

# KAISER ELEMENTARY AFTER-SCHOOL ENRICHMENT PROGRAM

## Parent Guidelines

### To enroll your child in a class:

1. Make checks payable to the instructor listed on the flier.
2. Fill out registration forms and *SEND PAYMENT AND FORMS DIRECTLY TO THE INSTRUCTOR.* (African Dance registration should be turned in to Ms. Hunter's box in the Kaiser front office.)

### To ensure the success and continuation of this program, we ask the following:

- Please make sure your child knows the time and place of his/her enrichment class. Instruct your child to go directly to the class after school.
- It is the responsibility of the parent/guardian to ensure that the student is either enrolled in Adventure Time or supervised by an adult while on school premises. There is no supervision provided after class dismissal. **Please be on time to pick up your child!**
- Please note that if your child is enrolled for the second group of dancers in the Friday African Dance class, or if your child takes piano lessons that do not start right after school dismissal, it is **your responsibility** to arrange for adult supervision for your child while he/she is waiting for his/her class to begin. Unless your child will be attending Adventure Time, you **must** provide adult supervision for your child while he/she is on campus. Please do not sign your child up for after-school programs that do not start within 10 minutes of school dismissal unless you can arrange for **regular** and **consistent** adult supervision for your child.
- **Students should not be left on campus unsupervised for any reason.** An adult should supervise students who are waiting for siblings who are participating in after-school activities. Even if your child is very mature, it is **NOT OKAY** for students to be on campus without adult supervision after school dismissal and it is **NOT OKAY** for an older sibling to provide the "supervision" for a younger sibling.
- All students must be signed out of their after-school classes. Please come directly to the classroom where your child's class is located and sign him/her out. Your child will not be released from class unless you sign him/her out. This is for the safety of our children and your cooperation is appreciated.
- Adventure Time will receive a roster of students enrolled in the enrichment programs.
- Enrichment programs at Kaiser Elementary are available only to students currently enrolled at Kaiser.
- Occasionally an instructor does not show up for his/her class due to some emergency. Please make sure your child knows to go to the office in the event the instructor is not there. Kaiser staff will assist your child in contacting you.
- Please take note of dates when your child's class does not meet. Please read flyers carefully for information for specific classes, and check the Pink Panther regularly for updates and last-minute changes.
- If there are insufficient sign-ups for a class, the class will be cancelled and your money returned by the instructor.
- This is a PTA-sponsored program, not a school-sponsored program. Please direct questions or concerns about specific classes to the specific providers and direct general questions to Katy Hunter at 336-9679 or [katyhunterd@sbcglobal.net](mailto:katyhunterd@sbcglobal.net).