywell System,) will be used in the event of an emergency or cancellation of the After School Enrichment program for any reason.

After School Enrichment Program follows the North Caldwell calendar which can be found at [ncboe.org](http://ncboe.org). As such, the ASE Program will not run when school is not in session or if there is a delayed opening (for a morning class) or an early dismissal (for an afternoon class). All efforts will be made to schedule make-ups.

You should send in a SNACK and a DRINK for your child. As your child will likely be having this snack in the program classroom/area prior to the start of class, please make it an easy snack for him/her to eat.

Parents and siblings are NOT permitted to attend/watch the class during the program time. It is disruptive to the teacher and the students in the class.

If your child will be enrolled in Tiny Treasures or you are interested in 'drop in' after care with Tiny Treasures for a particular day, your child can attend an enrichment class and then transition to Tiny Treasures at 4:30. Please contact Jen Zampino of Tiny Treasures at 973-227-3133 directly to discuss the transition.

### ALLERGY/HEALTH STATEMENT

It is the sole responsibility of you as a parent to ensure the safety of your child by informing the instructor of any allergy or health issue your child may have by sending a note to the instructor. There is NO NURSE on duty during After School Enrichment.

### BEHAVIOR

Your child's cooperative attitude and behavior are essential ingredients for this program. Should behavior of any child become disruptive to an instructor a parent will be consulted. If problems persist, the program reserves the right to deny further participation in the course. If your child has any special needs, you are responsible for speaking with the instructor. If your child requires special assistance, you are required to provide such assistance, either personally or by payment by you for an appropriate aide, which can be arranged through our program.

### REFUNDS

If a specific class is cancelled, NCPE will refund your registration fee. Otherwise there will be no refunds. We are unable to issue refunds as planning and budgeting are done based on your child's enrollment.