

# Policies and Procedures

## REGISTRATION and PAYMENTS

1. **Registration:** To enroll a student in afterschool programs, please visit [www.pay4schoolstuff.com](http://www.pay4schoolstuff.com). All registrations and payment must be completed online. Exceptions are made ONLY if a parent does not have internet access. Registration will begin on Thursday, January 25<sup>th</sup>, at 10am and end on Friday, February 2<sup>nd</sup>, at 11:45pm. A link to the registration site will be accessible on the Flint Hill PTA website ([www.fhespta.org](http://www.fhespta.org)).
2. **Enrollment:** Each class has a maximum number of students. Once a class reaches its maximum capacity, it will be noted as such in our registration system. We will maintain a waitlist for any class that is full. If a space opens, you will be notified via e-mail.
3. **Class Cancellations/Modifications:** A class is subject to cancellation if it does not meet the minimum number of students required. If your student's class is cancelled, we will work with you to find another afterschool class for him/her.
4. **Emergency Contact Information:** The online registration system collects emergency contact information on each student. It is imperative that we have updated/accurate information in the event of an emergency. To save you time during the registration process, please have the following information available: emergency telephone number(s), authorized adults to pick up, local contact name and phone number (in the event your child needs to be picked up and we cannot reach you). Also, please note that if you are registering multiple students, you will be asked to enter your emergency contact information for each student.

***Please complete the emergency information thoroughly and accurately!! We DO use the emergency phone numbers frequently so please make sure they are updated!***

5. **Payment:** Payment will be made online by credit card. In the event credit card payment isn't possible, an e-mail should be sent to [afterschool@fhespta.org](mailto:afterschool@fhespta.org) to arrange for alternate payment.
6. **Registration Changes:** Any changes to registration after the online registration is completed will result in a \$10 processing fee. Please choose carefully!
7. **Withdrawals and Refunds:** Withdrawals within the first two weeks of classes will be allowed and will be refunded on a prorated basis. There will be NO refunds allowed after the second class, except for medical reasons. ALL refund requests will be subject to a \$10 processing fee.
8. **Waiver and Rules of Conduct:** After reading all of the terms and conditions, parents/guardians must agree to the Waiver and Rules of Conduct during the online registration process (prior to seeing class options). A copy is included at the end of this booklet.
9. **Financial Assistance:** PTA funding is available to families that need assistance. If you need financial assistance, please contact [afterschool@fhespta.org](mailto:afterschool@fhespta.org).

## School Closings and Inclement Weather Policy

1. **Schools Closings & Weather Policy:** There are no afterschool classes on holidays, teacher workdays, or any early release/dismissal days when school closes. The Afterschool Program will follow Fairfax County guidelines for school closings in the event of inclement weather. Parents will be notified **via email** if school is closing early due to unexpected events or weather. We will attempt to make up classes that are cancelled due to weather or other unforeseen issues but cannot guarantee a make-up class. We will notify you via email with any additional dates or changes to your class.
2. **Outdoor Classes & Weather:** Every effort is made to hold classes, even in inclement weather. We have worked with the school to develop a plan to move most outdoor classes inside in the event of bad weather. Please DO NOT assume an outdoor class is cancelled; please wait for email confirmation of a cancellation. If an outdoor class is cancelled due to inclement weather, parents will be notified **via email** and announcements will be made on the school PA system. On days with inclement weather forecasted, please remind your student to listen to school announcements. **If school closes early due to weather, then students should go directly home – there will be no after school classes.**
3. **Missed Classes:** Every effort will be made to reschedule missed classes due to unexpected school closure, inclement weather or instructor issues. If a class cannot be rescheduled, we will not be able to issue refunds for missed classes. If the rescheduled class does not align with your student’s schedule, we will not be able to issue a refund. **There will be no refunds issued for individual class absences.**

## Afterschool Class Expectations

1. **Behavior:** During the registration process, you agreed to the Waiver and Rules of Conduct that can be found at the end of this document. Please review the Rules of Conduct with your student. Afterschool programs are subject to the same behavioral guidelines as a normal school day under the FCPS Student’s Rights and Responsibilities.  
  
Disruptive behavior during class that affects the experience of fellow participants is unacceptable. This will result in a warning for the first offense, and dismissal from the program without refund for the second offense. If behavior continues to be a problem, participation in future afterschool programs during the same school year may be revoked at the discretion of the Program Committee and the PTA President.  
  
If you or your student has any issues during their afterschool class, please speak to your afterschool class instructor and send an e-mail to [afterschool@fhespta.org](mailto:afterschool@fhespta.org). Communicating through your classroom teacher may prolong the Afterschool Program’s ability to deal with any issues.
2. **Medical Care and Treatment:** Please be aware that there are NO medical personnel on-site or anyone with access to the FHES clinic during afterschool programs. Every effort will be made to reach a parent or emergency contact in the event of an emergency.

In the FHES PTA Afterschool Program Waiver, you agreed to the following:

*“The undersigned, on behalf of Participant, understands that there are no medical personnel on-site or with access to the FHES clinic during after school programs. In the event that I cannot be reached to make arrangements for emergency medical attention, I authorize the Program Coordinator or other adult present to seek immediate medical care at any facility that this person deems suitable. I further give my consent for any and all emergency medical treatment when child/children are in this individual’s care.”*

3. **Parent Notifications:** Registration confirmations, waitlist notifications, and other class announcements (including class cancellations) will be communicated via email. **Please make sure that your email address is correct and is checked regularly.** If you do not have an email address, please provide the primary phone number to be contacted via text or voicemail. Every attempt will be made to send reminders of regularly scheduled start and end dates as well as blackout dates. We suggest that you don’t rely on these reminders and that you put all relevant dates on your calendar before the start of the session. *Please remember that this committee is run by volunteers.*

### **Attendance Procedures**

1. **Dismissal from Classroom TO Afterschool Class:** All afterschool students will be dismissed to the cafeteria at the end of the school day. They will be met by their instructor(s) in the cafeteria for attendance and will be escorted to their afterschool location by the instructor(s). If your child goes to SACC, please have him/her check in with SACC first and then report to the cafeteria.
2. **Classroom Teacher Involvement:** Your student’s teacher will receive a list of students in his/her class enrolled in afterschool classes. However, it is the parent’s and student’s responsibility to be aware of his/her daily schedule. Please send a note to your student’s classroom teacher on the first day of each new class indicating that your student is participating in an afterschool class. Please bring any forms or other communication relating to afterschool classes to the main office and place in the PTA box, or send an email directly to the Program at [afterschool@fhespta.org](mailto:afterschool@fhespta.org)
3. **SACC Students:** SACC will receive a list of students enrolled in both SACC and afterschool classes. Students enrolled in SACC should first check in with the SACC staff before proceeding to the cafeteria for afterschool check-in. A SACC staff member will pick your student up at his/her class location and escort him/her back to SACC for the remainder of the day. Please notify SACC of any afterschool classes that your student will be participating in.
4. **Attendance Monitor:** The Afterschool committee includes an Attendance Monitor who is responsible for collecting attendance and notifying parents if students do not come to class and are not otherwise accounted for (e.g absent from school that day or e-mail received at [afterschool@fhespta.org](mailto:afterschool@fhespta.org)). **PLEASE make sure that your emergency numbers are accurate and phones are answered in the event that the attendance monitor is trying to contact you. She is doing so because your child is not in their afterschool class and she is trying to determine your child’s location.**

5. **Absence Notification:** If your student will be absent from an afterschool class, please email [afterschool@fhespta.org](mailto:afterschool@fhespta.org) by 12:00pm on the day of the class. Notifying the committee of absences will assist the Attendance Monitor in ensuring the safety of all children enrolled in the program.
6. **Snacks:** During Attendance, your student may eat a snack from home. Snacks MUST adhere to the same guidelines as those in the classroom – they must be peanut-free, nut-free, etc. Afterschool students will only be allowed to eat during the Attendance period. Once their afterschool class starts, your student will not be allowed to eat their snack.

### Pick-Up Procedures – TO Afterschool Classes

1. **Pick-up FROM Afterschool Class:** Most importantly, please pick your child up ON TIME! Most of the instructors work multiple jobs and have somewhere else to go following class. Please be respectful of their time. **For their safety, students will not be allowed to leave the school unattended to meet a parent/guardian in the parking lot or walk/bike home.** A parent/guardian/authorized adult must sign each child out after class. If a parent is repeatedly late to pick up a student, students may be excused from the program and/or incur fees payable to the instructor.
2. **Pick-up Locations for Afterschool Classes:** For safety purposes, the main doors (at Entrance 1) will be locked at all times. Therefore, we have designated the following areas for dismissal of afterschool classes:

*Cafeteria* –Door 3 (all classes located in the cafeteria)

*Art Room* –Door 10 (across from the art room – both KidArt classes)

*Field* – Outdoors (either the track or the field behind the basketball courts). In the case of inclement weather and the class is brought indoors, go to the gym.

*Gym* –Door 9 (gym door closest to the parking lot – all gym classes)

*Main Lobby* – Door 1 (all classes that meet in classrooms, the music room, or the stage)

***In ALL cases, please plan on picking up your student(s) approximately 5 minutes after their class ends to allow them time to arrive at their pick-up location (e.g. an afterschool class located in the gym that is scheduled to end at 4:45pm will arrive in the main lobby at approximately 4:50pm). We want to give all of our classes their full instruction time.***

3. **Early pick-up from Afterschool Classes:** We understand that there may be times you have to pick your student(s) up early from their afterschool class. When this occurs, please send an e-mail to [afterschool@fhespta.org](mailto:afterschool@fhespta.org) by 12 noon on the day of class so that we may inform the instructor and coordinate the early pick-up.