

**BARRINGTON PTO AFTER SCHOOL ENRICHMENT PROGRAM
WINTER 2012 REGISTRATION**

The Fall 2011 After School Enrichment catalog will be online January 7th. A master catalog will be available on the PTO bulletin board in the main hallway around the corner from the school office. You also can access the catalog online at the Barrington PTO website. <http://school.uaschools.org/barrington>

1. The registration form can be found on the back of this page as well as on the Barrington PTO website.
2. **Registration will be held from 8 a.m. to 8 p.m. on Monday, January 9, and Tuesday, January 10, 2011.** Drop off your registration form(s) and check(s), made payable to "Barrington PTO," at the central registrar's address below, in the box at the front door.

**Dapore Residence
1725 Barrington Road
Columbus, OH 43221**

PLEASE -- Separate checks must be written for each course. Consent forms and waivers for specific courses can be found in the online course description on the PTO website and should be completed and taken to the first day of the class.

Please note the following:

No telephone registrations will be accepted.

Do not send cash as payment.

Please do not staple your check to the form.

Do not send forms to school with your child.

No refunds once classes have begun.

3. *****PLEASE NOTE*** LATE FEE POLICY:** Any registration received after 8 p.m. on Tuesday, January 10th must include an additional \$10 per registration per child. After registration is complete, children can still be added if there is space in the class. The late fee is still applied. After Thursday, January 12th, **NO** more registrations are taken.
4. The session may include schedule interruptions due to holidays, school activities, and school closings. **Please note, there will be no classes at Barrington on early dismissal days.**
5. **Confirmation forms for enrollment in ASE classes will not be sent. Please assume your child is enrolled unless otherwise notified.**
6. When completing course registration forms, do let the course contact and/or instructor know of any special considerations your child may require as it relates to that specific ASE class (i.e. food allergies, etc.).
7. Parent volunteers are required in order for some courses to be offered - note on your registration form if you are willing to volunteer.
8. In the event that a course has reached maximum capacity, class participants will be selected through a lottery system. Students who are not selected in the lottery will be notified via email or by phone.
9. If there is insufficient enrollment for a course, it may be cancelled and your check will be returned to you.
10. A master copy of the After School Enrichment course rosters, which include room assignment information, for each class is kept in the PTO bulletin board area in the main hall around the corner from the school office.
11. If a class is cancelled due to inclement weather or unforeseen circumstances, an announcement will be made at school before the end of the day. Please make sure your child knows the plan for getting home safely.
12. Students are typically responsible for walking themselves from their classrooms to the ASE course room after school lets out. **Please make sure that your child knows the room number of the course classroom.** Your child can also check with one of the secretaries in the main office as they will have a copy of the ASE

classroom assignments. If you are not comfortable having your child walk without adult supervision to their ASE classroom after school, please feel free to pick up your child and walk him/her to the ASE classroom. There are no provisions for supervision except during scheduled class time.

13. As a safety precaution, please instruct your child to go to the main office in the event that an instructor is ever late or does not show up.
14. It is important that you make arrangements for a prompt pick-up of your child after class. The ASE Committee strongly encourages parents to pick-up children outside the main Andover Road entrance to the school if their child's class is being held in the main building.
15. Consider packing an after-school snack for your child.
16. Make sure your child has all the necessary equipment for the class - check the course descriptions for those requirements. If you have any questions, please call the course contact listed with each class.

**After School Enrichment Program
Winter 2012 Committee Members**

Megan Hardgrove, Amber Kuehn, Tarra Mangeot, Caroline Reinke,
Cathy Ross, Karin Schuler, Becky Sweeney, Denise Thompson
Chairs: Michelle Dapore and Debbie Segor

AFTER SCHOOL ENRICHMENT PROGRAM REGISTRATION FORM

** PLEASE REFER TO REGISTRATION PROCEDURES **

Student Name _____ Phone _____
Address _____ Zip _____
Teacher _____ Grade _____ Room No. _____
Parent's or Guardian's Name(s) _____ Email _____

Refer to catalog for the following information:

Course Title and Session _____
Time & Day of week offered _____
Class Fee _____ (Please make checks payable to "Barrington PTO")
Your child will be dismissed to whom _____

"I hereby give permission for my child to participate in the After School Enrichment course named above. I hereby absolve the sponsoring organization, sponsors and teachers of any liability in the event of injury. I have the permission of our family physician for my child to participate."

____ Please check here if you do not want your child photographed during ASE sessions. (Photos are used solely for the purpose of promoting ASE courses within the Barrington community.)

Signature of parent or guardian _____
Emergency phone numbers (during class) _____ (Cell) _____

Is there anything the instructor or Course Contact should know about your child in relation to their participation in this class (food allergies, special needs, etc)? _____

PARENT VOLUNTEERS:

____ Please check here if you can assist on one or more days. Date/time available _____
____ Please check here if you are willing to stay for a moment at the beginning of each class just until certain that the instructor is present.

Discipline Policy: When parents are informed of the second warning from the instructor concerning inappropriate behavior, a child will not be allowed to return to class. Class fees will not be refunded under these circumstances. Thank you for your help and support.