

TURNING POINT SCHOOL • AFTER SCHOOL PROGRAM
SPRING 2012
GENERAL INSTRUCTIONS

1. Course descriptions can be found online only. A hard copy will be available for viewing at the Front Desk.
2. Classes begin on Tuesday, January 17, 2012. Classes run for ten to twelve weeks. (Please see class descriptions for exact starting and ending dates).
3. Registration for Spring classes begins on Friday, January 6. Please mail or drop off your registration form and payment in an envelope. Please complete your enrollment and payment by Thursday, January 12. **As some classes close due to maximum enrollment, please indicate alternate choices. Enrollment is on a first-come-first-serve basis (except where noted – please see course descriptions).**
4. Classes requiring additional supplies will have a materials fee. **After the classes have met for the first time, students enrolling late will be required to pay for the class in full.** Fees *will not* be pro-rated for late registrations.
5. All classes meet from 3:15-4:15 pm, unless otherwise noted. Regular class enrollment minimum is six students, eight students for athletic classes, except where noted. Class enrollment maximum is twelve students, except where noted-- please see course descriptions.
6. Class meetings canceled due to teacher illness or rainy weather will be rescheduled.
7. There will be **NO REFUNDS**, except for classes that are terminated by the school due to insufficient enrollment. **Payment shall be considered binding.** If you are enrolling your Primary child, please first consider whether she or he is ready to stay after school until 4:15 pm. Primary students who are dismissed at 1:00 pm will not be able to participate in the After School Program. **Primary and K-1 students may not be enrolled in more than two classes.**
8. To enroll your child in the Spring 2012 After School Program, complete the registration form by checking the box(es) for the number of classes in which you wish to enroll your child. The form may also be downloaded at www.turningpointschool.org/Programs/afterschool.asp. Please return the entire sheet, with your check attached by a paper clip, to Ashley Rogala, Administrative Assistant/Front Desk, **no later than** Thursday, January 12.

9. Checks should be made payable to TURNING POINT SCHOOL and be exclusively for the After School Program (not to be combined with tuition, After School Care, etc.). If you are registering for more than one student, you may combine the payments.
10. Your student(s) **will** be enrolled in the number of classes you indicate, **unless we notify you otherwise.** Please take note of the classes, days, times, and teachers **now**, before you return the registration form. Your child's class information will be sent by email on Friday, January 13.
11. **Please make alternate class choices** (numbered to indicate your preference) in the "Alternate Choices" column in case your class is full or fails to meet minimum enrollment. Choosing an alternate class does not bind you to that class; this information will assist us when contacting parents if alternate choices are necessary.
12. Students must be picked up from the After School Pick-up area (Grassy Area) promptly after class. There will be a ten-minute grace period before regular After School Care policies and charges apply. **Students will be escorted to the pick-up area at 4:15 pm. Students who are not picked up will be escorted to After School Care at 4:25 pm.**
13. For questions about proper placement in a class (i.e. sports, band, etc.), please contact the teacher who is offering that class.
14. Contact Ben Fussiner, Director of After School Care and Programming, if you have any other questions: bfussiner@turningpointschool.org.

PICK UP INSTRUCTIONS

1. **STUDENTS ARE PICKED UP FROM THE GRASSY AREA.**
2. **STUDENTS SHOULD SIT WITH TEACHER; NO PLAYING ALLOWED.**
3. **AS A SAFETY MEASURE, PARENTS SHOULD REFRAIN FROM SOCIALIZING WITH THE TEACHERS WHO ARE SUPERVISING STUDENTS.**
4. **AFTER A TEN MINUTE GRACE PERIOD, STUDENTS ARE SIGNED INTO AFTER SCHOOL CARE; AFTER SCHOOL CARE CHARGES WILL APPLY.**