

## HILLSIDE AFTER SCHOOL ENRICHMENT PROGRAM (ASEP)

Closter PTO is excited to offer an exciting after school enrichment program for K-4<sup>th</sup> grade students of Hillside Elementary School. We run two sessions (Fall and Winter). Classes are held on Monday, Tuesday and Wednesday afternoons.

Registration for ASEP is **ONLINE only** at the PTO website [www.closterpto.org](http://www.closterpto.org)

### PLACING AN ORDER ONLINE

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

### ENROLLMENT POLICIES

- ASEP is only available to PTO Members who paid their annual membership dues dues).

Please visit the [HES ASEP PAGE](#) for class schedule, description, and registration windows.

- 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 questions, please contact the ASEP committee: [closterasep@gmail.com](mailto:closterasep@gmail.com)

If you have any technical issues, please contact the Comms team: [cloptocomms@gmail.com](mailto:cloptocomms@gmail.com)

### REGISTRATION AND PAYMENT

- The fee for each class varies by class - please refer to Class List
- YOUR CHILD'S 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 due to snow days.

- If your child is taken out of school early or will not be staying for ASEP, please send a note for your child's classroom teacher to be given to the main office. This will assist us when we take attendance at the start of the ASEP class. In addition, if you sign your child out early, please write clearly in the book in the office. If you decide at the last minute to pick up your child from school at regular dismissal time, kindly inform the main office of the school upon picking up your child.

### IMPORTANT DISMISSAL AND PICKUP INFORMATION:

- ASEP classes end promptly at **4:20pm**. It is mandatory that the parent/guardian pick up their child/children at that time. If the parent/guardian is late in picking up the child/children by 10 minutes or more, a \$10 late pick-up fee will be collected for the first 10 minutes and \$1 for each additional minute of tardiness. If a parent/guardian is late in picking up his/her child two times during the ASEP session, the child will not be allowed to return to the program and NO refund will be given. If late fee payment is not made, the child will not be allowed to participate in future classes.
- **KINDERGARTEN STUDENTS (and ONLY Kindergarten)** will be accompanied by the ASEP Instructor to the front lobby of Hillside School and will be handed over to the parent/caregiver at the front door. Kindergarten Parents are not permitted to enter the building. Students who are not met by a pre-assigned adult will not be released for dismissal.
- **ALL 1st thru 4th Grade STUDENTS** will be dismissed from their ASEP classes at 4:20pm and will leave the building from the main entrance (front of the building). Parents are not permitted to enter the building. Paraprofessional staff will be available to ensure students are dismissed in an orderly manner.
- Please **PARK** your car in a valid parking space and walk to meet your child in the area outside the front doors. **DO NOT DOUBLE PARK IN THE FRONT LOOP - THIS IS EXTREMELY DANGEROUS FOR STUDENTS/PARENTS USING THE CROSSWALK**
- Students enrolled in the **Champions after school program** will walk independently to the designated Champions location at the completion of the ASEP class. (Kindergarten Students enrolled in Champions will be escorted to the program room). Please indicate during registration if your child will be going to Champions after the ASEP class ends. There will be paraprofessional staff available to ensure children find their way.

### 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.

### **COVID POLICY**

Please refer to the [Closter PTO Activities / Programs / Events Participation Agreement](#) prior to registration.

---

**We look forward to welcoming the students to the 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 school.**

Bruna Spoto, Freida Topalian & Jackie Morgan  
HES ASEP Co-Chairs [closterasep@gmail.com](mailto:closterasep@gmail.com)