

SEP PARENT INFORMATION SHEET

SATURDAY ENRICHMENT PROGRAM, LAKE COUNTY SITE

Woodland Intermediate School West
Spring 2008 session: April 12 – May 17, 2008
SITE COORDINATOR: NICOLLE DAVIS
WEEKDAY PHONE: (847) 491-3782, EXT. 2
FAX: (847) 491-3394
SATURDAY 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.

PARENTS & STUDENTS: PLEASE READ THE FOLLOWING CAREFULLY.

Locations

- The Lake County Site Office is located room A206 in Woodland Intermediate West School.

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 (e.g. doctor's appointment, family plans), please let us know in advance by notifying the teacher or by calling Alina Lahalyeh at (847) 467-1536 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. 2** 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 on the first day of class, if not before.

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.

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. There are no vending machines on campus, and we do not provide snacks.

Times

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

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, A206, to await the arrival of a family member.

Parking

- You may park in the school parking lot.

Class and 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 mailed 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. Evaluation reports are meant for parents' information and are not intended for subsequent school placement.

Tuition Refund and 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 second class meeting. There are no transfers following the second week of class, and they are allowed only if class size permits.

Discipline Policy

- It is expected that SEP students will follow the classroom rules established by each teacher. Classroom behavior problems will be resolved using the following steps sequentially:
 1. A teacher/student conference will be scheduled.
 2. The teacher will meet with an adult family member.
 3. A conference will be arranged with the family member, teacher, and SEP Program Coordinator.
 4. Continuation of problematic behavior may warrant dismissal from the program.