



ASEP Spring 2019 Enrollment Guide

ASEP is excited to announce our Comprehensive Arts Enrichment and Specialty Clubs enrollment guide for the Spring 2019 semester! In an effort to clarify the various programs that ASEP offers, we have created this guide to differentiate between Comprehensive Arts Enrichment and the Specialty Club program offerings. Below you will find answers to common questions we receive regarding the Spring 2019 enrollment process. This is not a first come first serve process, all applicants will be put into a lottery process for Arts Enrichments and Specialty Clubs. You will also find a full list of our Spring 2019 Specialty Club offerings and important dates to keep in mind for the Spring 2019 Enrollment process.

ASEP Spring 2019 Enrollment Guide Q & A

Q: What is the difference between Comprehensive Arts Enrichment and the Specialty Club Program?

A: All students enrolled in ASEP's Comprehensive Program participate in the Comprehensive Arts Enrichment class for two hours/week. ASEP staff provide families with a Comprehensive Arts Enrichment Choice Form in the fall where families can select their preferred Arts Enrichment class selections for the first semester. ASEP Staff will automatically rotate students into their 2nd Arts Enrichment class during the Spring of 2019. Enrollment in ASEP's Comprehensive Arts Enrichment Classes is based on a lottery system.

ASEP's Specialty Club Program is separate from the Comprehensive Program with additional program fees and a select number of scholarship opportunities. A full description of ASEP's Spring 2018 Specialty Club offerings is listed on page two of this document. Enrollment in ASEP's Specialty Club programs is based on a lottery system. The Specialty Club Program offers students additional opportunities for enrichment exposure on designated days with offerings specified to grade levels. The Specialty Club Program runs Monday through Friday, with classes ranging from two days a week in one- hour sessions or once a week with a 1.33 hour session.

Q: I am interesting enrolling my child in ASEP's Spring 2019 Specialty Clubs. Where can I find the application for the Spring 2019 Specialty clubs?

A: On Wednesday November 7th 2018 at 10am, a link to the Spring 2018 Specialty Club application will go live on ASEP's website (www.asepsf.org/registration.html). If your family prefers to fill out a hard copy application, ASEP staff will make those available at 10am on 11/7/18 in the ASEP office (Room 120). For those families that register online you DO NOT need to submit a hard copy application to the ASEP office. If your child is accepted into any of the Spring 2019 Specialty Clubs, and you have not yet filled out a full 2018-2019 ASEP application we will be contacting you to do so. If your child is already enrolled in ASEP for the Fall 2018 semester, you will not need to fill out another full application if your child is accepted into any of the Specialty Club programs.

Q: What is the easiest way to apply for the Specialty Club Program?

A: ASEP is encouraging all Daniel Webster families to use the online registration for the Spring 2019 Club Enrollment. Online applications will be time stamped upon your submission of the application if you are applying for our Spring 2019 Specialty Club Program. If your family does not have internet access but you would like to use the online registration system please contact ASEP's Program Director Ramiro Lule (ramiro@asepsf.org or 415-465-3603) to discuss alternative arrangements. Or if your family chooses to fill out a hard copy application, ASEP staff will provide that hard copy and be time stamping accordingly upon submission.

Q: What is the deadline to submit applications for ASEP's 2019 Specialty Clubs?

A: All applications (both online and hard copy) must be submitted by 6pm on Friday November 16th 2018 to qualify for the lottery enrollment process.



ASEP Spring 2019 Specialty Club Program Offerings

ASEP's Spring 2019 Specialty Clubs run Monday through Friday and offer additional "Specialized Clubs" including Art, Soccer, Chess and Digital Sound Arts. The club schedule varies upon the day of the week with Monday, Wednesday and Friday clubs lasting from 2:40 to 4:00pm and Tuesday clubs lasting from 1:40-3:30pm. Specialty Clubs provide the community with part time options and additional enrichment opportunities for students. Students who participate in the Specialty Clubs have the option to transition into Comprehensive ASEP or "Club After-Care" until 6pm Mon-Fri. Space is limited in all clubs thus ASEP staff use a lottery system for enrollment. Students admitted into Specialty Clubs will be enrolled until June 4th, 2019. Each Club costs \$150/month with limited scholarships available.

- **Soccer Club (Mondays & Wednesdays – K & 1st Grades)** - Students learn the basic skills needed to further appreciate the game and eventually play organized soccer in the future!

- **Chess Club (Wednesdays & Fridays – K through 5th Grades)** - Emphasizing fun over the competitive elements, this club allows students to practice their problem solving, analytical and logical skills all while having fun playing chess!

- **Digital Sound Arts Club (Tuesdays only - K & 1st Grades)** - This club introduces sound on many different levels through technology, music and movement! Students will learn the history of Jazz, Funk, Soul, Reggae, and Hip Hop from around the world by identifying forms, styles and patterns. Using sound mixing technology, students will produce their own songs and perform for their families and peers.

- **Art Club (Tuesdays only - K through 5th Grades)** - this club sparks students' creativity by exploring two-dimensional and three-dimensional art through drawing, painting, paper mache and sculpture. Students are exposed to the nuances of each medium and have the opportunity to create and share their own creative designs.



ASEP Spring 2019 Enrollment Important Dates:

Specialty Club Important Dates:

▪ Wednesday, October 31st 2018:

o ASEP's anticipated Spring 2019 Specialty Club program offerings, pricing, and scholarship information will be distributed through Daniel Webster student's Online Wednesday folders as well as the hard copy distributions during ASEP pick up.

▪ Wednesday, November 7th 2018:

o ASEP's Specialty Club online application form will go live at 10am on ASEP's website (www.asepsf.org/registration)

o Hardcopy applications will be available and accepted by ASEP staff starting at 10am on November 7th, 2018 in ASEP's office (Room 120).

▪ Friday, November 16th 2018:

o All ASEP Specialty Club applications (either online or hardcopy) are due on November 16th, 2018.

▪ Monday, December 7th 2018:

o Daniel Webster Site Coordinator Casey Howard will contact all families who applied for Spring 2019 Specialty Clubs by 11/16/18 via email to inform families of their child's club application status and whether they have been accepted into a Spring 2019 Specialty Clubs or if they have been placed on a wait-list.

o ASEP's Office Manager Odile Ciofalo will be sending out invoices by December 15th 2018 which will include updated program enrollment for the month of January 2019.

o ASEP's Program Director Ramiro Lule will send all families with program enrollment changes an updated Tuition Contract/Recurring Payment forms which all paying families will be required to sign.

▪ Monday, January 7th 2018:

o Spring 2019 Specialty Clubs programs will begin the week of January 7th 2018.

Comprehensive Arts Enrichment Important Dates:

▪ Monday, January 7th 2018:

o ASEP Staff will automatically rotate students into their 2nd Arts Enrichment class during the Spring of 2019.



o ASEP Comprehensive Arts Enrichment classes will begin the week of January 7th 2018.