

SPRING 2026 OUTSIDE SCHOOL ACTIVITIES (OSA)

The PTO is pleased to offer a variety of outside school classes and activities led by our talented Spring Hill Teachers and skilled FCPS-approved vendors. Proceeds from OSA classes help fund priority PTO projects for Spring Hill Elementary School. Our OSA Program helps provide our students with exciting and engaging opportunities to practice and learn new skills and activities surrounded by friendly faces from school in a safe, secure, familiar environment.

SPRING OSA registration will be open from noon on Friday, January 16th until noon on Friday, January 23rd. Most classes begin during the week of February 2nd. Please review our OSA policies (on the back of the flyer and online) regarding cancellations, no late registrations, and limited class capacity.

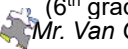
ACTIVE PTO Members (2025-26) should use their one-time coupon discount for OSA course fees. (The code will be emailed by January 15th.)

↑ Please scan this QR code for class descriptions and to register via the PTO OSA Website:



OR visit www.springhillpto.org/programs/osa

SPRING SESSION OSA CALENDAR – Classes Run From February 2 through May 22

TIME	Monday	Tuesday	Wednesday	Thursday	Friday
7:45 AM – 8:30 AM	Soccer Club (3 rd – 6 th graders) Mr. Van Ormer 	Basketball (3 rd – 4 th graders) Mr. Van Ormer 	Basketball (5 th graders) Mr. Van Ormer 	Flag Football (4 th – 6 th graders) Mr. Van Ormer Games and Puzzles (2 nd – 3 rd graders) Mrs. DeVlyder 	Basketball (6 th graders) Mr. Van Ormer 
3:45 PM – 4:45 PM	YOUNG @ ART with Miss Pam (1 st – 4 th graders) SPARK: Debate Club (3 rd – 6 th graders) Ms. Rinker Little Scholars: Soccer (K – 6 th graders) Instructor TBD Basketball Club (4 th – 6 th graders) Mr. Van Ormer LEGO: Minecraft Masters (3 rd – 6 th graders) Instructor TBD 	Sticky Fingers 'Cool'-inary Cooking Club (K – 2 nd graders) Chef Takceia Mincey LEGO: Pokemon Engineering (K – 2 nd graders) Instructor TBD Mad Science: Secret Agent Lab (3 rd – 6 th graders) Alex Horvath Drama Club (4 th – 6 th graders) Mrs. DeVlyder 4th Grade Chorus (4 th graders) Ms. McPhilamy 	Cheer Club/Panther Pep Squad (4 th – 6 th graders) Ms. Retting, Ms. Tartt, Ms. MacMillan Mudskippers Pottery: Passport to Your Imagination (K – 6 th graders) Ms. Kim STEM ExCell: Intro to Game Design Ms. Nejad, Ms. Van Der Noorda, Vanessa Webb, Ethan Hart GuitArt & Beats (K – 2 nd graders) Ms. Van Der Noorda, Ms. Nejad 3rd Grade Chorus (3 rd graders) Ms. McPhilamy 	Mad Science: Sensational Science (K – 2 nd graders) Alex Horvath Sticky Fingers 'Cool'-inary Cooking Class (3 rd – 6 th graders) Chef Takceia Mincey Spark: Aspiring Fashionista (1 st – 3 rd graders) Instructor TBD Ninja Crafters: Discovery Japan (4 th – 6 th graders) Teresa Monzingo STEM Club (3 rd – 6 th graders) McLean HS Honors Students 	CHESS CLUB* US Chess L...nter (2 nd – 6 th graders) Christopher P. McCleary KIDS IN MOTION: Glow Party (K – 5 th graders) Qian Zhang 
Class Dates	- Feb: 2, 9, 23 - Mar: 2, 9, 16, 23 - Apr: 13, 20, 27 - May: 4, 11, 18	- Feb: 3, 10, 24 - Mar: 3, 10, 17, 24 - Apr: 7, 14, 21, 28 - May: 5, 12, 19	- Feb: 4, 11, 25 - Mar: 4, 11, 25 - Apr: 8, 15, 29 - May: 6, 20	- Feb: 5, 12, 19, 26 - Mar: 5, 12, 19, 26 - Apr: 9, 16, 23, 30 - May: 7, 14, 21	- Feb: 6, 13, 20, 27 - Mar: 6 - Apr: 17, 24 - May: 1, 8, 15, 22

Questions? Contact: springhillptoosa@gmail.com

OUTSIDE SCHOOL ACTIVITIES (OSA) POLICIES – 2025/26 SCHOOL YEAR

1. SPRING HILL PTO OSA PROGRAM

- 1.1 The Parent Teacher Organization (PTO) of Spring Hill Elementary School (SHES) is pleased to offer a variety of outside school enrichment classes (held before or after school) taught by our talented Spring Hill teaching staff and FCPS HR approved vendors.
- 1.2 Classes are sponsored by the PTO and adhere to FCPS Regulation 8424 and Notice 8424.
- 1.3 Proceeds from OSA classes help fund priority PTO projects at SHES.

2. OSA PROGRAM COORDINATION

- 2.1 The SHES PTO (a volunteer organization) designs and coordinates the **OSA Program for enrolled SHES students**, with the support from SHES staff and administrators.
- 2.2 This program adheres to all necessary FCPS guidelines in place for PTO sponsored activities and Community Use Requests, which, coupled with the selected OSA Classes, are approved by SHES Administration.
- 2.3 An "OSA Monitor" (a SHES member of staff), works alongside the PTO to help provide onsite support for this program during OSA class hours.
- 2.4 Students who participate in Outside School Activities are serviced by and subject to the existing policies around scheduled and emergency medications. For more information, please visit: <https://springhills.fcps.edu/family-hub/clinic>

3. FALL & SPRING OSA DATES/DURATION

- 3.1 Two sessions are planned for the 2025-26 school year: FALL (September 22 - December 12) and SPRING (February 2 - May 22).
- 3.2 Registration for the SPRING session will **open via the SHES PTO Website on Friday, January 16 and close on Friday, January 23.**
- 3.3 All registrations must be received during this window and will not be accepted after this time.

4. PTO MEMBER DISCOUNT

- 4.1 **Active (25/26 school year) PTO Members this year will receive a one-time discount coupon** by email on January 15 before Spring OSA registration opens. The coupon code must be entered during the checkout process for your chosen OSAs.
- 4.2 Non-PTO members will not receive nor be eligible for any coupons for discounted classes.

5. REGISTRATION and PAYMENT

- 5.1 Registration is open to all SHES students, with **priority** for class placements given to **active PTO members** (2025-26 dues paid). [Families may become PTO members by paying the \$20 annual dues to join the PTO at any time. However, **only members as of January 14th will be eligible to receive the Spring OSA Coupon.**]
- 5.2 OSA class registration and payment is available online only at the Spring Hill PTO website (<http://www.springhillpto.org>) unless directed otherwise on the site (e.g. Chess Club, handled by US Chess center)
- 5.3 If your child does not meet the **grade requirements** listed for a class, you may NOT register for that class.
- 5.4 Children are not permitted to attend class without advance registration, payment and the receipt of a class confirmation email. **Any unregistered child who arrives at a class will be sent to the school office to await their parent.**

6. LOTTERY, WAITLIST and SWAPS

- 6.1 Please note that submitting your OSA registration and payment does not guarantee class placement. At the close of OSA registration, for any class where the number of registered students exceeds the class capacity, a lottery will occur. All student names will be pooled then randomly selected until class capacity is reached.
- 6.2 Students who are not selected through any lottery that occurs will be sequentially added to the waitlist for the class. Refunds will be issued for students not selected via the lottery.
- 6.3 Whenever possible, students who do not get their chosen class due to overcapacity, may be offered a remaining spot for a class on the same day/time as an alternative to receiving a refund. There is no obligation to accept a swap, nor is it guaranteed.

7. WITHDRAWALS, CHANGES and REFUNDS

- 7.1 Please consider OSA class choices carefully, as cancellations will NOT be possible beyond the closing of registration period, except in the event of an oversubscribed class/lottery situation.
- 7.2 Requests to withdraw or cancel a class received after the close of registration will **not be refunded.**

8. CLASS CONFIRMATIONS (Dates, Times, & Locations)

- 8.1 **OSA Class confirmation emails** containing class location, dates and instructor information, will be sent to parents **on or before January 30, 2026.**
- 8.2 The FALL OSA classes run from September 22 – December 12 and SPRING OSA classes run from February 2 – May 22 unless otherwise noted on the advertised schedule of classes (e.g. Chess operates on an adapted schedule).
- 8.3 Classes will be held onsite at SHES at 7:30/45-8:30 am (before school), and 3:45 – 4:45 pm (after school), with the exception of Chess Club which ends at 5:15 pm.
- 8.4 OSA Classes will not be scheduled on days SHES is closed or for any early dismissals.
- 8.5 All aspects of OSA class offerings (locations, fees, dates, times, grade requirements, class capacity, enrollment, instructors) may be subject to change.

9. CLASS CANCELLATION & MISSED CLASSES

- 9.1 In the event an OSA class is canceled for a particular day (e.g. snow day, instructor illness), a make-up class may be offered, however, it is not guaranteed.
- 9.2 If your child misses a class, no make-up classes will be offered.
- 9.3 No refunds will be given for missed or canceled classes.

10. PICK UP/LATE PICK UPS and BEHAVIOR

- 10.1 **For Before School Classes, students should be delivered directly to their OSA Classroom location** (noted in the class confirmation email).

10.2 **For After School Classes, students will go directly to the OSA class location, once they are released through the school dismissal process.** Younger students will be assisted by teachers and school staff to ensure a smooth transition to their designated OSA class. **Please be sure your child knows which day(s) they are participating in OSAs, notify their teacher, and update the PickUp Patrol system.**

10.3 At the conclusion of each OSA after school class, students must be picked up at the main entrance of the school (Door #1) by a parent/guardian or other designated adult; or students participating in SACC should return to the SACC room at the end of the OSA class to follow their usual SACC dismissal process.

10.4 **Teachers receive a roster of students participating in OSAs from PickUp Patrol – it is critical dismissal plans are updated using this system.**

- 10.5 **Parents/guardians MUST park in a legal parking spot while picking up their child(ren). WARNING: Cars must not park or be left in the bus circle lane (i.e. directly in front of the school).** This is a fire safety zone and it is illegal to park here. There is ample safe and legal parking within the school grounds which is available for your use.

10.6 Parents/guardians are responsible for ensuring their children are **picked up on time (4:45pm or 5:15pm for Chess)** from OSA classes each day. If a parent or authorized adult arrives more than 10 minutes late to pick up a student, the OSA Monitor will record the late pick up. The parent will be reminded of this policy once and will be asked for any **future late pickups to pay a \$25 late pick-up fee directly to the OSA teacher at their next class.** If that parent or authorized adult has two or more late pick-ups, the child will be removed from the OSA class and may be denied any future participation in OSAs.

10.7 Children should be reminded of the importance of adhering to the OSA class instructions. If students exhibit **concerning and/or persistent behavioral issues**, or if they cause **harm to themselves or other students, staff, furniture or school property**, they may be **removed immediately** from participating in OSA class(es), as well as denied any future participation in OSAs.

11. OSA INSTRUCTORS and VENDOR POLICY

- 11.1 OSA Classes are led by SHES teachers and outside FCPS HR approved vendors. Vendors are required to carry their current FCPS HR Badge at all times while onsite and will need to provide valid identification during the Spring Hill Elementary Office (entry at Door #1) visitor sign-in process.
- 11.2 OSA Vendors may safely park within the school grounds and enter and sign in at the school through Door #1.
- 11.3 School dismissal occurs between 3:20-3:40pm daily, however Vendors may not enter their designated classroom for setup until 3:35pm and should efficiently get classes started from 3:45pm.

11.4 OSA Teachers, Instructors and Vendors are accountable for the appropriate and responsible use of their designated SHES classroom. This includes cleaning/tidying up after class, returning desks and chairs to their correct place and replenishing/replacing any misappropriated supplies.

11.5 Students attending OSA Classes must be safely and securely supervised at all times until they are dismissed into the care of their parent/guardian.

11.6 Absences will be informed by the school PickUp Patrol system, and class attendance must be recorded at the start of the OSA class.

11.7 Students may not leave the designated OSA classroom/space for any reason, unless previously approved by the class instructor.

11.8 Students may not leave their OSA Class until class is dismissed via Door 1, or if previously arranged between the OSA Instructor and parent/guardian.

11.9 All filming, photography, or recordings of students, or of school property or facilities is expressly prohibited during SHES OSA classes.

11.10 Vendors will be provided by SHES PTO OSA Lead/Monitor with class rosters of registered students for each class. This information must be kept secure and must never be circulated or shared without the prior written permission of the Spring Hill PTO President.

12. PTO-SPONSORED SCHOLARSHIPS for OSAs

- 12.1 At the discretion of the SHES PTO President, the PTO may offer or approve funding for OSA class participants in the form of a Scholarship.
- 12.2 Funding for such scholarships shall come from the proceeds of that OSA session and will be considered in light of class capacity and suitability
- 12.3 Scholarships are approved on a case-by-case basis. A one-time approval per class does not guarantee scholarships moving forward.