

Tremont Elementary After School Enrichment Program

Welcome to the After School Enrichment Program

Dear Parents and Guardians,

We are excited to welcome your child(ren) to Tremont Elementary's After School Enrichment (ASE) program! Our goal is to provide engaging, creative, and fun learning opportunities outside of the regular school day that support students' growth and development.

Throughout the school year, students in grades K–5 will have the chance to explore new interests, build skills, and connect with friends in a safe and supportive environment. Each class runs once per week for 8 weeks, with a variety of offerings each session.

The ASE program is coordinated by Tremont PTO volunteers in collaboration with school staff and community partners. We are grateful for your support in making this program possible for our students.

Please take a moment to review the Policies and Procedures section below for important information on class schedules, dismissal, behavior expectations, refunds, and more.

We look forward to another fantastic year of learning and enrichment at Tremont!

Sincerely,

The Tremont PTO After School Enrichment Committee

Emily Yarletts and Megan D'Ambrosio
TremontASEcommittee@gmail.com

Policies & Procedures

General Information

- **Class Schedules:** Please pay close attention to the dates and number of classes. Sessions are not always consecutive weeks due to school holidays, early release days, or instructor scheduling.
- **Off-Site Classes:** Some ASE classes may take place off-site. Transportation arrangements will vary and will be communicated for each class individually. Parents/guardians are responsible for ensuring safe and timely arrival and pick-up.

Registration & Enrollment

- Registration is on a first-come, first-served basis.
- Classes may have enrollment limits; waitlists will be managed in order of registration.
- Refunds are only issued if a class is canceled due to low enrollment or unforeseen circumstances.

- Additional refund policies may apply; details will be shared with each session's registration materials.

Getting to ASE Classes

- Ensuring students get to class, especially at the beginning of a session, is a group effort. Please remind your student on the days they have on-site ASE courses!
 - 2:45/2:50pm School Dismissal
 - Students will be dismissed by their teachers and proceed to the Media Center/Library, where our dedicated ASE aide will assist them in getting to their classes.
 - School Aged Child Care (SACC) students should first check with SACC before proceeding to the Media Center/Library.
 - 3:00pm ASE Classes Begin
 - Instructors take attendance when students arrive at their ASE classrooms at 3:00pm.
 - Within the first 15 minutes of class, the ASE aide collects the attendance sheets from instructors. Best efforts are made to check with the Tremont office staff and SACC coordinator to verify absences.
 - If the instructor was not notified immediately of a student absent or it is an unexpected absent; the aide will contact the parent/guardian to inform them of an absence. Due to the number of ASE students and classes, this process may take up to 30 minutes. **If your student needs to miss ASE for any reason, it is pertinent to email/text/call the instructor directly as soon as you are aware!**

Dismissal & Pick-Up Policy

- Pick for all ASE classes is at **4pm**, unless otherwise noted. Please arrange for prompt pick-up. Instructors will walk students to the **Blue Awning** outside of the main office doors facing the Tremont parking lot for pick-up.
- At registration, families must indicate how their child will be dismissed after class:
 - 1. Pick-up by an adult – Students will be released to a parent/guardian or other approved adult. Prompt pick-up is expected. Repeated late pick-ups may result in fees or removal from the program.
 - 2. Release to SACC – Students enrolled in Tremont SACC will be released to a SACC instructor.
 - 3. Release to walk home – Students permitted to walk home must follow all safety procedures.

Behavior Expectations

- The ASE program is an extension of the school day, and all Tremont Elementary School rules and expectations apply. Students are expected to be on TRACK:

- Thoughtful
- Respectful
- Adaptive
- Contributors
- Knowledgeable
- Inappropriate behavior will result in communication with parents/guardians. Repeated or egregious behavior may result in removal from the program without refund.

Cancellations & Weather Policy

- If school is canceled or closed early due to inclement weather, ASE classes will also be canceled.
- Whenever possible, one make-up class will be scheduled. If more than one class is canceled, only one make-up will be offered. No partial refunds will be issued.
- Families will be notified as soon as possible of cancellations.

Scholarships/Financial Assistance

- If your family needs financial assistance for ASE, please reach out to our school counselor, Jean Alloco at jalloco@uaschools.org.

Paraprofessional Support

- If your student has paraprofessional support during the school day, please work with the building principals to make accommodations and/or assess the need for support during ASE.

Communication

- The Tremont ASE program and registration is coordinated by Tremont PTO volunteers; however, all instructors manage their own classes. **ALL class communications regarding student absences and dismissal should be handled directly with the ASE class instructors.** You will receive an enrollment confirmation email with your instructor's contact information.
- Class-specific questions should be directed to the instructor.
- General program questions should be directed to:
 - ✉ TremontASEcommittee@gmail.com

Thank you for supporting the Tremont PTO After School Enrichment Program. Your involvement makes this program possible, and we look forward to a safe, enriching, and fun experience for all students.