



## Watchung School After School Enrichment (ASE) Policies

- **Registration:** Registration is on a first-come, first-served basis. If your child is placed on a wait list, you will be notified if a spot opens up.
- **Withdrawing from a class:** Full refunds are only given if you notify [asewatchung@gmail.com](mailto:asewatchung@gmail.com) before the first day of class. Partial refunds cannot be given.
- **Class cancellations:** The ASE team reserves the right to cancel a class if not enough students register. You will be notified if a class is cancelled and we try to move your child into a different class if you chose to do so; or you will receive a full refund.
- **Cancellations/ Make-up classes:** If a class is cancelled by the instructor, you will be notified by email. Your child will be released at 3:05pm and go home by their usual mode of transportation; if your child is in YMCA Aftercare, they will go there. Whenever possible, a make-up class will be scheduled during the week after the ASE session ends. In the event a make-up class cannot be scheduled, you will **not** be refunded the fee for the one class.
- **Snow days/ School closings:** In the event of a snow day or unplanned school closing, all ASE classes are automatically cancelled for that day and you will not be notified separately. Whenever possible, a make-up class will be scheduled the week after the session ends. In the event a make-up class cannot be scheduled, you will **not** be refunded the fee for the one class.
- **Covid -19 Cancellations:** ASE classes will be automatically cancelled if Watchung Elementary School announces a school wide closure due to Covid-19. In the event that a class is cancelled due to a school wide closure, we will try to re-schedule make-up classes at a later time. If the closure is extended indefinitely, and more than two classes cannot be held, we will try to issue refunds.
- **Pick-up.** Your child must be picked up on time, at 4:15 PM. If your child is picked up late twice, late fees may apply and/ or they may be asked to leave the program without a refund.
- **Snack policy:** No snacks are allowed before (school ends at 3:05pm and the ASE class starts at 3:15pm) and during ASE classes. We appreciate your cooperation with this policy.
- **Allergies:** There is no school nurse on site during ASE. If your child requires an EpiPen/Auvi-Q, it is your responsibility to provide an additional EpiPen/Auvi-Q for the ASE class with a copy of the care plan to the ASE teacher.
- **Class disruptions:** If your child displays behavior issues that disrupt the class or others' ability to enjoy it, they may be removed from the class by the teacher/ on-site supervisor and you will be contacted. Multiple removals can result in your child being excluded from the class, without refund.

- **Photos and/ or videos** of children cannot be taken unless an agreement is worked out with ASE and consent is given in writing.
- **YMCA Aftercare** – If your child is normally in YMCA Aftercare on an ASE class day, please select the respective field when you sign them up and we will release your child to the YMCA Aftercare program at 4:15 PM. If your YMCA Aftercare coverage changes after ASE Sign-Up, please inform us at [asewachung@gmail.com](mailto:asewachung@gmail.com)

## Covid -19 Safety Policies

The ASE program follows the Montclair Public Schools guidelines published here:

<https://www.montclair.k12.nj.us/>

as well as any additional policies and guidelines regarding Covid-19 communicated by the Montclair Public Schools District.

## Watchung ASE Scholarships

Each year, the Watchung PTA provides ASE Scholarships for eligible students. Scholarships will cover 100% of the class cost and we award one scholarship for one class per applicant. The scholarships will be awarded in order of application date and availability of space in the desired class.

Please apply for a scholarship by emailing the ASE team at [asewachung@gmail.com](mailto:asewachung@gmail.com) with the following details:

**Name of child**

**Grade**

**Homeroom teacher**

**Parent contact info** (name, email and phone number)

**Desired ASE class** (provide up to three preferences in order of priority). We will do our best to accommodate your first choice. However, due to how the PTA gets billed for classes it is generally easier for us to provide scholarships to Watchung teacher-taught classes.

**Availability:** Scholarships are available only to families that require financial assistance for our ASE program. The PTA does not require any documentation to establish eligibility.

**Send a child to ASE:** For those interested in sponsoring another Watchung student for an ASE class, please add one (or more) SEND A CHILD TO ASE products to your shopping cart when you select your class.

## Watchung ASE FAQs

### At what times do the classes start?

Before school classes start at 8:00am and end at 8:40am. The ASE teacher will dismiss your child in time for regular classes.

After School classes start at 3:15pm. Classes run for one hour and end promptly at 4:15pm.

### How will my child get to ASE in the afternoon?

At 3:05pm when regular school ends, all kids that are in an ASE class on that afternoon will be sent by their homeroom teachers to a centralized meeting area. All homeroom teachers will have exact lists of ASE students and dismiss them on the respective days. We have at all times an ASE coordinator/supervisor in the school ("ASE Supervisor") who will receive the kids, sort them into ASE classes and guide them to the correct ASE class room. They are also releasing the kids at 4:15 PM at the front door, 14 Garden Street.

### How will my child get to ASE in the morning?

For morning ASE classes in the school at 8:00am, please arrive on time at 7:55am and buzz the bell at the main door, 14 Garden Street. The ASE Supervisor or the ASE teacher will be by the front door area to receive your child and will send them to the appropriate class.

### How does dismissal work in the afternoon?

Parents will wait outside the main door, 14 Garden Street, at 4:15 PM. The ASE Supervisor will dismiss your child to the parent/ caregiver. **Please be on time! Dismissal is at 4:15 PM.**

**If your child is enrolled into YMCA aftercare, they will hand over your child to the YMCA program!**

### **If you are late to pick up two times, your child may have to be un-invited from the ASE program.**

Please note: The ASE program is a PTA initiative, not a Watchung school activity! The ASE Supervisors are hired by the ASE program. They will leave at 4:15 PM after dismissing the kids. They **cannot** hand over your child to anybody else in the school/ the YMCA program (which is a separate aftercare program), unless of course your child is enrolled in YMCA aftercare. If you pick up your child late, the PTA incurs additional cost for their services. We reserve the right to pass this cost of **\$10 per 10 minutes delayed pick up** on to you.

### What if my child is in YMCA Aftercare?

- After ASE, children enrolled in YMCA aftercare will be escorted by the ASE Supervisor to the aftercare area in the school. If your child is normally in YMCA Aftercare on an ASE class day, please select the respective field when you sign them up and we will release your child to the YMCA Aftercare program at 4:15 PM. If your YMCA Aftercare coverage changes after ASE Sign-Up, please inform us at [asewatchung@gmail.com](mailto:asewatchung@gmail.com)

### **What if my child is in YMCA Before care?**

Children enrolled in YMCA before care that arrive in school before 8:00 AM will be picked up by the ASE Supervisor/ or the ASE teacher to join the Before School ASE class at 8am.

### **Where will the inside/ outside classes take place?**

All inside classes will take place in either a classroom, the STEAM room or the gym of the Watchung School building. Outside classes will take place on the field or in a lawn area adjacent to the school or playground.

### **Is transportation available?**

Buses are NOT available for children participating in ASE. You must make your own transportation arrangements.

### **How will remote classes be taught, if remote classes are offered?**

When an ASE class is offered as a remote class, the teacher will provide the zoom dial in information before the first class. Remote classes are aiming to require minimal parent supervision. Teachers/ instructors will send the zoom link and instructions ahead of the first class to the parents sign up email address provided in MemberHub.

### **What if my child changes their mind and wants to drop out of the class?**

Please contact us at [asewatchung@gmail.com](mailto:asewatchung@gmail.com) and we can try to place your child in a different ASE class. No refunds will be given after the first class has started.

### **Are there make-up classes? What happens if a teacher is out?**

Make-up classes are only scheduled if a teacher or instructor is absent or the class had to be cancelled. Parents will be informed via email if an ASE class is going to be cancelled, unless the entire school is closed on that day. Your child will be released at 3:05 PM and go home by their usual mode of transportation (via bus or pick-up); if your child is in YMCA Aftercare, they will go there.

If an ASE teacher is absent on short notice, please understand that the ASE team will also only be informed on the same day. We will then inform parents via email as soon as possible. Another email will be sent at a later day with a make-up date/ time.

### **What if I need to pick up my child early from ASE?**

Before 4:00 PM, please call the main office number (973) 509-4259 and they will inform the ASE Supervisor. When you arrive, buzz the bell at the main door, 14 Garden Street and the ASE Supervisor will be by the front door and release your child.

Note: The office secretary leaves at 4:00 PM. After 4:00 PM, buzz the door bell and make contact with the ASE Supervisor. Please be patient as they may have stepped away to attend to an issue.

## Watchung ASE Code of Conduct

Students will maintain the same behavior standards as expected during school hours. Our ASE Code of Conduct will strictly be enforced. It is parent's/caregiver's responsibility to communicate behavior expectations during ASE classes to child.

- First Incident: Child may be excluded from current class and the parents are notified
- Second Incident: Parents are notified
- Third incident: Child not allowed to return to ASE

If you have additional questions, please email us at [asewatchung@gmail.com](mailto:asewatchung@gmail.com).

Thank you for your support of the Watchung ASE program.

Your Watchung ASE team

[asewatchung@gmail.com](mailto:asewatchung@gmail.com)