

# NCE Kids Info & Policies for Summer Programs

## ACCESS

Our classes are open to everyone from all communities. 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 If your child exhibits threatening physical behavior towards others in the class, he or she will be withdrawn immediately and no refund will be given.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

### Drop-off:

Please bring your child directly to his or her class each day. There will be directional signs and friendly staff to guide you from the main lobbies of each high school.

### Pick-up:

If anyone other than a parent or guardian will be picking up your child, contact the NCE office by email. If your child is in grade 3-6 and can self-dismiss, email us at [staff@newtoncommunityed.org](mailto:staff@newtoncommunityed.org) with your permission. State your child's name and NCE classes(es). Kids in grades 7 & up can self-dismiss with no written permission. Kids who self-dismiss can not remain in the building and must leave the school campus.

## EXTENDED DAY

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. Sports Extended Day runs from 3-4pm. 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 2019.

## LATE FEES

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

1st time: \$25

2nd time: \$50

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 and pick-up are 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 9-3pm 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 CARE

NCE Kids staff will make every effort to contact you in the event of an emergency requiring medical attention for your child. If you can not be reached, we will transport your child to the nearest hospital by emergency vehicle and will secure the necessary medical treatment. We have designated staff members who are trained in the basics of first

aid and Cardiopulmonary Resuscitation (CPR) and will administer immediate first aid to your child when appropriate. No NCE staff member (excluding at Camp Innovations) is permitted to administer medication.

## PERMISSIONS

We may occasionally post student 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 by May 31, you can have a refund minus a \$25 processing fee. After May 31, 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 during our daytime office hours.

## REGISTRATION DEADLINE

Registration closes the Thursday before the following week's programs.

## SNACKS AND LUNCH

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

## SPECIAL NEEDS

If there's additional information we should have for your child to be successful in our program, please let us know at least three weeks before the start of your class. Email us at [studentinfo@newtoncommunityed.org](mailto:studentinfo@newtoncommunityed.org) or call us at 617-559-6999 and we will follow up with you. If you register less than three weeks before your class starts, contact us immediately.

## 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](mailto:staff@newtoncommunityed.org).