

2019-2020 Third Quarter

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Sam Hughes Community School  
After-School Classes  
Registration Packet

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**Turn in your registration form to  
the school office or email it to  
lauren.clough@tusd1.org by  
Thursday, December 19!**

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We wish to thank the following individuals who generously directed their tax dollars to Sam Hughes Community School via the Arizona charitable tax credit. For more information on directing your tax dollars to Community School, go to <http://www.samhughselementary.org/after-school-classes>.

Deepta and Martha Bhattacharya

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Dustin Fitzpatrick and Jennifer McIntosh

Ryan and Shannon Gutenkunst

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Glenn and Johanna Moyer

Sun No

Stephanie Rosenberg

Susannah Schwartz

Amanda Stunes

Rui Wang and Adam Bleier

Joan Thomas and Mike Weingarten

Josephine and Robert Wilson

Anonymous

## Dates and Times

After-school classes start Thursday, January 16, and run through Thursday, March 12. Classes run from 2:45 p.m. to 4 p.m. The Wednesday schedule is 1:45 p.m. to 3 p.m. Note that there are no classes on:

- January 20 (Martin Luther King Day)
- February 13-14 (Parent/Teacher Conferences)
- February 20-21 (Rodeo Days)

## How To Sign Up

In an effort to make registration more convenient for parents, we are piloting a new process. Parents should drop off their registration forms in the school office or email them to [lauren.clough@tusd1.org](mailto:lauren.clough@tusd1.org) by December 19. We will email you a bill for your classes that you can pay online. No need to wait in line!

For classes that have more kids interested than spots, we will hold a lottery to fill the spots. We know of other schools using lotteries for enrichment classes with success. Siblings will be kept together in the lottery. For the two classes with a very high level of interest, robotics and cooking, students can take the class only once in a school year. If you have a child taking robotics or cooking now, that child cannot enter the lottery to take it again in January.

Carefully describe your course preferences on the registration form so that we can enroll your child in the correct classes. Take care to legibly write your email address as this is how we will contact you.

Most classes need an enrollment minimum of ten students or they are in danger of being cancelled. Grade ranges for each class have been intentionally set, often for pedagogical reasons or instructor preference. We cannot guarantee enrollment in any class, nor do we "hold" spots for future sessions.

## Cost

Each class has its tuition indicated in the course schedule. Some classes are more expensive because they run longer (robotics) or because they are taught by an outside vendor (capoeira, drama and magic). There are no refunds for Community School courses. However, your child can switch to another subject as space allows.

## School Dismissal

At school dismissal, all Community Schools students will meet in the courtyard for their healthful snack. Please make sure that your student(s) knows to meet in the courtyard for snack time. Younger students will be picked up from their classroom.

## Pick-Up Procedures

Please indicate on the registration form if your child is walking/biking home, has parent pick-up, or attends Crew Club. For parent pick-up, parents and guardians should pick up students in the classroom promptly at 4 p.m. (3 p.m. Wednesdays). Please bring identification for the first couple sessions while instructors and parents get to know one another. Students attending Crew Club will be walked to the

cafeteria at the end of class. Under emergency situations if you are late picking up your child, please notify the main office ASAP. Any students who are not picked up promptly at 4 p.m. will need to be picked up in the front office.

**LATE PICK UP FEE:** Parents that do not promptly pick up their child after their scheduled class time will be charged a \$1.00 late pick up fee for every minute they are late. This fee doubles to \$2.00 per minute beginning with the second occurrence. If late pick-ups are a continual problem, a meeting may need to be arranged in order to devise a solution that meets both the needs of the child and of the program.

## **Snack**

Students will receive a healthful snack at the beginning of each class. The snacks we provide are TUSD's new Super Snack. You can view the Super Snack menu here:

<http://tusd1.org/Departments/Food-Services/Menus-for-School-Meals/Elementary-K-8-School-Menu>

Parents are also welcome to pack their own snack. Please note any allergies or health conditions that Community School staff should be aware of on the registration form.

## **Student Absences**

Community Schools classes are optional, so please be aware that we do not call to confirm absences. Although not required, we would appreciate a phone call or email at your convenience to notify us of your child's absence.

## **Instructor Absences**

Instructors may occasionally be absent due to illness, travel or urgent personal issues. In these instances, we will attempt to find a qualified substitute instructor. In the event we cannot find a substitute, the Community School coordinator will engage students in an exciting activity.

## **Behavior Expectations**

Sam Hughes' CREW expectations guide student behavior during Community School, as they would during the day. All Sam Hughes classroom policies, regarding dress code, cell phone use, etc. are applicable during Community School. If a student is struggling with expectations, a conversation with parents, Principal Bolasky and the Community School coordinator will be advised. If there is a consistent behavioral issue, a meeting will occur to determine the best interest of the student and class alike.

## **Allergies and Health Conditions**

Please note any allergies or health conditions that Community School staff should be aware of on the registration form.

## **Volunteers / Enrichment Instructors**

If you are interested in offering a Community School class or know someone who would make an excellent enrichment instructor -- either paid or volunteer -- contact [samhughesclasses@gmail.com](mailto:samhughesclasses@gmail.com).