

### **Cancellation Policy for ASEP Classes**

Thank you for signing up to teach an after school enrichment class through the Loveland Elementary Parent Teacher Association. We understand emergencies can occur that require cancellation of a class and thus we are required to have a clear policy that needs to be followed as such. The safety of our students comes first. Parents and staff need to be notified so that the proper transportation and childcare is arranged.

1. If something arises in which you are unable to hold a scheduled class, the instructor must email and /or call the following parties by at least the morning of the scheduled class by 9:30 am and receive confirmation of cancellation:

a. The school secretaries

School	Secretary	Email	Phone
LECC (PK & K)	Penny Dippold	dippolpe@lovelandschools.org	513-683-4200
	Erin Haney	haneyer@lovelandschools.org	513-683-4200
LPS (1 & 2)	Karen de Jongh	dejongka@lovelandschools.org	513-683-3101
	Katie Buck-Kennedy	buckkeca@lovelandschools.org	513-683-3101
LES (3 & 4)	Chris Thiel	theilch@lovelandschools.org	513-683-4333
	Colleen DiSanto	disantco@lovelandschools.org	513-683-4333

b. Loveland PTA ASEP Chairs

ASEP Chair	Email	Phone
Heather Trusner	lovelandasep@gmail.com	248-863-6370
Carrie Strole	lovelandasep@gmail.com	937-243-0942

c. Parents of the students (list provided before the beginning of class)

2. All classes will need to be rescheduled as parents have already paid.
3. If one of these steps is not taken there will be a monetary penalty of \$50. If there is a repeated offense, there will be another monetary penalty of \$50 and we will be required to take you off our list of instructors.

Thank you for your understanding,  
Loveland Elementary PTA  
After School Enrichment Program

---

Instructor Signature

---

Date