



Hope Enrichment Program (HEP)

Welcome Parents,

Welcome to the Spring 2017 session of HEP. Programs will be offered on Monday-Friday afternoons once school is dismissed. Information about our programs is listed below. The registration form went home with students and is also the last page in this document if you need another copy.

HEP stands for Hope Enrichment Program. It is an afterschool program for students of Hope School where they can participate in interactive, educational, and recreational activities at an affordable price.

Please note on the schedule that some programs will run for several weeks at a time, while others will only run once. Classes will begin the week of **Monday, May 8th**. Enclosed you will find a detailed schedule of programs.

Students will be dismissed at 3:00 pm from their classrooms to the gym where sign in for the programs will take place. The programs will run from 3:15-4:15, (4:30 for Golf and Nature Adventures). **It is very important for parents to arrive on time to pick up their children.**

All children are expected to behave properly and follow school rules. It is important that all children show respect for each other, the volunteers, the class instructors, and the belongings of others. **Students may not leave the assigned program room unattended.**

VOLUNTEERS: HEP would not be possible without the help and support of our program volunteers. You do not need any particular skills to volunteer. Volunteering may involve taking attendance, monitoring child behavior, and escorting children to the restrooms. If we do not have the required number of volunteers for a particular class, we may be **forced to cancel** the class. A **current BCI is required**, if you don't have one yet please see Mrs. Petrarca in the office to obtain the form needed, or from the Hope Police Station.

What now?

Review the HEP classes with your child. Complete the registration and dismissal forms. Remember, a separate registration and dismissal form must be completed for each child in your family. **Return forms and payment to school by Tuesday, May 2nd.**

PLEASE NOTE: Due to the time required to order supplies, accommodate all students, and finalize classes we cannot accept any late registration forms. Thank you for your cooperation and understanding. Please make checks payable to **Hope PTA**.

Should you have any questions, please feel free to contact:
Sue Scanlon at 527-4457 or suescanlon@yahoo.com

HEP POLICIES

1. The date registration is received *with payment* is a determining factor in placing students in classes, first come, first served. In addition, students who haven't had a chance to take a popular class will have preference before someone that has taken the class in the past. **Refunds will be sent if placement is not possible.**
2. Incomplete registration will be returned for completion and registered when all required information is returned.
3. Any child who displays unacceptable behavior during a HEP class will be given a warning. If the child continues to misbehave, the HEP coordinators will meet with the parents/guardians to discuss the situation. At the discretion of the HEP coordinators, the child may be removed from the HEP class, and possibly, any further HEP classes in that session.
4. Refunds will be sent in the event of cancellation by the HEP coordinators. Sorry, there are no refunds when a student is absent from a HEP class.
5. If your child will not be attending a HEP class that he/she is registered for, please send a note to your child's teacher to the attention of "HEP".
6. Parents/Guardians must wait in the lobby at dismissal time. A volunteer will be stationed to sign you out. Please have identification ready to present to the volunteer. In order to avoid confusion at dismissal time, you will not be allowed in the classroom to retrieve your child. A second volunteer will bring your child to the lobby for dismissal.
7. If someone who is not listed on your child's registration form is picking up your child, please send a note with the new pick up information to your child's teacher to the attention of "HEP" **even if it is on the same day as the HEP class.**
8. If school is dismissed early, or not held, the HEP class scheduled for that day will be canceled, and if possible, re-scheduled.
9. Please consider **volunteering**. Volunteers do not need any knowledge of the class being taught. Volunteers are responsible for attendance, trips to the bathroom, assisting the class leader as needed, monitoring the students' behavior and dismissal. If you can volunteer, mark the registration form when you register your child. **We appreciate all of the help that we are given!**
10. All HEP classes will begin at 3:15 pm, and finish at 4:15, (4:30 for Golf and Nature Adventures).
11. Financial assistance is available for classes. All requests will be kept confidential. Please contact Mrs. Morel if needed.

HEP – Spring 2017 Programs:



BIOMES MARINE ANIMALS

Description: Learn about local marine life featuring ten of their most fascinating species. This program is lively and highly educational. Many marine-related concepts are presented such as habitats, predator/prey, exoskeletons, camouflage and regeneration. Sample animals include sea star, brittle starfish, spider crab, horseshoe crab, and a pufferfish demonstration.

Leader:	Biomes	Time:	3:15 – 4:15				
Cost:	\$10	Location:	Cafeteria	# of Students:	25	Volunteers Needed:	1
Grades:	K-5	Date(s):	Monday: 5/8				



PETTING ZOO

Description: Come visit with baby farm animals! The farmers will teach the proper way to hold and handle them in a safe and interactive way. You will have the chance to visit, brush, pet, and play with baby goats, piglets, bunnies, chicks, ducklings, adult chickens and ducks.

Leader:	Animal Affair	Time:	3:15 – 4:15				
Cost:	\$10	Location:	Gym or Outside	# of Students:	25	Volunteers Needed:	3
Grades:	K-5	Date(s):	Monday: 5/15				



ANIMAL EXPERIENCES

Description: Join us for the most hands-on animal experience, with Dave Marchetti from Animal Experiences. Dave will educate the students to appreciate and respect reptiles, amphibians, and small mammals without being afraid. The students will have the opportunity to learn about and to hold more than 20 different animals, including snakes, turtles, lizards, and some surprises!

Leader:	Dave Marchetti	Time:	3:15 – 4:15				
Cost:	\$10	Location:	Gym	# of Students:	25	Volunteers Needed:	3
Grades:	K-5	Date(s):	Monday: 5/22				



NATURE ADVENTURES

Description: Take nature walks at Hope Pond area, search for wildlife and animal signs, go ponding for water insects, build a shelter in the woods, create nature crafts on rainy days, and learn to build a safe campfire – complete with smores! A special permission slip will go home to participants in order to cross over to Hope Pond area off Ryefield Road. **(K students allowed with a parent volunteer.)**

Leader:	Susan Scanlon	Time:	3:15 – 4:30*				
Cost:	\$10	Location:	Hope Pond	# of Students:	20	Volunteers Needed:	2
Grades:	K-5	Date(s):	Tuesdays: 5/9, 5/16, 5/23, 5/30, 6/6				

*Pick-up time is at 4:30, at Hope Pond Parking lot, off Ryefield Rd.



HIP HOP FITNESS FUN

Description: Join Miss Sarah from To The Pointe of Performing Arts for a fun filled class for girls and boys! Students will warm up, follow fun dance combinations (similar to Zumba and kickboxing), and end with floor stretches and toning. 1 hour of great music and movement geared towards kids!

Leader:	To the Pointe	Time:	3:15 – 4:15				
Cost:	\$30	Location:	Gym	# of Students:	25	Volunteers Needed:	2
Grades:	K-5	Date(s):	Wednesdays: 5/10, 5/17, 5/24, 5/31, 6/7				



GOLF

Description: A RI Children's Golf Course instructor will be coming to our school to give all girls and boys a chance to experience the game of golf. Learn the rules of the game, golf etiquette, course management, and strategy while improving ball-striking skills and developing the basic swing fundamentals. Golf lessons will be conducted at school and at Hope Pond. A special permission slip will go home to participants in order to cross over to Hope Pond area off Ryefield Road. **(K students allowed with a parent volunteer)**

Leader:	David McBride	Time:	3:15 – 4:30*				
Cost:	\$15	Location:	Hope Pond	# of Students:	15	Volunteers Needed:	2
Grades:	K-5	Date(s):	Thursdays: 5/11, 5/18, 5/25, 6/1, 6/8				

*Pick-up time is at 4:30, at Hope Pond Parking lot, off Ryefield Rd.



CRAFTY CLASS

Description: Students will have a chance to participate in 3 different crafts: Origami - Folding paper to make games and bookmarks; Shrinky Dink Art - creating necklaces and keychains; Creative Chemistry with Sharpie Tie Dye t-shirts.

Leader:	Jodi Lyons	Time:	3:15 – 4:15				
Cost:	\$5 ea	Location:	Cafeteria	# of Students:	20	Volunteers Needed:	2
Grades:	K-5	Date(s):	Thursdays:	Session 1: 5/11 = Origami	Session 3: 6/8 = Tie Dye t-shirts		
				Session 2: 6/1 = Shrinky Dink Art			



MULTI-SPORTwith Frank Luca

Description: Join One on One Basketball for a Multi-Sport Program at Hope Elem. Skilled and experienced instructors will conduct a one-hour session each week right after school. This exciting program will consist of Basketball, Indoor Kickball, and Wiffle ball. The children will have an opportunity to experience new sports while having fun and learning how to be part of a team.

Leader:	One on One Basketball	Time:	3:15-4:15				
Cost:	\$38	Location:	Gym	# of Students:	20	Volunteers Needed:	1
Grades:	K-5	Date(s)	Fridays: 5/12, 5/19, 5/26, 6/2, 6/9				

HEP – Spring 2017
Registration and Permission Form

Student Name: _____ Grade/Teacher: _____
 Parent/Guardian Name: _____ Phone #: _____
 E-Mail address: _____

****EMAIL is used for most communication, please make sure to check your email for confirmations and reminders.**

Class List

Class	Grade	Day	Date	Cost	Amount Due	I Can Volunteer <input type="checkbox"/>
Biomes Marine Animals	K-5	Mon	5/8	\$10		<input type="checkbox"/>
Petting Zoo	K-5	Mon	5/15	\$10		<input type="checkbox"/>
Animal Experiences	K-5	Mon	5/22	\$10		<input type="checkbox"/>
Nature Adventures	K-5	Tues	5/9*	\$10		<input type="checkbox"/>
Hip Hop Fitness	K-5	Wed	5/10*	\$30		<input type="checkbox"/>
Golf	K-5	Thurs	5/11*	\$15		<input type="checkbox"/>
Crafty – Session 1 (Origami)	K-5	Thurs	5/11	\$ 5		<input type="checkbox"/>
Crafty – Session 2 (Shrinky Dink)	K-5	Thurs	6/1	\$ 5		<input type="checkbox"/>
Crafty – Session 3 (Tie Dye)	K-5	Thurs	6/8	\$ 5		<input type="checkbox"/>
Multi-Sport	K-5	Fri	5/12*	\$38		<input type="checkbox"/>

ENCLOSED: _____

* These are multi week programs, only the first class date is shown. Please see descriptions for individual dates. Please note: Due to the time required to finalize classes **and** the cost of re-printing forms, we **cannot** accept any late registration forms. Thank you for your cooperation and understanding.

Make checks payable to **Hope PTA. Return by Tuesday, May 2nd, 2017.**

_____ has my permission to participate in the HEP program at Hope Elementary School. He/she will attend the classes listed. If unable to attend, I will notify the appropriate HEP coordinator. I understand that any medical or behavioral information about my child, which Hope School has knowledge of, has NOT been communicated to the HEP leaders or volunteers. I understand that the HEP program does NOT have access to any medications stored at Hope School. I understand that if my child has medical or behavioral conditions that need attention or specialized care, I will be present during the HEP class. I have read and agree to the HEP policies.

Parent Signature: _____ Date: _____

(TURN OVER PLEASE TO SIGN)

HEP – Spring 2017 Dismissal Procedure

This dismissal procedure for HEP has been implemented for the safety of our children. We do not have access to the information you have given to the front office listing contact information and approved pick-ups. Therefore, we ask that you complete the HEP Authorization List below. This form is kept in the HEP file so that our volunteers have access to the information.

The safety of your children is of the highest importance to us. For this reason, we cannot release your child to anyone who is not on your HEP Authorization List. When adults who are not on the child's HEP Authorization List arrive to pick up your child, the HEP volunteers are put in a very awkward position, as they cannot allow the child to be released to that adult without making a phone call to the parent or guardian.

We are asking you to please list below, all possible adults, including yourself and your spouse, whom might pick up your child during any HEP class. We understand that changes may need to be made for unforeseen circumstances. In this case, please send in a note with your child so that we can add that person to the list.

When you arrive to pick up your child, we are asked to enter the school through the main lobby door and wait in the lobby. A parent volunteer will be stationed in the lobby to coordinate dismissal. You may be required to present proper identification to the volunteer stationed in the lobby. This volunteer will communicate with the classroom volunteer to retrieve your child. You will not be allowed to enter the classroom where the HEP class is being held. This will alleviate any confusion and disruption of dismissal and ensure that each child leaves with the appropriate adult.

HEP Authorization List (please print)

Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____
Name: _____	Phone #: _____

I, _____, give my permission to the above mentioned people to pick up my child, _____, from HEP class. I understand that if someone other than those above will pick up my child, I must send in a note with my child.

Parent Signature: _____ Date: _____