

HILLSIDE ELEMENTARY SCHOOL
AFTER SCHOOL ENRICHMENT PROGRAM (ASEP)

WINTER 2021 SESSION: Monday January 25th to April 7th

Closter PTO is excited to offer an exciting virtual 9 week after school enrichment program for K-4th grade students of Hillside Elementary School. We run two sessions (Fall and Winter). Classes are held on Monday, Tuesday and Wednesday afternoons. Sign up for 1 day, 2 days or all 3 days!

Registration for ASEP is **ONLINE only** at the PTO website www.closterpto.org

Registration for the Fall session will begin on Monday, January 4th at 10am

The deadline to sign up for classes will be Friday, January 8th at 8pm

NO EXCEPTIONS!

PLACING AN ORDER ONLINE:

- Visit www.closterpto.org to access your account by entering your **email address** and a **unique password**
- NEW FAMILIES: visit www.closterpto.org and click “create your account” and follow the on-line instructions.
- Click on the ‘**Programs: Order**’ tab, click on Hillside ASEP Fall 2020 Monday, Tuesday, or Wednesday session

ENROLLMENT POLICIES:

- All children must be registered in the Closter School System and attend Hillside School (Grades K-4th).
- ASEP is only available to PTO Members (families who have paid their 2020/2021 PTO dues).

MONDAY JANUARY 4TH 10AM – MONDAY CLASSES GO ON SALE

TUESDAY JANUARY 5TH – TUESDAY CLASSES GO ON SALE

WEDNESDAY JANUARY 6TH – WEDNESDAY CLASSES GO ON SALE

THURSDAY 1/7 AND 1/8 – ALL CLASSES REMAIN ON SALE

• The registration deadline is FRIDAY JANUARY 8TH AT 8PM

- There are instances where class enrollment is low and have to be cancelled. You will get a full refund if that class is cancelled due to low enrollment.

If you have any problems during registration, please contact our committee ASAP
closterasep@gmail.com

REGISTRATION AND PAYMENT:

- The fee for each class varies by class - please refer to Class List & Registration.
- ONLINE REGISTRATION: Please visit www.closterpto.org to complete your registration and payment online.
- YOUR CHILDS PLACEMENT WILL NOT BE CONFIRMED UNTIL YOUR PAYMENT HAS BEEN PROCESSED.

ABSENTEE POLICIES/SCHOOL CLOSINGS:

- There will be no ASEP classes on scheduled holidays or days on which school has been closed
- There will be no make-up classes.

REFUNDS/CLASS CANCELLATION:

- Refunds will only be given as a result of insufficient enrollment. If there are not enough students signed up, class will be cancelled and your payment will be returned if you don't choose a second choice.
- Please have your child choose his/her classes carefully. There will be NO refunds for cancellation due to any personal schedule change. And NO switching classes will be allowed. **No exceptions will be made and we appreciate your cooperation.**
- No refunds will be given due to student illness, student withdrawal for personal reasons, and expulsion due to behavior problems or class cancellation due to inclement weather.

DISCIPLINE POLICY:

- The ASEP Instructors have the responsibility of setting up a secure and warm learning environment for their students. However, continual disruption from a student(s) will inhibit their ability to deliver the lesson as planned. The ASEP team reserves the right to suspend, without refund, any child who presents behavioral concerns which disrupt the class. Parents will be notified of the problem and the situation. If the problem persists, the child will be dismissed from the program. No refund will be given.

We look forward to welcoming the students to the WINTER 2021 ASEP session. Please note that ASEP is run through the Closter PTO. It is not a Hillside program. If you have any questions or concerns, please contact the ASEP committee directly rather than Hillside.

Jill Herling, Eunice Grobler, Chen Kaufman, Tali Perel - ASEP Co-Chairs

closterasep@gmail.com