

Highland Mill Montessori Elementary School
PTA Enrichment Programs (PEP) Handbook

PTA Enrichment Programs (PEP) are before and after school classes/clubs offered by the PTA as part of its fundraising and family/student support missions. These programs are separate from ASEP and other school offerings like Girls on the Run or Girl Scouts. PEP classes/clubs offered in the past include Basketball, CAMMP (robotics), Fun Fitness, Park Ballet (dance), Living Rooms & Lizards (D&D), Make and Grow (gardening), SipJin Taekwondo, Spanish and Yoga.

There are 4 PEP sessions in each school year (usually around 7-9 weeks per session with some variation depending on holidays, breaks, teacher workdays, school events or vendor conflicts).

Registration generally opens 2-3 weeks before each session on Givebacks (formerly known as Memberhub and found at <https://hmmpta.memberhub.com/store>) on a designated registration date. A preliminary schedule and the registration date for each session is shared via the PTA and other school/PTA communication channels, but the schedule and PEP offerings are subject to change prior to registration. Registration is on a first-come first-serve basis and is subject to availability, which may be limited. Waitlists may be opened on Givebacks and, if a spot becomes available, the spot is offered to the entire waitlist on a first-come first-serve basis. Any class that does not meet the minimum class size may be canceled after registration and prior to the session start date. Pricing varies by PEP class/club/session.

Morning PEP classes run from 8-9 AM. Parents/guardians are responsible for student drop off at the designated school space and students will be dismissed by their PEP instructor to their classroom. Students may also partake in the school breakfast after dismissal from their PEP class.

Afternoon PEP classes run from school dismissal to 5:15 PM. If communicated by their parent/guardian, students may be dismissed to ASEP if they are enrolled in ASEP. Otherwise pickup is promptly at 5:15 PM and it is important that students are picked up on time. Parents/guardians should park in the main school lot and walk to the door to pick up their student from the PEP instructor. In accordance with school policy, please do not form a car line and idle in front of the school. Parents/guardians should also not be entering the school to pick up students from PEP classes/clubs. In the event arrangements are made for someone other than a parent/guardian to pick up a student, this must be communicated in advance to the PEP coordinator. Repeated failure to pick up on time may result in exclusion from the rest of the PEP class session (or the PEP program if necessary). Our PEP partners are generous with their time and skills and we want to ensure they are treated as valued members of our community and be respectful of their time and other commitments.

There are no PEP classes on any date when the school is closed or on early release days for afternoon classes. If a class needs to be canceled due to snow days or other school/vendor conflicts, a makeup day will generally be offered. No makeup days are available for student

absences. **Please remember that registrations are generally non-refundable and non-transferable.**

Any PEP questions should be directed to our volunteer PEP coordinator (Kim Perez) at highlandmillPEP@gmail.com.