

## ENRICHMENT REGISTRATION AGREEMENT

**PLEASE READ. When you register on-line, you are agreeing to the following rules and regulations:**

- **Registration:** Registration is on a first-come, first-served basis. If your child is placed on a wait list, you will be notified if a spot opens up.
- **Withdrawing from a class:** Full refunds are only given if you notify [enrichment@edgemontpta.org](mailto:enrichment@edgemontpta.org) before the first day of class. Partial refunds are not given.
- **Class cancellations:** PTA Enrichment reserves the right to cancel a class if not enough students register. You will be notified if a class is cancelled and given a full refund including the administrative fee.
- **Pick-up & Dismissal Procedure.** For students picked up (and not attending after-care), parents & caregivers must initial the attendance sign-out sheet. Your child must be picked up by 4:00 PM unless they are going to after-care. If your child is picked up late more than three times, they may be asked to leave the program without a refund.
- **Changes in your child's pick-up/d dismissal:** If you make changes to the dismissal plan for your child, including your child being picked up by another parent, please email the information to Ms. Mascellino at [lmascellino@montclair.k12.nj.us](mailto:lmascellino@montclair.k12.nj.us) and [enrichment@edgemontpta.org](mailto:enrichment@edgemontpta.org) so the information can be shared with our Enrichment on-site supervisors.
- **Cancellations/Make-up classes:** If a class is cancelled by the instructor, you will be notified by text and email. Your child will go home by his/her usual mode of transportation at the regular dismissal time of 2:35 PM, unless you inform the Main Office otherwise. Whenever possible, a make-up class will be scheduled the week after the session ends. In the event a make-up class cannot be scheduled, you will be refunded the fee for the cancelled class.
- **Snow days/School closings:** In the event of a snow day or unplanned school closing, all Enrichment classes are automatically cancelled for that day. Whenever possible, a make-up class will be scheduled the week after the session ends. In the event a make-up class cannot be scheduled, you will NOT be refunded the fee for the class.
- **Snack policy:** Enrichment students are permitted to bring a **peanut- and tree nut-free snack** to eat between dismissal and Enrichment. School staff will direct all students to go to the multi-purpose room to eat their snacks. Due to MPS policy, food is allowed ONLY in the multi-purpose room. We appreciate your cooperation with this policy.
- **Allergies:** There is no school nurse on site during during Enrichment. If your child requires an EpiPen/Auvi-Q, it is your responsibility to provide an additional EpiPen/Auvi-Q for Enrichment with a copy of the care plan. The on-site supervisors and/or office staff are trained to administer EpiPen/Auvi-Q in a medical emergency.
- **Class disruptions:** If your child displays behavior issues that disrupt the class or others' ability to enjoy it, they may be removed from the class by the on-site supervisor and you will be contacted. Multiple removals can result in your child being dismissed from the class, without refund.