



2019 K-8 SUMMER ACADEMY

It is extremely important that you read all of the information below.

DATES AND TIMES

Report to Ynez or Alhambra High School 15 minutes before the start of your child’s first class on Monday, June 10, 2019. 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.

Summer Academy Dates: Monday, June 10 to Friday, July 12, 2019
Monday through Friday No classes will be held on July 4.

School Locations: Ynez School, 120 S. Ynez Ave., Monterey Park, 91754
Alhambra High School, 101 S. 2nd St., Alhambra, 91801

Times:	Ynez	Session 1	8:30am to 10:30am
	Grades K-8	Recess*	10:30am to 10:45am
		Session 2	10:45am to 12:45pm
		Free Lunch**	12:30pm to 1:15pm*

**Snacks will be sold at recess. Prices starting at \$.75 each.*
*** Lunch times vary per grade; K-3 students will be finished with lunch by 1:00pm and should be picked up at 1:00pm; grades 4-8 dismissal is at 1:15pm.*
Bus will depart from Ynez to Alhambra High School at 1:20pm.
 AEF Day Camp Grades 1-3: 1:30pm to 3:30pm
Day Camp students will be supervised during second recess between the end of lunch and beginning of Day Camp.

Alhambra High School	
Grades 5-8	11:00am-1:00pm
Grades 4-8:	1:30pm to 3:30pm & 3:30pm to 5:30pm

CLASS AND ROOM ASSIGNMENTS

Class and room assignments will be noted on your registration confirmation letter. If you need help on the first day of school, please go to the information table.

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 Ynez School office before 9:00am. 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 to replace or reimburse for property and/or materials that are 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 that are unable to agree to this.

DROPPING OFF AND PICKING UP STUDENTS

Students are to be dropped off at school no earlier than a half hour before school begins, 8:00am at Ynez or 9:30 at Alhambra High School, as there is no supervision on campus prior to this time. Student pick up for morning classes at Ynez is at 1:00pm (K-3) to 1:15pm (4-8) and 1:00pm to 1:15pm at Alhambra High School. A late fee may be assessed if student is not picked up within 15 minutes of the end of the school day. Students in grades 1-3 enrolled in the afterschool program at Ynez School are to be picked up by 3:45pm. Students enrolled in the afternoon program at Alhambra High School are to be picked up at Alhambra High School by 3:45pm (for students in the 1:30pm-3:30pm afternoon courses), and by 5:45pm (for students enrolled in the 3:30pm-5:30pm classes). Students may not remain on campus when they are not enrolled in a class.

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.

DROPPING 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.
- See dates listed below for refund charges.
- Cancellation fees are not refundable.

On or before May 1, 2019 90% refund & \$50 cancellation fee

May 2 – June 3 50% refund of total tuition

After June 3, 2018 No Refunds; requests will be reviewed for verifiable emergencies or medical reasons only.

Registering for Summer Academy indicates understanding and agreement to abide by all registration and refund policies. Please note that the AEF office is closed Friday-Sunday and no refunds will be processed on those days. **Students dismissed for disciplinary reasons will forfeit complete tuition.** Refunds will be processed within 3 weeks of receipt of the Refund Request. **Classes with insufficient enrollment will be cancelled and full tuition for these students will be refunded.**

OFFICE COMMUNICATION AND INFORMATION

Between now and June 7 direct your calls to the **AEF Office at 626-943-3080**. If no answer, leave a voice-mail message with your name and number and your call will be returned. Beginning June 10 and until the end of Summer Academy on July 12, the AEF K-8 Summer Academy Office will be located in the **Ynez School Office**. **The telephone number will be 626-570-6260**. Michelle Alcalá will be the Office Manager. The Summer Academy office at Ynez School will be open from 8:15am to 3:45pm on school days. For students attending afternoon classes at **Alhambra High School, please call the health office at 626-943-6954** between 1:30 pm and 3:30 pm.

**YOU MAY GET UP-TO DATE INFORMATION ABOUT K-8 SUMMER ACADEMY
ON OUR WEB SITE: www.aef4kids.com or email: summerschool@aef4kids.com
Thank you for enrolling in AEF's K-8 Summer Academy!**



Supporting Our Students, Building Our Community

2/28/19