

Tapio School of Dance & Gymnastics, Inc.

455 Long Pointe Road Suite A

Mount Pleasant, SC 29464

843-884-9579 Fax 843-856-4047

AFTER SCHOOL PICK UP PROGRAM (ASPUP)

Our After School Pick Up Program (ASPUP) begins on Tuesday, August 18, 2009 at Private Schools and Public Schools East of the Cooper. **Eligible students** are those who are registered and enrolled in any of our dance, jazz, hip-hop, gymnastics, and cheer-tumbling classes. Attached please find an outline of our afternoon schedule until 6:00 p.m., vacation and full day schedule, rules for this program, and a registration form.

The parents of all students participating in the ASPUP must complete a Registration Form. There is a family administration fee of \$50.00 due with the completed form. The daily rate for the ASPUP is \$16.00 per day regardless of the time picked up and is due at the beginning of each week on Monday. **There is No Refunds and No Credit issued for missed days due to illness or missed school days. The daily rate is charged for all days in which you registered.**

The weekly rate for ASPUP is \$65.00 paid on Monday of each week. **No Refund and No Credit will be given for missed days.** ASPUP fees may be paid with your child's class tuition check, which is paid monthly or paid weekly by Friday. If "late" pick up is a must – a charge of \$5.00 is due for every five (5) minutes (\$1.00 per minute) past 6:00 p.m. The late pick up fee must be paid upon arrival on the day of the late arrival. Names of all persons who are allowed to pick up your child should be on your ASPUP registration form. Only those individuals will be allowed to pick up your child. It is the parent's responsibility to inform the office of any changes in your child's schedule throughout the year. To register for the ASPUP, please return the registration form to our office with the Administration Fee along with a copy of the letter sent to your child's school allowing Tapio School of Dance & Gymnastics, Inc. to pick up your child. Without these items, Tapio's will not pick up your child.

Please notify us if your child is absent from school by calling 884-9579 **before 1:30 p.m.** If there is no answer, **please leave a voice mail message.** The messages are cleared every day by 1:30. **You will be charged an additional \$5.00 pick up fee for any days Tapio's goes to the school to pick up your child and they are not there, this is in addition to your regular ASPUP fee.** We do not deduct for days absent even with a call.

Our Program is designed to accommodate the Charleston County School District's 2009 – 2010 School calendar, however, some Private school “full days off” do coincide with our ASPUP calendar. On state holidays, we do hold regular classes in the afternoons; therefore if you need full day care, you will need to register in advance. We do have a ten (10)-student minimum for our full day programs during the school year. The fee for full days is \$50.00 plus a field trip fee. The \$50.00 must be paid, upon registration, which is held three weeks in advance of the holiday; the field trip fees must be paid daily. If the minimum number of students is not met, we will credit your payment to the monthly tuition and notify you, the parents, so other arrangements may be made. Credits will only be given if Tapio School of Dance & Gymnastics, Inc., cancels due to insufficient enrollment. If your child does not attend or cancels once he/she is signed up for the program, there is no refund and no credit. Our ASPUP does pick up on “early release days” scheduled in the Charleston County School calendar. Your child will be picked up on those days unless you specify other arrangements have been made. There is no fee charged for the “early release day” if your child is a weekly registered ASPUP student, however if not, the pickup fee is \$20 and will be charged to your account for the week. If you have any questions about the program, registration, or policies please call me at 884-9579.

Homework has a certain place and time daily. Although we are not tutors, we are available to help with any questions the student may have with their assigned homework. By leaving a post-it note with your child's name on it by the Sign Out Sheet, we will let you know if your child is not finished with their assigned homework, having trouble on an assignment, or just taking too long to complete their assignments. We have been told by some of the public school teachers not to correct one's homework that has been done incorrectly. That is very hard to do especially if you as a parent think we should be correcting it word for word! Please understand that if your child is having a problem, we will let you know and you can go about correcting the homework. Also, if your child doesn't bring home their assignment pad and the correct books needed to complete assignments; we can't see that their assignments are completed. Please discuss this with your child before school begins. If you would rather your child **not** do his assigned homework during our ASPUP, you must send a letter attached to his registration form stating that he is not expected to do homework in our program; otherwise all homework will be completed in our program.

If you have any questions about our after school pick up program, ASPUP, please contact me at 884-9579. We look forward to another productive and enjoyable program here at Tapio's.

Thank you,

Steve Breland, Director

The following is a tentative schedule for the After School Program. Days may be added or subtracted if the enrollment warrants. If a day is not on the schedule for pick up from your child's school-please see Steve. (*dates will be added as soon as the CCSD schedule is available)

ASPUP Daily Schedule

- 2:30 – 3:30 Pick up from Schools
- 3:00 – 4:00 Snack provided
- 3:00 – 5:00 Supervised homework
- 3:00 – 6:30 Classes
- 5:00 – 6:00 Daily pick up time

On all Full Day and Early Release Programs—one must be registered and paid in advance to attend. We have a ten (10)-student minimum. If this minimum is not met by the previous week, the full day will be cancelled and you will be notified in order to make other arrangements.

Holiday Camp Weekly fee is \$ 175.00 (5 days)

Holiday Camp Daily fee is \$ 50.00

Tue, 8/18	ASPUP begins	Private & Public Schools
Mon, 9/7	Labor Day	CLOSED
Fri, 10/23	Full Day	Registration required
Mon, 10/26	Full Day	Registration required
Wed, 11/4	Early Release Day	Registration required
Wed-Fri, 11/25-27	Thanksgiving	CLOSED
Mon-Fri, 12/21-1/1	Christmas Break	NO CLASSES
12/21,22,23,28,29,30	Holiday Break Camp	Registration Required
Mon, 1/4	ASPUP resumes	Private & Public Schools
Thu-Mon, 1/14-18	Full Day	Registration required
Mon, 2/15	Full Day	Registration required
Wed, 2/24	Early Release Day	Registration required
Fri, 3/26	Full Day	Registration required
Fri-Fri, 4/2-9	Easter Break	NO CLASSES
Mon-Fri, 4/5-9	Spring Break Camp	Registration required
Mon, 4/12	Classes & ASPUP resume	
Mon, 5/31	Memorial Day	CLOSED
Wed-Thu, 6/2-3	Early Release Day	Registration required
Tue, 6/2	Super Summer Day Camp Begins	Registration required

Tapio School of Dance & Gymnastics, Inc.

Please check this box if your **ASPUP Registration Form** Information is the same as the previous year Please circle the days needed
(M T W Th F)

Student _____ School _____ Grade _____

Address _____ Ph _____

Email address (m) _____ (f) _____

Mother _____ Employer _____ (w) _____ (m) _____

Father _____ Employer _____ (w) _____ (m) _____

Any previous illness/injury we should be aware of? _____ If so, What _____

If so, any restrictions? _____

In case of emergency? Contact _____ Ph _____

Doctor _____ Ph _____ Hospital _____ Ph _____

Insurance Carrier _____ Policy# _____ Ph _____

Release:

I hereby authorize Tapio School of Dance & Gymnastics, Inc. to act for me according to their best judgments in any emergency requiring medical attention and I hereby waive and release Tapio School of Dance & Gymnastics, Inc. its representatives and agents from any and all liability for injuring incurred while at class, day camp, field trips, and competition. I understand that the participation in any dance, gymnastics, cheerleading and sports activities involve motion, rotation, and height in a unique environment and as such carries with it risk of injury that may be severe, including fractures, brain injuries, paralysis, or even death. I acknowledge that I have been warned as to these risks. _____ (please initial)

Photos may occasionally be taken of class, camp, show, or competition participants. Is Tapio School of Dance & Gymnastics, Inc. free to use such photos in marketing publications without compensation to you?

(Please circle & initial) YES _____ NO _____

By signing this form, I acknowledge that I have read the Studio Requirements and policies regarding all of our dance, gymnastics, cheering class, camp, and ASPUP programs, attire, tuition, late fee, refunds, visitor observations, requirements for recitals and shows, and agree to enroll my child/children in programs sponsored by Tapio School of Dance & Gymnastics, Inc. I will fulfill all of my obligations to Tapio School of Dance & Gymnastics, Inc., have read and understand the requirements for enrolling my child/children. _____

(Please initial)

Parent Signature (Mother) _____ Date _____

(Father) _____ Date _____

How did I hear about Tapio's? Please name, they receive a \$5 referral rebate _____

Eligible persons to pick up your child from Tapio's ASPUP program:

Name _____ Ph _____ Relationship _____

Name _____ Ph _____ Relationship _____

Name _____ Ph _____ Relationship _____

Name _____ Ph _____ Relationship _____

Rules for Tapio's ASPUP

In order for our program to run smoothly, we have put into writing rules for our program. Please review these rules with your child, and don't hesitate to call if you have questions.

1. All students must be registered & enrolled in at least one (1) class to attend the program.
2. Daily rate or weekly rate must be paid in advance on Monday of each week.
3. Must sign out each day from the program.
4. Must telephone if absent any time during the week.
5. All schools/teachers must be advised in writing of Tapio's pick up from your child's school. Tapio's office must have a copy of that letter before pick up can begin.
6. All children must immediately go to the pick up point when the school bell rings.
7. All children must remember to bring all essentials for homework, reading etc. There will be no returning to the classroom after dismissal.
8. All children must wear a seat belt in the vehicle.
9. Fill up the buses from back to front. No switching seats or saving seats is allowed.
10. All children must use inside voices riding in the vehicle and when inside at all times.
11. Any misbehaving in the vehicle will result in termination from the program.
12. In the school, "time out" (separation from the group) will be used if needed and parents will be notified.
13. Walking is permitted in the halls. Running is not.
14. Classrooms are set up for individual activity. (homework, games, etc.)
15. The Gym or Dance rooms are off limits unless supervised activities and free time is permitted.
16. Proper class attire must be sent on class days.
17. No borrowing of dance or gymnastics attire.
18. Snack will be provided with juice each day—if it's not enough—bring your own.
19. Homework will be started before going to class. If not finished—will be allowed to go to class unless parent makes other arrangements with the office.
20. Homework must be completed before supervised activity is permitted.
21. If 20 minute reading or spelling study can be done at home—notify the office.
22. Games, toys, books, etc. must be put in its place before leaving.
23. Sign out time is 6:00. Any time after 6:00 p.m. a late fee will apply and paid upon arrival.
24. Please call 884-9579 when your child is absent.
25. Please call 884-9579 if you have an issue that needs to be discussed. If I'm in class, leave a message and I'll return the call, usually before leaving the office for the evening.

We look forward to a great year of ASPUP and classes! See you soon!