



BROOKLYN FRIENDS SCHOOL

WINTER/SPRING 2020 SEMESTER PRESCHOOL AFTERSCHOOL

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INFORMATION IN THIS DOCUMENT IS SUBJECT TO CHANGE.

DATES FOR 2020 WINTER/SPRING SEMESTER:

3s: Monday, Jan 6 - Thursday, June 4

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All Specialty classes begin on Tuesday, January 14 and end on Tuesday, May 26.

THERE WILL BE NO AFTERSCHOOL ON THE FOLLOWING DATES:

Jan 20: Martin Luther King Jr Day

Feb 17: Presidents Day

Feb 18: Professional Development Day

Feb 28: PS/LS Conferences

March 6: PS/LS Conferences

March 16 - 27: Spring Break

April 9 & 10: Passover and Good Friday

May 22: Professional Development Day

May 25: Memorial Day

REGISTRATION INFORMATION:

- **Registration opens at 6:00PM on Thursday, Dec. 5**
- **Deadline for registration is Monday, Dec. 16**
- Registration is on a first-come, first-served basis. Please register as soon as possible to ensure your child's place.
- **Outstanding balances from previous Afterschool or Spring Camp must be fully paid in order for your registration to be approved.**
- For families with more than one child enrolled in Afterschool, a sibling discount of 5% will be applied to each child's total bill after Jan. 27 and will be reflected in your balance.

DEADLINE FOR CLASS CHANGES:

- **Changes to your class schedule will be considered until Monday, Jan 27.** After this date, there will be no prorating, refunds or credits for dropped classes.

HOW TO REGISTER YOUR CHILD (please follow these instructions and read in full before registering your child) :

- Log in to [My Backpack](#) using your My Backpack username and password, then click **Program Registration** and follow the instructions on the welcome page.
- Scroll down to the bottom of the page and click on "WINTER/SPRING AFTERSCHOOL REGISTRATION" and choose classes.
- You can filter divisions by clicking on a catalog group.

- If you need to add classes after you have already submitted classes, click on “ADD or MODIFY COURSES/PROGRAMS”. DO NOT click on “WINTER/SPRING AFTERSCHOOL REGISTRATION” again. Please be sure to **Pay and Submit** after making your selections, otherwise we will not receive them, including waitlisted classes.
- A **non-refundable** deposit of \$200 is due with your registration. Once you submit your registration and deposit, it will then be approved by the Afterschool office, which can take up to 1-2 days.
- Your selections will say “**Submitted**” (under “Status”) when this is complete. When approved, they will say “**Scheduled**”.
- **If your selections say Pending, you have NOT submitted your registration and your child’s spots have NOT been held.** *We are not responsible if your child does not receive a spot in a class due to a registration error.*
- If your child has been waitlisted for a class, be sure to submit the registration, otherwise your child will not get on the waitlist.
- Please note: you will **not** receive an email confirmation of your child’s schedule. Please check your Program Registration page on My Backpack to see that your selections have been approved. It should say “**Scheduled**” under “status”.
- To drop a class, email afterschool@brooklynfriends.org. You can not drop classes from your Mybackpack account after your classes have been submitted.
- If you have any questions or difficulties when registering, please email afterschool@brooklynfriends.org.

AFTERSCHOOL BALANCE DUE DATE

Your Afterschool balance is due by Feb 14.

You may pay with a credit card or e-check through your My Backpack account, or send a check payable to Brooklyn Friends School, attn: Afterschool. There is a processing fee of 3% for payments made by credit card, which will be automatically added to the bill. **After Feb 14, a 15% surcharge will be added to your balance.**

DROP-IN & LATE PICK UP POLICIES

Children not registered for Afterschool on a given day may drop-in to Playgroup. You will not be charged if your child is picked up by **3:10pm**. After that, you will be billed **\$25 per hour, rounded up to the nearest half hour.**

In order to use Afterschool on a Drop-in basis, you **must** notify Claudia Lewis, Preschool Afterschool Director at clewis@brooklynfriends.org no later than 2pm on the day you need to use Drop-in.

Drop-ins will be billed to your My Backpack account on a monthly basis throughout the semester. Balances are due by the end of each monthly billing cycle. Outstanding balances will incur a 15% surcharge.

Afterschool ends at 6:00pm. Late fees of \$2 per minute will be charged for pick-up after 6:05pm.

PRESCHOOL PLAYGROUP

Under the watchful guidance of nurturing BFS preschool teachers, children enjoy a variety of structured activities, as well as free play. Preschoolers also spend time playing in the gym and on the roof. A light snack is served at the beginning of playgroup. Playgroup is offered in two timeblocks, 3:00 to 4:30pm and 4:30 to 6:00pm.

Playgroup Fees

Fees cover the entire semester of Playgroup on the given day and time. Fees for Playgroup vary due to days when Afterschool is not in session, such as holidays, conference days, and professional development days.

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays
3:00-4:30pm	\$391	\$437	\$460	\$460	\$345
4:30-6:00pm	\$357	\$399	\$420	\$420	\$315

PRESCHOOL SPECIALTY CLASSES

All Specialty Classes begin on Tuesday, January 14th and end on Tuesday, May 26. Prior to the first day of Specials, children are welcome to attend Playgroup on the days of their Specialty class(es) at no additional charge. Preschool Specialty classes run in two sections: from 3:15 to 3:50pm or 3:55 to 4:30pm three days a week. Children are placed in one of these sections by the Preschool Afterschool staff, and remain in Playgroup during the alternating period. A light snack is served in Playgroup prior to the beginning of class. Children are then escorted to and from the Specialty class by an Afterschool teacher.

All classes and instructors are subject to change.

TUESDAY

YOGA Bianca Sanchez

\$607

Internal and external flexibility, balance and strength are all enhanced through this ancient practice, which is made age-appropriate and engaging for our youngest afterschoolers. Children experience both the physical and meditative aspects of yoga as postures and techniques are adapted to suit their needs. Children will be placed in one of Yoga’s two sections: 3:15-3:50 or 3:55-4:30.

WEDNESDAY

COOKING Jazelyn Montanez

\$630

Come experience cooking for kids in this fun class. Students will be shown how to create delicious and wholesome treats and learn basic cooking skills . Through this class, children will enhance motor skills by scooping, chopping, and cutting and develop cooking and baking-related skills by counting, measuring and weighing ingredients. Students will get to taste their own creations at the end of class and will leave with yummy recipes to try at home. Children will be placed in one of Cooking’s two sections: 3:15-3:50 or 3:55-4:30.

THURSDAY

WORLD PERCUSSION Andrew Aprile

\$595

Using drums, rhythm sticks, shakers, bells, and their own voices, children will explore rhythms from Africa and Latin America. Andrew has studied extensively in Ghana, Madagascar, and South America. He contributed a chapter entitled, “Music-Making with Young Children: African Orff and Rhythmic Intelligence” to the book Young Children and the Arts: Nurturing Creativity and Imagination. Children will be placed in one of World Percussion’s two sections: 3:15-3:50 or 3:55-4:30.

Preschool Afterschool FAQs

Where does my child go at the end of the school day if he/she is in Afterschool?

Your child’s classroom teacher will accompany him or her to the classroom where Afterschool is taking place that day.

Where are Afterschool classes located?

All Preschool Afterschool classes are located on the 2nd floor.

Where do I pick my child up from Afterschool?

You can pick your child up from his/her Playgroup classroom on the 2nd floor.

What happens if my child’s Specialty class instructor is absent?

In the event of a specialty teacher’s absence, students remain in their grade level Playgroup free of charge until pick-up. We are not always able to contact families on the day of the absence.

Will we receive a refund if our child misses a class, or if the Specialty class instructor is absent?

We do not offer refunds for classes missed due to student illness or other factors not within the control of the Afterschool Program. If a Specialty teacher is absent, every effort will be made to provide a substitute teacher or schedule a make-up class. In the event that neither option is possible, we will credit the cost of the missed class to your account.

We missed the registration deadline. Can we still register?

We recommend registering as soon as possible, as classes are filled on a first-come, first-served basis, and many fill quickly. However, for classes that continue to have openings, we will continue to accept registrations.

Can we adjust our registration if our needs change, or if our child changes his/her mind about a class?

Changes to your class schedule, with fee adjustments made accordingly, will be considered until Jan 27. After this date, there will be no pro-rating, refunds or credits for dropped classes. Please see a detailed description of our policy as you complete the online registration process.

Why do the prices of classes vary throughout the week?

Class prices are calculated according to the number of days a class is in session throughout the semester. Due to holidays, conference days, and professional development days, the number of classes varies depending on the day of the week. Please also keep in mind that the Fall semester is significantly shorter than the Winter/Spring semester.

When is my Afterschool balance due?

Your Afterschool balance is due by **February 14.**

You may pay with a credit card or e-check through your My Backpack account, or send a check payable to Brooklyn Friends School, attn: Afterschool. There is a processing fee of 3% for payments made by credit card, which will be automatically added to the bill.

After Feb. 14, a 15% surcharge will be added to your balance.

I’m having issues with My Backpack. Help!

Please email seniorsystems@brooklynfriends.org with login issues, problems with your account, or if you get an error message. Please email afterschool@brooklynfriends.org with any other questions regarding your Afterschool registration or payments.