

GEARS Robotics, LLC
Extended Day Enrichment Program 2024/ 2025
Parent Guide

PERSONAL ITEMS

It is best if your child has their own device so that they can work on projects after class. If you don't have a device, GEARS Robotics will provide loaner devices upon request.

DISCIPLINE

Students failing to exhibit good behavior are subject to the following disciplinary procedures and consequences.

Infractions will be handled as follows:

1. Informal Warning: For the first offense, depending on the severity of the offense, the student will be warned and conference with an adult when an infraction occurs. They may be given a time out or other method of correction. This verbal warning will give the student the opportunity to correct the behavior. A parent is not asked for a conference, however, may be notified.
2. 1st Incident: 1st infraction, parents will be notified of any formal warning offenses. Written documentation, signed by the parent, is required. Record of the incident will remain on file.
3. 2nd Incidents: Student will be sent to the office for a 2nd infraction. The student will remain in the office until a parent arrives, providing the student "thinking time". Parents will be notified by way of a formal or informal conference. Written documentation, signed by the parent, is required. Record of the incident will remain on file. The child may be suspended from participating with GEARS Robotics after school program for up to 1 week depending on the severity of the offense.
4. 3rd Incident: Parents will be notified through formal/informal parent conference. Written documentation, signed by the parent, is required. Record of the incident will remain on file. Student will be suspended from GEARS Robotics after school program for one week or may be expelled from the program depending on the severity of the offense.
5. 4th Incident: Parents will be notified by formal/informal parent conference. As with prior incidents, this conference is often done by verbal discussion and written documentation. The documentation will require a parent signature. At this point, the student will be disenrolled from GEARS Robotics after school program.

Note: Depending on the severity of the offense, these consequences may be escalated. GEARS Robotics after school program reserves the right to suspend and expel a child if at any point in

time, he/she threatens the safety of himself/herself or another child. There will not be any refunds or credits given for periods of suspension.

We sincerely hope that these steps will not be necessary, but our mission is to keep our students safe while in the care of Extended Day. These expectations will ensure a safe and happy environment for all children. Thank you for your partnership and support.

LIFE CHANGES

It is the mission of the CCE Extended Day Program to be a support to families and to promote positive development for our children. We recognize that many families have special circumstances such as divorce, separation, a move, a disability, etc. In order to provide the best possible care for your child/children, it is vitally important that we be able to maintain current information and positive relationships with all significant adults in your child's life. For instance, we need to be clear on the following:

- Custody arrangements
- Which parent to contact first in the event of an emergency
- Should program information be sent to both parents (incident reports, behavior issues, etc.)
- Who is responsible for payment?
- Who will or will not be authorized to pick up children (Court order and/or documents must be on file to enforce)
- If your child has a disability, is there anything that would be helpful for us to know to be able to work better with them.
- Anything else you feel is pertinent to your child's well being

PICK UP PROCEDURE

Please inform all parties on your approved list to provide a picture ID at pick-up. Students will not be released to those not on the list or those who cannot provide ID. Students will not be released to walk or ride bikes home without an escort from the approved pick-up list. Students are not permitted to sign themselves out. **NOTE:** Make sure you, as well as anyone else coming to pick up your child, should ALWAYS have your picture ID, while we may not card you after we get familiar with you, there will be times when there is someone filling in for us that does not know you and will need to see your ID. Please do not get upset with staff when this happens, this is for the safety of your child. Changes and/or additions to your approved pick-up list needs to be made in writing (note or email GEARSROBOTICSSTAUG@GMAIL.COM) from you.