

**TURNING POINT SCHOOL • AFTER SCHOOL ENRICHMENT**  
**WINTER 2010**  
**GENERAL INSTRUCTIONS**

1. Course descriptions can be found online only. A hard copy will be available for viewing at the Reception Desk.
2. Classes begin on Tuesday, January 19<sup>th</sup>. Classes run for ten to twelve weeks. (Please see class descriptions for exact starting and ending dates)
3. Registration for Winter classes begins on Friday, January 8th. Please mail or drop off your registration form and payment in an envelope. Please complete your enrollment and payment by Thursday, January 14th. **As some classes close due to maximum enrollment, please indicate alternate choices. Enrollment is on a first-come-first-serve basis.**
4. Classes requiring additional supplies will have an additional materials fee. After the classes have met for the first time, students enrolling late will be required to pay for class in full. Please see registration form for details.
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 has been determined by each individual teacher--please see course descriptions.
6. Class meetings canceled due to teacher illness or rainy weather will be offered for make-up in May.
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 4:15pm. Primary students who are dismissed at 1:00pm will not be able to participate in the after-school program. **Students may not be enrolled in more than two classes.**
8. To enroll your child in the Winter 2010 After School program, complete the attached 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 from our website at <http://turningpointschool.org/Programs/afterschool.asp> Please return the entire sheet, with your check attached by a paper clip, to Ms. Corano at the Front Desk **no later than** Thursday, January 14th.
9. Checks should be made payable to TURNING POINT SCHOOL and be exclusively for the After-School Program (not to be combined with tuition, daycare, etc.). If you are registering for more than one child, you may combine the payments. **Please submit a separate registration form for each child.**
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 15<sup>th</sup>.

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. Children must be picked up from the After-School Pick-up area (LAWN) promptly after class. There will be a ten-minute grace period before regular daycare policies and charges apply. **Children will be escorted to pick-up area at 4:15pm. Children who are not picked-up will be escorted to daycare at 4:25pm.**
13. For questions about proper placement in a class (i.e. sports, karate, etc.), please contact the teacher who is offering that class.
14. Contact Miss McEneaney, After-School Program Coordinator, if you have any other questions ([jmceneaney@turningpointsschool.org](mailto:jmceneaney@turningpointsschool.org)).

#### **PICK UP INSTRUCTIONS**

1. **STUDENTS ARE PICKED UP FROM THE GRASSY AREA.**
2. **PARENTS MUST SIGN OUT THEIR CHILDREN.**
3. **STUDENTS SHOULD SIT WITH TEACHER; NO PLAYING ALLOWED.**
4. **AS A SAFETY MEASURE, PARENTS SHOULD REFRAIN FROM SOCIALIZING WITH THE TEACHERS THAT ARE SUPERVISING STUDENTS.**
5. **AFTER A 10 MINUTE GRACE PERIOD, STUDENTS ARE SIGNED INTO DAYCARE; DAYCARE CHARGES WILL APPLY.**