

LEARNS/BEARS	SCHOLARSHIP POLICY
<p>Your child may be eligible to sign up for classes at no additional cost (this has been included in your monthly tuition).</p> <p><u>YOU MUST</u> fill out the registration and emergency forms by the deadline in order to participate in enrichment classes.</p> <ul style="list-style-type: none"> • If your child is enrolled in LEARNS for 3-5 days, they are eligible for ONE enrichment class. • If your child is enrolled in BEARS, they are eligible for TWO enrichment classes. <p>Additional classes may be taken at the fee listed. Since your child is registered with LEARNS/BEARS, no registration fee is required.</p>	<p>The PTA's goal is to make these classes accessible to all students in our community.</p> <p>You can apply for either <u>1 FULL OR 1 PARTIAL SCHOLARSHIP</u>, on the honor system, based on true economic need.</p> <p>If you apply for a scholarship, you may NOT take (and pay) for another class.</p> <ul style="list-style-type: none"> • Partial scholarship: One per child. See reduced fee in class description. • Full scholarship: One per child, cannot be combined with partial. <p>On the registration form, please write "Full S" in the fee box, and include \$15 registration fee.</p> <p>Scholarship priority is given to students who did NOT receive a scholarship (for the same class) in the previous session.</p>

REGISTRATION/PAYMENTS
<p>In order to meet budget demands and assess the viability of classes, registration for paying students will open one week prior than registration for students in the LEARNS/BEARS program. The amount of money we receive from BUSD for the LEARNS/BEARS portion of our program is minimal, thus our program operation is reliant upon the larger community. We will ensure that each class maintains several spots for LEARNS/BEARS students, however If you would like to guarantee your student's placement in a particular class, you must register and pay for the class. Every LEARNS/BEARS student will list their top three choices and we will make every effort to meet those preferences.</p> <p>Registration is <u>DUE</u> January 24th for students not enrolled in LEARNS/BEARS. If your child is enrolled in LEARNS/BEARS, registration is <u>DUE</u> January 31st. Please complete a separate form for each child. Return completed forms to the PTA lock box in the school office OR you may send it via your child's classroom teacher. There is one non-refundable \$15 registration fee charged per student including those receiving full or partial scholarships unless you are enrolled in LEARNS/BEARS.No registration will be processed without complete and timely payment.</p> <p>If a class is over-enrolled, students will be selected using a lottery. Priority is given to students who signed up for and did not get into the previous session's class. If a class does not meet the minimum size to be held, we will notify you. You may either move your child to another enrichment class that meets at the same time with available room or be refunded the class fee.</p> <p>PLEASE MAKE YOUR CHECK PAYABLE TO <u>Berkeley Arts Magnet PTA</u> (checks are deposited after the second week of classes).</p>

LATE REGISTRATION

Late registration is at the discretion of the enrichment coordinators. In general, late registrations will be accepted during the first two weeks after the deadline, if enrichment instructor's permission is received **AND** if there is space available. Participants **must pay the full fee** for the class.

REFUNDS

Once your child is admitted into a class, fees are **non-refundable** and students may not switch classes.

CLASS TRANSITIONS AND SUPERVISION

Classroom teachers and enrichment instructors will assist with transitions, especially for Kindergarteners.

The enrichment teachers pick up the Kindergarteners from the Kinder Yard after dismissal. Students (1-5) will go directly to classrooms by themselves.

Both room teachers and afterschool teachers receive class rosters that aid in directing children to the correct locations. The enrichment instructors also have sign in forms to ensure children are present.

LEARNS/BEARS students **must** report to their after school teacher before going to their PTA Enrichment class. For students not enrolled in LEARNS/BEARS, no supervision is provided between the end of the school day and the beginning of later time-slot Enrichment classes. This requires parents/caregivers to pick up the child, then return on-site for the class.

PICKUP POLICY	DISCIPLINE POLICY
<p>Unless a student is enrolled in another on-site program such as LEARNS or BEARS, students <u>MUST be picked up from the enrichment class at the class dismissal time</u>. Parents will need to meet students at the class location and sign the students out.</p> <p>Failure to pick up your child on time may result in your child being dropped from the class without refund.</p> <p>If a student is picked up late two times, the family will receive a warning. If a student is picked up late a third time, he/she will be dropped from the class.</p> <p>The BAM staff and PTA enrichment program cannot be responsible for students not picked up on time.</p>	<p>All students will abide by all school rules and the BAM principles of:</p> <p>Be Safe, Be Responsible Be Respectful Be an Ally</p> <p>Instructors will notify the parent if disruptive, disrespectful and unsafe behavior occurs.</p> <p>If behavior continues, students will be withdrawn from the class without a refund.</p>

CLASS LISTS	CANCELLED CLASS POLICY
<p>Class lists will be posted in front of the office the week of February 3rd.</p> <p>Each classroom teacher will receive an enrichment class list; a copy is also kept in the office. Class lists are based on registration received by the deadline</p>	<p>If a class is cancelled on the same day, parents will be notified immediately via email. Please ensure the email you list is one that you check regularly.</p> <p>Make up classes will be offered after the session is complete during the period of January 27-February 7.</p>