**\*Parent Volunteers**

Each class will have a parent volunteer to assist with gathering the students, taking attendance, calling home for any students not in attendance, helping with tasks as asked by the instructor, and assisting with dismissal. Parent Volunteers should remain in the classroom with the instructor while classes are in session. A parent that volunteers for the entire 8 week session will receive a reimbursement for their child's class minus the processing fee after the session is complete. Parent volunteers must secure their own substitutes to receive reimbursement of the class. The parent volunteer must be a PTA Member and fill out theSchool Volunteer Security Check form at https://www.trumbullps.org/general/volunteer-form.html If a parent volunteer is unable to be secured, then the class will be cancelled.

***\*If you are interested in being a Parent Volunteer, go to https://app.simplyafterschool.com/boothhillschool/ to create an account. Once you are enrolled in our system, to be a volunteer: click on the “Select Options” drop down, click on the “Parent Volunteer” box which will make a check mark appear, select your child(ren) then hit enroll, go to your cart and pay. While multiple parents will be able to enroll as the parent volunteer for each class, we will select a parent on a first come, first serve basis. Parents will be notified via email if they have been selected to be a parent volunteer.***

**Class Availability & Refunds**

You will not be able to enroll your child for a class if a class is full. If you enroll and pay for a class, you will receive a receipt via email. If you did not pay for a class or receive a receipt your child will not be on the class roster. We will contact you if a class you enrolled in and paid for has been canceled. Full refunds will be made if the class is canceled due to insufficient enrollment or inability to secure a parent volunteer.   No refunds will be given after the enrollment period has closed. No enrollments are permitted after enrollment is closed.

No exceptions.

**Class Cancellations**If school is canceled or closes early due to inclement weather on a day there are ASE classes, ASE classes are also canceled. Children should go home as they normally do. If a class is canceled suddenly due to instructor request, a call will be made to the number you provided when enrolling your child for the ASE class (this number will serve as an emergency contact number). Children will be dismissed following their usual dismissal routine. If contact cannot be made, the child will remain in the school office until contact is made. If a class is cancelled, the instructor will try to reschedule the class by adding another date to the end of each program. If your child can’t attend the make-up class there will be no refunds. If classes can’t be made up due to calendar limitations, no refunds will be issued.

**Attendance & Pick-Up**

* Children attending a 3:40pm ASE session will remain in their classroom until after the last bus in called. After the last bus is called, an announcement will be made for ASE students to report to their ASE classroom. TLC students will first report to TLC. TLC Staff will escort TLC students to their ASE classroom. Kindergarten & 1st Grade students will be assisted in getting to their ASE classrooms by Parent Volunteers.
* Completed enrollment/payment for ASE classes will serve as a dismissal notice for your child(ren) for the term of the program.
* A parent must send in a note to the classroom teacher if your child will not be attending ASE on a particular day. Otherwise your child will be sent to his/her ASE class.
* Parents are required to pick up children at the assigned ASE classroom, promptly. Please make a note of the ASE room assignment when you enroll your child for the class. Classes end promptly at 4:40. Parents should be at the school for pick up at 4:35 and wait in the hall outside of the classroom until the instructor dismisses the children. Please make sure to sign your child out with the Parent Volunteer. Two late pick-ups will be grounds for your child’s removal from a class without a refund.
* **TLC Students:** If your child is in TLC they will pick up your child immediately following the ASE program.

**\*\*\*Important\*\*\*:** PLEASE write TLC in the **allergy/note** section when you are adding your child's info at: ***https://app.simplyafterschool.com/boothhillschool/***

**Liability**

Parent may list allergies and/or medical issues their child has in the Allergy/Notes section within our *Simply After School* program, if they choose.  This information will NOT be confidential. This information will be on the ASE rosters, which will be available to all teachers, parents, volunteers, vendors, etc., involved in the ASE program at Booth Hill School.  This information is only on these rosters for the intention of safeguarding children in case of a medical emergency.  If a parent is uncomfortable with supplying this medical information, they are not required to do so.

By enrolling for activities, I release Booth Hill Elementary and Booth Hill PTA from all liability relating to injuries that may occur during activity, on location, etc. I agree to hold Booth Hill Elementary and its agents entirely free from any liability, including financial responsibility for injuries incurred, regardless of whether injuries are caused by negligence.

**Note:** The school nurse is not on the premises for ASE Classes. No food is allowed at ASE classes.

**Student Conduct**
Students are required to conduct themselves in the manner required by Trumbull Public Schools. Students are expected to maintain their ROARS (**R**espect, **O**wnership, **A**ttitude, **R**esponsibility, **S**afety) behavior during ASE classes. If ROARS behavior is not maintained, a “My Behavior Think Sheet” will be given to the student’s parent by the PTA President and/or ASE Committee Chair, a copy of which will be provided to Mr. Pierce. After a student has been given two, “My Behavior Think Sheets,” the child is considered to be on probation with the ASE program and can be removed from the program by the PTA at anytime without a refund. A parent with a child on probation is welcome to sit in on their child’s ASE class to help their child maintain their ROARS behavior.