

TURNING POINT SCHOOL • AFTER SCHOOL ENRICHMENT
FALL 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 Friday, September 10th. Classes run for ten to twelve weeks. (Please see class descriptions for exact starting and ending dates.)
3. Registration for Fall classes begins on Monday, August 16th. Please mail or drop off your registration form and payment in an envelope. Please complete your enrollment and payment by Friday, September 3rd. **As some classes close due to maximum enrollment, please indicate alternate choices.** Enrollment is on a first-come-first-served basis.
4. For classes requiring additional supplies, a materials fee will be assessed (see registration form for details). **After the classes have met for the first time, students enrolling late will be required to pay for 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. Class enrollment minimum is six students, eight students for athletic classes, except where noted. Class enrollment maximum is 12 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 4:15pm. 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 Fall 2010 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 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** Friday, September 3rd.
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.
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 Wednesday, September 8th.

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 McEaney, After-School Program Coordinator, if you have any other questions (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 WHO ARE SUPERVISING STUDENTS.
5. AFTER A 10 MINUTE GRACE PERIOD, STUDENTS ARE SIGNED INTO DAYCARE; DAYCARE CHARGES WILL APPLY.