

SATURDAY ENRICHMENT PROGRAM (SEP) WINTER 2010 SESSION INFORMATION

EVANSTON SITE - NORTHWESTERN UNIVERSITY

FALL SESSION: JANUARY 9TH-FEBRUARY 27TH 2010

PROGRAM DIRECTOR: ROXANNE GREENBERGER rgreenberger@northwestern.edu P: (847) 491-4979

PROGRAM COORDINATOR: AMY GYARMATHY a-gyarmathy@northwestern.edu P: (847) 467-1808

SATURDAY-ONLY PHONELINE: (847) 467-3368

Location and Parking Information

- SEP classes generally meet in Annenberg Hall, the Technological Institute (Tech), Lunt Hall, Kresge Hall and the University Library. Please see the map for details.
- Parking is allowed in most NU lots on Saturdays without the need for a parking sticker. **Please do not stop to drop off or pick up students on Sheridan Road in front of Technological Institute! This causes both NU and the community to become very unhappy with our program.** Please see the provided map for parking lots.
- **Carpool lists** will be emailed to families in mid-December if requested on application. If you *did not* sign up to be included on the carpool list, we will be unable to give you one for security issues.

In case of emergency closings...

In the history of SEP, we have never had to cancel classes due to weather-related or other campus emergencies. However, in the event any classes are canceled at any of the sites, it will be indicated at www.emergencyclosings.com.

Attendance & Medical Issues

- Students are expected to be in attendance for the entire class period all eight weeks. If, for any reason, your child will not be able to attend his or her class, please let us know in advance by letting the teacher know or by emailing us at sep@northwestern.edu by 5:00pm on Friday. You may also leave a message on the SEP phone line on Saturday mornings at **(847) 467-3368**, and the teacher will be notified. If your child's teacher has handout(s) or class work that can be mailed, we will do so on the Monday following class.
- If your child has a medical issue we should know about, please call us at **(847) 491-3782 ext. 4** before the session begins *and* send a written note to the teacher on the first day of class.

Program Orientation & Parent Seminars

On the first Saturday of the session, the Program Coordinator will hold an orientation at 10am and again at 1pm in Tech LR4. Subsequently, there are scheduled speakers every Saturday who lead seminars on topics of interest to families of gifted children. These seminars are held in Tech LR4 at 9:30am and again at 12:30pm. The speaker schedule is available online:

www.ctd.northwestern.edu/sep/program/parentseminars/

Snacks

Please pack a light, nutritious snack (e.g. juice box and crackers, pretzels, or a piece of fruit) for Pre-K to 3rd grade children. **We ask that you refrain from packing any snack containing nuts or nut products.** Students in grades 4 through 9 may also bring a light snack, or they may purchase snacks from vending machines during breaks. *(Please ask your child to refrain from purchasing snacks containing nuts.)*

Times

- Morning classes: Students should arrive at their classrooms **no earlier than 8:50am**. Teachers often need time to set up. Morning session classes begin promptly at 9:00am and end at 11:30.
- Afternoon classes: Students in afternoon classes should arrive **no earlier than 11:50am**; classes begin promptly at 12:00pm and end at 2:30.

Pick Up

At the end of class, an adult must pick up Pre-K – 3rd grade students at their classroom doors. Older students may meet their parents or carpool in the lobby or outside the building. **PLEASE pick up your child PROMPTLY; students not picked up within 10 minutes of dismissal time will be brought to the SEP office (Annenberg Hall, Room G07) or to the Tech lobby if class is held in Tech, to await the arrival of their parents.** Late pick ups may be subject to additional charges.

Class & Teacher Information

Feel free to talk with the teachers each week, but please consider that they may have a limited amount of time to speak with you about your child. Exchanging email addresses is an excellent way to stay in touch as well.

Student evaluations are sent home a few weeks following the end of the session. These evaluations focus on your child's growth within the context of the course, but no grades are assigned, unless your child took a high school course for credit. Evaluation reports are meant for parents' information and are not intended for subsequent school placement, with the possible exception of courses for high school credit.

Tuition Refund & Class Transfer Policies

There are no refunds after the first class meeting. Please see the SEP brochure for more information regarding our refund policy.

Students who wish to transfer to a different class must do so before the 2nd class meeting. This is only allowed if class size permits. There are no transfers after the 2nd week of class.

Discipline Policy

Appropriate behavior is expected of all students who attend the Saturday Enrichment Program. Issues are resolved as follows:

- *Instructor and student will confer.
- * When necessary, instructor contacts the parent(s)/ guardian(s).
- *When necessary, Saturday Enrichment Program staff meets with student, parent(s)/ guardian(s) and instructor.
- * Chronic problems unresolved by the above measures may result in dismissal from the program.