

FALL 2015

ASAP

Program Brochure

ADDENDUM

Additional Courses just in!

Tuesdays

Fall Sewing

Thursdays

Beginning Hand Sewing

Tuesdays 3:00-4:15



Fall Sewing
10/6/15 to 11/10/15

Fall Sewing with Mrs. Morse

Mrs. Martha Morse, 5th Grade Teacher at Page Elementary School

Tuesdays, 3:00 - 4:15

October 6, 13, 20, 27, November 3, 10

Grades: 4 thru 6

Meeting Place: Room 332

Class Size: 3-6

Parent Pick Up: In Front of Main Office

Duration: 6 weeks

Fee: \$155.00 (\$125.00 fee + \$30.00 for materials)

Students will be introduced to or continue their skills in machine sewing. Projects will include a small quilt and some machine-made gifts for the holidays. Students are encouraged to bring their own machine, but machines are also available if they don't have one.

Thursdays 3:00-4:00

Beginning Hand Sewing
10/8/15 - 11/12/15

Beginning Hand Sewing with Mrs. Morse

Mrs. Martha Morse, 5th Grade Teacher at Page Elementary School

Thursdays, 3:00 - 4:00

October 8, 15, 22, 29, November 5 and 12

Grades: 2 and 3

Meeting Place: Room 332

Class Size: 3-6

Parent Pick Up: In Front of Main Office

Duration: 6 weeks

Fee: \$120.00 (\$105.00 fee + \$15.00 for materials)

Beginning Sewing students will learn to hand sew projects using different stitches. Projects will include a simple stuffed animal or doll, and holiday ornaments. No experience is necessary. Come and learn!

ASAP REGISTRATION FORM

Please print and complete a **separate form** for **EACH** class. It is okay to submit **ONE** check per family payable to West Newbury PTO and labeled with student and class name. Please return registration forms and checks to school in an envelope marked ASAP. Teachers will collect them.

Student's Name _____ Teacher _____ Bus # _____

ASAP Class _____ Day of Week _____

Class Fee \$ _____ payable to **West Newbury PTO** Paid with check # _____

Parent/Guardian Name _____ Best Phone _____

Alternate Phone _____ Work Phone _____

Address _____

LOCAL EMERGENCY CONTACT (Someone who has permission to transport your child if you can't be reached)

Name _____

Home Phone _____ Mobile Phone _____

My child is currently enrolled in the Page School Before and After School Program and will be dismissed to that program after the ASAP class: Yes _____ No _____

_____ Please send confirmation of my child's class to the following email address:

MEDICAL DISCLOSURE: CHECK ONE

_____ My child has no medical concerns

_____ My child has a medical concern - please describe and list appropriate treatment below
(e.g. peanut allergy or asthma requiring an EpiPen or inhaler which can be found in his/her backpack)

_____ You will be contacted by the program coordinator if there are any questions.

PLEASE INITIAL:

_____ DISMISSAL POLICY: I have read the ASAP Dismissal Policy, noted my child's class dismissal time, and will be on time to pick up my child.

_____ CODE OF CONDUCT: My child and I have read and understood the Classroom Behavior Guidelines.

LIABILITY WAIVER: In consideration of this enrollment being accepted, I hereby, for myself, my heirs, executors and administrators, waive any and all rights and claims for damages or liability I may have against the West Newbury PTO, the Dr. John C. Page School, the Town of West Newbury, and any or all of the instructors and organizers of this program, while my child is enrolled in the After School Arts Program.

Parent/Guardian Signature _____ Date _____

Please remember to send a note for your child to be dismissed to ASAP each day class meets.

Registration Policy

All registrations must be completed on a Page ASAP Registration Form and returned to school by **Wednesday, September 30**. Fill out one registration form for each class your child is taking. Enclose a separate check labeled with your child's name and class and make it payable to the West Newbury PTO. Please return checks and registration forms to school in an envelope marked ASAP. Only registrations with completed forms and full payments will be accepted. If there are more children signed up for a particular class than there are spaces available, the enrollment will be randomly selected after the registration deadline. If a class does not reach minimum enrollment, you will be notified by telephone and refunds will be made. If you do not hear from us by phone before the class starts, you should presume your child is all set.

Scholarships

We want every child that wishes to take an ASAP class to be able to! If cost is prohibitive, full or partial scholarships are available from the Page School PTO. Please contact Mr. Dustin Gray through the Page School office (978.363.2671) to request scholarship assistance.

Dismissal from School to ASAP

Please send a note to your child's teacher **each week** on the day of the class for dismissal to ASAP. Students will get dismissed and report to the appropriate location beginning the first week of classes and will be told where to meet the instructor on subsequent weeks.

Snacks

Be sure your child brings a **NUT-FREE** snack and drink to class each week.

Classroom Behavior Guidelines

Students should be respectful and cooperative with classmates and instructors. Parents will be notified of inappropriate behavior. If there is a second report, the child may not be able to participate.

Medical Concerns

Please inform the instructors or directors of the program of any medical concerns regarding your child. Should your child be diagnosed with a life threatening allergy, please make sure that your child has an EpiPen with him or her always and the instructor knows where to access it. ASAP instructors and/or directors are trained in the use of EpiPen if an allergic reaction occurs. There is a site coordinator present during every session to coordinate the emergency response protocol should there be a medical emergency.

ASAP Dismissal Policy

Students **must** be picked up promptly at the conclusion of the ASAP class. At dismissal time, please use the main entrance. The instructor will lead students to the main entrance at the end of class; the parent or designated guardian should be waiting there for pick up. At this point, the parent or designated guardian is responsible for the child, so it is essential for the children's safety that the parent/guardian is on time.

Cancellations

If the Page School is closed (holidays, snow, etc.), there will be no ASAP classes. Make-up classes will be held at the instructor's discretion. On days where the weather is inclement or threatening, please contact the Page School office after 1:30 p.m. for potential cancellation information.

Absences

Please assist us by calling the office or sending in a note if you know your child will not attend class. If a student has been in school, but is not present in the ASAP, an effort will be made to contact the parent to determine the student's whereabouts. This will help us to be certain of your child's safety.

Ideas and Instructors

Adults who are interested in sharing a talent, skill, or hobby with Page School students are encouraged to propose new courses for the ASAP. If you have any ideas for classes or instructors, or any general comments, please include them on the form provided below.

Any Questions?

Contact ASAP Coordinator Molly Hawkins

617-884-2935 or email at pageasap@gmail.com