



## Continuing and Contract Education

1100 N. Grand Avenue, Walnut CA 91789

[www.mtsac.edu](http://www.mtsac.edu) • 909-274-4220

Dear College for Kids Parents:

We at Mt. SAC are looking forward to working with your child(ren) this summer during our College for Kids Program. This is an opportunity to expand, enhance or review areas of interest and study. Our entire staff is committed to making this a positive and rewarding experience.

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.

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 child(ren) up in case of illness or emergency. You may obtain the form in the Continuing Education Division office, Building 40, Room 101 or download it from our registration website at: <http://communityed.mtsac.edu/index.cfm?fuseaction=1010&>

The form should be returned on the first day of class at check-in.

### Daily Timeline:

- 7:30 – 7:45 a.m.: Check-in. Students are to be checked in at the tent in Pay Lot A, north of Building 12. You **must** sign in your child(ren) each day, and sign them out when you pick them up. Please do not drop off your child(ren) without signing them in.
- 7:45 – 8:00 a.m.: Students are to remain with their assigned proctor, who will walk them to their first class.
- 8:00 – 9:45 a.m.: First class session
- 9:45 – 10:00 a.m.: Passing time/pick-up (with assigned proctor)
- 10:00 – 11:45 a.m.: Second class session
- 11:45 a.m. – 1:00 p.m.: Lunch Time. There will be a supervised lunch period for students enrolled in both the second and third class sessions. Meals are **not** included in your registration fee. Lunch will be held in the Campus Café. Children may bring their own lunch box, or lunch can be purchased with lunch cards or cash at \$6 per lunch. Lunch cards can be pre-purchased at the Drop off station or tent in Pay Lot A, any time before and after classes start.
- 1:00 – 2:45 p.m.: Third class session
- 2:45 – 3:00 p.m.: Passing time/pick-up (with assigned proctor)
- 3:00 – 4:45 p.m.: Kids Klub
- 4:45 – 5:00 p.m.: Pick-up. Students are to be picked up at the tent Pay Lot A. Only individuals listed on your Participant Release Form will be allowed to pick up your child(ren). Please be sure to pick up your child(ren) on time, late pick-up is subject to additional fees.

- 5:00 p.m.: Late Pick-up. If you are late picking up your child(ren), after 5:00 p.m. they will be escorted to the Continuing Education Division office in Building 40, Room 101. A late fee of \$20 per each 15 minutes, or any part thereof, will be assessed if this happens more than once.

**IMPORTANT:** We must reiterate the importance of checking in and picking up your child(ren) as directed. The traffic patterns and the designations have been made under the supervision of campus security in order to protect your child(ren). 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(ren) anywhere other than the designated area. If your child(ren) must be excused early please send a written and signed note so that we may make arrangements with you on when and where to pick up your child(ren).

**Discipline Policy:**

- Show respect for all teachers, staff and other responsible persons
- Be courteous and polite at all times whether in class or elsewhere on campus
- No wandering off, students are to be with a proctor at all times
- No profanity, no loud voices
- Pay attention to the lessons and participate in class
- Respect other students and their property (keep hands to oneself)
- No fighting
- Arrive in a timely manner prepared for the day
- Dress appropriately for school
- Abide by the rules at all times
- 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.

***What to Bring:***

Lunch, paper, pens/pencils, sunscreen (please make sure that your child has put sunscreen on, or brings it with them to put on) and water!

***What Not To Bring:***

Electronics, games, toys and trading cards are not allowed. Mt. SAC is not responsible for lost or stolen items.

We hope that you and your child(ren) have an enjoyable summer with us. Please feel free to explore our other classes and programs offered this summer, and throughout the year. Your comments and suggestions are always welcome. If you have any questions, please feel free to contact the program coordinator at (909) 274-4220.

Sincerely,

Paulo Madrigal, Director  
Community and Contract Education