



General Program Information

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
 Susie Green sgreen@gwaea.org

Dates & Program Hours

The 2019 College for Kids session dates are **Session A: June 17-28** and **Session B: July 8-19**.
 Program hours are **8:30-11:50 a.m.** See further information and map for daily drop-off and pick-up times and details.

Location

College for Kids is held at Coe College, 1220 1st Avenue NE, Cedar Rapids.

Class Times

There are three class periods each morning:

Early Bird: 7:45-8:20 (additional fee)
Period 1: 8:30-9:30
Period 2: 9:40-10:40
Period 3: 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 and last day will run on an adjusted schedule due to the 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 near Marquis Hall upon arrival on campus each day.

First Day –Welcome Assembly

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 period 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 period 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 at the front 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.

What to Bring Each Day

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

- 1) Student nametag (provided on 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
- 7) Snacks (optional but recommended, to eat between classes)

Finding Classes and Getting Around Campus

There are three class periods each morning. On the first day, students will travel from Sinclair Auditorium to their first period class with their teacher. Travel to second and third period will be on their own. After the first day, students will be expected to find their way to all three class periods on their own. College for Kids staff and instructors will be available to provide assistance.

It is recommended that parents and students review the map and class schedule prior to the start of the program, and that students carry both of these items with them until they are comfortable navigating the campus. It is also highly recommended that students understand where they will be picked up and how to get there, in relation to the location of their third period class.

Families interested in visiting Coe College prior to start of their session may contact Susie Green at sgreen@gwaea.org.

Transportation

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

During the summer, 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 and guidelines. Signage will also be posted on campus.

Drop-off & Pick-Up

In the interest of safety and supervision, students riding with a parent or in a carpool 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 (11:50-12:15). Staff will also assist students at the designated crosswalks. Please thoroughly review the provided maps and the **Parking Lot Pick-Up Guidelines** (*new for 2019!*)

Campus Safety & Precautions

College for Kids staff will be available on campus to assist students as they travel 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.

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| 1) Student Expectations | 4) Crossing guards |
| 2) Technology Usage Policy | 5) Student nametags |
| 3) Transportation procedures | 6) Hourly attendance checks |

Parents are encouraged to discuss safety with their children prior to College for Kids, including drop-off and pick-up.

Absences/Attendance

We understand that conflicts do arise, so **if students are ill or will be absent for other reasons, 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.

T-shirts

All registered students will receive a College for Kids t-shirt during the first week of the program. A large group photo of all students in their t-shirts will be taken at the end of the first week. Information will be provided to students.

Showcase of Learning Days – June 28 & July 19 (optional)

On the last day of each session, parents are welcome to attend College for Kids classes with their child as part of our Showcase of Learning. **Parent attendance is optional.** Many classes will present final projects and performances on this day. 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 28 and July 19.

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

Directions to Coe College

Coe College is located at 1220 1st Avenue NE, Cedar Rapids.

From the east or west via I-80:

- Exit onto I-380N near Iowa City and proceed to Cedar Rapids.
- Take Exit 20B (Coe College exit) and proceed to First Ave (second traffic light).

From the north or south via I-380:

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

From the north or south via Hwy 151:

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

Emergency Closing

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

Cancellation/Refund Policy

Registrations and materials fees are refundable through May 15, 2019. A \$10 administrative fee will be retained. Cancellations must be requested in writing and sent by US Mail or via email. 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.

