



## **IMPORTANT INFORMATION**

### **PROGRAM DATES AND TIMES**

Report to Marguerita School or San Gabriel High School at least 15 minutes before the start of your child's first class on **Monday, June 3, 2024**. K – 8th-grade children will line up on the playground or designated area by their classroom sign. Staff members will direct you if you are unfamiliar with the campus.

### **Monday, June 3 to Friday, July 12, 2024**

Monday through Friday

*In observance of the following holidays, no classes will be held on:*

June 19 – Juneteenth Holiday

July 4 – Independence Day

### **School Locations:**

#### **Marguerita School**

1603 S. Marguerita Avenue, Alhambra 91803

*(The number will be posted before school starts)*

#### **San Gabriel High School**

801 Ramona Street, San Gabriel 91776

*(The number will be posted before school starts)*

### **Marguerita School**

Session 1	8:30 AM to 10:30 AM
Recess Grades K-8*	10:30 AM to 10:45 AM
Session 2	10:45 AM to 12:45 PM
Free Lunch**	12:30 PM to 1:15 PM
AEF Day Camp Grades K-3	1:00 PM to 3:30 or 1:00 PM – 5:30 PM
Session 3	

Day Camp students will be supervised during second recess between the end of lunch and the beginning of Day Camp.

***\*Snacks will be sold at recess. Prices start at \$.75 each. Recess times may vary per grade level.***

***\*\* Lunch times vary per grade; K-3 students will be finished with lunch by 12:40 pm and should be picked up at 12:45 pm; grades 4-8 dismissal is at 1:15 pm.***

***The bus will depart from Marguerita School to San Gabriel High School at 1:20 pm.***

*San Gabriel High School afternoon classes*

Grades 4-8: 1:30 pm to 3:30 pm & 3:30 pm to 5:30 pm, and 1:30 pm – 5:30 pm

### **CLASS AND ROOM ASSIGNMENTS**

We will email your student's classroom number information at the close of business on Friday, May 31, Print this information for yourself in preparation for the first day. Staff members will be available to assist you on the first day of school.

### **FIRST DAY OF SCHOOL**

On the first day of school, your child will line up behind the proper class sign on the playground.

## **ARRIVAL AND DEPARTURE PROCEDURES**

### **DROPPING OFF AND PICKING UP STUDENTS at Marguerita School**

#### **Drop-Off:**

Students may arrive no earlier than 7:45 AM for the 8:30 AM classes at Marguerita School as there is no supervision on campus prior to this time.

#### **Marguerita Avenue & Benito Avenue drop-off zones:**

Before 8:00 AM, you may use the Marguerita (front of the school) to drop off the student(s). The Benito Avenue gate (west side of the school) will open at 8:00 AM. Stop briefly to let your student out of the car and move forward. There is no parking in the drop-off zones.

#### **Entering the School Campus:**

Students may enter campus through the Marguerita Gate from 7:45 AM to 8:30 AM and 10:30 AM to 10:45 AM.

Students may enter through the Benito Avenue Gate 8:00 AM – 8:30 AM.

#### **Kindergarten:**

Students attending Getting Ready for Kindergarten should be dropped off and picked up at the Glendon Way gate.

#### **Pick-Up at Marguerita School:**

12:45 PM - 1:00 PM Benito Avenue gate

12:45 PM - 1:15 PM Grades 1-3 You will need to park your car and walk into the gate near Benito Avenue.

Students will be released to their parents or caregivers.

12:45 PM - 1:15 PM **Grades 4-8** may exit at the Marguerita or Benito gates.

1:30 PM - 5:30 PM AEF Day Camp (grades K-3) Will be released through the Glendon Way gate.

Students will be released to their parents or caregivers.

### **DROPPING OFF AND PICKING UP STUDENTS at San Gabriel High School**

#### **Drop-Off:**

Students may arrive no earlier than 15 minutes before the beginning of their first class. Students may be dropped off in or near the south parking lot off Ramona Street. Signs will be posted.

#### **Pick-Up at San Gabriel High School:**

Students enrolled in the afternoon program at San Gabriel High School are to be picked up at San Gabriel High School by 3:45 pm (for students in the 1:30 pm-3:30 pm afternoon courses) and by 5:45 pm (for students enrolled in the 3:30 pm - 5:30 pm classes). Students may not remain on campus when they are not enrolled in a class. Students may be picked up in the south parking lot.

## **ABSENCES AND TARDIES**

To receive the full benefit of these course(s), your child should attend Summer Academy every day and be on time. As a courtesy, absences must be reported to the Marguerita School office before 9:00 am. There are no minimum attendance requirements for AEF's K-8 Summer Academy classes.

## **BEHAVIOR STANDARDS**

Students are expected to adhere to reasonable behavior standards and the attendance policy. Students who engage in inappropriate behavior will be dismissed from the program, and tuition will be forfeited.

## **DRESS CODE**

Although school uniforms are not required, students are expected to dress appropriately for school. Open-toe shoes and strapless heels are not permitted. Students dressed inappropriately will be

removed from class and spend the day in the school office or until a parent/guardian can bring appropriate clothing. If you have questions, please call the school office.

### **PROPERTY AND MATERIALS**

Parents will be responsible for replacing or reimbursing for property and/or materials damaged or lost during the K-8 Summer Academy.

### **PUBLICITY**

AEF members, officers, and/or their representatives may occasionally take photographs or film your child in any AEF program (e.g., Afterschool Enrichment Program, Summer School, etc.) for publicity and information purposes. These photos or films will be used to either showcase your child's talent or highlight the importance of the program in AEF's publicity materials, including but not limited to articles in AEF's newsletters, AEF's brochures, and public service announcements.

***\*Unfortunately, we cannot accommodate students who are unable to agree to this.***

### **CLASS CHANGES**

All requests for class changes must be submitted on a Class Change Request form by a parent (see AEF website). The tuition will be adjusted if the change is more or less than the original class choice. A \$20 change fee will be issued.

### **CANCELLATIONS AND REFUNDS**

Our refund policy is applied uniformly. Only a parent or guardian can request a refund. All refund requests must be made in writing on a refund form and sent to the AEF office at 1603 Chestnut Street, Alhambra, or emailed to [summerschool@aef4kids.com](mailto:summerschool@aef4kids.com). See the dates listed below for refund charges. Cancellation fees are not refundable.

On or before:

- May 1, 2024 - 90% refund & \$50 cancellation fee
- May 2 – May 22 - 50% refund of total tuition
- After May 22 - No Refunds; requests will only be reviewed for verifiable emergencies or medical reasons.

Registering for Summer Academy indicates understanding and agreement to abide by all registration and refund policies. Students dismissed for disciplinary reasons will forfeit complete tuition. Refunds will be processed within 10 AEF working days of the Refund Request. Classes with insufficient enrollment will be canceled and full tuition for these students will be refunded.

### **OFFICE COMMUNICATION AND INFORMATION**

Between now and May 31 direct your calls to the AEF Office at 626-943-3080. If there is no answer, leave a voice-mail message with your name and number, and your call will be returned. Beginning June 3 and until the end of Summer Academy on July 12, the AEF K-8 Summer Academy Office will be located at Marguerita School Office; contact Michelle Alcala. The telephone number will be posted at a later date. The Summer Academy office at Marguerita School will be open from 7:45 am to 5:30 pm on school days. For students attending afternoon classes at San Gabriel High School between 1:30 pm and 5:30 pm, a contact number will be provided at a later date.

COVID – AEF will adhere to all AUSD, Los Angeles County, and Centers for Disease Control and Prevention (CDC) protocols concerning COVID.

YOU MAY GET UP-TO-DATE INFORMATION ABOUT K-8 SUMMER ACADEMY  
ON OUR WEB SITE: [www.aef4kids.com](http://www.aef4kids.com) or email: [summerschool@aef4kids.com](mailto:summerschool@aef4kids.com)  
or call (626) 943-3080

Thank you for enrolling in AEF's K-8 Summer Academy!