



2017 College for Kids

Session A: June 12-23

Session B: July 10-21

Coe College, Cedar Rapids

8:30 –11:50 a.m. (Early Bird classes 7:45–8:20 a.m.)

Daily drop-off time 8:15 a.m. – 8:30 a.m.

Daily pick-up time 11:50 a.m. – 12:10 p.m.

Welcome and congratulations! You have been successfully enrolled in College for Kids 2017! Enclosed is your class schedule and campus map. Please review all information and keep in a safe place for reference.

Contact #s

College for Kids office at Coe College: (319)399-8055 (answered during summer program hours only)

College for Kids office at Grant Wood AEA: (319)399-6775 or (800)798-9771 x6775

Coe College switchboard: (319)399-8000

What to Bring

Students should come prepared for classes, and are expected to bring the following items to College for Kids each day:

- 1) Student nametag (provided the first day)
- 2) Class schedule and campus map
- 3) Pen or pencil
- 4) Notebook paper/composition notebook
- 5) Required class equipment or supplies (i.e, camera, tennis shoes)
- 6) Any "homework" assignments

First Day

On the first day of College for Kids students should report to Sinclair Auditorium at 8:20 a.m. for the **First Day Welcome** assembly. Parents are also invited to attend this assembly. Upon arrival, students should sit in the row of the auditorium designated for their first hour class (signs will be posted). The assembly will begin at 8:30 a.m. and will end by 8:55 a.m. At that time, students will go to their first hour class with their teacher. **First day class times will be as follows: 8:55-9:45, 9:55-10:45, and 10:55-11:45.**

Early Bird Students: Students who are registered for an "early bird" class should report to Sinclair Auditorium at 7:40 a.m. for a brief informational session. Parents are also invited to attend. Upon arrival, students are asked to sit in the front three rows of the auditorium. Following the informational session, students will go to their early bird class with their teacher, and will return to the auditorium for the First Day Welcome assembly at 8:20.

Class Times

There are three class times each morning (8:30-9:30, 9:40-10:40, and 10:50-11:50). Students should report to their Period 1 classroom no earlier than 8:20 each day.

Any changes in schedules must be approved by the director. No changes can be made after classes begin. Class times on the first day and last day will operate on an adjusted schedule due to the First Day Welcome assembly and the Showcase of Learning.

Early Bird Students: "Early bird" classes are scheduled 7:45-8:20 each morning. Early Bird students must check in with a College for Kids staff person upon arrival near Marquis Hall.

Showcase of Learning Days – June 23 & July 21

A Showcase of Learning (parent day) is scheduled on the last day of each session. Parents or other adult guests are invited to attend some or all classes with their child to view final projects and performances. Below is the anticipated schedule of classes for the showcase days. Any adjustments or additions to this schedule will be communicated to parents in advance of June 23 and July 21.

7:45-8:20	Early Bird
8:30-9:25	First Period
9:35-10:30	Second Period
10:40-11:35	Third Period

Drop-off & Pick-Up

In the interest of safety and supervision, students should be dropped off and picked up in the Coe parking lot along 14th Street NE. College for Kids staff will supervise this location before classes begin (8:15-8:35) and after classes are over (11:50-12:10). Staff will also assist students at the designated crosswalks. Please refer to the enclosed map.

OVER

Attendance/Absences

We understand the conflicts do arise, so **if students are ill or will be absent, please call the College for Kids office or email Susie Green sgreen@gwaea.org**. Otherwise, 100% student attendance and participation is expected at College for Kids. Hourly attendance will be taken to ensure appropriate class participation, and as a safety precaution. College for Kids staff will follow-up with students who are consistently tardy to their classes or who experience unexcused absences.

Campus Safety & Precautions

College for Kids staff will be available on campus to assist students as they move about between classes. College for Kids staff will be wearing College for Kids t-shirts that read "STAFF" on the back. All staff and instructors will be wearing College for Kids nametags.

The College for Kids "on-site" office at Coe College is located on the lower level of Gage Memorial Union (signs will be posted). The office opens each morning at 7:00 a.m. and closes at 12:30 p.m.

Several additional safety precautions are in place to ensure the safety of all College for Kids students and instructors.

- 1) Student Expectations (part of the 2017 College for Kids Registration Form)
- 2) Transportation procedures
- 3) Crossing guards
- 4) Student nametags
- 5) Hourly attendance checks

Parents are encouraged to discuss safety with their children prior to College for Kids, including drop-off and pick-up. Please also note that students are expected to stay away from all construction areas on campus!

Severe Weather

In the event of a severe weather warning while students are on campus, appropriate precautions will be taken to ensure that students are not exposed to dangerous conditions. Appropriate precautions include: following Coe College procedures when/if severe weather warnings are issued; communicating with College for Kids staff in each building regarding changes in class dismissal times to accommodate for weather conditions; and, supervision of students during all passing times.

T-shirts

All registered students will receive a College for Kids t-shirt during the first week of the program.

Directions to Coe College

From the east or west via I-80:

Exit onto I-380 North near Iowa City and proceed to Cedar Rapids. Continue as directed below - From the north or south via I-380.

From the north or south via I-380:

Take Exit 20B (Coe College exit) and proceed to First Avenue (second traffic light).

From the north or south via Hwy 151:

Hwy 151 becomes First Avenue in Cedar Rapids. Turn left (from the south) or right (from the north) to enter the campus.

Transportation

Parents/guardians are responsible for providing or finding student transportation to and from Coe College. Some school districts provide busing or van transportation. Please check with your school district for this information. Carpooling information can also be requested by emailing Susie Green sgreen@gwaea.org at Grant Wood AEA.

Students who miss rides or who need help should come to the College for Kids Office in the lower level of Gage Memorial Union. Parents are responsible for transporting students who miss the bus. College for Kids staff cannot provide rides home for students.

Please see the enclosed map for specific drop-off and pick-up location information. Signage will also be posted on campus.

Payment

All payments must be paid in full by May 15, 2017. Cancellations must be requested in writing and sent by US Mail or via email.

A \$10 administrative fee will be retained. Cancellations received after May 15 will not be eligible for a refund, unless: 1) it is necessitated by an emergency situation, or 2) the space can be filled with a "waiting list" candidate. Students removed from the College for Kids program for violation of student safety and behavior expectations will not receive a refund.

Emergency Closing

Emergency closing due to inclement weather or unforeseen circumstances will be announced on the local radio stations as early as possible. Make up sessions will not be scheduled.

If you have questions or concerns, please contact:

Susie Green, Student Programs Specialist sgreen@gwaea.org

Grant Wood Area Education Agency, 4401 Sixth Street SW, Cedar Rapids, IA 52404

Phone: (319)399-6775 or (800)798-9771 x6775 Fax: (319)399-6457