



ASEP Spring 2020 Enrollment Guide

ASEP is excited to announce our Comprehensive Arts Enrichment and Specialty Clubs enrollment guide for the Spring 2020 semester! Below you will find answers to common questions we receive regarding the Spring 2020 enrollment process. You will also find a full list of our Spring 2020 Specialty Club offerings and important dates to keep in mind for the Spring 2020 enrollment process.

Q: What is the difference between Comprehensive Arts Enrichment and the Specialty Club Program?

A: All students enrolled in ASEP's Comprehensive Program participate in the Comprehensive Arts Enrichment class for two hours/week. ASEP staff provide families with a Comprehensive Arts Enrichment Choice Form twice a year where families can select their preferred Arts Enrichment class selections. Enrollment in ASEP's Comprehensive Arts Enrichment Classes is based on a lottery system. ASEP's Specialty Club Program is separate from the Comprehensive Program with additional program fees and a select number of scholarship opportunities.

Q: Where can I find descriptions of ASEP's Spring '20 Specialty Club offerings?

A full description of ASEP's Spring 2020 Specialty Club offerings is listed on page two of this document.

Q: I am interesting enrolling my child in ASEP's Spring 2020 Specialty Clubs. Where/when can I find the application for the Spring 2020 Specialty clubs?

A: On Tuesday October 8th 2019 at 10am, a link to the Spring 2020 Specialty Club application will go live on ASEP's website (www.asepsf.org/registration.html). If your family prefers to fill out a hard copy application, ASEP staff will make those available at 10am on 10/8/19 in the ASEP office (Room 10). For those families that register online you DO NOT need to submit a hard copy application to the ASEP office. If your child is accepted into any of the Spring 2020 Specialty Clubs, and you have not yet filled out a full 2019-2020 ASEP application we will be contacting you to do so. If your child is already enrolled in ASEP for the Fall 2019 semester, you will not need to fill out another full application if your child is accepted into any of the Specialty Club programs or pay the annual application fee.

Q: What is the easiest way to apply for the Specialty Club Program?

A: ASEP is encouraging all families to use the online registration for the Spring 2020 Club Enrollment. Online applications will be time stamped upon your submission of the application if you are applying for our Spring 2020 Specialty Club Program. If your family does not have internet access but you would like to use the online registration system please contact ASEP's Program Director Ramiro Lule (ramiro@asepsf.org or 415-465-3603) to discuss alternative arrangements. Or if your family chooses to fill out a hard copy application, ASEP staff will provide that hard copy and be time stamping accordingly upon submission.

Q: What is the deadline to submit applications for ASEP's Spring 2020 Specialty Clubs?

A: All applications (both online and hard copy) must be submitted by 6pm on Tuesday October 15th 2019 to qualify for the lottery enrollment process.

Q: How will I be notified if my child has been accepted into a specialty club for the Spring '20 semester

A: ASEP's Site Coordinators will contact all families by 11/1/19 who applied for Spring 2020 Specialty Clubs by 10/15/19 via email to inform your families if your child has been accepted into any Spring 2020 Specialty Clubs or if they have been placed on a wait-list.

Q: If my child's ASEP program enrollment changes from the Fall '19 to Spring '20 semesters, do I need to fill out an updated tuition contract and recurring payment form?

A: YES - ASEP will send all families with program enrollment changes an updated Spring '20 Tuition Contract/Recurring Payment form by 11/4/19. The deadline to submit Spring '20 tuition contracts is 11/11/19 which all paying families will be required to sign. If you are enrolled in recurring payments and your child/ren has a program enrollment change from Fall '19 to Spring '20, your recurring plan will automatically be canceled on December 1st 2019. Families will be required to submit an updated recurring payment form by Dec. 5th 2019 to be eligible for recurring payments and have that payment be applied to the Dec. 25th 2019 invoice (for Jan. 2020 services).



ASEP Spring 2020 Specialty Club Program Offerings

Spring 2020 Specialty Clubs run Monday through Friday and offer additional “Specialized Clubs” including Art, Soccer, Chess, Dance, Lego Engineering, Basketball, S.T.E.A.M Makers Club and Digital Sound Arts. 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 and enrollment is based on a lottery system. Students admitted into Specialty Clubs will be enrolled until June 2nd, 2020. Each Club class costs \$170/month with limited scholarships available.

- **Soccer Club (Mondays and Fridays from 2pm-3:10pm – Available for students in grades Kinder & 1st grades):** 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 (Tuesdays and Thursdays from 2pm-3:10pm – Available for students in grades Kinder through 3rd):** 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 (Tuesdays and Thursdays from 2pm-3:10pm – Available for students in grades 2nd through 5th):** 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 (Wednesdays Only from 1pm-3:10pm – Available for students in grades Kinder & 1st):** 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 (Wednesdays Only from 1pm-3:10pm – Available for students in grades 2nd through 5th):** 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 (Fridays Only from 2pm-3:10pm – Available for students in Kinder & 1st Grades):** 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 (Fridays Only from 2pm-3:10pm – Available for students in 2nd & 3rd Grades):** 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 using Piper computer kits.
- **Dance Club ** New Opportunity ** (Wednesdays Only from 1 - 3:10pm - Available for 2nd -5th graders)** 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.



ASEP Spring 2020 Enrollment Important Dates:

Specialty Club Important Dates:

- **Tuesday, October 1st 2019:**
ASEP's Spring 2020 Specialty Club program offerings, pricing, and scholarship information will be distributed through McKinley student's Wednesday folders as well as the McKinley community Konstella.
- **Tuesday, October 8th 2019:**
ASEP's Specialty Club online application form will go live at 10am on ASEP's website: (www.asepsf.org/registration.html). Hardcopy applications will be available and accepted by ASEP staff starting at 10am on October 8th, 2019 in ASEP's office (Room 10).
- **Tuesday, October 15th 2019:**
All ASEP Specialty Club applications (either online or hardcopy) are due on October 15th, 2019.
- **Friday, November 1st 2019:**
McKinley Site Coordinator Aren Bass will contact all families who applied for Spring 2020 Specialty Clubs by 10/15/19 via email to inform your families if your child has been accepted into any Spring 2020 Specialty Clubs or if they have been placed on a wait-list.
- **Monday, November 4th 2019 & November 11th 2019:**
ASEP's Program Director Ramiro Lule will send all families with program enrollment changes an updated Tuition Contract/Recurring Payment forms on 11/4/19 which all paying families will be required to sign by 11/11/19.
- **Thursday, December 5th 2019**
Families with program enrollment changes will be required to submit an updated recurring payment form by Dec. 5th 2019 to be eligible for recurring payments to be applied to the Dec. 25th 2019 invoice (for Jan. 2020 services).
- **Thursday, December 25th 2019**
ASEP's Admin team will be sending out invoices by December 25th 2019 which will include updated program enrollment changes for January 2020 services.
- **Monday, January 6th 2020:**
Spring 2020 Specialty Clubs programs will begin the week of January 6th 2020.

Comprehensive Arts Enrichment Important Dates:

- **Friday, November 29th 2019:**
Hardcopy Choice Forms will be distributed at pick up time by ASEP staff as well as electronically through MailChimp/Konstella blast.
- **Friday, December 6th 2019:**
All ASEP Art Enrichment Choice Forms (online or hardcopy) are due on December 6th. Please note that ASEP staff will not be contacting families regarding your child's final arts enrichment class placement.
- **Monday, January 6th 2020:**
Comprehensive Arts Enrichment classes will begin the week of January 6th 2020.