



Dear Clariden Community:

Thank you for your interest in Clariden After-School Enrichment (CASE). This document is your “one-stop shop” for all the logistical info that you might like to know about our programming.

**Q: When do CASE programs start?**

A: Most Fall programs begin in late August or early September. Most Spring programs begin in mid to late January. Some programs have two terms (ex: Fall 1, Fall 2). Programs such as OM, Drama, and Basketball have elongated terms and will have meeting dates that begin in the Fall and end in Winter or Spring. **Please carefully review the specific dates for each program** listed in the catalog.

**Q: Where do the programs take place?**

A: Our programs are held all over campus. Your child will be escorted each day to the program space by their program teacher.

**Q: Who participates in these programs?**

A: Our programs are available to students in grades Cougar Prep through Grade 12. All programs have specific grade level/age requirements.

**Q: Who runs these programs?**

A: CASE programs are operated by Clariden faculty members and community partners. Priscilla Diaz Fisher, Director of Marketing and Communications, oversees the programs. **All faculty and partners have undergone background checks and an orientation.**

**Q: How does my child get to the programs?**

A: There is a 10-minute gap between dismissal and the start of the programs. During these 10 minutes, your child will be supervised by their classroom teacher and/or program teacher. During this time, students may take a water break and use the restroom. Program teachers will pick up their participants from the Lower School building (OM, Drama, and Basketball have their own designated meeting spot on campus) at the start of the program.

**Q: What if my child is hungry after school?**

A: Students are welcome to bring/ eat their own snacks.

**Q: Where and how do I pick up my child?**

A: There are three key points of information about program dismissal:

- **If your child will be attending CED after a program ends**, we will make sure your child is escorted to the CED classroom.
- **If your child will be picked up after a program ends**, please park and pick up your child inside the Administration building.
- **If your child is enrolled in OM, Drama Club, or Basketball**, please pick up your child in the Swienton Family Gymnasium.

**Q: What is the cancellation policy for the programs?**

A: For Fall 2023:

- All cancellations for Fall Term 1 programs must be made by **Thursday, August 17 at 11:59 PM**. All cancellations for Fall Term 2 programs must be made by **Friday, September 29 at 11:59 PM**.
- You may enroll in a program up to 24 hours before the program start date.
- Unfortunately, once the cancellation deadline passes, we will be unable to offer refunds on any program.
- We do not prorate the registration fee for late registrations.

For OM, Drama Club, and Basketball:

- Due to the substantial front-end costs of these programs and logistical planning involved after the first "headcount", there is a **24-hour cancellation policy** for these programs after the time of registration. Please ensure you and your student are fully committed to the program(s) prior to trying out/registering.