

Program Rules and Guidelines

REGISTRATION

- ◆ The deadline for registration is **3:00 p.m. on Friday, February 17.**
- ◆ **For online registration:** print the release form, sign and backpack it (in an envelope marked: PTA Enrichment Mailbox) or place directly in the PTA mailbox by February 17. Children will not be allowed to participate in class without this signed release form.
- ◆ Registration forms (along with payment) may still be returned via your **child's backpack** (in an envelope marked: **Haldane PTA Enrichment Mailbox**) or put in the PTA mailbox.
- ◆ **Enrollment is on a first-come-first-serve basis.** Online registration is immediate. Backpacked registration forms will be collected from the PTA mailbox for processing once each day, at 3:00 p.m.
- ◆ Preference will be given to those children wait-listed the previous semester. In the event of over-enrollment, a wait-list will be drawn up in the same order that registration was received.

PAYMENT

- ◆ Payment online is by credit card or debit card only.
- ◆ Make checks payable to **Haldane PTA Enrichment Program.** Please submit **one check per class, per child.**
- ◆ Class payments may be paid in full or split in two, with each half due on February 17 and March 30.
- ◆ **Multiple class discounts** are now available. Participants and/or family that enroll in three or more Enrichment classes will receive a 50% discount on the class fee for the third and additional classes. This discount is available to one child taking three classes or for families whose class enrollment is three or more classes. Discount applies to the lowest-priced class(es). EcoKids is not eligible for this discount.
- ◆ **PTA scholarships** are available. Please contact Principal Brent Harrington for more information. All inquires will be kept confidential.

CONFIRMATION AND COMMUNICATION

- ◆ Parents will receive **enrollment confirmation** during the **Winter Break.**
- ◆ Each class has a minimum and maximum enrollment. **IMPORTANT:** Children are not officially enrolled until parents receive confirmation from the PTA Committee. Checks will be returned, credit cards will not be charged, and parents will be notified if a class is filled or cancelled.
- ◆ **Please Note this Important Change to Our Program:** In an effort to be environmentally conscious, we make every effort to distribute correspondence, confirmations and class lists electronically. Please provide your e-mail address when enrolling. If no e-mail is available, communications will be sent via backpack.
- ◆ Instructors will notify parents of any **class cancellations** during the semester and every attempt will be made to reschedule and/or make up the class.

DISMISSAL, ETC

- ◆ Students must be picked up **AT THE CLASS LOCATION SITE ONLY.** This is for everyone's safety.
- ◆ Students must be picked up **PROMPTLY.** Ideally parents will arrive a few minutes early and wait outside the classroom for dismissal.
- ◆ Students (Grade 3rd and up only) must have permission from parents/guardians to walk home alone. (See registration/release form.)
- ◆ **Unacceptable behavior in the library and/or class is not permitted and parents will be notified.**
- ◆ Questions? Please send a note to the PTA Enrichment mailbox or e-mail Carina Frantz at carina_frantz@verizon.net.