

## Muir-CLIP ASEP General Info and Class rules

### About ASEP

ASEP is a fully self-funded non-profit program. Professional instructors, chosen for their specialties, come on site at Muir Elementary to teach the classes. Having the classes after school and on school premises, allows ASEP to offer high level education that is convenient for parents and a fraction of the cost of similar classes. The large number of parent volunteers are key in keeping the overhead low and the quality high. Classes are open to all Muir Elementary students.

### ASEP Performances

Each year, ASEP puts on one major showcase performance during spring. This allows the kids to showcase all they've learned each semester. The visual arts classes also get a chance to shine at these events through slide shows and displays at the events.

The caretaker of the student will need to volunteer in the ASEP class the student signed up for once or twice during the session / school year. The caretaker will select their date when they register for class. If they need to change the date, they will need to coordinate with other parents in class. Caretakers must also pick up their child on time after class. ***Failure to volunteer or pick up your child on time may result in student being removed from class. It is not the parent volunteers' or instructors' responsibility to supervise children before classes start.***

### General information:

- **Parents are required to come to class 1-2 times on a rotating basis to assist our instructors per sign-up when required.**
- **Parent volunteers must attend a Muir volunteer orientation, as well as provide the following per CUSD policy: As per district policy, all volunteers must complete the following: TB results (Valid for 4 years), Fingerprinting Clearance, CUSD Volunteer Information Form, Muir also needs a volunteer form on file.**
- All classes are subject to cancellation if minimum registration is not achieved. Fee will be returned to parents if ASEP cancels a class.
- Classes may be canceled due to certain school events - there will be no class and no make-ups unless otherwise specified at a later date.
- Minimum of 16 classes and 1 performance is guaranteed for most classes (8 classes guaranteed for Cooking). Any extra classes are not guaranteed.
- In compliance with Muir school policy, please drop off your child 5 minutes before class starts and pick up your child ON TIME at the end of class.

- Students must adhere to the Student Code of Conduct - Students must maintain proper conduct to continue instruction. Students may be dropped from the class if disruptive behavior is excessive.
- Class attendance is limited to the participants and parent volunteer on duty ONLY. Parents and siblings are not to wait in the rooms/areas where instruction is being provided.
- Where grade level is indicated, the child must be at that particular grade by the first day of class.
- Logistics are subject to change, but you will be notified of the changes as soon as they are known.

#### **General class rules:**

- Proper uniform attire is required to attend Chinese Dance, Flute, Lion Dance, Percussion and Wushu classes.
- Please dress your child appropriately for art and cooking classes.
- Students are required to set up and clean up their workspace / practice area at each class.
- Students must arrive to class on time. Tardiness is considered a disruption.
- Students must support each other through kind and encouraging words, and be helpful when assistance is needed.
- Students must observe the school-wide Citizenship Policy.

#### **Muir-CLIP After School Enrichment Program Policies for Students**

- **Space for Class:**
  - Class sizes will have a limit/maximum - per instructors' recommendations.
- **Absences:**
  - No refund, no credit, and no make-up for missed classes.
- **Class Switch / Drop:**
  - Switching between classes cannot be done after the first class. Refunds will be issued no later than the day before the 2nd scheduled day of class.
- **Class Reschedule:**
  - Muir/CLIP has the right to reschedule classes when necessary.
  - Instructors/Parents will have a point of contact ("class coordinator").
  - Instructors and class coordinators will inform each other of changes to classes, (i.e. canceled class, moved rooms, extra practices). This prevents confusion for the school staff, students and parents.

- **Misbehavior:**
  - If a student behaves inappropriately during the class, the instructor will:
    - 1. Explain the class rules to the student.
    - 2. Give a warning to the student; a student can have a maximum of three warnings.
    - 3. Beyond 3 warnings on behavioral issues, the instructor or the ASEP parent volunteer will notify parents or guardians and the student may be dropped from the class.
  - No refund will be honored due to misbehavior.
  - Parents are financially responsible for replacing damaged/lost equipment and costumes that are the property of CLIP or instructors.
- **Illness and Accidents:**
  - Students cannot attend class if he/she has symptoms of a cold (e.g. continuous coughing), chicken pox, skin rashes, fever or any other kind of contagious illnesses.
  - Notify the instructor of absence by phone or email (if available).
  - In case of accident, class instructor will notify parents, school and CLIP ASEP\* immediately
- **Arrival and Pick-Up Time:**
  - Students come to class on time and parents/guardians must pick up students immediately after class ends.
  - Students will be dropped off 5 minutes before class starts. It is not the parent volunteers' or instructors' responsibility to supervise children before classes start.
  - Students will be dropped from class if parents/guardians are late for pick up more than 2 times; it is not the parent volunteers' or instructors' responsibility to supervise children beyond class time, so please make arrangements for pickup accordingly.
  - Parents are responsible for any transportation of your own children if required.
- **Dress Code for Class:**
  - Uniform is based on instructors' recommendations which will be communicated to parents.
- **Performance:**
  - Students are required to attend performance(s) with prior notification having already been provided .