

## After-School Enrichment Program Policies & Procedures

The Solana Beach Child Development Center's After-School Enrichment Program classes are open to all students in the Solana Beach School District. Priority is given to the students of their home school. However, students may enroll in an enrichment class at a school other than their own if space is available.

### Enrichment Calendar:

- Eight-week, Fall, Winter, and Spring sessions are available.
- Year-long classes may also be available.
- Classes are not held parent conference weeks, school holidays, and all days that school is not in session.
- Please refer to the online Enrichment Calendar for exact dates.

### Registration and Fees:

- Registration is available online at [www.sbsd.ce.eleyo.com](http://www.sbsd.ce.eleyo.com).
- Class fees are paid online by credit card (Visa, MasterCard, and Discover) or savings/checking account (ACH Electronic Transfer).
- **No, refunds**, unless a class has been canceled due to low enrollment.
- If a class has been canceled due to low enrollment, you will receive a refund to the card or account you paid with.
- **NEW:** Any approved schedule changes that result in a charge or credit on their credit card will incur a \$10.00 processing fee.
- Classes will not be pro-rated if enrolling after the class's start date.
- Materials and supplies are included in the fee.
- Class confirmations will be **emailed** to you with the room location no later than the day before the class's start date.
- Limited scholarships are available on a first come first served basis. More information on the qualifications to the Extended Learning Opportunity Program (ELO-P) is available on our website, <https://www.sbsd.k12.ca.us/Page/10287>
- Students must be picked up immediately at class dismissal time at the designated school pick-up area. **Children not picked up by class dismissal time will be signed in to the CDC Childcare Program and charged the CDC late fee of \$30.00 per every fifteen minutes.**
- All fees must be paid in full in order to register for the following session.

### Other Information:

- Students must respect the property of the school, class, and the instructor. The student is expected to follow school rules and exhibit good behavior. The student will be dropped from the class if a discipline problem develops. Refunds will not be issued.
- Call the CDC Office if your child will be absent from class at (858) 794-7185.
- Kindergarten students are escorted to their Enrichment class classroom. Students in grades first through sixth walk directly to their classroom or meeting spot. Attendance is taken and all children are accounted for.
- Students will be dismissed from their enrichment class according to their registration form (i.e. pick-up or CDC).

