

Hillside Explorers

Explorers Policies and Procedures

Schedule

Classes meet weekly, exact class dates are listed at the bottom of the Class Schedule, Cost and Dates chart. Students may sign up for as many classes as desired. Class dates are subject to change. In the event of school closure due to inclement weather or instructor emergency/absence, a makeup date will be added and registered families will be notified via email of the schedule change. There will be no makeup for individual students due to absences, tardiness or other personal circumstances.

Registration

Online Registration is on a first-come, first-served basis. There are no waitlists. Most classes fill up very quickly, we encourage you to log into your account a day or two before registration opens, to update your profile and credit card information so you will not be delayed in registering for classes. You are not registered for a class until the class is paid for. All classes are subject to cancellation due to under-enrollment, or other reasons as deemed necessary by the Explorers team.

**** Online registration open and close dates will be communicated to the school community.** A working email address and payment by credit card or debit card are necessary to complete your registration online. If you do not have an email address, or wish to pay with cash, check or money order, please email us at explorers@hillsidepta.org to let us know you need an alternate way to register or pay. To be fair, we cannot guarantee or hold spaces in any class for anyone who is not registered online.

If you register your child for a course for which your child is not eligible because of grade restrictions, Explorers administrators will need to de-enroll your child. In this situation, any refunds made will be minus applicable payment processing fees.

Add/Drop – Add/drop are allowed during registration period only. When registration closes, there will be no refunds for dropping and additional fees to switching or adding another class may apply.

Costs - Tuition per class varies. See Class Schedule, Costs and Dates chart. All class materials are provided.

Scholarships

The PTA is committed to sponsoring a free class to all who qualify for a scholarship. There is a limit of 1 class per child per session. Please contact Ms. Stacey Best for any questions about your qualification for Explorers Scholarship. To request Explorers scholarship, please email to explorers@hillsidepta.org the following information:

- 1) Your child's first and last name, grade and homeroom teacher
- 2) Top 3 class choices
- 3) Any allergies (if requesting a cooking class)
- 4) Does your child go to aftercare? Y/N
- 5) Parent/Guardian contact information - name(s) and phone number(s)

Drop off and Dismissal

- **Morning classes – 8:10 – 9:10AM** - Students who are enrolled in the YMCA morning care program should report to the school office for Explorers at 8:00AM. Morning drop off is at the red doors K facing the school parking lot, starting at 8:00AM. All students are dismissed to their regular classrooms when Explorers ends at 9:10AM.
- **Afternoon classes - 3:45 – 4:45PM** – Students report to Room 104 after the dismissal bell. Explorers dismisses in the school Auditorium, promptly at 4:45 pm. Students who are enrolled in the YMCA aftercare program will be sent to the cafeteria at 4:45PM.
- **Late Pick-Up Policy:** Explorers ends at 4:45PM. **There is a late pick up fee of \$1 per minute, starting at 4:55PM.** Should you be delayed, we suggest you make arrangements for another authorized caretaker to pick up your child. If you need childcare after 4:45pm, we recommend you contact the Montclair YMCA, which offers a reasonably-priced daily aftercare program until 6:30PM. Repeat violators of our pickup policy will be asked to leave Explorers with no tuition refund. **PLEASE RESPECT THE TIME OF OUR STAFF BY BEING ON TIME TO PICK UP YOUR CHILDREN.**

School Closings

You will be notified via email about all important class and program schedule changes. In the event that school opening is delayed, morning Explorers classes will be canceled and afternoon classes will proceed as scheduled. If school has to dismiss early (early dismissal), morning classes will proceed as scheduled and afternoon classes will be canceled. All Explorers classes will also be canceled when school is closed due to inclement weather or other emergencies. Make up classes will be scheduled and communicated via email. Please make sure your email addresses are correctly entered when you register so that you can receive all communications regarding Explorers, including schedule changes and other important announcements.

Allergies and Medical Information

Allergy information is required if you are registering for a cooking class. Explorers staff volunteers and instructors will not have access to any prescription medications or medical information provided to the Nurse's office. The school nurse is not available during Explorers. If your child requires medical attention during the school day, please consult with the school nurse

before enrolling in Explorers. Children who may need Epi-Pens should carry them in their backpacks. Please note, snacks are not provided in Explorers.

Clothing and Supplies

All supplies are provided. Students in physical education and dance classes should wear sneakers and comfortable clothes.

Other important information

The Explorers team reserves the right to drop any student from a class for being disruptive, or otherwise unwilling or unable to participate in the program. Bullying and similar behaviors are not tolerated in Explorers. Students who demonstrate disruptive behaviors will be asked to leave, or switched to another class at the discretion of the Explorers team. Students may be denied participation in the program for continued disruptive behavior patterns. There will be no refund for dropped or canceled class(es) due to behavior issues.

Questions? Email us at explorers@hillsidepta.org. Interested in volunteering? Please let us know, we are always looking for help.