



After-School Enrichment Clubs

For Grades K - 8

Sponsored by the Old Tappan PTO

FALL SESSION (6 Weeks)

October 23 – December 15th, 2017*

(*No Classes: Week of Nov. 6th & Week of Nov. 20th)

Club Registration is entirely ONLINE!

www.OTPTO.org

- Registration for the FALL SESSION will be available online beginning Thursday, **October 12th** thru Monday, **October 16th**. Payment will be due at the time of registration. Remember, you must be a PTO member to register for clubs. Please visit OTPTO.org for more information and to view all club offerings.
- Class size is limited and will be filled on a first-come, first-served basis, so register early to avoid any disappointment!
- Clubs will begin Monday, **October 23rd, 2017** and run through Friday, **December 15, 2017** (**Please Note: No clubs will run the week of November 6th – NJEA, and the week of November 20th – Thanksgiving Week**)
- TBD students in after care will check in first, and then will be escorted to their clubs by the after-care staff. (Make sure to advise after-care of club details.) The club instructor will return the child to after-care once club is over.

- Any questions, please contact Janelle at Janelle@OTPTO.org.

After School Club Registration Information & Participation Guidelines

*** Registration**

Carefully complete ALL required fields online. If your application is accepted, that will be your confirmation that your child is enrolled in that club. Registrations will be accepted on a first come, first served basis. Please mark your calendar accordingly for club dates! Classes may be cancelled due to insufficient enrollment. You will be notified **ONLY** if the class is cancelled and an alternate club may need to be selected.

*** Fees**

Fees for all clubs are indicated next to the club descriptions and include materials fees. Classes may be cancelled due to insufficient registration.

(Note: Clubs are available to all students – if you have a financial hardship, please contact Janelle at Janelle@OTPTO.org and appropriate arrangements can be made – this information will remain confidential to the OTPTO Executive Board.)

*** Refunds/Cancellations**

Clubs with insufficient enrollment may be cancelled. You will be notified of any cancellations and given an opportunity to select an alternate club. Charges/Refunds will be processed for any price differences.

Clubs cancelled due to inclement weather, or any other reason will be rescheduled at the discretion of the teacher.

Withdrawal requests must be received prior to the start of the club. No refunds will be issued after the first week. Club sessions cannot be made up and no refunds will be issued for absences.

*** Behavior**

Unruly or inappropriate behavior by your child(ren) may result in their elimination from the club and no refund will be issued.

*** Pick Up**

STUDENTS MUST BE PICKED UP PROMPTLY AT THE END OF THE CLUB MEETING- 4:00 pm sharp! This is a safety issue! There will be no supervision after that time. Late pick up may result in the elimination of your child(ren) from the club. AFTER-CARE students will be returned to their program by the club instructor.