



Sign Up for ASA begins at 6pm on Monday, September 11, 2017. You MUST use the link available on our website... www.berlinintermediate.org

Please follow all directions carefully and answer all questions completely. It is not necessary to create a Sign Up Genius account to register for After School Academy.

If your child will be involved with sports or other activities and unable to attend the full 8 weeks of the academy, please do not register them as space is limited.

All classes meet for 2 hours. Sign up for only one class per day.

Please read the descriptions for each class carefully and make sure your child meets the requirements for grade, experience levels, prior attendance, etc. Students will be asked to choose another class and/or removed from the roster if they do not meet the requirements.

If the academy your student wishes to attend is full, please sign up on the wait list and in the comment section tell us the name of the filled academy.

You will receive a written confirmation of your child's classes and bus assignment in your child's back pack mail before the academy begins.

When the registration form asks for "**First Name**" and "**Last Name**" please enter the **CHILD'S NAME**. There will be a different place for the parent's name. Each student must be registered separately. You must finish one student then log back in to complete the next student.

Give only one address for the bus stop location. Please give us an **accurate physical address** (no PO boxes, please) **and phone number** to aid the bus driver in safely delivering the student at the end of the academy day.

All students are dismissed at 4:45 pm. Parents are asked to limit changes in transportation to **EMERGENCY** situations only. Please make every effort to make these last minute changes prior to 4:15 pm.

If you are picking up your child prior to dismissal, you must visit the office to sign your child out.

Please call the front office if you have questions about BIS and Beyond After School Academy classes or need assistance registering.