

NCE Kids Info & Policies for summer programs

ACCESS

Our classes are open to everyone. Please let us know if you have any special concerns or need special assistance.

AFTERNOON EXTENDED DAY

We offer Extended Day until 5:30pm each day. Our staff will bring students to our designated location and you can pick up there. Late fees apply for all late pick-ups so please be prompt! We will not pro-rate our fee for Extended Day, but you are welcome to send your child for fewer than five days. (Please let us know if you plan to do this.) There is no early-morning program (except with Camp Invention); please do not bring your child early as there is no supervision prior to the start of our classes.

BEHAVIOR POLICY

It is our expectation that students in our classes will follow their teacher's instructions. Students are expected to be respectful of their teachers and peers. Students must use only materials designated for their NCE class and use them appropriately. If your child does not meet these expectations, we will communicate with you to discuss his or her behavior. If after two such communications your child's behavior has not improved, we will ask you to withdraw your child from the class and no refund will be given. If your child exhibits threatening physical behavior towards others in the class, he or she will be withdrawn immediately and no refund will be given.

DISCOUNTS/SCHOLARSHIPS

We do not offer sibling or other discounts on our Kids programs. Partial scholarships are available on a limited basis for Newton residents. Call 617-559-6999 for more information.

DROP-OFF AND PICK-UP PROCEDURES

Please bring your child to his or her class each day and pick up from there (or from our Extended Day location). Kids in grades 3-5 can dismiss themselves with written permission from a parent or

guardian. To give your permission, send an email to staff@newtoncommunityed.org stating your child's name and NCE class. For summer sports campers, drop-off and pick-up are at the main entrance of the school.

GRADES/AGES

Please enroll your child in the appropriate class for his or her grade. Use your child's age/grade and school as of Fall 2017, and make sure this information is accurate in his or her profile when signing up online.

LATE FEES

Please respect our staff and pick up your child on time. Late pick-ups will be charged as follows:

1st time: \$25 for each 10 minutes you're late.

2nd time: \$50 for each 10 minutes you're late.

If you're late three times over the summer, you will be asked to withdraw your child from our program and no refund will be given.

LOCATIONS

To find your class, come to the main entrance of the school and you'll have help from there. We'll have color-coded signs and friendly staff to guide you, and in some cases we may send you specific directions by email too.

MAKE A FULL DAY

Choose the morning and afternoon programs you want (making sure they're running at the same location) and sign up for lunch too. Our staff will take your child from the morning class to lunch and from lunch to the afternoon class, and you can pick up from there. There is no need to sign up for lunch if your child is enrolled in a class that runs until 3pm or later, as they will have lunch as a class. Lunch is not offered for kids who are enrolled in a single half-day program. Bring your own snack and lunch.

PERMISSIONS

We may occasionally post your work to our website or take pictures of students in our classes to use in promotional materials. Your enrollment in a class indicates your approval for this.

REFUNDS/WITHDRAWALS

If you would like to withdraw from a class before June 1, you can have a refund minus a \$25 processing fee. After June 1, no refunds or credits will be given. Transfers may be possible, space permitting. There is a \$50 fee for each transfer. Refund and transfer requests must be made by phone.

SNACKS AND LUNCH

Bring your own snacks for half-day programs, and lunch as well for full-day ones.

SPECIAL CIRCUMSTANCES

Please contact us to discuss any medical conditions, allergies, learning styles, or other special circumstances that could impact your child's experience in our program.

SUMMER SPORTS

Registration for all sports camps is through NCE. Payment must be made in full for your registration to be complete, and the above refund policy applies. For Sports Extended Day, check our website or call us.

WAITLIST STATUS

If the class you want is full, sign up for the waitlist! It's free, and we often get last-minute changes. You can always turn down a spot if it's offered to you.

WE ARE INCLUSIVE

NCE does not discriminate against any individual on the basis of age, race, religion, gender, disability, sexual orientation, gender identity and expression, veteran status, or any other category protected by federal or state law.

WE'RE HERE TO HELP

Call us at 617-559-6999 or email us at staff@newtoncommunityed.org.