



The Enrichment Academy provides great opportunities for students to expand learning and creativity in a safe and monitored environment with professional and caring staff.

Important Information, Calendar Dates, and Registration Form & Payment Instructions

Welcome Back!

I hope you had a wonderful summer and are refreshed and ready for another awesome term with SKEF! Our returning team can't wait to support you and your families. Please take a minute to read through all of the following points and sign at the end of the document. There are a couple of noted changes.

If you ever have questions, I'm here and happy to help!

—Heather Rohling—646-267-3886 (mobile)

IMPORTANT INFORMATION:

- EA offers programs in science, technology, engineering, math, arts, music, literacy, health, and nutrition, and provides homework support in all academic areas, during the Homework Club.
- The fee for Fall term programming is \$40 and includes AM and PM classes. Registration is offered on a first-come, first-served basis. The AM program will be limited to 60 students / PM program to 100 students (including Kindergarten), for Spring term. If programs are full, we will institute a waitlist, which will also operate on a first-come, first-served basis.
- Students must **CHECK IN** from 7:30-8:00am for the AM program at the **cafeteria entrance** and will NOT be let in the building before 7:30am or after 8am. Students will check in for the PM program at 3:30pm (M,T,Th,F) / 1:15pm (Wed only) by lining up outside the breezeway entrance after being released from their homeroom school day teachers.
- **PARENT/GUARDIAN PICK UP** will be at the **CAFETERIA ENTRANCE DOORS** every day. Please do **NOT** pick-up/drop-off at the front of the school/Main Office. **Early and/or late pick-up is prohibited.** If your child must be picked up early, you **MUST** notify the school and Heather Rohling, the Site Coordinator, by 12pm of the same day, and it must be an extenuating circumstance. Required pick up times are the following:
 - **3:30pm**- regular school-day pick up time
 - **4:30pm-4:45pm**; Mon, Tues, Thurs, Fri- early pick up after the first class in the cafeteria, during snack time
 - **5:30pm**- regular and preferred Enrichment Academy pick up time
 - **WEDNESDAYS 3:15pm pick up only, no exceptions!**
- **Boys and Girls Club:** If your child attends Boys and Girls Club after the EA pick up time at 5:30pm on Mondays, Tuesdays, Thursdays, or Fridays, he or she will be responsible for walking to the club without an EA staff chaperone. EA will only offer a staff chaperone for the walk on Early Release days, Wednesdays, at 3:15pm. The group will depart promptly at 3:15pm. Thank you for your understanding.
- Early and late pick-up is unacceptable and will result in termination of enrollment, based on a three-strikes rule.
- Students must wear a wristband at all times while participating in the program (provided).

- USDA suppers will be provided for participants under the age of 18. We are an equal opportunity institution. MEALS MUST BE EATEN IN THE CAFETERIA; NOT TAKEN TO-GO.
- Students engaging in inappropriate behavior may be sent home or removed from the program at EA staff + Site Coordinator discretion. Our behavior policy operates on a three-strikes basis and includes a verbal warning/conference with the Site Coordinator, written behavior notice, and conference/behavioral contract with the parents/guardians.

CALENDAR DATES:

- Fall Term dates for the Enrichment Academy: **September 9th – December 13th**
- **IMPORTANT**—the first Wednesday of our program for the year, September 11, is NOT an early release day; but we will operate from 3:30-5:30pm. Pick up is at 5:30pm!
- SKEF EA will **NOT** operate on the following days this term, due to no school:
 - Friday – October 11th
 - Friday – November 1st
 - Monday – November 11th
 - Thanksgiving Break – November 25th-29th
 - LAST DAY OF FALL TERM FOR SKEF: **Friday, December 13th!**
 - Registration for Winter 2020 will be held the first week of school in January; Tuesday January 7th, Wednesday January 8th, and Thursday January 9th from 7:30-8:30am in the cafeteria.

REGISTRATION FORM & PAYMENT INSTRUCTIONS (notes for #1-5 on the reg. form):

- 1) If your child will be attending the AM program, please check the box next to the weekday(s) that he/she will attend. This term, we are offering 'Table Time' (MWF) and 'Kids Gym' (T/Th) in the mornings, 7:30-8:30am.
 - 2) For the PM program, please check the box next to the weekday(s) he/she will attend, and please specify if they'll be joining us for the first class AND the second class, or just the first class, based from your checkmarks. Please **ONLY** mark when they will attend, as we will likely be on a waitlist and want to offer our program to as many families as possible.
 - a. Children are required to complete TWO 'Homework Club' sessions per week.
 - b. Children in Kindergarten choose 'Kinder Cubs' for all classes on the days they attend. They are in a separate group that focuses on literacy-based activities.
 - 3) Please circle how they will get home after each day of the program.
 - 4) Please list the names of people other than you who are authorized for pick-up.
 - 5) CHOIR/ORCHESTRA/BALLET FOLKLORICO/GRASSP: If your child is attending any of these extracurricular activities this term, please list them on the form where indicated. Registrations for these other courses are SEPARATE from SKEF—so please inquire.
- Completely fill out the back of the registration form with all of the required information. Please **TURN IN** the \$40 fee and the registration pages to Site Coordinator, Heather Rohling, or to the lockbox located with Ms. Amalia in the Main Office (if not during in-person registration).

If you turn in the registration form and/or fee after Thursday, April 10th:

- a. If the registration form and \$40 fee is turned in **by the beginning of the school day (8:50am)**, your child may attend the program the **FOLLOWING** day.