

## **AFTER SCHOOL ENRICHMENT POLICIES**

- **DISMISSAL:** All K-3 classes will run from 3:30 to 4:30pm. Please pick up your child promptly and wait outside the front entrance for them to be dismissed. Please be aware of our three strike late pick up policy. The first late pick up is a warning. The second time, you will be fined \$10 payable to MAS PTO, and the third time your child will be withdrawn from the class with no refund.
  - Pre-K will run 3:15 - 3:45 pm. Pre-K am kids attending ASE, should be brought to Door 5 at 3:15. They will be dismissed from Door 5 at 3:45 pm.
  - Only those students who have parent authorization to walk home (as per the Daily Dismissal Authorization form) may do so. Work Family Connections students are dismissed into the gym.
  
- **ATTENDANCE:** If your child is not attending school, they are not permitted to attend ASE that day. If your child is attending school, but will not be attending their ASE class, kindly send a note to your child's teacher and the ASE Attendance Coordinators by 10 am that day. Ryan Vogel [rvogel@chatham-nj.org](mailto:rvogel@chatham-nj.org) is the Attendance Coordinator for Tues and Thursday classes. Samantha Aquilina [saquilina@chatham-nj.org](mailto:saquilina@chatham-nj.org) is the Attendance Coordinator for Wednesday classes. Attendance is taken for all classes and parents are notified of absences.
  
- **EMERGENCY CONTACT:** Please call the ASE Attendance Coordinators in the event of an emergency pick up change or if running late:
  - Tues/Thurs ASE Classes: Ryan Vogel : (201)-805-5954
  - Wed ASE Classes: Samantha Aqualina: (631)-495-0976
  
- **EARLY CLOSING / SCHOOL CANCELLATIONS:** If school is closed for any reason, ASE classes for that day will also be canceled. If school is not canceled, but weather is a factor for the 4:30 pm pick up, then ASE classes will be canceled. There are two make-up classes built into the schedule for cancellations.
  
- **HEALTHCARE:** There is no school nurse on-site during Afterschool Enrichment Classes. Instead, there is a moderator who is CPR trained and Epi-Pen certified.
  - For Food Classes: Peanuts and tree nut ingredients are prohibited however the class may take place in a room that is not "nut free". All allergies (no matter how minor) must be disclosed for any child taking a cooking class. If any information is not disclosed to the ASE staff, the child may be removed from the class and a refund will not be given.
  
- **PLEASE NOTE:**
  - All After-School Enrichment communication regarding class changes and cancellations will be done via email and/or text. PLEASE read your emails from MAS Enrichment so you and your children are informed of any schedule changes so we can direct your child appropriately at the end of the school day. Please be sure your email address and mobile phone is correct in Community Pass.
  
  - The **Milton Avenue School Code of Conduct** applies to all ASE classes. You can find the Code of Conduct in the Document section on the **Genesis Parent Portal**.

