



# C. Richard Applegate School

Freehold Township Elementary School Grades K - 5

## PTO Enrichment Program 2018

Welcome to the 2018 Enrichment Program for Applegate School. This is a four-week program sponsored by the Applegate PTO, which provides our children with many new opportunities for fun, learning, and growth! Classes are held **ONCE WEEKLY** on either Monday or Wednesday after school for four sessions.

Your child may choose to participate in one or two days. The classes are taught by Applegate parents, as well as by professionals in our community. However, **we need your help** too! If you are available on Mondays, Wednesdays or a combination of both days, please take a moment to click on the “Volunteer” button when you register your child online. Volunteering is on a first-come, first-serve basis. As an added bonus, we offer complimentary childcare services for all teachers and volunteers!

**REGISTRATION IS ON A FIRST-COME, FIRST-SERVED BASIS.**

**PTO Member Registration is November 15<sup>th</sup> at 8:00 pm**

**Non-member Registration is Nov. 16<sup>th</sup> at 9:00 am**

- **Once a class is full, we can no longer accept more students.**
- We ask that your child chooses an **alternative class**. This way if you go to register and the class is closed, you can register for another class at that time.
- **Classes begin immediately after school dismissal (at 3:10 pm) and run until 4:10 pm. Parents should be present at 4:15 to pick up their child(ren) in the gym or on the stage.**
- We are extremely conscious of security and ask for your cooperation. Please fill out the “AUTHORIZED PICK UP” box on the online registration. **Parents’ names must be listed as well. WE WILL NOT RELEASE YOUR CHILD TO ANYONE UNLESS THEY ARE LISTED ON YOUR REGISTRATION. YOU MUST SIGN YOUR CHILD(REN) OUT.** Anyone who does not sign out their child will have to pick up their child in the front office on the child’s next enrichment dismissal! If a situation arises where someone else NOT indicated on your form will pick up your child, YOU MUST notify the School Office, and in turn, we will be alerted.
- If school is CLOSED DUE TO INCLEMENT WEATHER OR EARLY CLOSING, ENRICHMENT WILL BE CANCELLED and you will be contacted by email or Paperless PTO.

**Classes will be held on the following days:**

**Monday: January 8, 22, 29 and February 5, 2018**

**Wednesday: January 10, 17, 31 and February 7, 2018**

If necessary, make-up classes will be held on **February 12, 2018** for Monday classes. For Wednesday classes make-ups will be on **February 14, 2018**. A reminder will go home for any make-up classes.

If your child will NOT be attending an Enrichment class on a specific day, either leaving school early or going home on the bus, PLEASE notify the School Office. This helps us track attendance and ensure accountability for all children.

Those children who are enrolled in the YMCA AFTERCARE Program will be escorted to the cafeteria after Enrichment. If your child attends Aftercare, please note this as “YMCA” in the “Authorized Pick Up” box at the time of online registration.

Any students who behave in a disruptive manner during an Enrichment class will be taken out of the class for that day. The student will remain with the Enrichment committee, and the parent(s) of that student will be called to pick up their child early.

Several of the classes involve food products. **Please DO NOT register for these classes if your child has any food allergies or if you do not want them to eat at Enrichment.**

When your online registration is complete, you will receive a confirmation email.

In the meantime, should you have questions, please contact the Enrichment Committee.

Lori Reynolds - [lorireynolds@verizon.net](mailto:lorireynolds@verizon.net)

Angela Petrosino - [ajr1024@yahoo.com](mailto:ajr1024@yahoo.com)

Tracy Bickerton - [treybic@hotmail.com](mailto:treybic@hotmail.com)

***We are all very excited to bring such a fun and rewarding program to the students.***

***Thank you for your support!***



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## ONLINE REGISTRATION INSTRUCTIONS

*PTO Members will receive online registration web links via Paperless PTO*

*Wednesday, November 15<sup>th</sup> @ 8:00 pm*

*Non-members will receive class links via school email Thursday, Nov. 16th @ 9:00 am*

- 1) Make sure the page you are on indicates the enrichment day you want.*
- 2) Scroll down and find the class of choice. Make sure the class of choice is grade appropriate for the child you are registering.*
- 3) Click on "sign up".*
- 4) If there is a red banner indicating the class is closed, PLEASE REMEMBER to go on and register the child in their second choice.*
- 5) Fill out parent registration screen. If there are no allergies you must list "None" in the box. "Authorized Pick Up" box MUST be filled out.*
- 6) Only click "Add Child" if you wish to add a child to the SAME class.*
- 7) Choose form of payment. Credit cards are accepted as well as Paypal. Cash or check must be sent in with printed receipt within 7 days. If payment isn't received, your child will be removed from the class.*
- 8) You will receive a confirmation email immediately following registration. If you do not receive a confirmation email YOU ARE NOT REGISTERED. Please go back and register again!*



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## ***CR Applegate PTO Enrichment Program 2018***

### **VOLUNTEER REQUIREMENTS**

The success of the Enrichment Program depends on the help and cooperation of the parents whose children are enrolled in the program. We really need your help to make this program work!

Volunteering is on a first-come, first-serve basis with online registration.

We appreciate you volunteering and giving our program your valuable time. Due to changes in our program our volunteer requirements are listed below.

- 1) All volunteers **MUST** be able to stay and assist from the beginning of the class to the end of the class. Please do not volunteer if you can't fill this requirement. Although we appreciate your time, it is a difficult task for the enrichment committee to find volunteer replacements.
- 2) Please refrain from cell phone use while assisting in a class.
- 3) **ALL** students **MUST** be signed out at dismissal. As a volunteer it is your responsibility to ensure this procedure is adhered to. This is a vital part of our safety procedures.
- 4) Volunteers **MUST** be present for **ALL** sessions. If you know in advance that you can't make all the sessions, then please refrain from volunteering.

***Thank you, in advance, for your assistance and cooperation.***