

Enrichment Policies & Procedures

GENERAL INFORMATION

- Information and registration is on-line at the Extended Day Program page on the CCS website.
- Enrichment Classes are offered in 3 sessions: Fall, Winter, and Spring.
- Enrichment Classes are offered Monday, Tuesday, Wednesday, and Thursday.
- All students who enrolled in WEE school (4's and TK) classes and CCS (Grades 1-8) are eligible for Enrichment Classes.
- Enrichment students are part of Young Cougars Club (4's, TK, and K) or After School (Grades 1-8) between school dismissal time and enrichment class time.
- It is the responsibility of the parents to notify teachers (WEE school or CCS) that children are enrolled in Enrichment Classes.
- Snacks are given to students in After School before Enrichment Classes.
- Children with allergies or special dietary needs should bring their own snack with them on the day of their enrichment class.

REGISTRATION & PAYMENT

- Registration & Payment for Enrichment Classes is available on-line.
- There is a minimum number for class registration. Parents will be notified if minimum is not met and the class must be canceled.
- There will be a late fee of \$10 for registrations received after deadline.
- Registration is not complete until payment is received.
- Parents will receive confirmation of registration by email.
- Class details will be sent to parents prior to the first enrichment class.
- There is a late fee of \$10 for students who are not picked up on time. This fee is due at time of pick up.
- There is a \$10 fee for siblings who participate in After School while their siblings are in Enrichment Classes.

REFUNDS & ABSENCES

- No refunds will be issued after the first class of each session.
- There are no refunds or fee adjustments for absences on the part of the student during the session.
- There will be make-up classes offered if the class instructor or school must cancel a class for any reason during the session.

YCC ENRICHMENT CLASS PROCEDURES

- 4's & TK children will meet the YCC staff in the Gathering Space after the WEE school day.
- Kindergarten will be picked up in carpool by the YCC staff.
- Children are part of the YCC daily activities until Enrichment Classes begin each day.
- Parents are expected to meet children in the CCS school lobby after Enrichment Classes.
- Children who are part of Young Cougars Club and/or After School will return to their daily routine after Enrichment Classes.

AFTER SCHOOL ENRICHMENT CLASS PROCEDURES

- Students will be picked up in the normal carpool lines or the designated meeting place.
- Middle School students walk to the snack area after dismissal.
- Students are supervised by the Program Staff during Enrichment Classes.
- Parents should pick up students in the CCS lobby after Enrichment Classes.

- Students who are in After School will return to their daily activities.
- Siblings who are enrolled in WEE school or CCS are allowed to stay in After School while siblings are in Enrichment Classes. Parents should email the Director to discuss this option. Cost for this service is \$10 per day and should pick up siblings after the Enrichment Class. Parents are required to sign out siblings from After School on these days.