



ASEP McKinley 2019 -2020 Registration Guide

ASEP is excited to announce our final program offerings for the upcoming 2019-2020 school year at McKinley Elementary School! Below you will find descriptions, schedule and pricing for our programming of Comprehensive ASEP, Specialty Clubs, Language Enrichment. Enrollment opens on May 1st at 10am. Applications will be available online at our website (www.asepsf.org) or hard copy applications will be available in the ASEP office. (rm. 10) ASEP is encouraging families to apply online via our secure system partnered with DocuSign as it will significantly speed up the process. If your family does not have internet access but you would like to use the online registration system please contact ASEP at info@asepsf.org or 415-255-9319 to discuss alternative arrangements ASAP.

ASEP's tuition is increasing for the 19/20 school year by \$20 across all programs. This year's price increase reflects the City of SF's minimum wage increase, cost of living increase and recent funding cuts from the City of SF Department of Youth and Children Services. This price increase will allow ASEP to attract and retain qualified staff, maintain appropriate teacher to student ratios, provide administrative support and expand enrichment opportunities for all ASEP students. Please note that ASEP prorates all aftercare prices if your child attends any of our club programs. All prices are flat rates per month accounting for 10 months of programming throughout the school year and invoices are sent one month prior to services provided. As always, ASEP has scholarship and reduced-price options for families that qualify.

2019-2020 ASEP Monthly Program Tuition Prices

Comp ASEP Only	Language Program Only	Language + Aftercare	Language + Aftercare + Club	Language + Club	1 Club Only	2 Clubs Only	3 Clubs Only	1 Club + Aftercare	2 Clubs + Aftercare	3 Clubs + Aftercare
\$380	\$308	\$531	\$681	\$478	\$170	\$340	\$510	\$506	\$636	\$872

Comprehensive ASEP: Comprehensive ASEP at McKinley is an all-in-one after school program where students are picked up, fed a healthy snack and are taken care of, starting at 2:00pm (Monday, Tuesday, Thursdays, & Fridays) and 1:00pm (Wednesdays) until pick up at 6:00pm. During Comprehensive ASEP, students engage in a variety of activities including Theme Based Learning, Homework & Tutoring Assistance, Arts Enrichment and PlaySEP (physical activity). Comprehensive ASEP is open to students in grades Kindergarten through 5th grade.

Fall 2019 Specialty Clubs: Monday through Friday ASEP offers additional "Specialized Clubs". Specialty Clubs provide the community with part time options and additional enrichment opportunities. Students who participate in the Specialty Clubs have the option to transition into Comprehensive ASEP or "Club After-Care" until 6pm Mon-Fri. Space is limited in all clubs thus ASEP staff will be administering a lottery-based enrollment system to provide all students with an equal opportunity to attend these clubs. ASEP follows a bi-annual enrollment policy for Specialty Clubs. Students admitted into the Fall 2019 Specialty Clubs will be enrolled until December 20th 2019 and will need to re-apply for Spring 2020 Specialty Club programs.

- **Dance Club **New Club Opportunity** (Available for 2nd through 5th grades on Wednesdays from 1-3:10pm)** This club empowers young people through dance training, leadership opportunities, and performance experiences. Students learn to discover their unique style through creative movement and studying multiple styles of dance.
- **Soccer Club (Available for Kinder & 1st graders on Mondays and Fridays from 2-3:10pm)** Specifically tailored for beginners of the sport, students learn the basic skills needed to further appreciate the game and eventually play organized soccer in the future!
- **Chess Club (Available for Kinder through 3rd graders on Tuesdays and Thursdays from 2-3:10pm)** Emphasizing fun over the competitive elements, this club allows students to practice their problem solving, analytical and logical skills all while having fun playing chess!
- **Basketball Club (Available for 2nd through 5th graders on Tuesdays and Thursdays from 2-3:10pm)** Each week students will learn a new skill such as dribbling, passing, shooting, rules of the game, etc. Students will play fun basketball activities as well as exciting instructional scrimmaging.
- **Art Club (Available for Kinder & 1st graders on Wednesday only from 1-3:10pm)** This club sparks students' creativity by exploring two-dimensional and three-dimensional art through drawing, painting, paper mache and sculpture. Students are exposed to the nuances of each medium and have the opportunity to create and share their own creative designs.
- **Digital Sound Arts Club (Available for 2nd through 5th graders on Wednesdays only from 1-3:10pm)** This club introduces sound on many different levels through technology, music and movement! Students will learn the history of Jazz, Funk, Soul, Reggae, and Hip Hop from around the world by identifying forms, styles and patterns. Using sound mixing technology, students will produce their own songs and perform for their families and peers.
- **Lego Engineering Club (Available for Kinder & 1st graders on Fridays only from 2-3:10pm)** This club provides an opportunity for students to build, learn and play with LEGO Bricks. Classes are designed to teach the fundamentals of engineering and design.
- **S.T.E.A.M Makers Club (Available for 2nd & 3rd graders on Fridays only from 2-3:10pm)** Modeled on the STEAM (science, technology, engineering, art, and mathematics) initiative, this club focuses on developing children's skills and interest in STEAM subjects as well as helping them apply creative approaches to problem solving and coding through the building of Piper computer kits.

After School Enrichment Program (ASEP)

2201 Market St. San Francisco, CA 94114 // P: 415.255.9319 // info@asepsf.org // www.asepsf.org



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Language Enrichment Program: Monday, Tuesday, and Thursday from 2:00pm to 4:00pm and Wednesday from 1:00pm to 4:00pm, ASEP offers a quality language enrichment program crafted specifically for after school and the McKinley community. ASEP's Language Enrichment Program is designed for weekly curriculum themes focusing on Art, Music, Physical Education and Reading/Vocab Comprehension. Three levels of Spanish and two levels of Mandarin classes are offered. Enrollment priority will go to returning students. Otherwise, enrollment will be based on a lottery system. ASEP's Spanish Language Program is open to students in grades Kindergarten through 3rd grade, while the Mandarin Language Program is open to students in grades Kindergarten through 5th Grades. Space is limited in all Language classes thus ASEP staff recommends that families sign up for these programs as soon as enrollment opens to increase your child's chances of being placed in preferred activities. Families who enroll their child in the Language Enrichment Program will also have an option to elect for "Language After-Care" until 6pm which follows a similar structure to ASEP's Comprehensive Program with homework support, play-based learning and arts enrichment as well as the Friday club options.

Scholarships & Reduced-Price Options: Due to generous support from the SFUSD and the Department of Children, Youth and Their Families, we are able to offer many scholarship slots in our Comprehensive program and limited scholarships in the Specialty Clubs and Language Enrichment

Scholarship Eligibility Chart						
Family Size	2	3	4	5	6	7
Total Monthly Net Income	\$2,230	\$2,925	\$3,250	\$3,770	\$4,290	\$4,387

Program at no charge to families. If the tuition prices are a hardship for your family, please contact ASEP's Admin Team (info@asepsf.org) or call 415-255-9319 for more information on reduced tuition & scholarship availability. Financial information and additional forms (2 recent pay stubs or tax return) will be required for qualification and must be submitted by the May 22nd 2019 deadline.

ASEP Tips for ASEP's 2019-2020 Application Process: Information you will need to have available while filling out the application below.

- Student Social Security number (unique record indicator) - Please have your child's unique record indicator (SSN #) ready for the online and hard copy application process. If you do not know what your child's unique record indicator is, please contact ASEP at info@asepsf.org in order to obtain that information.
- Parent/Guardian names, addresses and telephone contacts
- Names, addresses & telephone contacts for persons who may be called in an emergency/authorized for pick-up.
- Physician & dentist names, addresses and phone numbers who may be called in an emergency.
- General health history of student with date of last physical examination
- ASEP's 2019-2020 registration fee is \$50 per student. After families complete the online application form, they will be directed to a link where they can pay the registration fee online. For families that choose to fill out the hard copy form, please prepare a check for the \$50 registration fee when you submit the hard copy form. Please note all families are required to pay the \$50 registration fee (even those who qualify for scholarship). Please contact info@asepsf.org if the registration fee will be a hardship for your family.
- A separate application form must be submitted for each child you wish to enroll in ASEP each year they are enrolled in the program
- If you are only signing up for the Comprehensive ASEP option, then you DO NOT need to fill out a "Specialty Program Selection Form" which only applies to the Language Enrichment and Specialty Club programs.

ASEP 2019-2020 Registration - Important Dates

Friday April 19th 2019: ASEP's 19/20 Registration Guide will be distributed through McKinley students' Wednesday folders, newsletter and Konstella.

Wednesday May 1st 2019: ASEP's 2018-2019 online application form will go live at 10am on ASEP's website (www.asepsf.org). Hard copy application will also available in room 10 at 10am on 5/1/19 and will be time stamped accordingly.

Wednesday May 22nd 2019: All ASEP application (either online or hard copy) are due on Wednesday May 22nd 2019 to be included in the 1st lottery round for Fall 2019 Specialty Clubs or Language Enrichment Program. Families have an option to submit the application after the 5/22/19 deadline or mail hard copy applications to our main office (2201 Market St. SF 94114), however families will not receive sibling priority or assume their child will have a spot in ASEP programming for the first day of the 19/20 school year. Proof of income documents for scholarship eligibility are also due on this date.

Friday June 21st 2019: ASEP will send out official acceptance notifications via email to all families who submitted their applications by the May 22nd 2019 deadline. On this date, families who pay ASEP Tuition will also receive their Fall 2019 Tuition Contract and Recurring Payment Form.

Friday July 5th 2019: ASEP Tuition Contracts and Recurring Payment Forms are due. All ASEP families who pay tuition are required to submit a signed Fall 2019 tuition contract to guarantee services on the first day of school on 8/19/19. July 5th 2019 is ALSO the deadline to submit a Recurring Payment Form to be eligible for the online auto pay option for the July 2019 invoice for August 2019 services.

Wednesday July 25th 2019: ASEP will send all tuition paying families the July 2019 invoice. For any families that submitted their Recurring Payment Form by July 5th 2019, their first payment will be reflected on the July '19 invoice and their balance will be zero. Invoices will be due upon receipt with a 10-day grace period. Families can pay tuition online (www.asepsf.org) or via check (mail to 2201 Market St. San Francisco, CA 94114).

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