



William Roberts School

2100Akron Way
Denver, Co 80238
720.424.2640

2010-2011 School Year

General Information

Welcome to William Roberts Enrichment Programs! We are excited to get the year started in an exciting and safe way. This document provides key information for you regarding programs. It includes: Class Times, Key Contact Information, Drop-off and Pick-up Procedures, School Policy on Behavior and Discipline, and Discipline Process.

Enrichment Hours: Monday, Tuesday, Wednesday, Thursday: 3:30 pm – end time varies.
Friday: 1:15 - end time varies.

Key Contacts:

Title	Name	Phone	Email
Monitor – drop-off, pick-up issues, discipline issues.	TBD	Office: 720.424.2640	
My Enrichment Coordinator – issues with registration, payments, schedule.	My Enrichment Molly Killinger 9866 E. 27 th Drive Denver, CO 80238	Work: 303.872.0782	molly@myenrichment.com

Drop-off and Pick-up Procedures:

Communication is paramount to a safe and effective enrichment program and registering ON TIME is very important. My Enrichment sends a weekly student list to office administration, instructors, teachers and monitor every **Saturday** via email. Parents will also receive a Welcome Report the weekend before programs start.

NOTE: PLEASE BRING SNACKS, LUNCH AND WATER BOTTLE FOR YOUR CHILD!

Transfer to Programs: There is 15 minutes between when school is released and when enrichment classes begin. The monitor will have a list of all students participating in enrichment. Enrichment participants will meet in front of the **LIBRARY**. Monitor and instructor will verify attendants. If all students are present, the monitor checks them off. The monitor communicates with Kaleidoscope which children are attending an enrichment program. If children are not present, the monitor either checks with the office, teacher’s room or Kaleidoscope to verify the child is absent or find them and walk them to the enrichment location.

During Class: Enrichment classes are scheduled specific to each program. See registration form for dates and times. The monitor is located in the office. In case of an emergency, instructor will use phone in room to contact the onsite coordinator by dialing **4-2640**. Monitor may periodically check in with instructors to make sure everything is OK.

Pick-up: Parents will pick-up their child(ren) at the assigned program location and sign child(ren) out with the instructor. Students allowed to walk home will sign themselves out with the instructor. Instructor will take Kaleidoscope students back to and sign in with Kaleidoscope. The instructor will meet the monitor in the office and give them the sign out sheet verifying all students are picked up. If a student is not picked up, the instructor will leave him/her with the monitor in the office. The monitor will contact the family. The monitor cannot leave until all students are picked up. **NOTE: Please be respectful of the monitor’s time and pick up your child at the designated time.**

School Policies on Behavior and Discipline:

William Roberts provides students with the opportunity for self-improvement and individual growth. Students are expected to behave themselves at all times in a manner, which is compatible with the school’s function as an educational facility. School authorities, instructors, have the right and responsibility to manage students conduct. Discipline will be based on teaching self-control and concern for the property, rights, and well being of others. Administration, teachers, instructors, students and others in the community share the responsibility of upholding a safe and productive environment.. All members of the community should ask: Is it kind? Is it safe? Is it appropriate? This simple code is designed to initiate a set of specific rules, rights, and consequences. It is neither exhaustive nor inflexible.



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The Discipline Process:

The instructor works closest with the children and therefore carries the bulk of the discipline responsibility. The instructor must work closely with families and provide timely and accurate communications with all involved. During the programs, the monitor is provided as an extra support to the instructors when a student needs to be removed from the classroom. First visit with the monitor will result in a discussion. Second visit to the monitor will result in a call to the parent(s). Third occurrence, parent will need to visit with the monitor or principal.