

## WHAT YOU NEED TO KNOW

**Snack and Clothing:** The After-School Enrichment Program will provide a snack for each student. Please send your children with clothing appropriate for their classes.

**Behavior:** We have the expectation of respect for teachers/instructors and good behavior during classes. Students are expected to maintain the same behavioral standards that they would during the formal school day. If an instructor determines this is not the case the following steps will be taken:

- At the first incident, the Program Administrator will contact parents/guardians regarding student behavior.
- The student will be given one trial class to improve.
- If the disruptive behavior continues, the student will be removed from class.

The program is unable to issue a refund if the student is removed from a class due to a behavioral issue. Please discuss enrollment with your child to be sure they want to attend an after-school class.

**Picking up Your Child:** Your child must be picked up on time. Our program does not provide childcare after class is over and the playground is not supervised at that time. If your child is picked up late, you will be charged \$1/minute for every minute past your pick-up time that you are late and must be paid prior to next enrollment. Please call the Program Administrator if you are going to be late. Your student can only be picked up by persons listed on the E-13 form.

**Absences/Changes:** Please contact the Program Administrator as soon as possible with any of the following:

1. Your student will not be attending class (but was at school).
2. Your student was absent from school and will not be attending the After-School Program.

**Inclement Weather and City-Wide Emergencies:** Please call our CHILD CARE/ ENRICHMENT HOTLINE: 206-684-4203, this is a 24-hour line giving information about program closures due to extreme weather or emergencies. It is updated each day by 6 a.m. and as needed.

## REFUND POLICY

Seattle Parks and Recreation and the Associated Recreation Council's policy states:

- Anyone who registers for a class that is cancelled for any reason will receive a full refund.
- All communication must be to Community Center Staff
- Dropping a program before the second session: A participant may be issued a refund if he/she withdraws from a program, and notifies the community center staff, prior to the second class session. The facility will retain the pro-rated class fee plus a service charge of 10% of the fee.
- Dropping a program after the second session: If a participant withdraws from a program after the second session of a series, no refund will be given.
- Cancellation of one session: In the event of an unplanned cancellation of a single session, that class will be rescheduled, and if it cannot be rescheduled, the participant will receive a refund.
- For full details of the Department's Refund Policy, please see Policy Number 060-P 7.16 under PROGRAM which can be found here: <http://www.seattle.gov/Documents/Departments/ParksAndRecreation/PoliciesPlanning/RefundPolicy.pdf>

FALL 2019

ENRICHMENT



RUNS

9/16/2019 THRU

12/20/2019

ALKI AFTER SCHOOL CLASSES



Brought to you by:

**Alki Community Center**

5817 SW Stevens St.

Seattle, WA 98116

206-684-7430



**Seattle**  
Parks & Recreation



