

To: St. Mary's School Parents & Students
From: Elaine Davis/Mandy Campanella - Coordinators
Re: St. Mary's Parish School PTO – After School Activities Program (ASAP) 2012-2013

The St. Mary's School PTO- Activities Program (ASAP), once again hopes to provide a variety of opportunities for your child to grow socially and academically in a very fun, creative, and exciting, non-traditional, Christian environment. The ASAP provides many levels of interest, excitement, and growth for those students, who choose to register and participate in the A/P. We are very fortunate to again have professionals from Catholic & public schools, and parents from St. Mary's school that donate their time, talent, and/or skills, as class instructors and who are deeply committed to the success of the SM PTO-After School Activities Program. We have a variety of classes to try, some new some old favorites. We hope we will have the opportunity to teach and encourage your child to discover, enjoy, renew and/or further develop his/her talents, interests, and curiosities through their enrollment in an A/P class(s).

We will provide monthly class schedules for the 2012-2013 school year. Registration forms and Emergency Contact Forms are on the last page. Additional Forms are available in the school office or can be accessed on-line at www.StMarys-boise.org.

Class sizes are limited and are filled in a first come, first serve basis. Please complete a separate Registration Form for each student enrolling in ASAP classes. (One payment/check can be made for multiple student registration/class fees). All completed Registration Forms with attached payment for the total of class fees should be sent to or dropped off at the School office. **Checks should be made payable to; St. Mary's PTO-ASAP.** Payment for class fees must accompany the Registration Form for students to be registered for A/P classes. However, all students are eligible for participation into the Activities Program classes regardless of ability to pay. All information is kept confidential. Please contact me directly with any questions or requests in regard to this policy.

Please remember classes have size limits and fill up quickly and usually prior to due date. Late registrations are always welcome for open classes, as there are no late fees: however, class registrations will only be accepted for classes with available openings. A copy of the original Form will be returned to parents confirming of receipt of their student's registration into the selected classes, including class information for each class registered and confirmation of payment. A reminder of classes will appear in the School Newsletter, via email (if you do not have email please note this on your registration form). Parents will also receive an email, phone call, or note notifying them of any class changes or information, i.e. class location, instructor, or appropriate clothing for class, should a change arise.

Additional registration periods may be opened for classes that are not completely full. Classes that receive little or no enrollment/interest may be cancelled at the instructor's discretion. Class fees will be refunded for all cancelled classes.

We ask that Students be picked up promptly at the end of each class at the class site/location. Students must be supervised by an adult and/or instructor at all times, after school hours. Students are not allowed to wait outside of the school building without adult supervision for security reasons. Please remember that all instructors are parents, outside teachers, local program instructors or faculty that are volunteering their time and need to leave promptly at the end of each class.

All students are expected to follow and observe the rules and expectations as listed in the St. Mary's School Handbook.