

REGISTRATION RULES AND PROCEDURES

Please read carefully as we are constantly modifying our procedures to improve the registration process!

TWO-PART REGISTRATION PROCESS

1. Fill out and submit the **online registration form**.
2. Send in your check to complete your registration. Write your child's name and club name in the memo. See further detailed information below:

- Please understand that when you submit your online registration, your child is automatically and immediately placed on the rosters for the clubs you have selected. You should consider it a firm commitment to pay for that club. We understand that occasionally things come up and you may have to withdraw, but **please immediately notify Anne O'Connor via email** if you need to cancel any of your registrations. **Please DO NOT simply not pay for a club**, and do not send a withdrawal request by any method other than email, since it is important that we receive it in a timely manner. Also, please do not wait until we email you to ask about your check to tell us that your child is withdrawing.
- Online registration will open on September 13 at 7AM, and will close on September 27 at 9PM. Checks are due within FOUR DAYS of submitting your online registration. Failure to pay on time may result in your child being moved to a waiting list if the club is full or close to full. We will definitely contact you to ask about your check before this happens, since we know checks can occasionally be lost in transit. If you don't hear from us, that means we got your check and all is well. But please, check your email and phone messages!
- You will receive an automated email receipt after submitting your registration form online. Keep this for your records. **On your check, in the memo area, please write your child's name and the club name so that we can match your payment to your registration.** You only need to send in the check, not your receipt printout.
- If you do not receive an email receipt, please contact Anne O'Connor at anne.oconnor.design@gmail.com to confirm that you are registered. You probably mistyped your email address. Do not re-submit your registration unless you are told to do so, to avoid duplicate registrations.
- Please include a separate check for each club you register for.
- If you have more than one child, please fill out and submit a separate electronic form for each child.
- Send checks to: Anne O'Connor, 64 Highland Ave, Eastchester NY 10709.
- **Special needs students should follow the same registration procedure as general education students:** Submit the registration form electronically and send the check to Anne O'Connor, 64 Highland Ave., Eastchester NY 10709. Do not send any registration materials to the school.
- Registration is on a first come/first served basis. Clubs will be filled based on the order that electronic registrations are received, since these are time-stamped. However, **your registration will not be complete until your check is received by the PTA.** If a club is currently full, it will show a waiting list option in the choices. We encourage you to sign up for the waiting list, as several clubs have admitted students from the waiting lists in prior terms. You may

also register for an alternate choice, and can transfer from that club if admitted to your wait-listed club.

- You must be a PTA member to register for clubs.
- Please note that some clubs are grade specific.
- Registration and checks that are cancelled or voided for any reason will be destroyed; we will not return unused checks.
- Checks are to be sent through the mail (or hand-delivered) and NOT through the backpacks. Any checks that go to the school will NOT be accepted. This includes students with special needs.
- Clubs will begin on Thursday October 11 and run from 3:15-4:15. All clubs this fall will run for eight weeks.
- No full or partial refunds are given for students' withdrawal or dismissal after clubs start.
- If you have any questions regarding clubs contact Nancy Fitzsimmons at nanlynn64@gmail.com or at (914) 602-6683.

CLUB RULES AND PROCEDURES

Teachers are given a list of all students in their class who participate in Clubs. After dismissal those students are escorted to the cafeteria, where a monitor will take attendance and remain with students until the instructor arrives.

If your child is in school, but will NOT be attending his/her club on a particular day, you MUST send a note to the teacher AND the After School Club Monitor, explaining the change for that day. This is necessary to ensure the whereabouts and safety of your child and to save unnecessary phone calls to track down a child who is not accounted for.

PICK UP PROCEDURE

We will be dismissing clubs the same way the regular school day is dismissed. Parents are to line up in their car, remaining in the car.

Parents are not permitted to enter the front entrance of the building. At 4:15, Club instructors will escort students to the cafeteria and to the back entrance of the school. Students will remain with the monitor by the doors until parents drive up to the doors and pick them up.

Please be on time, dismissal is promptly at 4:15. Excessive

tardiness (more than TWICE) will result in dismissal of your child from the Club and the fee forfeited. The behavior of your child enrolled in an After School Club must be consistent with the proper behavior expected in the classroom during normal school hours. All school policies (including the policy on bringing phones to school) must be followed. Clubs are for the enjoyment of your children and while we do not anticipate misbehavior, we reserve the right to dismiss a disruptive student from a club at any time. If a student's behavior is repeatedly disruptive and affects the functioning of the club, the student's parents/guardians will be put on notice. If the disruption continues, the student may be removed from all future sessions of the club and no refund will be given.

There is no nurse on duty during the After School Clubs. If your child requires any special medication, please make sure they carry it with them and they know how to administer it to themselves.