

ENRICHMENT POLICIES & PROCEDURES

Dear Families,

Thank you for enrolling your child(ren) in enrichment classes for the fall session! Classes start next week on Monday, September 21 and end on Friday, December 11. We're looking forward to another great session. Please read the following information carefully regarding important enrichment rules and procedures. If you have any questions or concerns, please contact me right away.

Thank you for joining us for another exciting session of enrichment classes!

PLEASE REMEMBER:

- ★ Once classes are confirmed, cancellations, refunds, or transfers are not allowed.
- ★ Make-ups or refunds will only be allowed if a class is cancelled by AEP or the instructor.
- ★ All participants are responsible for making note of class dates. If your child will miss a class, arrangements for make-ups or refunds must be made prior to missed class, otherwise make-up or refund possibilities will be forfeited.

PROCEDURES:

Students who are enrolled in an enrichment class should attend Neighborhood at the time of dismissal. The students will get a light snack and some time to play before their Enrichment class begins. **You will not be charged for Neighborhood during the time before the enrichment class begins.**

Students must return to the Neighborhood program after their enrichment class ends. Please do not pick up your child(ren) directly from their classes. Meet them in their Neighborhood classroom a few minutes after their enrichment class is scheduled to end. **STUDENTS MUST BE SIGNED OUT ON THE NEIGHBORHOOD CLIPBOARD.** If there is no sign-out time or signature, you will automatically be charged for Neighborhood until 6pm. **There is no charge for after-school if the child is signed out within 10 minutes of their enrichment class ending.** Students who are not picked-up within the 10-minute grace period will incur after-school charges at your usual rate. Please let any other adults who may be picking up your child(ren) from enrichment classes know about these policies.

Please let me know if you have any questions or concerns.

I really appreciate your support and participation in our program!!

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