

Created by: Robin Thompson, 2014
Revised by: Judelle Mallari, January 2020

Friends of Alamo School Foundation

Enrichment Class Policies

Please read the following information related to your child's registration for enrichment classes supported by the Friends of Alamo Foundation (FASF) at Alamo Elementary School. Please email the enrichment programs coordinator at enrichment@friendsofalamo.org if you have questions about any of these policies, or leave a note in the FASF Enrichment Class mailbox in the Alamo school office. By registering your child for any of our enrichment classes, you are accepting FASF policies on the following issues:

Discipline Policy

We are proactive in our approach towards behavior management.

The expectations listed below are the general expectations we have for all of our program participants.

1. RESPECT FOR OTHERS
2. SAFETY FIRST
3. SPEAK FOR YOURSELF / LISTEN ATTENTIVELY
4. BE RESPONSIBLE

In the event that a child's negative behavior cannot be improved through discussions between the instructor and child, the following steps will be taken:

1. The instructor will inform the parent of the behavior and seek additional suggestions on how to handle the child's behavior.
2. If the negative behavior continues, the parents will be called to the school and meet with the instructor to work out a plan to resolve the situation.
3. We will attempt to provide the necessary support to make success possible.
4. If none of the above measures are effective, the child will be asked to leave the program.

Special Concerns

Prior to the time of registration, any behavioral problems or special physical, emotional, psychological, allergic or medical needs of your child must be identified and discussed with the program coordinator and/or class instructor.

Medical Treatment

FASF staff do not normally administer any medication and will do so only when directed to in writing by the child's parent or guardian. However, in the event of an emergency, when the child's parents or guardians cannot be contacted, emergency medical services and FASF/Alamo staff are permitted to take appropriate action in the best interest of the child.

Payment Policy

Payment for classes must be made when registering your child. Upon completing your child's registration, you will be directed to PayPal.com for processing your credit card or PayPal payment. If you cannot use PayPal to make your payment, you must email enrichment@friendsofalamo.org.

You must inform FASF by emailing enrichment@friendsofalamo.org that you will be paying by check. Payment must be received within 3 days of registering otherwise, your child's registration will be dropped and her/his spot will be relinquished.

Registration Policies

1. FASF reserves the right to cancel classes that do not reach minimum enrollment. Parents will be informed if there is a cancellation.
2. Enrollment in one session does not guarantee the student a spot in subsequent sessions. Students are required to register for every session.

Refund Policies

For all classes supported by FASF a refund is given if the request is made at least 24 hours prior to the start of the first class, rehearsal, or practice. No refunds will be issued if request is received less than 24 hours prior to start of first class, rehearsal, or practice. Parents and guardians should be mindful of conflicting classes when registering their child for classes and programs. To request a refund, please email the FASF enrichment class coordinator at: enrichment@friendsofalamo.org.

The following fee is deducted when a refund is requested:

*\$25 administrative fee.

Lost Items

FASF is not responsible for any personal items lost or stolen during our programs.
