



# Lower School After School Program Fall 2022

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Welcome to the BWL After School Program Fall 2022 Course Catalog! The After School Program will be back and in person this fall! This catalog includes important information about our wide range of services and enrichment class offerings.

Early Arrival and Extended Day will be offered beginning the first day of school **Thursday, September 8th**. Early Arrival runs from 7:30-8:00am daily. Extended Day runs from dismissal at 3:00-5:30pm (4:30pm on Friday). All enrichment classes will begin on **Monday, September 19th**. Classes meet once a week for a total of 9-11 sessions depending on the day it is offered. All enrichment classes run from 3:15-4:15pm (2:15-3:15pm on Friday).

Registration for enrichment classes begins on **Monday, August 29th and closes on Wednesday, September 14th**. Spaces in classes are limited so please be sure to register early!

If you have any questions or concerns, please feel free to email After School Program Director Christine Giangola at [christine.giangola@gbwl.org](mailto:christine.giangola@gbwl.org).

We look forward to a great trimester of the BWL After School Program!

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# General Information

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The primary goal of the After School Program is to support Birch Wathen Lenox's educational and developmental philosophy for Lower School students through a continuation of the school experience. The After School Program offers a variety of services and classes that enable children to flourish as individuals while meeting parental concerns for quality before and after school care, supervision, enrichment, and recreation.

## Early Arrival

This program is offered for students who must arrive at school prior to 8:00am and runs from 7:30-8:00am each day. Students will be supervised by a teacher in the gym until it is time for them to go to their class arrival location. This program may be used on an as needed basis, and there is no charge for this program. Students in Grades 3-5 are permitted to go to their classrooms beginning at 8:00am. Students in Grades K-2 will report to their arrival stations at 8:00am.

## Extended Day

Extended Day provides after school support for BWL families and is offered for students who are unable to be picked up from school at the regular dismissal time. Extended Day runs daily from dismissal at 3:00 until **5:30pm**. Each day, Extended Day students assemble in the BWL Commons where a snack is provided. Students are encouraged to work on their homework assignments and, if needed, are given assistance by a supervising teacher. Upon completion of their homework, students are given opportunities to socialize and participate in supervised activities. This includes playing organized games, reading, drawing, or working on a computer. Extended Day is available on an as needed basis. If you would like to enroll your child in Extended Day, please notify your child's homeroom teacher via email that morning. If your child will be attending Extended Day following an enrichment class, please email [christine.giangola@gbwl.org](mailto:christine.giangola@gbwl.org) that morning. Please note you will be billed for this service at a rate of **\$20 per hour** every trimester. Extended Day will not be offered on days when school has an early dismissal.

## Enrichment Classes

Each trimester, a variety of enrichment classes are offered. Students enrolled in an enrichment class will assemble in the BWL Commons at dismissal. A snack will be provided prior to the start of each class. Class instructors will meet the students in the Commons and escort them to the classrooms. Upon completion of the session, class instructors will dismiss all students outside of the school building. All enrichment classes will run from 3:15-4:15pm Monday through Thursday, and 2:15-3:15pm on Friday.

**Please see the attached schedule for all the exciting classes being offered this term!**

# General Information

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## Dismissal Procedures

Dismissal from enrichment classes will be at 4:15pm (3:15pm on Friday) outside of the school building. If your child is enrolled in Extended Day, please sign him/her out at the BWL Security Desk and kindly wait in the lobby until your child is escorted downstairs. For security purposes, parents will not be permitted upstairs for pick-up.

**Please submit the names of all individuals who will be picking your child up from school to his/her homeroom teacher. This is a school requirement.**

If your child is picked up from school after 5:30pm, you will be charged at a rate of \$1.00 per minute after 5:30pm. Failure to pay Extended Day bills and repeated pick up after hours will result in a suspension from the Extended Day Program, as well as all After School enrichment classes. Thank you in advance for your cooperation.

### **PLEASE NOTE:**

- Enrichment classes begin on **Monday, September 19th and end on Monday, December 12th.**
- Enrichment classes are strictly limited to a specific number of students.
- Enrichment classes are offered on a first come, first served basis. To ensure registration, please complete payment promptly on the BWL website.
- We reserve the right to cancel any enrichment class if the minimum enrollment is not met. If a class is canceled, families will have the opportunity to switch into another available course or they will receive a full refund or credit.
- If enrollment for a particular enrichment class has already been filled, you will receive a full refund or credit.
- If you need a receipt, please make a note on the registration form.
- Your child will not be registered until full payment is received.

**MONDAY classes and Extended Day will NOT be held on the following days:**

Monday, September 26th (Rosh Hashanah)  
Monday, October 10th (Fall Weekend)  
Monday, October 31st (NYS AIS Day)  
Monday, November 28th (Thanksgiving Weekend)

**TUESDAY classes and Extended Day will NOT be held on the following days:**

Tuesday, September 27th (Rosh Hashanah)  
Tuesday, November 8th (Conference Day)

**WEDNESDAY classes and Extended Day will NOT be held on the following days:**

Wednesday, October 5th (Yom Kippur)  
Wednesday, November 23rd (Thanksgiving Weekend)

**THURSDAY classes and Extended Day will NOT be held on the following day:**

Thursday, November 24th (Thanksgiving Weekend)

**FRIDAY classes and Extended Day will NOT be held on the following day:**

Friday, November 25th (Thanksgiving Weekend)

# Registration and Payment Information

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Registration for enrichment classes begins on **Monday, August 29th and closes on Wednesday, September 14th**. Upon submitting your registration, you will receive an email confirmation.

## **STEP 1: Registration**

To enroll your child in an enrichment class, please click on the link below and complete the registration form.

**Google Registration Form: [CLICK HERE FOR FORM](#)**

## **STEP 2: Credit Card Payment**

- Visit [www.bwl.org](http://www.bwl.org).
- Click on the “Support BWL” tab located on the top right hand corner.
- Click on the “After School” option under Type of Payment and input your billing and credit card information.
- **In the notes section at the bottom of the page, please specify the name(s) of the enrichment class(es) you are registering for.**

**Kindly submit your registration form and credit card payment on the BWL website by Wednesday, September 17th!**