

# SATURDAY ENRICHMENT PROGRAM (SEP) WINTER 2010 SESSION INFORMATION

## NORTHWEST SUBURBAN SITE--QUEST ACADEMY, PALATINE

WINTER 2010: JANUARY 9TH-FEBRUARY 27TH, 2010

SITE COORDINATOR: AMY CHANEY

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

FAX: (847) 491-3394

**SATURDAY-ONLY OFFICE PHONE: (224) 619-2062**

*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

- Quest Academy in Palatine, Illinois is located at 500 N. Benton. There is a map and directions on Quest's website-- [www.questacademy.org/aboutquest/mapdirections.aspx](http://www.questacademy.org/aboutquest/mapdirections.aspx)--and a site map included on pg. 3. The entrance can be accessed just west of Benton
- **Carpool lists** will be emailed to families in mid-September if requested on the application. If you did not sign up to be included on the carpool list, we will be unable to give you one due to security.

## 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 (224) 619-2062.
- If your child has a medical problem 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. This includes diabetes, asthma, allergies, or any chronic condition that may require immediate attention. Please send medication(s) and emergency instructions.

### 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 in the lunch room. Subsequently, there are scheduled speakers every Saturday who lead seminars on topics of interest to families of gifted children. These seminars are also held in the cafeteria at 9:30am. The speaker schedule is available at: <http://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 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**. Teachers often need time to set up their classrooms. 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, at the entrance to the school, to await the arrival of a family member. Late pick ups may be subject to additional charges.

## Parking

Please enter and park in the in the Palatine Centre lot, which is located on the west side of the school.

## 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 class. Evaluation reports are meant for parents' information and are **not** intended for subsequent school placement, with the possible exception of courses for high school.

## 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.