

# CHATSWORTH AFTER SCHOOL CLUBS

## Winter/Spring 2010



### HOW TO REGISTER

1. **Please complete the registration form in its entirety. Complete a separate form and attach a separate check for each class and for each child.** Your child may enroll in any number of clubs.
2. Make the check(s) payable to "Chatsworth Avenue PTA." Write your **child's full name** and the selected club on the front of the check.
3. Please make sure to **write your email address** very clearly as we use this information to contact you throughout the semester. Also, be sure to list caregivers or neighbors (with local telephone numbers), in addition to your home number, for the emergency contacts.
4. Drop completed applications and checks in the mailbox labeled "After School Clubs" outside the Main Office by **Friday, February 5th** at the latest. We are sorry but **we will not consider applications submitted after February 5th.**
5. For a variety of reasons (listed below), students may not receive his/her first choice. Therefore, you may wish to include a second choice on the registration form; if you do, submit a separate check with the registration form. (If your child is placed in the second choice, we will destroy the check for your first choice and vice versa.) **Please note: This is your only opportunity to select an alternate club. We regret that we cannot accept second choice club selections or checks after the February 5th deadline.**
6. Contact Jill Holmes (833-9795) or Amy Ross (833-9430) with any questions.
7. Once the registration process is complete, we will notify you by e-mail of your child's placement in a club. We will also post a list of placements outside the Main Office so be sure to check the room and schedule before February 22nd.

**THE REGISTRATION DEADLINE IS FRIDAY, FEBRUARY 5TH  
CLUBS BEGIN ON MONDAY, FEBRUARY 22ND**

## START AND END DATES

Clubs start and end on different dates; be sure to check the dates listed in this brochure. Clubs are not held when the school is closed or on any day when school is not in session.

## MINIMUMS AND MAXIMUMS

The instructor may limit the number of children allowed in a class. Registration is not on a first-come, first-serve basis; once we've collected all the applications, we will select children by lottery if the number of applicants exceeds the maximum allowable class size. We will do our best to place your child in his/her first choice class. You will be notified if your child is closed out of his/her first choice or if the club is cancelled due to under-enrollment.

## DROP OFF PROCEDURES

**Parents/caregivers are responsible for getting their children to their after school club classrooms.** We strongly advise parents/caregivers of young children to escort them to classes. The PTA, Chatsworth teachers, after school instructors and aides are not responsible for getting children to their clubs.

## PICK UP PROCEDURES

When the classes end, students will be taken to the Forest Park Avenue doors. An aide will assist in the dismissal process. Please observe all Chatsworth traffic and safety rules. **Please pick your child up at 4:05 p.m. If you are late picking up your child, you will be charged \$15.00 to cover the cost of overtime for the after school aide.**

Parents may pick up their children in the room where the class is held. This is encouraged if your child is in Kindergarten or 1<sup>st</sup> grade and is enrolled in a class which makes projects that s/he takes home.

## REFUNDS

Refunds are only given if a class has to be cancelled (due to under-enrollment or for any other reason). Please select your choices carefully; if your child changes his or her mind once registration is complete, no refund will be given.

## FINANCIAL ASSISTANCE

Financial assistance is available for certain clubs. Please contact Assistant Principal, Ms. Shelli Owens (220-3501), for further information. For translation help, please contact Joe Pantigoso (630-0720) or Rebeca Guzman (917-428-1946).

Hay becas para algunos clubs. Si Usted quiere aplicar para una beca, por favor llame a principal asistente, Ms. Shelli Owens (220-3501). Recuerde que el ultimo dia para las aplicaciones es viernes, el cinco de febrero. Para traduccion con los descripciones de los clubs, por favor llama a Joe Pantigoso (630-0720) o Rebeca Guzman (917-428-1946).

Gracias

## **CLASSROOM BEHAVIOR POLICIES**

After School Clubs should be fun for everyone. If necessary, an instructor will give a student a warning concerning inappropriate behavior. Further disruption will be discussed with parents/caregivers. A student may be withdrawn from a class if s/he continues to be disruptive after being given a warning. No refund will be given if a child is dismissed from a class due to disruptive behavior.

The After School Program is coordinated by the Chatsworth PTA and not by the Mamaroneck school district; therefore, should a student need special assistance or supervision during an after school class, it is the responsibility of the parent or guardian to provide that assistance or supervision.

## **WEATHER RELATED CANCELLATIONS**

Clubs will not be held when school is cancelled due to inclement weather. If threatening weather develops during the school day, the parent can obtain information regarding club cancellations by logging onto the school's website at [www.mamkschools.org](http://www.mamkschools.org) or by calling 220-EMER. Cancelled clubs will be re-scheduled at the end of the session on the make-up date listed on the club schedule.

If you have any questions or concerns, please do not hesitate to contact us.

Sincerely,

The After School Club Representatives:

Jill Holmes  
833-9795

Amy Ross  
833-9430