

The S.T.A.R.S.

Of Eisenhower School



(Students and Teachers Are Ready for Success)

January 2010

The Eisenhower PTO is sponsoring the Eisenhower School After School Program called The S.T.A.R.S. of Eisenhower School (Students and Teachers Are Ready for Success). We are going to be offering a variety of classes for the students. This should be a wonderful opportunity for students to further develop their various interests and perhaps learn something new. Please review all of the information so that you are properly prepared for registration, which will be on Tuesday, January 19th from 6-8 p.m. If school is closed due to inclement weather, then registration will also be cancelled, and rescheduled for Thursday, January 21st from 6-8 p.m. Doors will open at 5:45 p.m.

In an attempt to allow the maximum amount of children to join the program, we are implementing the following registration process. You will only be allowed to register for **ONE** class per child, but you can pay for a spot on a wait list for a second class. If the second class fills and your child is not included, your check or money order for that class will be sent home with your child. You will also have the option of signing up for a second wait list class, without having to pay for it. If a spot is available after registration is closed, you will be notified by phone and have one day to return the registration form and check or money order to school with your child. The PTO will then send you a receipt for that class.

No exceptions to the process will be allowed.

- **ALL registration must be done in person. Do not send forms or payment in to school. They will only be returned to you.**
- **You will only be allowed to register your own children. You can send a representative in your place, but that representative CANNOT be registering their own children as well.** Registration will be on a first come, first serve basis.
- You will need one registration form for each child, for each class, including the wait listed class. Example: if you have two children and you are signing each one up for two classes, you will need **4 forms.** **Please be sure to bring completed forms with you to registration.** Should you need additional forms and cannot copy them yourself, please send in a note and we will send them home with your child.
- You will also need a separate check or money order for **each class** that you are registering for. Example: if you are signing two children up for 1 class and 1 wait listed class each, you will need **4 checks or money orders.** **Cash will NOT be accepted for registration.** The cost of each class is listed on the brochure attached and includes any extra supplies that may be needed. **Please do not fill out a total amount on your check until you are sure that your choice of class is available at the time that you register.** **All checks must be made out to "Eisenhower PTO", with your child's name and class code printed on the bottom.** Should your check be returned unpaid, you will be responsible for the \$10.00 charged by our bank.
- If for some reason the class that you register for does not have enough students to keep the class open, your money will be refunded to you by the PTO, with notification that the class has been cancelled. **NO** refunds will be given on the night of registration.