

# Greensview After School Adventures

## Policies and Procedures

The Greensview PTO offers After School Adventure (ASA) classes for grades K-5 with a variety of classes held immediately after school at Greensview Elementary. Programs are typically 4-8 weeks with 3 sessions offered throughout the school year (Fall, Winter, Spring). Each session will have up to 10 classes (typically 2 per day) led by instructors from area businesses. We strive to offer a variety of classes each session. If you have a suggestion for a new class, please email your suggestions to the ASA committee at [greensviewasa@gmail.com](mailto:greensviewasa@gmail.com).

We hope your student will enjoy the class offerings, as we strive to provide a fun and safe outlet for creativity, wellness, and intellectual pursuits. The policies in this document help in ensuring a positive experience for students, parents, and teachers.

### *General Housekeeping*

- **When registering of classes, note the grade levels for each class, as some classes are offered for all grades (K-5), while others are offered for specific grades only. If you accidentally enroll for a class for which your child is not eligible, you will be notified via email and your child will be removed from the class, and you will be provided a full refund minus a \$10 processing fee.**
- ASA classes have enrollment limits, so please register as soon as possible. When a class reaches capacity, we will keep a waitlist of students in the order of registrations. If a spot opens before the start of class, we will offer the spot to students on the waitlist through email and request payment. To secure the spot, please reply and make payments within 48 hours of notification. Please note, a spot on the waitlist is not a guarantee of enrollment.
- Please pay special attention to the dates and number of classes for which you register. Due to room scheduling and days there is no school scheduled, classes are not always consecutive weeks. Please mark your calendars accordingly!
- Children will immediately go to the ASA classroom. The classroom number will be provided to parents in advance of the first class via email along with other important class information. Please ensure children know what class and room they will attend. The ASA Committee will provide teachers an ASA roster and schedule so they can remind students and direct them to the appropriate classroom. However, it is suggested parents remind children of their class and room number the day of each ASA class.
- Snacks are not provided. Your child may bring a snack to be eaten in the classroom while waiting for class to begin.
- In the event of school closings due to inclement weather, ASA courses will be cancelled for the day. We will schedule a makeup class if the schedule allows. If more than one

class is cancelled due to unforeseen school closures, only one class will be made up, and no partial refunds will be given. Make up information will be emailed once available.

- **Some classes require additional paperwork outside of the initial registration process. When this occurs, parents will be emailed the paperwork to complete with a specified deadline. If the paperwork is not complete by this deadline, your student will be removed from the class and a refund of the class fee will be provided minus a \$10 processing fee.**

### *Refunds*

- **Class schedules are subject to change due to facility availability and enrollment. If a program is cancelled, you will be notified prior to the first class and a full refund of the class fee will be issued.**
- Refunds will not be given for absences; in some cases, children may be able to make up the work outside of school hours. Makeup information will be provided at the next class or via email.
- In the event of school closings due to inclement weather, ASA courses will be cancelled for the day. We will schedule a makeup class if the schedule allows. If more than one class is cancelled due to unforeseen school closures, only one class will be made up, and no partial refunds will be given. Make up information will be conveyed to parents when it is available.
- Refund requests must be submitted **at least 1 week prior to the start of class. Requests can be sent to [greensviewasa@gmail.com](mailto:greensviewasa@gmail.com) indicating the ASA class and your child's name. Refund requests received at least 1 week prior to class will be refunded the amount of the class minus a \$10 processing fee. Refund requests received less than 1 week prior to the start of class will be refunded 50% of the class fee in addition to a \$10 processing fee. No refunds are provided after the program starts. Refunds will not be given for absences.**

### *Pick-up Policy*

There are three options for releasing your child after class concludes which you will specify during the registration process:

1. Pick-up by an adult. **The PTO and ASA program are asking parents/guardians to please arrange for prompt pick-up of their children outside in the front of the building as classes end.** Due to the front door being locked, ASA parent volunteers will walk the students to the door to be released to the parent or the approved adult noted in the registration process, just as would happen at the end of the school day. We ask that you provide the name and phone number of any adult allowed to pick-up your child. ***If you are more than 10 minutes late once, you will be charged a late pickup fee of \$10 for every 10 minutes you are late, which must be paid to the PTO prior to the next class, or your child will be unable to attend the next class. If you are more than 10***

***minutes late twice, your child will not be permitted to return to the course. Class fees will not be refunded under these circumstances.***

2. Release to SACC. Please note, SACC kids need to check-in with SACC before class begins so that SACC does not mark them absent. SACC kids must also check in with SACC staff upon return for their ASA class.
3. Release to walk home.

### ***Scholarship Procedures***

Financial assistance will be considered for those who have financial need. To apply, please reach out to the Greensview Elementary principal, Jason Wulf prior to registration. All requests will be kept confidential.

### ***Adult Volunteers***

**All classes require adult volunteers for the duration of the class to ensure all students make it to class safely, to take attendance and track down missing students, to assist the instructor, and to ensure all students are picked up after class.**

**Once registration is complete, we will email parents a Sign-Up Genius link for each class in which they have a student enrolled. For parents that would like to volunteer, we ask parents use the link to sign up. Parents may volunteer for just 1 class date, multiple dates, or all class dates. Parents volunteering for all dates will receive a refund of 50% of the class fee within 2-3 weeks of the first class to allow time for processing. Please note, we cannot run classes without a parent volunteer and classes may be subject to cancellation if we are unable to find a volunteer for a class.** No refunds will be issued in the event a single class is cancelled due to lack of a parent volunteer. If there are no parent volunteers for any class dates, the class will be canceled, and a full refund of the class fee will be issued.

### ***Behavior & Discipline Policy***

All students participating in Greensview's ASA Program are expected to follow Greensview PRIDE! (Positive Attitude, Respect, Integrity, Duty, and Empathy) to guide student behavior during ASA classes. **Inappropriate behavior during an ASA class will result in the instructor providing the student with a warning and notifying the ASA Committee and appropriate Greensview staff. If the behavior continues or is egregious, which will be determined by the course instructor and the ASA committee in consultation with Greensview's Principal, the child may be escorted to the main office until class is over and the adult picking up the child will be notified. If the behavior continues in future classes, the child may no longer be permitted to return to future classes. Fees will not be refunded under these circumstances.**

Thank you in advance for your continued support of the ASA program and for your understanding in following the policies outlined above.