

**HARRISON KIDZ KLUB  
2014-2015  
Policies and Procedures**

Dear Parents,

The PTA is gearing up for our after school program Kidz Klub. This year we are offering two sessions. We will have classes on Fridays only beginning on November 14<sup>th</sup>. The session will run for **8** weeks. Our program is intended to provide enrichment opportunities for our children. A chance to try new things, gain new skills and have fun! Please take a moment to read the following information about how the program works and the course offerings. Each class costs \$140.

Enrollment is on a **FIRST COME, FIRST SERVE BASIS** with an online timestamp. Many classes will close out on the first day so please remember to select a second choice. You are responsible for reading the full class description and discussing it with your child before signing up. Please do not sign up for a class just to hold a spot. This prevents other students from getting into the class. Note that each class has an age group listed. No phone calls or paper registration forms requesting classes will be honored.

**Dates and Times:**

- Session 1 classes will run on:  
**Fridays:** 11/14/2014, 11/21, 12/5, 12/12, 12/19, 1/9/2015, 1/16, 1/23 (1/30 make-up)
- Session 2 classes will run on:  
**Fridays:** 2/27/15, 3/6, 3/13, 3/20, 3/27, 4/17, 4/24, 5/1 (5/8 make-up)

The children will be escorted from their classroom to the Kids Klub Classroom. Classes will begin at 2:50 pm and will end promptly at 3:50pm.

**NEW DISMISSAL PROCEDURES:**

- Dismissal for all other children will be through the FRONT DOORS! There will be **no backdoor dismissal**.
- Pickup Line pickup will be at the Old Gym Doors.
- Children in the Aftercare YMCA Program will be brought to the Aftercare YMCA Staff where attendance will be taken. If your child will not be going to aftercare please send a note.
- In consideration of the teachers and supervising parents, please pick up your child promptly. **Children who are picked up late will not be allowed to continue in the program.**

## **Registration: All registration will be done online!**

1. Please check the Harrison School website and or Harrison eblasts for enrollment dates. **The enrollment period is limited.**
2. Instructions on how to register can be found in the eblasts and on the Harrison website. Please read carefully. Contact the Kids Klub chairs with any questions.
3. **Please complete the entire registration form online only. No paper copies will be accepted.**
4. If a class is over-enrolled, you will be placed in your second choice class. If the second choice class is over-enrolled, you will be contacted via email and asked if you would like us to enroll your child in a different class. If a class is under-enrolled and costs cannot be met, the class will be cancelled and your child will be given their second choice.
5. You will receive an email confirming your child's class a few days after the enrollment period ends. At this time you will be also be sent a link to the Harrison Payment Page to finalize your enrollment.
6. **Payments will be done online via PayPal/credit card only.**
7. **Payments must be received prior to classes starting or your child will not be able to attend Kidz Klub.**
8. There are no refunds for missed classes. Each class is \$140.
9. Classes may be cancelled due to inclement weather. If you are in doubt, please call the school if you are not sure whether or not Kidz Klub is cancelled. If a class is cancelled, all efforts will be made to reschedule the class at the end of the session.

**Absences: Please send a note to your child's teacher if your child is in school but is not able to attend Kidz Klub.**

**Reminder: There is no nurse on duty during the Kids Klub Program.**

**Questions – contact Simone Thomas at [simonestarr@hotmail.com](mailto:simonestarr@hotmail.com) or Litsa Savastano at [litsasav@verizon.net](mailto:litsasav@verizon.net)**