Clifford After-School Enrichment Class Permission Form

How to Register: In some cases class tuition can be paid to the class provider directly online (see list at www.cliffordschoolpto.org/after-school-enrichment); in other cases, a check can be delivered to the school office. In either case, a signed and completed permission form must be provided for each student.

You can register at the front office with a completed permission form and check/money order made payable to instructor or organization (if not paid directly online). If you are registering your child for more than one class please make sure to write a separate check for each class. Classes will fill on a first come, first serve basis.

Minimum/Maximum Enrollment: A minimum numbers of students is required for each course, if the minimum enrollment is not met the course will be cancelled and a full refund will be mailed. Once the class is full, registrations will no longer be accepted. You may enroll in the next session see dates on Enrichment class flyer/schedule. It is a first come ,first serve basis.

Confirmation: Most classes will be confirmed the week before classes start. Parents you will be contacted if the class will be cancelled due to low enrollments, or if the class is cancelled by the provider.

Refunds: Refund requests must be received before the first day of scheduled class for a full refund. If a class is cancelled after the start date a pro-rated amount will be refunded by the provider.

Student Conduct: Students attending enrichment classes must follow the Clifford Code of Behavior and School Rules. The class instructor has the right to dismiss any student if the child is not behaving appropriately. This will done without a refund.

Day Care Students: Students who are enrolled in the day care program (NKC) must first check in with day care staff before they go to their enrichment class.

Emergency Class Cancellation: In the unlikely event that a class has to be cancelled on a day it is scheduled (i.e. instructor illness) students and parents will be notified as soon as possible. Due to weather, an outdoor class maybe moved indoors or postponed.

I have read and understand these policies:

Signature _____ Date _____

Please provide the following information along with your signature:

Name of Student _____

Teacher _____ Room # _____ Grade _____

Parent/Guardian Name _____

Street Address _____

City _____

Contact Phone # _____ Email _____

Does child have medical issues or allergies? If yes describe below:

_____

_____

Amount Paid (directly to provider or via check with this form):

Class	**Day/Time**	**Cost**

Signature _____ Date _____