

TENAKILL MIDDLE SCHOOL
AFTER SCHOOL ENRICHMENT PROGRAM (ASEP)
PILOT PROGRAM
September 24 ~ November 30

Dear Tenakill Parent,

We are happy to continue the After School Enrichment Program for Tenakill Middle School!, sponsored and administered by the Closter PTO. As the program succeeds, we will be offering more and more programs. This session we will be offering: X classes: Chess, Cougar FitZone Fitness, Video Game Design, Computer Animation, Blokus, Drama, and Parisi Speed & Agility. Classes are for grades 5-8 and will be held on Monday-Friday afternoons from 3:20-4:20pm; please see the class times here (Link).

ASEP is offered to PTO Members only and each class designates which grades for each class.

Registration will be open on Thursday, September 6th
& the deadline to sign up for classes will be Thursday, September 20th.
NO EXCEPTIONS!

Please register as soon as possible as we think the classes will fill up quickly!

We look forward to welcoming the students to this new program. If you have any questions, feel free to contact the Tenakill ASEP Chair, Ellen Lutvak at ellenlutvak@yahoo.com

PLACING AN ORDER ONLINE:

- Visit www.closterpto.org to access your account by entering your **email address** and a **unique password**
- NEW FAMILIES: visit www.closterpto.org and click "create your account" and follow the on-line instructions.

Important ASEP Registration Requirement - *The ASEP team requires an emergency contact and phone number for each child. Please ensure that you provide this information under the 'My Info' tab when setting up your account. Thank you.*

- Click on the '**PTO Programs**' tab and make your selection (**PTO Tenakill ASEP**).
- Select the classes you wish to register your child/ren (remember to select a 2nd Option if desired - for each child)
- Scroll to the bottom of the page and select '**Add to Shopping Cart**'.
- Review your order summary and then either '**Continue Shopping**' or '**Check Out**'.

ONLINE PAYMENTS:

- Review your order summary and then either '**Continue Shopping**' or '**Check Out**'.
- At the 'Check Out' page, enter your bank account or credit card information and select '**Complete Order**'.
- At this point, your order will be processed and you will receive an email containing a copy of your order, confirming that your order has been placed.

If you have any problems during registration, please contact the Chair ASAP.

**TENAKILL SCHOOL
AFTER SCHOOL ENRICHMENT PROGRAM (ASEP)
FALL 2018 – PROGRAM GUIDELINES**

The Closter PTO is now offering an After School Enrichment Program (ASEP) at Tenakill Middle School. Classes are held on Monday-Friday afternoons, for 10 consecutive weeks (except on Wednesday, November 21). ASEP is sponsored and administered by the Closter PTO. It is not a school program. Any questions please email:

ASEP Chair: Ellen Lutvak, ellenlutvak@yahoo.com

ENROLLMENT POLICIES:

- All children must be registered in the Closter School System and attend Tenakill Middle School (Grades 5-8th).
- ASEP is only available to PTO Members (families who have paid their 2018/2019 PTO dues).
- **The registration deadline is Thursday, September 20th.**
- There are instances where class enrollment is low and have to be cancelled. **Please indicate a 2nd choice.** If you choose NO SECOND CHOICE, you will get a full refund if that class is cancelled due to low enrollment and we won't be able to put your child into any other classes on that day.

This is a 10 week program with classes running from the week of September 24 ~ November 30, except for the Wednesday classes that will run for 9 weeks due to the Thanksgiving holiday. The Wednesday class on November 21st will be held on the ½ day from 12:45-1:45pm.

REGISTRATION AND PAYMENT:

- The fee for each class varies by class - please refer to Class Overview, Online listing or Registration Packet.
- Each class lasts for 1 hour (3:20pm to 4:20pm) and runs for 10 weeks, except the Wednesday class which runs for 9 weeks due to the half day on November 21st.
- **ONLINE REGISTRATION:** Please visit www.closterpto.org to complete your registration and payment online (as per instructions provided). Please register as soon as possible as the classes may fill up quickly!
- **YOUR CHILDS PLACEMENT WILL NOT BE CONFIRMED UNTIL YOUR PAYMENT HAS BEEN PROCESSED.**

IMPORTANT ABSENTEE POLICIES:

- If your child is taken out of school early or will not be staying for ASEP, please send a note for your child's classroom teacher to be given to the main office. This will assist us when we take attendance at the start of the ASEP class. In addition, if you sign your child out early, please write clearly in the book in the office. If you decide at the last minute to collect your child from school at regular dismissal time, kindly inform the main office of the school upon picking up your child.

IMPORTANT DISMISSAL AND PICKUP INFORMATION:

- **ASEP classes end promptly at 4:20pm. Please check off on the registration form if you or another guardian will be picking up your child/ren or he/she is permitted to walk home.**

SCHOOL CLOSING:

- There will be no ASEP classes on scheduled holidays or days on which school has been closed as a result of inclement weather. There will be no make-up classes.
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REFUNDS/CLASS CANCELLATION:

- Refunds will only be given as a result of insufficient enrollment. If there are not enough students signed up, class will be cancelled and payment will be refunded if you don't choose a second choice.
- Please have your child choose his/her classes carefully. Once classes start, there will be NO refunds for cancellation due to any personal schedule change. And NO switching classes will be allowed.
No exceptions will be made and we appreciate your cooperation.
- No refunds will be given due to student illness, student withdrawal for personal reasons, expulsion due to behavior problems or class cancellation due to inclement weather.
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DISCIPLINE POLICY:

- The ASEP Instructors have the responsibility of setting up a secure and warm learning environment for their students. However, continual disruption from a student(s) will inhibit their ability to deliver the lesson as planned. The ASEP team reserves the right to suspend, without refund, any child who presents a constant threat to themselves or others in the class. Parents will be notified of the problem and the situation. If the problem persists, the child will be dismissed from the program. No refund will be given. Disrespectful behavior will not be tolerated.