

## 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:

1. 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. We must have a reliable emergency phone number for a person who is available to pick your student up in case of illness or emergency
2. Please check students in at the tent in **Pay Lot A** north of building 12
3. Please arrive early enough to allow your children to arrive to class on time
4. Please obey all Mt. SAC staff directions
5. Be sure that students are dressed appropriately for school
6. There will be a supervised lunch period. Meals are not included in your registration fee. Please pack a sack lunch if you have not purchased lunch from Mt.SAC in advance
7. Please be sure to pick up your children on time, late pick-up is subject to additional fees

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 the safety of your child (ren), it is imperative that parents and students follow check-in, 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, available online, for each child that will be attending our program. You may also obtain one in the Community Education Division office, Building 40, Room 104. The form should be returned on the first day of class at check-in.

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 day

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 a third time, 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 checking in and picking up your children in the prescribed location. The traffic patterns and the designations have been made under the supervision of 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 the Community Education Division. Your comments and suggestions are always welcome.

Sincerely,  
Paulo Madrigal, Interim Director  
Community and Career Education