**Spring 2014 CHESS CLUB REGISTRATION FORM**

Chess Mates at Queen Anne Elementary School

TWO SESSIONS

Age group: K-2nd grade

Tuesday 3:40 – 4:45 pm, April 22 to June 10

Cost: $55, per student per 8-week session

Classroom: Tree House 210 (Ms. Yokoyama's room)

Age group: 3rd – 5th grade

Thursday 3:40 – 4:45 pm, April 24 to June 12

Cost: $55, per student per 8-week session

Classroom: Tree House 304 (Ms. Klope's room)

**Enrollment will close by the end of the school day on March 31st, 2014.**

**Wait-Listing Policy:**

In the event that the class reaches maximum capacity (22 students), the order of registration of students will be based on the date of the online registration. Wait-listed students will be notified when a vacancy becomes available by email before the start of the classes.

**Chess Club Policy**

For Parents/Guardians:

1. Each class runs from 3:40 pm until 4:45 pm. Please pack a healthy snack for your child. We will allow children about 5 minutes to finish the snack, while we take attendance.

2. It is extremely important for parents/guardians to notify the Chess Club Coordinator, if their child cannot attend the club that day. Please email the Chess Club Coordinator (email contact info will be provided before the first day of class) with your child's name and your name as early as possible and before the class starts that day. When a child is absent from class without prior notification, we need to contact school administration, classroom teacher, as well as call the parents/guardians, to find the whereabouts of the child. This is a very serious matter and will take significant time and efforts from our parent coordinator and instructor. If a child is repeatedly absent from class without notification (3 times), Chess Mates reserves the right to drop the child from the class.

3. Students enrolled in an after-school class must be picked up promptly at 4:45 pm. Parents must come into the classroom to pick up their child and let the instructor know about the pick-up (either verbally or by visual signal). There may be a few students who need to go to Kids Co. after the Chess Class. They can only be escorted to Kids Co after all other kids have been picked up. Therefore, it is of great importance that parents pick up their children on time. If you are repeatedly late in picking up your child (later than 4:50 pm 3 times), Chess Mates reserves the right to assign a late fee or drop your child from the class.

4. There are no after-school classes on early dismissal days, or on days when school is cancelled or closed early due to weather. If after-school classes are cancelled due to weather, or other unforeseen circumstances, there are no refunds or make-up classes.

5. There are no tuition refunds for after-school classes. If your child quits or is suspended or dropped from an after-school class, Chess Mates cannot refund your tuition.

6. Parents should email the instructor to discuss their questions about their child's performance or progress, or give feedback. If an in-person meeting is needed, the parent should email the instructor to schedule an appointment. Parents should not use instruction time or pick-up time to conduct lengthy discussion with the instructor.

For Student Participants:

1. I understand that rules for the after-school program are the same as the rules during the school day at Queen Anne Elementary. I agree to follow all school rules during attendance in after-school classes.

2. I understand that in addition to regular school rules, the after-school class that I am in may have special rules unique to that class. I agree to follow any special rules as well.

3. I agree to pay attention to the teacher and parent volunteers during after-school programs, and to follow their instructions.

4. I agree to clean up and put the chess sets away when the class is over, and put the chairs back to their original location.

5. I agree to only leave the classroom when the instructor has given me permission, and I agree to return promptly to the classroom after bathroom breaks.

6. I agree to wait patiently in the classroom after the class is over for my parents/guardians to pick me up, or if I need to go to Kids Co., I agree to wait patiently in the classroom until the instructor or the parent volunteer can escort me to Kids Co.

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*Please return this portion of the form by email to clubs.qae2013@gmail.com by March 31st.*

Student Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade:\_\_\_\_\_\_\_\_ Teacher:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Age group: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Session day \_\_\_\_\_Tuesday \_\_\_\_\_Thursday

1. Caregiver Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caregiver Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Caregiver Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Caregiver Phone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact/Phone#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will pick up your child?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies or medical information we should know about this student:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☐ We have read and agree to the QAE PTSA "Parent and Student Policy on Before and After School Clubs and Activities" (http://qaeclubs.weebly.com/qae-parent-and-student-club-policy.html).

☐ We have read and agree to the above chess club policy. We give permission for our child to participate in Chess Mates’ after-school chess program.

Payment:

I am mailing full payment for this activity to Chess Mates Foundation,7212 Woodlawn Ave NE, Seattle, WA 98115.

I am requesting scholarship assistance\_\_\_\_\_\_\_\_\_\_\_ Amount requested $\_\_\_\_\_\_\_\_\_\_\_\_

I am including in my payment a scholarship donation for families who are unable to pay in the amount of $\_\_\_\_\_\_\_\_\_\_\_\_

Questions?

Instructor: Tori Speck (Email:speckv@spu.edu) (In Charge of Curriculum Issues)

Chess Mates Director: Georgi Orlov (Cell: (206) 387-1253, Email: chessmates@earthlink.net) (All General Matters)