



## ASEP McKinley 2023 -2024 Registration Guide

ASEP is excited to announce our final program offerings for the upcoming 2023-2024 school year at McKinley Elementary School! Below you will find descriptions, schedules and pricing for Comprehensive ASEP, Specialty Clubs, and Language Program. Enrollment opens on Monday, May 1st at 10am. Applications will be available online at our website ([www.asepsf.org](http://www.asepsf.org)) or via link shared with the community on the morning of May 10<sup>th</sup>. ASEP encourages families to apply online via our secure system as it will significantly speed up the process. If your family does not have internet access but would like to use the online registration system, please contact ASEP at [info@asepsf.org](mailto:info@asepsf.org) to discuss alternative arrangements ASAP.

Please note that ASEP only prorates prices if your child attends multiple clubs or a combination of Clubs and Comprehensive Program. All prices are flat rates per month. These flat rates account for ASEP's total yearly cost which is divided equally among the 10 months of the school year. Invoices are sent one month prior to services provided. As always, ASEP has scholarship and reduced-price options for families that qualify.

2023-2024 ASEP Monthly Program Tuition Prices (subject to change)										
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
\$395	\$308	\$531	\$701	\$478	\$170	\$340	\$510	\$532	\$676	\$806

**Comprehensive ASEP:** Open to grades Kindergarten through 5th, Comprehensive ASEP is an all-in-one after school program that runs Monday - Friday from 2:05pm, Weds – 12:50pm (following day school dismissal) - 6:00pm. During Comprehensive ASEP students are provided a healthy meal and engage in Theme Based Learning, Homework Assistance, Arts Enrichment and PlaySEP.

**Fall 2023 Specialty Clubs:** Throughout the week ASEP offers “after-school clubs.” ASEP's Specialty Clubs start at 2:05pm on Mon, Tue, Thu, and Fri and at 12:50pm on Wed. Most Clubs are in session twice a week and generally last a 1 hour. Specialty Clubs offer the community a part time option or additional enrichment supplementing Comprehensive ASEP. Because space is limited in all clubs, ASEP uses a lottery enrollment system. Club spots fill up within the first week of registration, spots may not be available thereafter. Please see below ASEP's 23-24 Specialty Clubs offerings at McKinley Elementary. Enrollment for clubs is semester based, Fall club registration will end on December 15th 2023. \*Club offerings are subject to change.

- **Soccer Club (Kinder & 1st graders on Tuesdays and Thursdays from 2:05-3:15pm)** 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 1 (Kinder through 2nd graders on Tuesdays and Thursdays from 2:05-3:15pm)** Emphasizing fun over the competitive elements, this club allows students to practice their problem solving, analytical and logical skills all while having a good time playing chess!
- **Chess Club 2 (3rd through 5th graders on Mondays and Fridays from 2:05-3:15pm)** Emphasizing fun over the competitive elements, this club allows students to practice their problem solving, analytical and logical skills all while having a good time playing chess!
- **Basketball Club (3rd through 5th graders on Tuesdays and Thursdays from 2:05-3:15pm)** 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 (3rd through 5th graders on Wednesdays from 12:50-3:00pm)** This club builds upon the HeARTful Kids" essential principles of HeART" curriculum taught during ASEP's Arts Enrichment classes. In this club, student will learn about bookmaking (mini zines, envelope books, comic books) and work on DIY projects (cycled terrariums, stamps, pencil cases, bookmarks and jewelry making).
- **Digital Sound Arts Club (K through 2nd graders on Wednesdays only, from 12:50-3:00pm)** This club introduces sound on many different levels through technology, music and movement! Students will learn about Jazz, Funk, Soul, Reggae, and Hip Hop. Using sound mixing technology, students will produce their own songs by identifying forms, styles and patterns.
- **S.T.E.A.M Club (3rd through 5th grades on Wednesdays from 12:50-3:00pm)** Aims to SPARK excitement in young people for SCIENCE, TECHNOLOGY, ENGINEERING, ART & MATH by carrying out experiments, creating artistic masterpieces, engaging in team activities and observing technologies.
- **Karate Club (Available for K through 2nd graders on Wednesday 12:50-1:50pm and Fridays 2:05 – 3:05pm).** This club introduces the art of karate to youth, focusing on progress and basic practice while having a fun and active time
- **Drum Club (Available for Kinder through 2nd graders on Monday only from 2:05-3:15pm)** Students will learn the amazing sounds and music of a Drums through practice and music play!

### After School Enrichment Program (ASEP)



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### Language Enrichment Program

Monday, Tuesday, and Thursday from 2:05 to 4:00pm and Wednesday from 12:50pm to 4:00pm, ASEP offers a quality language enrichment program crafted specifically for kindergarten through 5th grade after school and the McKinley community. ASEP's Language 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. Space is limited in all Language classes. Sign up for these programs as soon as enrollment opens. For the 23-24 school year, ASEP is opening all specialty club offerings to students enrolled in our Language Program. Please note that some clubs take place during the 1st hour of the Language Program schedule when students are typically at recess or snack. Families enrolled in the Language Program will be limited to participate in only 1 specialty club and should indicate their club preferences on the application form.

### Preparing for ASEP's 2023-2024 Application Process

- All new and returning students must complete an ASEP application every school year.
- A separate application form must be submitted for each child you wish to enroll in ASEP
- 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](mailto:info@asepsf.org) in order to obtain that information.
- Parent/Guardian names, addresses telephone and email 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
- 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's 2023-2024 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 prefer to pay via check, checks can be mailed to P.O. Box 3305, Daily City, CA 94105.
- Please note all families are required to pay the \$50 registration fee (even those who qualify for scholarship). Please contact [info@asepsf.org](mailto:info@asepsf.org) if the registration fee will be a hardship for your family.
- Page 3 of the Application is the Scholarship form. If your family qualifies for a scholarship, submit proof of income documents as soon as possible to [info@asepsf.org](mailto:info@asepsf.org)
- If you are a paying family, you will be sent a Tuition Contract via DocuSign.

### IMPORTANT DATES

**Monday, May 1st 2023:** ASEP's 2023-2024 school year online application form will go live at 10am on ASEP's website ([www.asepsf.org](http://www.asepsf.org)), and via a shared link with the community.

**Friday, May 12th 2023:** All ASEP applications are due to be included in the 1st lottery round for Fall 2023 Specialty Clubs or Language Enrichment Program. Families have an option to submit the application after the 05/12/23 deadline. However, families will not receive sibling priority or assume their child will have a spot in ASEP programming for the first day of the 22/23 school year. Proof of income documents for scholarship eligibility are also due on this date. \*Note – 4<sup>th</sup> and 5<sup>th</sup> grade comprehensive programming slots are limited due to available slots at Harvey Milk Center For the Arts (location where 4<sup>th</sup> and 5<sup>th</sup> grade ASEP is centered), and so ASEP encourages all 4<sup>th</sup> and 5<sup>th</sup> grade families to apply for comprehensive program during ASEP's application window to maximize opportunity to obtain a slot for 23/24.

**May 30th - June 12th 2023:** ASEP will send out official acceptance notifications via email to all families who submitted their applications by the Friday, May 12th deadline.

**Tuesday, June 20th 2023:** On this date, families who pay ASEP tuition will also receive their Fall 2023 Tuition Contract and Recurring Payment Form.

**Tuesday, June 27th 2023:** ASEP Tuition Contracts and Recurring Payment Forms are due. All ASEP families who pay tuition are required to submit a signed Fall 2023 tuition contract to guarantee services on the first day of school on 8/16/23. June 27th 2023, is ALSO the deadline to submit a Recurring Payment Form to be eligible for the online auto pay option for the July 25th 2023 invoice for August 2023 services.

**Monday, July 25th 2023:** ASEP will send all tuition paying families the August 2023 invoice. For families that submitted their Recurring Payment Form by June 27th 2023, their auto payment will be set by July 12th. For families who do not establish auto payment, invoices will be due upon receipt with a 10-day grace period (Payments due by 5th of each month). Families can pay tuition online ([www.asepsf.org](http://www.asepsf.org)) or via check (mail to P.O. Box 3305, Daily City, CA 94105).

### ***After School Enrichment Program (ASEP)***

P.O. Box 3305 // Daily City, CA 94105 // P: 415.813-0880 // // [www.asepsf.org](http://www.asepsf.org) // [info@asepsf.org](mailto:info@asepsf.org)