



Dear Parent:

Thank you for registering your child in the Lone Star Discovery College summer program at the Barker Cypress campus. We anticipate an exciting summer.

Each child must complete a Summer Packet, which includes the following:

- **REGISTRATION FORM** – You must complete a registration form for the weeks that your child plans to attend camp. **NOTE: We no longer accept faxed registrations. Early registration is April 16 and April 30. Regular registration begins May 16.** Please verify your child's registration with your receipt as this is your confirmation of enrollment.
- **EMERGENCY FORM** – Your child's safety is our highest priority, so please make sure to complete this form.
- **PICK UP AUTHORIZATION FORM** - We will not release your child to anyone unless they have signed the Pick-up Authorization form, which would include the parents and/or guardians.

DROP OFF

- Staff will greet students starting at 7:30 a.m. for the morning session and 12:30 p.m. for the afternoon session at the College Center Building entrance on the North side of the campus. No early drops offs are allowed. Also, please do not drop your child off if you do not see a Discovery College staff member outside.
- On Mondays, parents will need to park and come into the College Center to retrieve a car tag for the week and attend orientation. Parents/guardians are welcome to walk with their child to class.

PICK UP

- Staff will begin releasing students at 11:50 p.m. for the morning session and 4:50 p.m. for the afternoon session at the College Center Building entrance on the North side of the campus.
- Please display the release card in your front window and your child will be escorted out to your vehicle. In the event of lightning and thunder, you will need to park and come inside to pick up your child.
- **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 (281-290-3460).**
- Late pick- ups (after 5:30 pm) will be charged \$5 per incident.

DISCIPLINARY POLICY

- Students are expected to display good behavior every day. 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 that 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 refunds will be given.**
- The use of cell phones in the classroom is prohibited and will be confiscated until class is over.

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.

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.

LUNCH TIME

Students attending morning and afternoon sessions must bring a lunch to class each day OR purchase a meal for one or more days in a given week from our cafeteria. The menu will be provided on Monday of each week at check-in and it must be prepaid for the whole week.

Students will not be able to purchase meals for Fridays. **Please make sure that your child has a sack lunch that doesn't need a microwave or to be refrigerated.**

SNACK TIME

Morning and afternoon sessions will have a break for a snack time. Students are NOT allowed to use the vending machines. 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 you might want to bring a water bottle.



CLASS CANCELLATION REQUEST

If you need to cancel your child's class and wish to receive a refund, you must submit this form at least one day before the class is to start.

_____ [Must be one day prior to class start date]

Today's Date

Child's Last Name

Child's First Name

MI

Social Security or ID#

Course Name

Campus Location

Start Date

Parent/Guardian Signature

Refunds will not be processed until the beginning of the summer session, **June 6, 2011**. All refunds will be processed as a check and mailed to the address within our system. Processing may take between four to six weeks.