

Guidelines for UES After-School Enrichment Program

(Adapted from previous UES Guidelines)



1. All payments and completed registrations are due by the registration deadline date. No class changes or refunds are granted after the first week of classes.
2. Registration is on a first-come, first-served basis. Registration takes place in FOUR different ways: Online www.planetbravo.com/ues, mailed, faxed, or turned in to the UES front desk (drop-box). **For IMMEDIATE results, please register online.**
3. Sliding-scale fees will be available to families who meet the registration deadline. Sliding scale is also on a first-come, first-served basis. You may request a sliding scale for one class per child. For assistance with sliding scale, please call Sara Hernandez at 310.206.1135.
4. Children are responsible to check in with the enrichment class assistant in front of Classroom 9, where they will be encouraged to have their snack. Enrichment teachers will pick up the children from this location.
5. Parents must pick up their children between 3:55 and 4:00pm at the carpool area, unless the child is enrolled in the Extended Day Program. For safety reasons, parents should not pick up children directly from the enrichment class. **If a parent arrives after 4:05pm**, a late fee of \$1.00 per minute will be charged. This fee should be paid directly to the enrichment assistant.
6. If a parent is habitually late, his/her child will not be able to sign up for future classes.
7. The UES Library is open Monday through Thursday, from 2:45 to 3:50pm during enrichment sessions. Children must have a note from their parent or guardian to be allowed in the library. We require that each child must bring a note each day he/she wishes to visit the library.
8. Only children enrolled in a class may attend. No siblings or play dates will be allowed.
9. Parents shall discuss the class with their child prior to enrollment. There will be no refunds after the first week of each session.
10. You will receive an email notification of your enrollment. Class rosters will be given to each classroom teacher and the FSA presidents. The front desk will also have a copy.

SEE NEXT PAGE FOR ONLINE REGISTRATION INFORMATION

REGISTERING ONLINE FOR CLASSES IS EASY!



1. Visit: www.planetbravo.com/ues
2. Click "[Click Here To Register Now.](#)"
3. Select the **START DATE** for the class in which you would like to enroll.
4. Click the **ADD TO CART** button corresponding with the desired class.
5. It will prompt you to **LOGIN**. If you have an account already, login and continue as directed. If you do not have an account, click **CREATE AN ACCOUNT NOW**.
6. Once you create an account, you will be asked to **CONTINUE WITH REGISTRATION**.
7. Follow all directions (including adding a child) until you check out.
8. When you click **CHECKOUT** on the shopping cart page, you will be prompted to pay with a credit card. PlanetBravo accepts Visa, Mastercard, American Express and Discover.
9. If you choose not to pay online, you must still click **CHECKOUT** on the shopping cart page to lock in the course. At that point, you may call 310.443.7607 with a credit card, or may send a check to PlanetBravo 1105 Gayley Ave. Los Angeles, CA 90024. All payments must be received by the deadline date: [September 18, 2008](#). Thank you!