

Hillside Explorers

Explorers Policies and Procedures

Schedule

Classes meet weekly. Exact class dates are listed in the Course Schedule and Descriptions. Students may sign up for as many classes as desired. Class dates are subject to change. In the event of school closure due to inclement weather or instructor emergency/absence, a makeup date will be added and registered families will be notified via email of the schedule change. There will be no makeup for individual students due to absences, tardiness or other personal circumstances.

Registration

Online Registration is on a first-come, first-served basis. There are no waitlists. Most classes fill up very quickly, we encourage you to log into your account a day or two before registration opens, to update your profile and credit card information so you will not be delayed in registering for classes. You are not registered for a class until the class is paid for. All classes are subject to cancellation due to under-enrollment, or other reasons as deemed necessary by the Explorers team.

**** Online registration open and close dates will be communicated to the school community.** A working email address and payment by credit card or debit card are necessary to complete your registration online. If you do not have an email address, or wish to pay with cash, check or money order, please email us at explorers@hillsidepta.org to let us know you need an alternate way to register or pay. To be fair, we cannot guarantee or hold spaces in any class for anyone who is not registered online.

- If you register your child for a course for which your child is not eligible because of grade restrictions, Explorers administrators will need to unenroll your child. In this situation, any refunds made will be minus applicable payment processing fees.
- Add/Drop – Add/drop are allowed during registration period only. When registration closes, there will be no refunds for dropping and additional fees to switching or adding another class may apply.

Costs -

Tuition per class varies. See Course Schedule and Descriptions. All class materials are provided.

Scholarships

The Hillside PTA is able to offer a limited number of scholarship spots. Priority is based on when requests are received. To request a scholarship, send an email to explorers@hillsidepta.org and **include your name, email and phone number, your child's name, grade, homeroom teacher, whether they are enrolled in YMCA aftercare, and list your top three choices for classes.** Confirmations for approved classes will be sent by email. There is a limit of 1 free class per child per session. Please submit your Scholarship Request by the date indicated on the registration materials.

Drop off and Dismissal

- **Morning classes – 8:00 – 9:00AM** – Students who are enrolled in the YMCA beforecare should bring a note to show the staff to get permission to go to Explorers. All others should enter the building through the door facing the staff parking lot to be bussed into the building (ring the buzzer to the office)
- **Afternoon classes - 3:50 – 4:50PM** – Explorers dismisses in front of the school Auditorium (use red doors facing Orange Road), promptly at 4:50 pm. Students who are enrolled in the YMCA aftercare program will be sent to the cafeteria.
- **Late Pick-Up Policy:** Explorers ends at 4:50PM. **There is a late pick up fee of \$1 per minute, starting at 5:00PM.** Should you be delayed, we suggest you make arrangements for another authorized caretaker to pick up your child. If you need childcare after 4:50pm, we recommend you contact the Montclair YMCA, which offers a reasonably-priced daily aftercare program until 6:30PM. Repeat violators of our pickup policy who pick up their child(ren) after 5:00pm will be asked to leave Explorers after the third violation of this policy. PLEASE RESPECT THE TIME OF OUR STAFF BY BEING ON TIME TO PICK UP YOUR CHILDREN.

School Closings

You will be notified via email about all important class and program schedule changes. In the event that school opening is delayed, morning Explorers classes will be canceled and afternoon classes will proceed as scheduled. If school has to dismiss early (early dismissal), morning classes will proceed as scheduled and afternoon classes will be canceled. All Explorers classes will also be canceled when school is closed due to inclement weather or other emergencies. Make up classes will be scheduled and communicated via email. Please make sure your email addresses are correctly entered when you register so that you can receive all communications regarding Explorers, including schedule changes and other important announcements.

Allergies and Medical Information

Please notify us if your child has any allergies or other medical needs by marking the space on the registration form. **Allergy information is required if you are registering for a cooking class.** Explorers staff volunteers and instructors will not have access to any prescription medications or medical information provided to the Nurse's office. Children who may need Epi-Pens should carry them in their backpacks. Please note, snacks are not provided in Explorers. Any other medical needs should be brought to the attention of the Explorers Committee by e-mailing explorers@hillsidepta.org and will be handled on a case-by-case basis.

Clothing and Supplies

All supplies are provided. Students in physical education and dance classes should wear sneakers and comfortable clothes.

Aide/Paraprofessional:

For **one** Explorers class each cycle, the PTA will provide a paraprofessional to any Explorers student that is assigned a 1:1 paraprofessional during the school day. No requests need to be made. Caregivers must, however, pay for assistance for any additional Explorers classes.

Code Of Conduct:

The Hillside Explorers program believes that every participating student deserves a safe place to learn and enjoy the various classes offered. To ensure behavior expectations are clear, all caregivers registering a student for an Explorers class will be required to review a code of conduct. The Explorers' Code of Conduct can be viewed [here](#).

Other important information

The Explorers team reserves the right to drop any student from a class for being disruptive, or otherwise unwilling or unable to participate in the program. Bullying and similar behaviors are not tolerated in Explorers. Students who demonstrate disruptive behaviors will be asked to leave, or switched to another class at the discretion of the Explorers team. Students may be denied participation in the program for continued disruptive behavior patterns. There will be no refund for dropped or cancelled class(es) due to behavior issues.

Questions? Email us at explorers@hillsidepta.org. Interested in volunteering? Please let us know, we are always looking for help.