

Dear Parent,

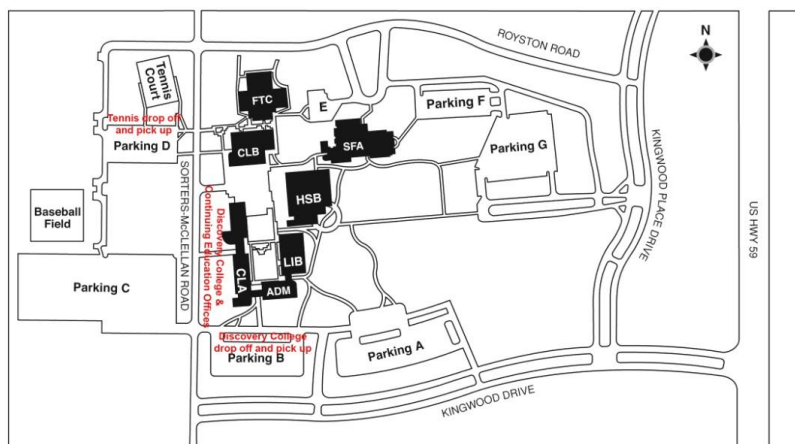
Thank you for registering your child in the Lone Star Discovery College summer program. We anticipate an exciting summer with everyone exploring new classes and gaining knowledge to advance them in their endeavor.

FORMS: (Available Online)

- **REGISTRATION FORM** – Each child must complete a registration form for the weeks during summer 2011.
- **EMERGENCY FORM with PICK UP AUTHORIZATION FORM:**
(This is critical for our staff to be aware of any medications the child will be taking as well as allergies). We will not release your child to anyone unless they have signed the pick-up authorization form.
- **PARENTAL CONSENT FORM** - Each parent/guardian must complete a consent form for the weeks during summer 2011.

DROP OFF AND PICK UP LOCATION:

- LSC-Kingwood drop off and pick up is designated in front of the Administration Building.
- Please do not drop your child off if you do not see a Discovery College staff member outside.
- Drop off and pick up in front of parking lot B (west on Kingwood Drive right on Woodpoint Drive, left in front of the college). Children will be escorted and supervised from the above locations only by Discovery College staff.
- Please display the placard (child's name) in the front right windshield. Carpoolers should include additional names.
- Parents do not need to get out of their vehicle unless they are running late.
- Please use extreme caution and drive slowly.
- Staff will greet students beginning at 8:10 AM for the morning classes and 12:40 PM for the afternoon classes.
- In the event of lightning and thunder, you will need to park and come inside to pick up your child.



PICK UP AUTHORIZATION POLICY

- Under no circumstances will your child be released to a person whose name and driver's license number is not listed on your child's authorization form. In case of emergency, please contact our main CE office (281-312-1760) to locate the Discovery College staff.
- Participants must be picked up after classes by 12:30 PM or 5:30 PM. A fee will be charged for late pickups.

DISCIPLINARY POLICY

- The purpose of Discovery College is to provide enrichment opportunities; basic standard of good behavior are required.
- The use of cell phones in the classroom is prohibited and will be retained until class is over.
- Students may be removed from class for disruptive behavior. A disciplinary note will be sent home with your child explaining the behavior. After 3 notes (three class times) your child will be removed from the program for the rest of the session. No refunds will be given in the event that this situation occurs.
- Please note, we have a zero tolerance for threats of physical violence, harassment, or abuse of any kind. Student will be immediately removed and not permitted to return for the summer. NO REFUND WILL BE GIVEN.

EMERGENCY PROCEDURES

- Emergency evacuation plans are provided to all Discovery College instructors and aides.
- In case of fire, the building is equipped with fire alarms and sprinkler systems.
- In case of tornado, teachers will move students to the designated safety locations in the building.
- Discovery College personnel will stay with your child at all times.
- If your child is injured, we notify the parent and/or guardian listed on the emergency forms, then the campus police if necessary for medical aid.

DISPENSING MEDICINE

We cannot dispense medicines of any kind. If a student needs medicine during the day a parent and/or guardian will need to administer it. The students are not allowed to carry medicine with them to class. This would also include protective sunscreen lotion. They would need to leave all medications with the Discovery College Administrator.

SNACK TIME

Morning and afternoon sessions will have a break for a snack time. Please send a snack in a bag, marked with your child's name. Suggestions for snack time items are: granola bars, cereal, popcorn, raisins, etc. Sweets, candy and messy foods should be avoided. If your child will be participating in outside activities they should bring a water bottle.

CLASS CANCELLATION REQUEST

A 100% refund is provided if a "drop/add" form is completed and submitted to the Continuing Education office the Wednesday before a Monday class start. Decisions are made on that day regarding class status.