

## **PROTOCOL for the AFTER SCHOOL PROGRAM**

Please note the following:

- 1/ Classes are scheduled on 1<sup>st</sup> semester (October through January) & 2<sup>nd</sup> semester (February through the end of the academic year).
- 2/ The timing is from 3-4PM unless otherwise indicated.
- 3/ Enrollments are on first come, first served basis.
- 4/ Class sizes are limited to ensure quality of instruction and sharing of equipment.
- 5/ No refunds are made after the 2nd week.
- 6/ Parents are notified if a course is canceled or oversubscribed. Time does not allow us to confirm each registration.
- 7/ Junior School students are gathered in the corridor on 2nd floor next to the Gymnasium. Middle School students will be guided by their teachers and may go directly to the classroom.
- 8/ Students are escorted to the lobby at the end of the class. The parents are to make sure that the children are promptly picked up when the class finishes.
- 9/ The Office reserves the right to withdraw any activity for which there is insufficient registration. In the event of cancellation or over enrollment, refunds will be issued. Please note that there can be no refunds if a child withdraws from a course, which has already started or misses any classes.
- 10/ If an activity is canceled by the school, a make-up class will be scheduled. Parents will be advised as soon as possible of such cancellations.

## **QUESTIONS & ANSWERS**

### **1. HOW DO I REGISTER MY CHILD IN THE AFTER SCHOOL PROGRAM?**

The **REGISTRATION ONLINE** is at your disposal on the website. All activities are subject to enrollment. Please refer to the brochure and the schedule for more information.

### **2. HOW DOES MY CHILD GET TO THE AFTER SCHOOL PROGRAM?**

We gather all the students in the Gymnasium on 2<sup>nd</sup> floor at 3:00PM. From there, the



respective teachers escort the students to the activity. For activities running from 4:15PM to 5:15PM, the teacher meets with the students in the Lobby at 4:00PM and takes them to the assigned classroom.

### **3. WHERE DO I PICK UP MY CHILD ?**

You may pick up your child in the Lobby - near the reception desk at the dismissal time.

### **4. CAN ANYBODY PICK UP MY CHILD ?**

**NO** - The Junior School parents are required to submit in the "Dismissal Manager System" the names of all individuals (caregivers / family members / friends) who will be picking up their children (or via email in case of emergency).

### **5. WHO TO CALL FOR INFORMATION OR IN CASE OF EMERGENCY?**

**Please contact:**

**Office of Special Programs Tel # : 1-212-584-3083**

Email : [afterschoolprogram@unis.org](mailto:afterschoolprogram@unis.org)

### **6. HOW DO I PAY FOR THE ACTIVITY?**

The student's account is directly billed by the Business Office according to the registration online.

### **7. WHAT HAPPENS IF MY CHILD LEAVES BEHIND SOMETHING ?**

All items are placed in the "Lost & Found" basket located near the playground. If we find an item that is labeled, we will return the items to the student.

### **8. WHAT HAPPENS IF MY CHILD HAS AN ACCIDENT ?**

The same procedure as the regular day:

In the event that there is an accident, we immediately take the student to the nurse.

The Nurse contacts the parents.