

**MCE PTSA AFTER SCHOOL ENRICHMENT PROGRAM POLICIES**

1. Registration is on a first-come, first-served basis.
2. Parents or guardians of children who qualify for free or reduced lunch may apply for financial assistance through “The Student Opportunity Fund.” Please call the MCE school counselor, at 267-1460. Requests are confidential.
3. If your online registration and payment are accepted, your child is in the class. There may not be a confirmation letter or e-mail from a parent coordinator. You will receive a parent volunteer schedule (via email or letter).
4. Please make sure that your child really wants to participate in the program. Participants who are not very interested not only disrupt the program, but they exclude other children who really do want to participate.
5. Great efforts are always made to accommodate all students who register, but not at the expense of the integrity or effectiveness of a program. The maximum number of students given for a class is based on instructor recommendations and/or space availability. Experience has proven that to try to include more students than originally determined is, in most cases, inappropriate.
6. Please send in a permission slip with your child to your child’s classroom teacher on each ASE day. If your child does not have a permission slip indicating they are going to an after school activity EACH WEEK, your child will be sent home on the bus. The permission slip is an essential reminder for you, your child, and your child’s teacher. It is not unusual for children to forget to give the permission slip to their teacher and then accidentally go home on the bus instead of attending a class. Please have a back-up plan in place with your child in the event that you are not home when the bus drops off your child. If your child attends school but should not go to an ASE class, please notify the classroom teacher of this change in plans so there is no confusion for the teacher or your child.
7. Morning Kindergarteners will need to be dropped off at school by a parent/guardian at the start of the ASE course they are registered for.
8. Bus transportation is NOT available for students in ASE courses. Students may not ride the “late bus” home since those bus runs are only for school-sponsored activities. All students attending MCE PTSA ASE courses must be picked up by a parent or authorized person.
9. At the program dismissal time, you must park and come to the classroom to collect your child. Children will not be permitted to leave until someone has arrived to take them home. Be on time to pick up your child at the end of each session. It is not fair to the parent volunteers who run our programs to expect them to wait for you to show up. Children who are not picked up promptly at the conclusion of an after-school program will not be permitted to continue to participate.
10. There are a number of after-school activities at MCE, and sometimes they overlap. Please try not to schedule your child for two activities at once. However if this does happen, notify your child’s teacher *in writing* which program your child is to attend. Remember, at dismissal time your child *and your child’s teacher* must know which program the child is to attend.
11. The MCE PTSA After School Program reserves the right to remove a student from any program if the student is unable to behave properly or cooperate in a reasonable period of time. This is necessary to preserve the safety and integrity of the program for everyone.
12. The Pittsford Central School District PTSA has established guidelines for all after school enrichment programs held in the Pittsford School District. The District PTSA requires that one parent volunteer be present at every enrichment class, in addition to the instructor, in order to ensure the safety of the children. Although paid instructors teach ASE programs, they are organized and run entirely by parent volunteers. The expectation in the ASE Program is that *ALL PARENTS OF ENROLLED STUDENTS COMMIT TO VOLUNTEERING IN THE CLASSROOM*. The number of times you will be called on to volunteer will depend on the class size and the number of classes in your session. Therefore, by registering your child, you are agreeing to volunteer in the classroom. You will be asked to supply the coordinator with your availability. If we do not have two parent volunteers in place for a class, that class may be cancelled.
13. You may withdraw your child and request a refund up to 7 calendar days prior to the start of the program; online payment fees will be deducted from all refunds regardless of refund date. Less than 7 days prior to a program’s start date, or after a program has begun, only medical refunds (with a doctor’s statement) will be granted. Refunds may be prorated based on the date of notifying the MCE PTSA ASE committee; all expenses incurred by the ASEP will be deducted from any refund.
14. Once the registration period has ended, late registrations will be considered on a case-by-case basis. Students may be added to a program up to 7 calendar days prior to the course’s start date. Less than 7 days prior to a course’s start date no additions will be made.

**MCE ASE Parent Coordinators:**

Kristen Hans 585-703-6373 [kmhans80@gmail.com](mailto:kmhans80@gmail.com)

Christine Kohl [christinekoh@gmail.com](mailto:christinekoh@gmail.com)