

## **STUDENT HANDBOOK**

### **Arrival Procedures**

- All students will enter the building through the main door and go directly to their designated waiting area.
- No parents are allowed to enter the building.

### **Student Bus Arrival**

- Children are escorted off their bus by an assistant teacher and walked to the building entrance.
- Upon entering the building, they are then directed to their designated arrival location.

### **Tardy Policy**

- Please drop off your child before 08:50AM. Students are expected to be on time for the summer program before 08:50AM.
- Students will be considered tardy if not in the classroom at 08:50AM for that class.
- A student who enters the building 10 minutes after the bell has rung, he/she will have to wait for the next class.

### **Absence Policy**

- An absence due to illness, doctor's appointment, or serious illness or death of a family member. The first absences will only require an email to be excused. However, any absence after the first will require an email and a doctor's note upon the return of the student to be excused.
- An absence in which the student is out of the summer camp that does not qualify as excused or explained.
- The student who has 2 unexcused absences will be expelled from the summer program.

### **Dismissal**

- Student dismissal begins at 3:00pm Monday through Thursday and **1:20pm on Friday**. They can be picked up in front of the main door.
- No parents are allowed to enter the building.

### **Non-Parent Picking Up**

- In order for any student to be picked up by a non-parent, the parent will have to send an email to the program director at least two hours prior to program dismissal.

### **Snack and Lunch**

- We are not going to serve breakfast. However, a morning nutritious snacks will be served to your child each day.
- Please have your child bring a water bottle. Please make sure your child's name is clearly written on it. Only send water bottles that can be closed tight and not spill on their desks.
- We are going to serve lunch to your child each day. Lunch will be provided by Cafe de Boston.