

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.

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 If your child exhibits threatening physical behavior towards others in the class, he or she will be withdrawn immediately and no refund will be given.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 quantity 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 that classroom (Extended Day students, see below). If anyone other than a parent or guardian will be picking up your child, email the NCE office at staff@newtoncommunityed.org, or call us at 617-559-6999. If your child is in grade 3-9 and can self-dismiss, email us with your permission, stating your child's name and NCE class(es). Kids in grades 10 & up can self-dismiss with no written permission.

EXTENDED DAY

New this year: We have both morning and afternoon Extended Day. Our morning program runs from 8-9am; our staff will bring students to their 9am classes. Our afternoon

program runs from 4-5:30pm; our staff will pick up students from their afternoon classes and bring them to Extended Day. Morning drop-off and afternoon pick-up will be at our designated Extended Day location. We don't pro-rate our fee for Extended Day, but you are welcome to send your child for fewer than five days. (Let us know if you plan to do this). Please no early drop-offs or late pick-ups, as there is no supervision before 8am or after 5:30pm.

GRADES/AGES

All grades and ages listed are for Fall 2018.

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. For sports programs at elementary schools, drop-off is at the field.

MAKE A FULL DAY

Choose the morning and afternoon programs you want 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 from 9-2:30pm or later, as they will have lunch as a class. You must bring your own lunch, as lunch is not provided. Lunch is not offered for kids who are enrolled in a single half-day program.

MEDICAL ATTENTION

Except where noted, NCE Summer Kids classes are not state-licensed camps. Our staff members are not authorized to administer medication. Please call our office to discuss any medical needs.

PERMISSIONS

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

REFUNDS/WITHDRAWALS

If you 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. A transfer 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.

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.