



## 2014-2015 ANCS Enrichment Program-Elementary Campus

### Term I Fall Session –September 9th-November 1st REGISTRATION INFORMATION

ANCS Enrichment Program classes are open to all Elementary ANCS students and are filled on a first come, first served basis. The completed registration form and payment does not guarantee space in a class. So register early.

### **Thursday, September 4th - Registration Forms due for Fall Session**

#### **Registration Directions:**

1. Fill out and sign the Registration/Emergency contact form that is attached. Please fill out one form for each child you wish to register for an Enrichment class and one form for each class. Additional copies can be downloaded from the ANCS website: [www.atlncs.org](http://www.atlncs.org)
2. Please write a separate check for each class you want your child to attend (not including the materials fees) **payable to ANCS**. In the "memo" section of you check note "Enrichment and your child's name". Registration forms and payments are to be given to the instructor.
3. When applicable, please write separate checks for material fees payable directly to the appropriate instructors. *Materials fee must be paid at the time of registration, prior to the first class session.*
4. Attach checks to the individual registration form and return to the Enrichment instructor.

#### **The Program and Instructors**

The ANCS Enrichment Program is sponsored and administered by Atlanta Neighborhood Charter School. Instructors are ANCS staff and parents who are sharing their professional talents and hobbies with students. Other instructors teach classes professionally throughout the Grant Park area. All Enrichment instructors have presented evidence they have been fingerprinted and completed a security screening.

#### **Before and after class**

For classes that begin at 3:20 pm:

- All students are to be escorted to the Auditorium by a classroom teacher.
- Instructors must pick up their Enrichment class students promptly at 3:20 pm
- For classes that do not start immediately after school dismissal – parents need to make arrangements for their child's supervision. **Students are NOT allowed on school grounds without adult supervision.**

#### **After Enrichment classes:**

- All parents/guardians need to pick up students promptly after classes end.
- Students who are not picked up from class on time will be escorted to the ANCS After-school program. There is a charge for After-school participation.

#### **Refunds and Make-ups**

If the ANCS Enrichment instructor does not notify you, you can assume your child is in the class for which you registered. The child should come to the first scheduled class. Classes begin the week of September 8th. Once a child has been accepted into the Enrichment Program, there are no refunds. If the class is cancelled due to low enrollment, or if your child does not get into a class due to over enrollment, the instructor will notify you and you will receive a full refund. There are no make-up classes for those missed due to student absence. Classes missed due to a school holiday/vacation or instructor illness will be made up during the week of November 3, 2014.

#### **Behavior Policy**

- Students are expected to conduct themselves in a manner that shows respect for the feelings, rights and property of others. Students will be given an initial warning and their parents/guardian will be notified at the time of the first disciplinary problem. Students will be permanently dismissed from class with a repeat offense.
- In case of a disciplinary dismissal, no refund will be given.

#### **Scholarships Available**

The Atlanta Neighborhood Charter School and a number of instructors have made scholarship opportunities available to those families who have children who receive free or reduced lunches, public assistance or meet additional criteria. Scholarships cover the fees for a class. Requests for scholarship assistance can be forwarded to the class instructor for review. The identity of students admitted under a scholarship will be confidential.

**Fall 2014-2015 SESSION - REGISTRATION FORM**

Student's Name \_\_\_\_\_ Home Phone # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Work/Cell # \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Work/Cell # \_\_\_\_\_

e-mail \_\_\_\_\_

**Please list two (s) additional contacts other than Parent/Guardian:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Work/Cell # \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_ Work/Cell # \_\_\_\_\_

**If a medical emergency occurs, 911 will be called. List any medical information:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please write separate check(s) for each class, make payable to the ANCS Enrichment Program. Note material fees should be paid with a separate check made payable to the instructor. ANCS staff will notify you if your child does NOT get into a class due to under or over enrollment and a full refund will be given.**

\_\_\_\_\_

	Class Title	Class Fee
<b>MON</b>	_____	\$ _____
<b>TUES</b>	_____	\$ _____
<b>WED</b>	_____	\$ _____
<b>THUR</b>	_____	\$ _____
<b>FRI</b>	_____	\$ _____