

## **Enrichment Academies**

Enrichment Academies, Inc (EAI) is thrilled to return for a 3<sup>rd</sup> year of managing the after school clubs program at Westland Middle School for the Westland PTA. It is EAI's mission to provide a rich, rewarding and diverse after school experience to students with a variety of price points and days offered. Clubs are offered directly after the students' school day and provide students opportunities to explore new activities, develop skills, exercise and connect socially with a greater cross section of their school peers outside the classroom.

## **EAI Club Experience**

- **Club Schedule Overview**

EAI will provide an overview of the upcoming fall schedule by mid-August and an overview of the winter and spring clubs by early winter. This enables parents to start planning their child's schedule with other activities. These overviews will detail which clubs will be running on each day of the week.

- **Club Catalog**

EAI provides an online club catalog through the Westland listserv and website a week prior to the start of registration. Limited paper copies of the club catalog will be available in the school and counselor offices. In our experience the catalog generates anticipation, excitement and interest amongst the students about upcoming club opportunities. EAI encourages students to be part of the club selection process and collaborate with their friends in exploring club opportunities. The catalog provides details on the online registration process, club descriptions, club dates, price and club policies for parents.

- **Open /Early Bird Enrollment**

EAI offers open enrollment, with a specific registration start date. Club fees for the first four days of each registration period will feature discounted Early Bird pricing. We urge all parents to take advantage of early bird enrollment so minimum enrollment numbers can be met and accurate rosters can be distributed to instructors prior to club start dates. After the four-day Early Bird window, online club registration will remain available at non-discounted club prices.

- **Club Communication**

In an effort to provide proactive feedback on club activities, EAI requests that each club instructor send an introduction email (with a club overview) to parents of enrolled students. In addition, EAI provides an email (or phone call if needed) to parents of absent students. This helps parents and students adapt to the weekly after school clubs routine. This improves the efficiency of attendance taking to maximize club enjoyment time.

- **Registration**

EAI provides a simple, easy-to-use registration system. This system provides parents a weekly calendar view of the clubs along with specific club meeting dates and times.

- **Annual Registration Fee**

A registration fee of \$25 is required during each student's first club registration of the school year. This is an annual fee per student per school year. Once paid, subsequent club registrations for that student during that school year will not incur this fee. This

revenue from this fee helps offset the cost of providing a quality after school club program. EAI does exempt Scholarship students from the annual registration fee.

- **Parent Feedback**

EAI welcomes and encourages feedback from parents. Your input helps to build a stronger program as clubs can be added or improved in subsequent sessions. All correspondence should be directed to Erin@Enrichment-Academies.com.

### **Schedule of Important Dates**

#### ***Fall Session***

September 4<sup>th</sup>: ONLINE CATALOG DISTRIBUTION via Westland listserv and website

September 10<sup>th</sup> – September 14<sup>th</sup>: EARLY BIRD ONLINE REGISTRATION

September 21<sup>st</sup> – September 28<sup>th</sup>: REGISTRATION CONFIRMATION

October 2<sup>nd</sup> - CLUBS START (8 weeks)

#### ***Winter Session***

December 3<sup>rd</sup> - ONLINE CATALOG DISTRIBUTION via Westland listserv and website

December 10<sup>th</sup> – December 14<sup>th</sup>: EARLY BIRD ONLINE REGISTRATION

December 17<sup>th</sup> – December 21<sup>st</sup>: REGISTRATION CONFIRMATION

January 2<sup>nd</sup>: CLUBS START (8 weeks)

#### ***Spring Session***

February 25<sup>th</sup> - ONLINE CATALOG DISTRIBUTION via Westland listserv and website

March 5<sup>th</sup> – March 9<sup>th</sup>: EARLY BIRD ONLINE REGISTRATION

March 11<sup>th</sup> – March 15<sup>th</sup>: REGISTRATION CONFIRMATION

March 19<sup>th</sup> - CLUBS START (7 weeks)