



SPRING AFTER SCHOOL ENRICHMENT PROGRAM GUIDE

The After School Enrichment Program, affectionately known as ASEP, is an extracurricular opportunity for Cardinal Ridge scholars. Sponsored by the Cardinal Ridge Elementary PTO, it's taught by our own inCREdible teachers and is designed to supplement the learning (and fun!) that occurs throughout the school day.

SPRING ASEP runs from March 14th to April 28th (barring Friday classes which will end on May 5th). Each class meets 6 times, once a week at Cardinal Ridge Elementary School. Classes will not be held on student holidays.

Transportation must be arranged for students to be picked-up promptly at 3:30 PM if they do not attend CASA.

Each class costs \$65 and includes a supply fee.

Please review this handbook carefully to understand the expectations for Spring ASEP.

REGISTRATION

Review the ASEP Course Catalog and register for the class(es) your child(ren) is most interested in. **Parents can register for multiple classes at a time, but only one child at a time due to the functionality of the website.**

For instance, if a parent has a 3rd grade scholar interested in Swoop Troop and a Kindergarten scholar interested in STEAM, you will need to register each scholar separately.

Classes are filled on a first come, first served basis.

Please be mindful of the grade-level restrictions. Students who do not meet the grade requirement will be removed.

The ASEP Course Catalog will be available on Friday, Feb 3rd on the CRE PTO website:
<https://creredwingspto.org/>.

PTO members can begin to register their child(ren) on February 6th at 9 AM. Members will receive an email with early bird information and link. General registration will begin on February 8th at noon. Registration will close February 17th at 6 PM. We are unable to accommodate late registrations.

If a club does not meet their minimum enrollment, parents will be contacted by the PTO with the option to transfer to a club with space remaining OR opt for a refund.

We will confirm your child(ren)'s enrollment via email on/around Feb 24th.

If you know someone that does not have access to a computer or needs help registering, please email redwingsPTO@gmail.com.

GETTING TO ASEP

On their designated ASEP day, students will report to the Cafeteria at dismissal and wait to be picked up by their ASEP instructor. At approximately 2:25 PM, ASEP instructors will gather their students, take attendance, and proceed to the designated club location.

FOOD

Parents are encouraged to send a small snack for their child to enjoy in the Cafeteria prior to the start of the club.

DISMISSAL PROCEDURES

At registration, parents will have the opportunity to select whether they want to drive-up or walk-in to pick up their child(ren). Once selected, the expectation is that your child(ren) will be dismissed that way for the entirety of Spring ASEP.

All parents, regardless of pickup method, must know their child(ren)'s number.

Before ASEP begins, we will send home a tag to attach to the outside of your child's backpack with your preference. (These will look similar, BUT NOT REPLACE, the one your child received from CRE earlier in the year.) This tag will indicate their participation in Spring ASEP, your pickup preference, and have their dismissal number on it.

Information about dismissal locations will be emailed to participating parents prior to March 14th.

On their scheduled ASEP day, please remind your child about the change to their dismissal routine.

Please pickup your child promptly at 3:30PM. Failure to pick your child(ren) up on time will first result in a warning, after which a \$10 late fee may apply. The late fee must be paid in full prior to your child(s) next class.

CAR PICK-UP

Adults picking up via carline must display their child(ren)'s number on their car's dashboard on the passenger side. Every attempt will be made to give siblings the same car number.

If you do not have this number by the start of your child's ASEP class, please contact redwingspto@gmail.com immediately.

Please be patient with the staff and/or volunteers helping to ensure scholars get to the cars safely and move the line along.

IN-PERSON PICK-UP

Adults picking up in-person should have an ID in hand, along with the ASEP student's pick-up number.

If you do not have this number by the start of your child's ASEP class, please contact redwingspto@gmail.com immediately.

Authorized adults to pick-up students were identified during the registration process. In the event of an emergency, please let the Front Office know of the change. The new pick-up person will need to know your child(ren)'s number and whether they are car or in-person pick-up.

ABSENCES

Email the ASEP instructor directly if your child cannot attend the ASEP class. This is the only way to ensure the accountability of all students. **We are unable to offer class make-ups or refunds if your child is ill/absent.**

CANCELLATIONS

ASEP classes will follow the Loudoun County Public School's closure procedures. If school is closed due to inclement weather, ASEP will also be canceled.

If an unexpected situation arises and class needs to be canceled, parents will be notified via email and a make-up session will be scheduled.

STUDENT BEHAVIOR

Cooperative behavior makes enrichment programs fun and safe for all. If a student is egregiously disruptive or unsafe during class, they'll be issued a warning and parents will be contacted. The second time, the student may not continue with the program and no refund will be issued.

HEALTH CONCERNS & EMERGENCIES

As a reminder, this is a PTO-sponsored activity, and a nurse may not be on-site during ASEP. If there is a medical emergency, the parent will be contacted and 9-1-1 will be called, if necessary.

In the event of a student emergency, parents should contact the Main Office.

PAYMENT

If parents experience technical issues with CheddarUp, please email redwingspto@gmail.com. A PTO representative will contact you back at our earliest convenience.

REFUNDS

Refunds (less a 10% processing fee) will be accepted 7 days prior to the start of the class.

We are unable to issue a refund if a child is unenrolled at any point once the class begins.

If a club does not meet their minimum enrollment, parents will be contacted by the PTO with the option to transfer to a club with space remaining OR opt for a refund.

If you have been pre-approved by CRE to receive financial assistance, Cardinal Ridge's Parent Liaison, Nancy Bruno, can help you to register for one free class per child. Her contact information is: nancy.bruno@lcps.org.

Questions? Please email redwingspto@gmail.com

