

Tehiyah Day School *After-school Enrichment Classes - Spring 2008*

Our Enrichment classes offer your children additional opportunities after school; classes are diverse, fun and creative! We now have our spring session ready with returning and new instructors/classes. Timely registration is of great assistance to all the instructors so that they know whether or not to continue with their class if the enrollment is not sufficient by the sign-up date. The coordinator will have much more ease in planning ahead as well! I thank you for helping in this way and signing up your children by the registration deadline. Most classes are 8 sessions and meet for one hour right after school except for classes marked with an * (See the next page under Summary of Spring Class Offerings). In an effort to comply with the “green” policy, we ask you to view the class descriptions online at Tehiyah’s website. Some hard copies will also be available in the office and posted in the TAP room the first week in March.

I am enthusiastic about the class offerings and looking forward to a fantastic spring season together!

Kim Stanley, *Tehiyah After-school Program Coordinator*

Registration Instructions:

1. Detach registration forms (please cut - do not tear) or download the form from Tehiyah’s website (www.tehiyah.org) under Tehiyah After-school Program (TAP).
2. Fill out the registration forms for EACH class SEPARATELY and please write a **SEPARATE CHECK for each class**, even for multiple family members. This way if one class is cancelled, you do not have to rewrite the check. All checks should be made payable to Tehiyah Day School, with the specific class name and the child’s name written in the notation area of the check. This helps in the registration process so we can match the check with the specific class and student.
3. Attach (paper clip) the check to the back of the registration form and put in an envelope for security to the **Tehiyah Business office by Wednesday, March 19.**
4. Checks turned in after March 19, please **ADD a \$25.00 processing fee to the total.**
5. Classes are on a first-come, first-served basis. Classes close after the first class meeting and the \$25.00 processing fee will be assessed for late registration.
6. Refunds will not be given after the first class meeting. Make-up sessions are for only if the Instructor is absent and the date is indicated with each class description and information.

Note: Please check each class schedule for specific meeting dates and times as some differ due to holidays, etc., and MAKE THE PROPER NOTATIONS ON YOUR CALENDAR.

For verification or enrollment questions that the class Instructor cannot answer, check the Kol Tehiyah for class registration updates and for any cancelled classes or changes. The website will be updated as well. Please contact Kim Stanley, TAP Coordinator at (510) 233-3013 ext. 112 for any other questions.