



AFTER SCHOOL CLUB PROGRAM FAQs and Policies and Procedures

FAQs

How do you sign up for an After School Club?

To enroll in an After School Club, you must first join the PTA via your Membership Toolkit account. After you complete your membership transaction, you will have access to the After School Clubs registration forms. Registration is only open and active during enrollment periods, which will be in late August / early September.

How are Clubs filled?

All Clubs are filled via a first-come, first-serve system. Class lists will be published no later than the week prior to the start of clubs.

What is the refund policy?

Your child may try a club for 1 week. If for any reason your child does not want to continue with the club after week 1, you must notify quakerridgeasc@gmail.com to request a refund, and you will receive a refund, **less the cost of the first class your child attended**. If your child attends week 2, you are no longer eligible for a refund. When a club has sufficient enrollment, we confirm the numbers with our vendors, enter into a contract and pay the vendor's session fee based on that enrollment number. We do not get refunded when a student drops out of a club and therefore cannot issue a refund after January 17, 2026.

Are there any make-up classes?

Make-up classes will be held the week of June 1st. Should the vendor cancel your club on any of the session dates, one additional class will be held during make-up week.

N.B. Child absences do not qualify for make-up classes.

Can my child have a snack prior to ASC class starting?

Children will not be having snacks prior to clubs starting. Snack time is only allowed during school hours.

For students that qualify for the bus, will busing be provided after clubs are over?

No. There will be no buses provided for students after clubs end. All children must be picked up by a parent / guardian over the age of 16. With written parental permission, students in 3rd grade or above may walk home.

Policies and Procedures

Allergies, Medications and Emergency Contact Information

The usual school protocols are not in place during After School Clubs and no medical personnel are on site during club hours. Medications left in the nurse's office are not accessible after 3:00 PM.

Please list any allergies you would like us to be aware of during the ASC registration process. We share that information with our chaperones, who may be trained, but are not required, to administer the emergency Epi-pens throughout the building. With parental authorization, students may elect to have an Epi-Pen in their backpack during ASCs.

In the case of especially severe allergies, we strongly encourage parents to reach out to us directly so we can properly communicate with our chaperones.

As a reminder, NO food is permitted in clubs with the exception of cooking classes. NO food is to be consumed in any club, including cooking classes.

ASC Communication

The ASC team communicates primarily through email, even when communicating important and time-sensitive information. Please be sure to check your email regularly.

Additionally, we depend on the information provided in Dismissal Manager to reconcile daily club attendance and dismissals. It's important that all updates happen before 1:55pm daily. If changes are required after that point a phone call should be placed to the main office (914-721-2780) and an email sent to the [ASC chairs](#).

ASC Financial Aid

Financial Aid is available for PTA programs, including ASCs. Please email Dr. Gil for more information. All inquiries are kept in the strictest confidence.

Behavior Policy

The behavior of children enrolled in After School Clubs must be consistent with the proper behavior expected in the classroom during normal school hours.

If you question whether or not a club is the right fit for your child in terms of structure or environment, please reach out to us and we are happy to discuss it with you.

At the discretion of the club instructor, ASC chaperone or aide, if a child is disruptive (1st offense) an incident report will be created and parents will be subsequently notified to discuss the nature of the problem and the child will be placed on notice. If a child continues to be disruptive beyond the 1st offense and affects the functioning of the club, the child will be removed from all future sessions of all ASC clubs and no refunds will be given.

Club Attendance

A child may only attend ASC if they would otherwise be permitted to attend school.

Both club instructors and chaperones take attendance to ensure that all enrolled children are at their assigned clubs.

If your child is at school but is NOT going to a club, please be sure to update Dismissal Manager accordingly for each of your children participating in ASC.

Club Cancellations

It is always our goal to run clubs promptly and according to schedule. That said, situations can arise in which our vendors and/or instructors are unable to lead their club. We aim to provide 24 hours advance notice, but understandably that is not always possible. We will communicate any cancellations under the subject line "**URGENT**"; please be sure to check your email regularly.

Clubs Meeting Dates and Times

All clubs begin at 3:15PM and end at 4:15PM, with the exception of Cooking with Joanne Schneider (Monday - Thursday) which ends at 4:30PM.

Club dates vary to accommodate holiday/school schedules, so please check the ASC calendar dates carefully. Clubs do not meet on holidays, conference days, noon dismissal days or during school play weeks.

Dismissal and Pickup

Pick-up is promptly at 4:15PM for all clubs, with the exception of Cooking with Joanne Schneider (Monday - Thursday) which dismisses at 4:30PM. Please note that clubs dismiss students differently than normal school. ASC will send a dismissal schedule with the designated exits for each club before the beginning of each session.

Prompt pick-up is very important. The club instructors are only responsible for teaching during the class period. It is the parents' responsibility to pick up their children on time. Repeated late pick ups may result in your child's removal from future sessions and no refunds will be given. Crossing guards are NOT on duty when clubs let out.

Waivers and Release

I hereby give permission for my child identified in this registration process to participate in the Scarsdale After School Clubs - Quaker Ridge (SASC-QR) programming. By registering my child for this event, activity, or program, I acknowledge and agree to the following terms:

- In consideration for my child's participation in this event, activity, or program, I agree to forever release and hold harmless the Quaker Ridge Parent Teacher Association, Scarsdale After School Clubs – Quaker Ridge, Scarsdale Council of Parent-Teacher Associations and each of its seven PTA units, Scarsdale Union Free School District, the Scarsdale Board of Education, the Village of Scarsdale, New York State PTA, and each of their officers, directors, board members, trustees, employees, agents, and volunteers from and against any and all liability, damages, losses, expenses, claims, or actions, including but not limited to costs and attorney's fees, for any actual or alleged injury to any person or persons, including illness or death, and/or damage to or destruction of property, arising out of this event, activity, or program. I acknowledge that participation

in this event, activity, or program may be inherently dangerous and involve certain risks or hazards, including physical injury, illness, death, and loss, including those related to COVID-19. By completing this registration process, and in recognition of the known and unknown risks of participating in this event, activity, or program, I attest and verify that my child is physically and medically fit to participate fully in this event, activity, or program for which I seek to register.

- By completing this registration process, I further attest that I and my child will abide by any existing or future policies of the SASC-QR, inclusive of refund and behavioral policies, and will strictly comply with any COVID-19 health and safety requirements.