



Welcome to the 2015 Summer Youth Enrichment Program!

Please read these very important reminders about your YEP class.

Check-In & Check-Out Policy

In an effort to ensure the safety of all the children on campus, **all parents/guardians must check their child in and out of your classroom each day.** If a student is enrolled in the *YEP Supervised Lunch*, a Community Ed staff member will check the child out and escort him or her to the next classroom.

In your first class packet, you will find the following items:

1. **Check-In & Check-Out Sheets** – Have parents/guardians write in their child's name and initial in the in/out column for each date. *Please remind parents/guardians they will need to check their child in and out of your classroom each day.* Turn in the sheets with your packet at the end of the course.
2. **Emergency Contact Information/Photo Release Summary** – This information was collected from parents/guardians during the registration process. Please make sure you have accurate emergency contact information for each student in class. If information is missing for a student, please have the parent/guardian complete the Emergency Information Form (included in the packet) at check-in.
**Please notify any HCC photographers if a student has indicated "no" on the photo release.*
3. **Class Roster** – Please take attendance daily and turn in the roster at the end of class to Community Education.
4. **Instructor Emergency Instructions** – Please review and be familiar with the campus safety and emergency procedures.
5. **YEP Behavior Report Forms** – Please review the YEP Behavior Policy with all students on the first day of class. If you encounter a behavior incident with a child in your classroom, please complete the form, contact your Program Coordinator and communicate with the parent/guardian.
6. **Computer Rules** – If your class involves student computer use, please hand out the Computer Rules and review them at the beginning of class. Do NOT give the login/password information to anyone.
7. **Name Tags** – Please feel free to have the students use name tags for the duration of the class. Please return the name tag holders/lanyards after the class concludes.
8. **Course Evaluations for Youth and Parents** – Please send **Parent Evaluation Forms** home with students 2 classes before your class ends. Remind students to have parents fill them out and bring them back to class. If your class only meets 1 session, please distribute forms to parents and ask them to complete at that time or return them to Community Education. Have students complete the **Youth Evaluation Forms** on the last day of class. Youth and parent comments are important to us as we continue to build and improve the Youth Enrichment Program.

After Each Class – Students should be picked up immediately following class. Please be sure that all students have been checked out of the classroom and close the classroom door. If you notice a student lingering or in need of assistance, please notify a Community Education staff member, **309.268.8160**.

After the Final Class – Please return the following items to Community Education (**WDC 2400**) in the envelope provided: completed roster, Emergency Contact Information Summary, Check-In/Check-Out sheets, course evaluation forms, nametags/lanyards and any unused forms.

Questions/Concerns – Don't hesitate to call us at **309.268.8160** if you have any questions. Thank you for being a supportive partner to the Youth Enrichment Program.