


# PCCS Club Offerings

Updated: 11-11-19

November – December 2019

(Please turn over for enrollment instructions)

\* **NOTE:** Clubs do NOT meet on Early Release Days or Non-Attendance School Days.

 <p><b>Frozen 2 Fan Club</b> September Larson / RM 18 Thursday: 3:45 9m – 5:30 pm One Day: <b>Dec 5<sup>th</sup>, 2019</b> Grades K – 6 Cost: \$20.00</p>		 <p><b>Winter Craft Club</b> September Larson / RM 18 Thursday: 3:45 9m – 5:30 pm One Day: <b>Dec 12<sup>th</sup>, 2019</b> Grades K – 8 Cost: \$20.00</p>
	 <p>Kyle Fiorelli / RM 17 &amp; 19 <b>Grades 3- 8</b> <b>Sign up to Audition for</b> Mary Poppins Jr. Workshop: December 17 Auditions: December 18 &amp; 19 <b>Drama Club will meet:</b> Tues, Wed, and Thursdays Beginning January 7, 2020 \$200.00 <b>Performance Date:</b> 3-20-20</p>	
		<p><b>Clubs in session – Still accepting enrollments:</b></p> <p>Magic: The Gathering Club – ending 12/17/19 Contact Matt Johnson MJohnson@pccarterschool.org</p>

**Enrollment (paper form or online) along with payment  
are due (1) one week prior to start of club.**

Club Cancellation/Withdrawal Procedures: The club organizer will notify the parent of any enrolled student within 48 hours of the club start date in the event that a club is cancelled and payment will be returned. If your student chooses to withdraw from the club after attending the first day, please notify the club organizer in writing and a refund will be issued. Refunds will not be given after the second scheduled meeting, regardless of attendance.

## Enrollment Instructions:

### Option 1: Paper enrollment – Cash and Check payments only!

- Club enrollment forms can be found on the PCCS Website under Curriculum / Before and After School Programs.
  - Choose After School Clubs
  - Select the club you are looking to enroll in and print the flyer
  - Turn the completed flyer and payment by cash or check into the Business Office by due date.

### Option 2: Online enrollment – Cash / Check or Credit Card payments

\*\* PLEASE USE CHROME FOR YOUR BROWSER WHEN ACCESSING POWERSCHOOL\*\*

- Log into Powerschool and select Pay Fees from the Navigation Bar on the left hand side of your screen. The first time utilizing the Pay Fees feature of Powerschool you will need to choose the “Set-up Account” button and mark the box to “Agree to the terms”. Once you hit the “Accept” button you will be logged in Edutrack. Going forward you will be immediately directed to Edutrack once you select “Pay Fees” in Powerschool.
- Choose the Soccer Ball Icon to access the Categories Menu in Edutrack...you should see Categories appear along the left side of your screen. If you do not have an icon then choose the word “HOME” above the Green School House Icon and the categories menu should appear along the left side of your screen.
- Choose Clubs – PCCS After School from the Categories menu - you will see options to register for the clubs that are currently being offered.
  - **Things to keep in mind:**
    - Please complete a separate enrollment for EACH student
    - Add each enrollment to your basket
    - Once you have completed all of the desired enrollments you can check-out
      - Credit Card Payments: Follow the steps at check-out to make payment via credit card (a service fee will apply)
      - Cash or Check payments: To make payment via check or cash please change the amount for each item in your basket to \$0 and complete the transaction. You will need to print the receipt at the final stages of check out and send payment via cash or check to the Business Office to finish your registration.
    - Payment and enrollment must be received in the Business Office by the due date to be able to participate in the desired event.
    - Late registrations will not be accepted without permission from the club organizer.