

AR/AH Participant Paperwork & Back to Class Signup- to be sent *at least one month before paperwork deadline*

Documents to attach: Participant Packet OR Participant Update Sheet (depending on what is needed for that individual rider)

Hello from [center name]!

Please read the ENTIRE email below as it contains important information about the paperwork and meeting you will need to attend to officially reenroll **[student name]** in the 2017/2018 Program Year

Step 1- Fill out and return the paperwork that is due for your Participant

Step 2- Attend one Back to Class meeting

Classes begin the week of September 18

Calendar for the 2017/2018 Program Year attached to email

Step #1: Paperwork Information:

Paperwork Due: Participant Packet (including signed Physician's Release)

Paperwork Deadline: Monday August 7th, 2017

Please submit your paperwork one of the following ways:

1. Scan then email it back to me
 - a. Please scan and save your completed paperwork as ONE pdf document and send it in ONE email. I have almost 100 documents to review before the beginning of the year so one email with one document from each Participant/family makes things so much easier and more efficient.
2. Snail mail to: [Center Name, Attn: Program Director, Mailing Address]
3. Drop it by in person to the [center name] Office. Please put in an envelope with "Attn: Program Director" on the front.

Step #2 Back to Class meeting information:

Sign Up HERE for Back to Class Night

This year [Center Name] will be hosting a MANDATORY Back to Class meeting for Participants and/or their Parent/Guardian. We are offering several different days and times in an effort to provide times that will fit into everyone's schedule.

This meeting is for parents/guardians and/or adult Participants responsible for themselves so that we can quickly cover the program polices and update goals. If you absolutely need to bring your child with you, please let me know in the comment section of the signup and we will arrange for staff or volunteer to keep watch over them in a separate room while the meeting is taking place.

This Back to Class meeting will be going over important [Center Name] policies that apply to Participants and their families, updating individual goals, and will also be an open forum for you to ask questions.

Please note that each Participant (or their parent/guardian) MUST attend one of the meeting times listed. If you do not attend this meeting you will be removed from the [Center Name] class schedule for the 2017/2018 program year.

We are in the process of building the master schedule to try and accommodate everyone's requests and **will be releasing the 2017/2018 Class Schedule on AUGUST 18th**. If a best fit class time falls outside of the requested day/time/type that you gave me I will contact you before August to make sure it is a good fit. We will NOT be releasing any class information before this date.

Feel free to contact me with questions.

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Note: include original email with the RSVP Information

Hello Participant Families!

This is your final chance to put in your requests for the 2017/2018 Program Year!

If I do not hear from you by next Wednesday 6/21, we will start building the schedule without taking your requests into consideration when finalizing the class types/days/times.

Once we have passed 6/21, all those reenrolling will have first pick over those on the waitlist from the classes available....but we will not be adjusting days or times that certain classes are offered based on your availability.

After 6/21, if you reenroll, you will have to work your schedule around what class options are available and left open.

Please also note that if you are requesting a Saturday class time, you will also need to provide a secondary day you are available as I have already received multiple requests for the Saturday times from other returning participants.

If you are NOT enrolling for the 2017/2018 Program Year, please let me know so I can remove you from my email list.

The information below was sent out via email on May 30th.

[Insert: Back to Class Meeting RSVP Information for families that have not RSVPd]