

General Policies and Procedures

Dear College for Kids Parents:

We at Mt. SAC are looking forward to working with your children this summer during our College for Kids Program. This is an opportunity for your children to expand, enhance or review areas of interest and study. Our entire staff is committed to making this a positive and rewarding experience. In order to ensure the safety and security of each child, there are some basic procedures we ask you to follow:

- Please only drop students off in the designated area in Pay Lot "A" on the north side of the campus
- Please obey all Mt. SAC staff directions
- Please arrive early enough to allow your children to arrive to class on time
- Please be sure to pick up your children on time, late pick up subject to additional fees
- Be sure that students are dressed appropriately for school
- There will be a supervised lunch period. Meals are not included in your registration fee. Please pack a lunch for your child if you have not purchased lunch from Mt.SAC in advance
- Make sure that a Participant Release Form is on file for your child(ren). Students may not attend class unless this form is in our file
- Make sure that we have a reliable emergency phone number for a person who is available to pick your student up in case of illness or emergency

Mt. SAC is an adult environment with a very large campus that has neither fences nor gates. It is very easy for children to become disoriented or lost. Therefore, in order to ensure your children's safety, it is imperative that parents and students follow drop-off, pick-up and other security measures **explicitly**. We have designed our security and supervisory procedures to maintain a secure environment for each child. This is only possible if everyone cooperates and follows directions.

Please complete a Participant Release Form online, for each child that will be attending our program. If you cannot complete the Participant Release Form online you can pick one up from the Community Education office, located on campus in building 4, room 221. The form should be returned on the first day of class

The following is our discipline policy:

- Show respect for all teachers, staff and other responsible persons
- Pay attention to the lessons and do the required work
- Respect other students and their property (keep hands to oneself)
- Be courteous and polite at all times whether in class or anywhere else on campus
- Abide by the rules at all times
- Arrive in a timely manner each day prepared for the days activities

Each teacher will clarify his or her individual classroom expectations. If a teacher finds

it necessary to speak to a student more than once, the teacher will inform the coordinator and a parent contact will be made. If a parent must be contacted for a third time, regarding the misbehavior of the same child, the student will be discharged without a refund. **PLEASE NOTE:** Serious offenses will warrant immediate discharge without a refund.

IMPORTANT: We must reiterate the importance of dropping off and picking up your children in the prescribed location. The traffic patterns and the designations have been made under the supervision of the Campus Security in order to protect your children. Even though you may be familiar with the campus layout, it is imperative that we all abide by the same rules. Please do not arrange to meet your child anywhere other than the designated area. If your child must be excused for an "early out," please send a written and signed note well in advance, so that we can make arrangements with you on when and where to pick up your child.

We hope that you and your child(ren) have an enjoyable summer with us. Please feel free to explore other classes and programs that are being offered this summer, and throughout the year, through our Community Education Division's Programs for Youth. Your comments and suggestions are always welcome.

Sincerely,

Paulo Madrigal, Interim Director
Community and Career Education