

PTA Sponsored After School Program Policies and Procedures

After school classes are independent of Kings Park and Kings Glen Elementary Schools or Fairfax County Public Schools. They are 100% managed by the Kings Park Kings Glen PTA.

Registration: Registration is first come, first served for PTA sponsored programs. Students from Kings Park will not be allowed to attend programs at Kings Glen and vice versa EXCEPT 3rd grade students that attend SACC at Kings Glen may attend classes at Kings Glen if they are returning to SACC afterward or at Kings Park if a parent or other designated adult can pick them up at the end of the program.

Enrollment: Each class has a minimum number of students required and a maximum number of students allowed. Class will be cancelled if minimum number is not achieved. You will be notified and reimbursed if the class you register for has exceeded its capacity or not achieved the minimum.

Conditions of Enrollment: The PTA reserves the right to cancel your student's enrollment if he/she is chronically picked up late from the activity or if your student has disciplinary issues and/or is not willing to follow the directions of the instructors.

Refunds: In general, refunds will not be given once classes have begun.

Scholarships: Many of the vendors offer scholarships based on the number of paid students in the program. Typically there is one scholarship for every 12-15 paid students. If you want to request a scholarship, contact the school guidance counselor.

Cancelled Classes: It is the responsibility of the parent to be aware of FCPS school closings due to weather. Take time to discuss the alternative dismissal plan with your child should a class cancellation occur during the school day (e.g. if class is cancelled, child is to take his usual form of transportation home).

Every effort will be made to reschedule cancelled classes due to school closures; however, no refunds will be issued for classes that are not rescheduled.

Attendance: Please contact the school and vendor if your student is unable to attend class. Attendance will be taken at the beginning of class. A PTA volunteer will call the parents of any students who are not in class so be sure to include the best phone numbers to reach you with your registration. Our priority is student safety. We want to be sure parents know to pick up their kid from the bus. If a student accidentally goes home,

parents may bring the student back to school for the remainder of the class session. No refund will be issued for missed classes.

Dismissal: Please pick up students on time. You will need to sign out your student each week. Identification will be checked by parent request only. Please notify the vendor during registration if you prefer the ID of the person picking up your child to be checked.

SACC: If your child usually goes to SACC, please have him/her go to SACC before going to the after school program. SACC will bring students to the after school program and pick them up.

Allergies/Medication: The school nurse will not be available during after school activities and the clinic will be locked. If your child requires an epi-pen for severe allergies, please discuss with the vendor. You will need to provide an epi-pen during the after school activity. Many parents whose children have severe allergies elect to volunteer in the class or to wait in the foyer in case of a problem.

Disruptive Behavior: Bullying will not be tolerated in after school programs. Students must behave in a manner that does not disrupt learning by other students. If a child has disruptive behavior during a program, the parent will receive a warning. If the behavior continues, the student will not be allowed to attend the program. No refunds will be given.