

Barrington PTO After School Enrichment – Policies and Procedures

Dear Parents and Guardians,

We are thrilled to welcome your students to the Barrington PTO's After School Enrichment (ASE) program! Our mission is to provide enriching and exciting learning opportunities that go beyond the classroom, fostering creativity, wellness, and intellectual growth in a fun setting while raising funds for the PTO. With a wide range of classes available for grades K-5, held both at Barrington and local businesses, we are excited for your student to thrive in this dynamic and supportive environment.

Key Reminders

- **Class Schedules:** Pay special attention to the dates and number of classes. Courses vary in length and may not always be consecutive due to community events, instructor vacations, early release days, or days when school isn't in session. Please mark your calendars accordingly!
- **Snacks:** Snacks are not provided, but your student is welcome to bring a snack to enjoy in the media center in the limited time before class. Due to allergies, ensure snacks are limited to fresh fruits or vegetables (no dip), applesauce pouches, mini pretzels, animal crackers, or teddy grahams.
- **Weather and Cancellations:** While every effort is made to hold ASE courses on all scheduled dates, there are times when inclement weather or instructor illness may require a class to be canceled. In these instances, you will be asked to pick up your student from Barrington at regular dismissal. ASE should not be relied on as a childcare option.

Registration

Registration is on a first-come basis. We highly encourage you to sign up on Wednesday upon registration opening to secure your preferred classes. Classes fill up quickly!

- **Refunds:** Refunds are only issued if a class does not meet the minimum number of students required.
- **Waitlist:** If you submit a waitlist request, you will only be notified if a spot becomes available. All waitlist requests are processed in the order of the registration timestamp.

Off-site ASE Courses

Due to specific space requirements or equipment needs, some of our enrichment classes take place offsite. In those cases, your student should follow their regular dismissal plan. It is the responsibility of the parent/guardian to arrange transportation to and from the course location. Please ensure timely arrival and pick-up for these classes. Offsite classes are noted in the course catalog.

On-site ASE Courses

Getting to ASE: Ensuring students get to class, especially at the beginning of a session, is a group effort. Please remind your student on the days they have on-site ASE courses.

- Students will be dismissed by their teachers at 2:45/2:50pm and proceed to the Media Center/Library, where our dedicated ASE aide will assist them in getting to their classes which begin at 3:00pm.
 - School Aged Child Care (SACC) students should first check with SACC before proceeding to the Media Center/Library.
- Instructors take attendance when students arrive at their ASE classrooms at 3:00pm.
- Within the first 15 minutes of class, the ASE aide collects the attendance sheets from instructors. Best efforts are made to check with the Barrington office staff and SACC coordinator to verify absences.
- If the instructor was not notified timely of a student absent or it is an unexpected absent; the aide will contact the parent/guardian to inform them of an absence. Due to the number of ASE students and classes, this process may take up to 30 minutes.

- If your student needs to miss ASE for any reason, it is pertinent to email the instructor directly as soon as you are aware.

Dismissal from ASE: There are three options for releasing your student after the ASE class concludes:

1. **Pick-up by an Adult:** Arrange for prompt pick-up by the stop, drop, and go line. Instructors will walk students to the Breezeway doors on Barrington Rd for release to the pick-up line.
 - Prompt pick-up is expected. If a student is picked up more than 10 minutes late on two occasions during a session, they will be removed from the class.
2. **Release to SACC:** SACC students need to check in prior to ASE.
3. **Release to Independently Walk Home:** If your student is independently walking home, please ensure they know their route and safety procedures.

Cancellations

Instructor Cancellations: Parents/caregivers will be notified as soon as possible. ASE will work to reschedule the canceled class, and if that is not possible, we will reach out regarding next steps. Due to the nature of ASE, we cannot keep your student at school during the normally scheduled class without an instructor. Your student will need to be picked up at the normal dismissal time.

Severe Weather: ASE follows district guidance for severe weather. If severe weather strikes during an ASE course, students will shelter as directed by school personnel. If parents/caregivers arrive to pick up while the shelter in place is in effect, they must come to the main office. Students will not be allowed to exit while sheltering without explicit parent consent. If school is canceled for any reason (i.e., inclement weather), ASE will also be canceled. Please refer to the district policy for additional severe weather questions: <https://www.uaschools.org/DelayClosingInformation.aspx>

Communications

The Barrington ASE program and registration is coordinated by Barrington PTO volunteers; however, all instructors manage their own classes. ALL class communications regarding student absences and dismissal should be handled directly with the ASE class instructors. You will receive an enrollment confirmation email with your instructor's contact information.

Program Support

Paraprofessional Support: If your student has paraprofessional support during the school day, work with the building principals to make accommodations and/or assess the need for support during ASE.

Behavior & Discipline Policy

To maintain a safe and conducive learning environment, all students are expected to follow Barrington's Bobcat beliefs and behavior expectations. Violations will result in written notification. After a second violation, the student will not be permitted to return for the remainder of the session; violations are cumulative across classes. Egregious violations can result in immediate removal from the class. Whether a violation is egregious or not will be determined by the course instructor and the ASE committee in consultation with Barrington's Principal.

Thank You for Your Support!

Thank you for being a part of our After School Enrichment program. Your involvement and enthusiasm help make this program a success, and we are grateful for your continued support. We look forward to another fantastic session of learning, growth, and fun for the students. If you have any questions or suggestions, please do not hesitate to reach out to the ASE committee volunteers.