

ASEP Policies & Procedures

Cabrillo PTO aims to provide high-quality, on-campus enrichment opportunities for Cabrillo students from a variety of After School Enrichment Program (ASEP) providers. The following policies and procedures help keep our program running smoothly.

- A child must be enrolled in a class to attend a class. If they are not officially registered, the instructor or Cabrillo's front office staff will call the emergency contact listed on their yellow form to pick them up.
- If your child is sick they will be sent to the office, and their emergency contact will be called to pick them up.
- If there is an emergency, the After School instructor will follow [Cabrillo's School Site Safety Plan](#) and the [Big Five](#) emergency response protocols. These protocols and plans will be shared with ASEP Providers when they sign on to teach a class.
- Dates of classes are listed on the individual flyers posted below. Please contact the ASEP Provider directly with questions about registration, locations/dates/times, or other issues.
- Despite our best efforts as parent volunteers, issues with programs or scheduling occasionally arise. Please remember to respect all parties involved, despite any frustration, and be civil to one another.