**BARRINGTON PTO AFTER SCHOOL ENRICHMENT PROGRAM**

**FALL 2014 REGISTRATION**

**PLEASE NOTE NEW ONLINE PAYMENT OPTION AND**

**AFTER SCHOOL ENRICHMENT (ASE) CLASS DISMISSAL PROCEDURE**

**\*\*\*NEW ONLINE PAYMENT OPTION\*\*\***

* The option to pay online is now available via the PTO website!
* Please see instructions on the next page for additional information.
* When paying online, **ONLY CREDIT CARDS** will be accepted.

**BOTH ONLINE & PAPER REGISTRATIONS WILL BE ACCEPTED**

* Please see instructions on the next page for additional information on both options.
* Payment by check will still need to be submitted with all paper registrations.

**ASE CLASS DISMISSAL PROCEDURE**

* The After-Hours School Access Policy mandates that the main door by the office will be locked each school day at 3:30PM.
* Since access to the school after the school day is limited, the ASE committee has worked with the course instructors to determine agreed upon dismissal locations where parents will meet to pick up their children.
* These dismissal locations will be provided to you via email by a ASE committee member prior to the start of the ASE session so that you will know where to meet your child.
* **Please arrive promptly to pick up your child as the course instructor(s) will not be able to stay and supervise the students once their session is completed for the day.**

Thank you for your continued support of the ASE program. Your support is critical in making this program a success!

After School Enrichment Program Committee

Co-Chairs:

Tina Schneider & Sara Oliphant

Committee Members:

Pam Davis, Tiffany Gibson, Molly Hagkull, Mary Beth Hoffman, Wendy McClellan, Erin Milton, Lindsey Smiley, Becky Sweeney, Maybelle Trocio-Ball, Metta Zettler

**BARRINGTON PTO AFTER SCHOOL ENRICHMENT PROGRAM FALL 2014 REGISTRATION**

PLEASE READ THESE INSTRUCTIONS PRIOR TO COMPLETING YOUR REGISTRATION FORM(S) OR ONLINE REGISTRATION. EXCEPTIONS WILL NO LONGER BE ACCOMMODATED FOR MULTIPLE COURSES LISTED ON ONE (1) PAPER REGISTRATION FORM OR FOR ONE (1) CHECK PROVIDED FOR MULTIPLE COURSES OR FOR REGISTRATIONS RECEIVED AFTER 8PM SEPTEMBER 19TH.

The Fall 2014 After School Enrichment catalog will be available online Saturday, September 13th – www.[barringtonpto.com/after-school-enrichment/](http://barringtonpto.com/after-school-enrichment/). A catalog will also be available in the main office. Two registration forms are included in this packet. Additional forms can be printed from the PTO website, and extra copies will be available in the main office. **Online registration will open on Saturday, September 13th 9:00AM and will run through Wednesday, September 17th at 8:00PM.**

**\*\*\*ONLINE REGISTRATION/CREDIT CARD PAYMENT OPTION\*\*\***

* The option of online registration will be available Saturday, September 13th 9:00AM – Wednesday, September 17th 8:00PM.
* Please visit www.[barringtonpto.com/after-school-enrichment/](http://barringtonpto.com/after-school-enrichment/) to complete and submit online registration(s).
* Online payment is now available – **ONLY CREDIT CARDS WILL BE ACCEPTED. Credit cards will be charged immediately.**
* It will be possible to register each individual child for multiple classes at one time and with one total payment at the end of the transaction. Please note that it will be necessary to repeat the process for any additional children.
* In the event of over enrollment for a class, students will be selected through a lottery, rather than in the order registration is received.
* In the event that it is necessary, refunds will be provided by check. Please allow up to 30 days for the transaction to be processed.
* **No late registrations will be accepted online**. Please review instructions below for paper registration/payment by check should there be the need for a late registration.
* **NOTE: Any necessary waivers/consent forms will need to be completed and dropped off at the Schneider Residence (address noted below).**

**\*\*\*PAPER REGISTRATION/PAY BY CHECK OPTION\*\*\***

Paper registration form(s) and payment by check(s) will be accepted from 8AM to 8PM on Tuesday, September 16th and Wednesday, September 17th, 2014. **ALL registrations received after 8PM on Wednesday, September 17th must include an additional $10 Late Fee per registration per child. After Friday, September 19th NO more registrations will be accepted.** Drop off paper registration form(s), completed waiver(s) and check(s) made payable to “Barrington PTO,” at the address below, in the box at the front door.

Schneider Residence

2382 Southway Drive

 PLEASE -- Separate paper registration forms and checks MUST be submitted for each course OR YOUR CHILD’S REGISTRATION WILL NOT BE ELIGIBLE FOR HIS/HER ASE CLASS. Consent forms and waivers for specific courses can be found in the online course description on the PTO website as well as in the ASE Folder in the school office and should be completed and submitted with registration. Instructors are not able to register or add students for classes; student registration only occurs through the ASE Committee Chairs.

**IMPORTANT REGISTRATION INSTRUCTIONS:**

Do not send cash as payment.

Do not send forms to school with your child.

No refunds once registration has ended.

**ASE REGISTRATION & SESSION POLICIES:**

1. The session may include schedule interruptions due to holidays, school activities, snow days and school closings. Please note, there will be no classes at Barrington on early dismissal days.
2. Confirmation forms for enrollment in ASE classes will NOT be sent. Please assume your child is enrolled unless otherwise notified.
3. Do let the course instructor know of any special considerations your child may require as it relates to that specific ASE class (i.e. food allergies, etc.).
4. Parent volunteers are required for some courses to be offered – note on your online registration or paper registration form(s) if you are willing to volunteer.
5. IF a course has reached maximum capacity, class participants will be selected through a lottery system. Students who are not selected in the lottery will be notified via email or by phone.
6. If there is insufficient enrollment for a course, it may be cancelled and your check will be returned to you.
7. The office secretaries have a master copy of the After School Enrichment course rosters for those classes held at Barrington.
8. If a class is cancelled due to inclement weather or unforeseen circumstances, an announcement will be made at school before the end of the day. Please make sure your child knows the plan for getting home safely.
9. Students are responsible (except for Lunch Bunch and Arts Books and Cooks) for walking themselves from their classrooms to the ASE course room after 2:50pm. Please make sure that your child knows his/her course room number. Your child can also check with one of the secretaries in the main office as they will have a copy of the ASE classroom assignments. If you are not comfortable having your child walk without adult supervision to their ASE classroom after school, please feel free to pick up your child and walk him/her to the ASE classroom. There will be no supervision of students except during scheduled class time.
10. As a safety precaution, please instruct your child to go to the main office in the event that an instructor is ever late or does not show up.
11. It is important that you make arrangements for a prompt pick-up of your child after class at the designated dismissal location.
12. Consider packing an after-school snack for your child.
13. Make sure your child has all the necessary equipment for the class – check the course descriptions for those requirements. If you have any questions, please call the course contact listed with each class.

**AFTER SCHOOL ENRICHMENT PROGRAM REGISTRATION FORM**

**\*\* ONE FORM PER CLASS AND ONE CHECK PER CLASS \*\***

**Forms with multiple classes and a single check for multiple class WILL NOT BE ACCEPTED!**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s or Guardian’s Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Refer to catalog for the following information:

 Course Title & Course Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Your child will be dismissed to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

“I give permission for my child to participate in the After School Enrichment course named above. I absolve the sponsoring organization, sponsors and teachers of all liability in the event of injury. I have the permission of our family physician for my child to participate.”

Signature of parent or guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency phone numbers (during class) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there anything the instructor or Course Contact should know about your child in relation to their participation in this class (food allergies, special needs, etc)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT VOLUNTEERS:

 \_\_\_ Please check here if you can assist on one or more days. Date/time available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_ Please check here if you are willing to stay for a moment at the beginning of each class just until certain that the instructor is present.

Discipline Policy: When parents are informed of a second warning from the instructor concerning inappropriate behavior, a child will not be allowed to return to class. Class fees will not be refunded under these circumstances. Thank you for your help and support.

**AFTER SCHOOL ENRICHMENT PROGRAM REGISTRATION FORM**

**\*\* ONE FORM PER CLASS AND ONE CHECK PER CLASS \*\***

**Forms with multiple classes and a single check for multiple class WILL NOT BE ACCEPTED!**

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent’s or Guardian’s Name(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Your child will be dismissed to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of parent or guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency phone numbers (during class) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is there anything the instructor or Course Contact should know about your child in relation to their participation in this class (food allergies, special needs, etc)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 \_\_\_ Please check here if you can assist on one or more days. Date/time available \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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