

Audubon Elementary PTSA Extended Classes Policy Document

Parents acknowledge and agree to the following *Audubon Elementary Extended Classes Policy Document* requirements as set forth below when registering a student to participate in Extended Classes at Audubon Elementary.

The extended class instructors provide us with wonderful programs and are valued guests in our school. Please show them respect by following our extended class policies.

Registration:

1. All classes are filled on a first-come, first-served basis, and many fill quickly. If a class for which you are registering is full we will maintain a waiting list till the second week of the session. Please contact ec@audubonptsa.org to be added to a class waitlist prior to the second week of the session. There will be no more registration change or class update after the second week of the session.
2. Please include a current valid email address and phone number at which you can be reached when you register for your PTSA membership. Email is our primary method of communication with extended class families, and it is how you will be notified of your status in classes, cancellations, schedule changes, and other important information. Phone numbers are used for emergencies only. Click [here](#) to review your PTSA membership information.
3. Places in a class are held by the date on which you register online and payment is received. Payment must be made in full (paying by installments is not allowed). The class coordinator is not able to reserve a class spot by email or telephone.
4. Extended classes payments may be made:
 - Online at the registration site by credit card through PayPal. If you select to pay by check, **you must first register online to secure your student's place in a class.** Then print your registration confirmation page and attach your check. Checks should be made out to 'Audubon PTSA' and sent to school in an envelope marked Attn: "PTSA Extended Classes".
 - Cash payments are not accepted. If your family is not able to pay via check or credit card, please contact the PTSA Extended Classes Chairs at ec@audubonptsa.org to determine an appropriate payment method.
5. Audubon PTSA adds a nominal fee to the price of each tuition payment to cover administrative costs and fees. The price you are asked to pay includes that fee. PTSA will collect \$30 for each registration, but will offer a reduced fee of \$10 during the early enrollment period.
6. In the case of checks returned for insufficient funds, Audubon PTSA will request reimbursement for fees charged by our bank. If a check is returned because of insufficient funds, Audubon PTSA will only accept credit card as payment for the class – not a second check.
7. **If you need to withdraw your student from a class, a two-day notice is required prior to the first class.** This notice should be in writing and directed to the PTSA Extended Class Chairs at

ec@audubonpts.org. The Extended Class Chair will respond to verify your request. **No withdrawal and no refund is allowed beyond the second week of the current session.**

8. Any refunds for withdrawal after the start of a class will be at the discretion of the class instructor. **Typically, fees are not refundable once the session begins.**

9. Audubon PTSA may cancel any class for lack of enrollment before the start date of the class. You will be notified by email if this happens. All fees will be reimbursed for a cancelled class.

10. Make up classes for weather, snow, or school cancellation will be made at the discretion of class instructors, and may depend on date and space availability. Most of our instructors make every effort to do this, but it is not always possible.

11. Some of our extended class instructors have agreed to a fee reduction or waiver for one student who provides a dedicated chaperone for all the days in a session. Dedicated chaperones are expected to pay for the class in full when registering for the class. At the end of the session the dedicated chaperone will be reimbursed the value of the agreed upon discount if they have provided a chaperone for each class in the session.

Student Behavior:

1. All Audubon students will be held to the same “classroom” behavior standards that apply during the school day, as set forth in the Audubon Elementary Behavior Handbook.

2. It is our hope that any behavior issues can easily be resolved by parents working in cooperation with instructors.

3. If behavior issues persist in a class, the class instructor or PTSA Extended Classes Chairs may request that parents attend the class with their child, in order to modify the behavior.

4. If a behavior issue cannot be satisfactorily resolved, the parent/guardian may be required to withdraw their student from an extended class, without refund.

Student Pickup:

1. Students must be picked up on time from all after school activities. Many instructors have other responsibilities to attend to after class is dismissed.

2. If another adult is responsible for picking up your child, please make the instructor aware of this. If it becomes necessary for an adult to pick up your child, please send a note with your child to give to the class instructor. **Students are not allowed to leave the school premise without adult supervision.**

3. Some class instructors may choose to charge a fee for late pick-up. Habitual lateness for pick-up may also result in a required withdrawal from class, without refund.