

SATURDAY ENRICHMENT PROGRAM (SEP) PARENT INFORMATION

SATURDAY ENRICHMENT PROGRAM, WESTERN SITE

North Central College, Naperville campus
Spring 2008 session: April 12-May 17, 2008

sep-naperville@ctd.northwestern.edu

SITE COORDINATOR: JENNIFER MICKLE

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SATURDAY OFFICE PHONE: (630) 637-5324

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

- 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. You may take a virtual tour of North Central College's campus at <http://www.northcentralcollege.edu/x8550.xml> 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.

Attendance

- Students are expected to be in attendance for the entire class period for all six 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 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 (630) 637-5324
- 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.

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.

Students in grades 4-9 have the opportunity to purchase snacks from the vending machines in Goldspohn Hall. Again, we ask that your child not purchase any items containing nuts/nut products.

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 carools 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 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 2nd class meeting. They are allowed only if class size permits. There are no transfers after the 2nd week of class.

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