

# SATURDAY ENRICHMENT PROGRAM (SEP) FALL 2009 SESSION INFORMATION

**WESTERN SITE – NORTH CENTRAL COLLEGE, NAPERVILLE CAMPUS**

FALL 2009: OCTOBER 3RD-NOVEMBER 21<sup>ST</sup>, 2009

SITE COORDINATOR: JENNIFER MICKLE [sep-naperville@ctd.northwestern.edu](mailto:sep-naperville@ctd.northwestern.edu)

**WEEKDAY PHONE: (847) 491-3782, EXT. 4**

**FAX: (847) 491-3394**

**SATURDAY-ONLY OFFICE PHONE: (630) 303-7024**

*Saturday Enrichment Program (SEP) classes are offered for academically talented children in order to enrich and expand important areas of interest and abilities.*

*Learning processes and exploratory aspects of certain subjects are emphasized.*

## Locations

SEP classes will meet in Goldspohn Hall (building #7 on the map provided) and Kroehler Science Center (#8) at North Central College's Naperville campus. Both buildings are most easily accessible from Loomis St. You may take a virtual tour of North Central College's campus at [virtualtour.noctrl.edu/](http://virtualtour.noctrl.edu/)

## Attendance

- Students are expected to be in attendance for the entire class period for 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 notifying the teacher or by emailing us at [sep@northwestern.edu](mailto:sep@northwestern.edu) by 5:00pm on Friday. You may also leave a message on the SEP phone line on Saturday mornings ONLY at **(630) 303-7024**.
- 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.

### 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](http://www.emergencyclosings.com).

## Program Orientation & Parent Seminars

- On the first Saturday of the session, the Site Coordinator will hold an orientation at 9:30am. Subsequently, there are scheduled speakers every Saturday who lead seminars on topics of interest to families of gifted children. All seminars are held in Goldspohn 20 at 9:30am. The speaker schedule is available online- [www.ctd.northwestern.edu/sep/program/parentseminars/](http://www.ctd.northwestern.edu/sep/program/parentseminars/)
- As an option for while your child is in class, the Rolland Center Boilerhouse Café, which is located just southeast of Goldspohn Hall, serves coffee and a light fare, and is equipped with wireless internet service.

## Snacks

Please pack a light, nutritious snack (e.g. juice box and crackers, pretzels, or a piece of fruit) for your child to bring. **Please do not send snacks that contain nuts or nut products**, as there has been an increase in children with severe nut allergies nationwide.

## Times

Students should arrive at their classrooms **no earlier than 8:50am**. Morning classes begin promptly at 9:00am and end at 11:30am.

## Pick Up

At 11:30, 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, located in room 13 on the first floor of Goldspohn Hall, to await the arrival of a family member.

## Parking

Street parking on North Central College's campus is encouraged. However, there are some lots that do not require permits on Saturdays. Please abide by posted usage regulations.

## Class & Teacher Information

- Feel free to talk with the teachers each week, but please consider that they must pack away materials after each class and may therefore, have only a limited amount of time to speak with you about your child. If you would like an in-depth conversation, please ask to schedule an appointment with the teacher. Exchanging e-mail addresses is an excellent way to stay in touch as well.
- Student evaluations are sent 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, with the exception of the Integrated Science Honors and Latin classes. Evaluation reports are meant for parents' information and are **not** intended for subsequent school placement.

## 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 2<sup>nd</sup> class meeting. They are allowed only if class size permits. There are no transfers after the 2<sup>nd</sup> 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.