

Summer Explorations | Scholarship Assistance

Students who qualify for free or reduced lunch may take up to two half-day classes or one full-day class during Summer Explorations at a scholarship rate (rates listed below).



Registration options:

1. Call the NCE office at 781-455-0400 (press 5) to register by phone using a credit card—MasterCard, Visa and Discover accepted.
2. Complete the form on page 5, include payment (Cash: exact change please; or Check: payable to NCE; or Credit Card: Discover, MasterCard or Visa accepted, complete bottom of form) and deliver to NCE's office in person or by mail.
3. Stop in to the NCE office to register in person.

Address: NCE, 1330 Highland Avenue, Needham, MA 02492

Office hours: 8:30am–4:00pm, Monday–Friday

Questions? Please contact NCE Registration Manager, Jill Ash, at: 781-455-0400 x11235 or jill_ash@needham.k12.ma.us

Class Name	Location	Grade	Dates	Times	Scholarship Fee
3D Art and Clay	High Rock School	Grades: 3–5	July 8–12	9:00am–12:00pm	\$92
3D Art and Clay	High Rock School	Grades: 6–9	July 8–12	12:30–3:30pm	\$92
3D Art and Clay	High Rock School	Grades: 6–9	July 15–19	9:00am–12:00pm	\$92
3D Art and Clay	High Rock School	Grades: 3–5	July 15–19	12:30–3:30pm	\$92
A Week At Hogwarts	High Rock School	Grades: 3–6	July 8–12	9:00am–12:00pm	\$92
A Week At Hogwarts	High Rock School	Grades: 3–6	July 15–19	9:00am–12:00pm	\$92
Across the Universe	Broadmeadow School	Grades: 1–3	July 8–12	8:45–11:45am	\$84
Across the Universe	Broadmeadow School	Grades: 1–3	July 15–19	8:45–11:45am	\$84
All About Pets	Broadmeadow School	Grades: 1–3	July 15–19	12:15–3:15pm	\$84
All About Pets	Broadmeadow School	Grades: 1–3	July 22–26	12:15–3:15pm	\$84
American Girls: Past and Present	Broadmeadow School	Grades: 1–3	July 15–19	8:45–11:45am	\$84
Are You up for the Challenge	High Rock School	Grades: 3–5	July 8–12	12:30–3:30pm	\$84
Art Explorations	Broadmeadow School	Grades: 1–3	July 8–12	8:45–11:45am	\$92
Art Explorations	Broadmeadow School	Grades: 3–5	July 8–12	12:15–3:15pm	\$92
Art Explorations	Broadmeadow School	Grades: 3–5	July 15–19	8:45–11:45am	\$92
Art Explorations	Broadmeadow School	Grades: 1–3	July 15–19	12:15–3:15pm	\$92
Art, Paint, Create	Broadmeadow School	Grades: 1–3	July 22–26	12:15–3:15pm	\$92
Artistic Poetry	High Rock School	Grades: 4–7	July 1–3	9:00am–12:00pm	\$60
Astronaut Training	High Rock School	Grades: 4–6	July 22–26	12:30–3:30pm	\$100
Baking for Beginners	Broadmeadow School	Grades: 3–5	July 8–12	12:15–3:15pm	\$100
Baking for Beginners	Broadmeadow School	Grades: 3–5	July 15–19	12:15–3:15pm	\$100
Baking, Beyond the Basics	High Rock School	Grades: 5–9	July 22–26	12:30–3:30pm	\$100
Baseball Games and Skills	High Rock School	Grades: 3–6	July 1–3	9:00am–12:00pm	\$56
Baseball Games and Skills	Broadmeadow School	Grades: 3–5	July 8–12	8:45–11:45am	\$76
Basketball and More I	Broadmeadow School	Grades: 1–2	July 8–12	12:15–3:15pm	\$76
Basketball and More I	Broadmeadow School	Grades: 1–2	July 15–19	12:15–3:15pm	\$76
Basketball and More II	Broadmeadow School	Grades: 3–5	July 1–3	12:15–3:15pm	\$56
Basketball and More II	Broadmeadow School	Grades: 3–5	July 8–12	12:15–3:15pm	\$76
Basketball and More II	Broadmeadow School	Grades: 3–5	July 15–19	12:15–3:15pm	\$76
Basketball and More II	Broadmeadow School	Grades: 3–5	July 22–26	12:15–3:15pm	\$76

Class Name	Location	Grade	Dates	Times	Scholarship Fee
Beginning Coding	Broadmeadow School	Grades: 2–4	July 1–3	8:45–11:45am	\$64
Beginning Coding	Broadmeadow School	Grades: 1–3	July 1–3	12:15–3:15pm	\$64
Best of Summer Camp Crafts and Games	High Rock School	Grades: 3–5	July 1–3	9:00am–12:00pm	\$60
Best of Summer Camp Crafts and Games	High Rock School	Grades: 3–5	July 22–27	12:30–3:30pm	\$92
Breakfast Club	Broadmeadow School	Grades: 3–5	July 1–3	8:45–11:45am	\$68
Breakfast Club	Broadmeadow School	Grades: 3–5	July 1–3	12:15–3:15pm	\$68
Brunch Bunch	High Rock School	Grades: 6–9	July 1–3	9:00am–12:00pm	\$68
Bugs, Butterflies and Blossoms	Broadmeadow School	Grades: 1–3	July 1–3	12:15–3:15pm	\$60
Challenges and Games	High Rock School	Grades: 5–9	July 1–3	12:30–3:30pm	\$56
Challenges and Games	High Rock School	Grades: 5–9	July 8–12	12:30–3:30pm	\$76
Challenges and Games	High Rock School	Grades: 5–9	July 15–19	12:30–3:30pm	\$76
Challenges and Games	High Rock School	Grades: 5–9	July 22–26	12:30–3:30pm	\$76
Cool Jewelry	Broadmeadow School	Grades: 1–3	July 15–19	8:45–11:45am	\$92
Cool Jewelry	Broadmeadow School	Grades: 1–3	July 22–26	8:45–11:45am	\$92
Creative Writing: Fiction Fun	High Rock School	Grades: 5–8	July 8–12	12:30–3:30pm	\$84
Decorative Painting	High Rock School	Grades: 4–6	July 22–26	12:30–3:30pm	\$92
Design Your Own Board Game	High Rock School	Grades: 3–6	July 8–12	12:30–3:30pm	\$84
Dino-mite Dinosaurs	Broadmeadow School	Grades: 1–3	July 8–12	8:45–11:45am	\$84
Dino-mite Dinosaurs	Broadmeadow School	Grades: 1–3	July 15–19	8:45–11:45am	\$84
Duct Tape Creations	Broadmeadow School	Grades: 3–5	July 8–12	8:45–11:45am	\$92
Duct Tape Creations	Broadmeadow School	Grades: 3–5	July 15–19	12:15–3:15pm	\$92
Dungeons and Dragons	High Rock School	Grades: 6–9	July 15–19	9:00am–12:00pm	\$84
Earthquake Towers	High Rock School	Grades: 5–9	July 15–19	9:00am–12:00pm	\$92
Earthquake Towers	High Rock School	Grades: 6–9	July 22–26	9:00am–12:00pm	\$92
Einstein's Workshop: Code Kingdoms	High Rock School	Grades: 3–5	July 15–19	12:30–3:30pm	\$100
Einstein's Workshop: Minecraft Architecture	High Rock School	Grades: 3–5	July 1–3	12:30–3:30pm	\$68
Einstein's Workshop: Robotics with LEGO Mindstorms	High Rock School	Grades: 3–5	July 1–3	9:00am–12:00pm	\$68
Engineering Bridges	High Rock School	Grades: 4–6	July 15–19	9:00am–12:00pm	\$84
Engineering: Chaos Tower	High Rock School	Grades: 5–9	July 8–12	12:30–3:30pm	\$92
Engineering: Chaos Towers	High Rock School	Grades: 5–9	July 22–26	12:30–3:30pm	\$92
Explorers and Expeditions	High Rock School	Grades: 3–5	July 22–26	12:30–3:30pm	\$84
Fairies and Sprites	Broadmeadow School	Grades: 1–3	July 8–12	8:45–11:45am	\$84
Fantasy World Creation	Broadmeadow School	Grades: 3–5	July 22–26	8:45–11:45am	\$84
Festive Fourth of July Decorations	High Rock School	Grades: 5–9	July 1–3	9:00am–12:00pm	\$60
Festive Fourth of July Decorations	High Rock School	Grades: 3–5	July 1–3	12:30–3:30pm	\$60
Geocaching & Scavenger Hunting	High Rock School	Grades: 5–9	July 1–3	9:00am–12:00pm	\$64
Glass Art	High Rock School	Grades: 3–5	July 1–3	9:00am–12:00pm	\$48
Glass Art	High Rock School	Grades: 6–9	July 1–3	12:30–3:30pm	\$48
Glass Art	High Rock School	Grades: 6–9	July 8–12	9:00am–12:00pm	\$66
Glass Art	High Rock School	Grades: 3–5	July 8–12	12:30–3:30pm	\$66
Gotta Dance	Broadmeadow School	Grades: 3–5	July 15–19	8:45–11:45am	\$84
Hamilton: The Musical	High Rock School	Grades: 5–9	July 15–19	12:30–3:30pm	\$84
iMovie	High Rock School	Grades: 5–9	July 15–19	9:00am–3:30pm	\$176
iMovie	High Rock School	Grades: 5–9	July 22–26	9:00am–12:00pm	\$176
Impressionism and Beyond	High Rock School	Grades: 4–6	July 1–3	12:30–3:30pm	\$64

Class Name	Location	Grade	Dates	Times	Scholarship Fee
Improv and Acting Workshop	High Rock School	Grades: 5–9	July 1–3	12:30–3:30pm	\$60
Improv and Acting Workshop	High Rock School	Grades: 4–6	July 8–12	9:00am–12:00pm	\$84
Improv and Acting Workshop	High Rock School	Grades: 5–9	July 22–26	12:30–3:30pm	\$84
Inside Look at the Medical Profession	High Rock School	Grades: 6–9	July 22–26	9:00am–12:00pm	\$84
Intro to A Cappella	High Rock School	Grades: 6–9	July 15–19	9:00am–12:00pm	\$84
Intro to Cheerleading	High Rock School	Grades: 4–6	July 22–26	9:00am–12:00pm	\$84
It's a Small World	Broadmeadow School	Grades: 1–3	July 8–12	12:15–3:15pm	\$84
Kids Can Cook	High Rock School	Grades: 5–7	July 15–19	9:00am–12:00pm	\$100
Kids Can Cook	High Rock School	Grades: 6–9	July 15–19	12:30–3:30pm	\$100
Kids Can Cook	High Rock School	Grades: 5–7	July 22–26	9:00am–12:00pm	\$100
Kitchen Science	Broadmeadow School	Grades: 1–3	July 15–19	12:15–3:15pm	\$100
LEGO Fever!	Broadmeadow School	Grades: 1–3	July 8–12	8:45–11:45am	\$84
LEGO Fever!	Broadmeadow School	Grades: 1–3	July 22–26	8:45–11:45am	\$84
LEGO Gadgets, Gizmos and Gears	Broadmeadow School	Grades: 1–3	July 15–19	8:45–11:45am	\$84
Let's Build: Water Engineering	Broadmeadow School	Grades: 1–3	July 22–26	8:45–11:45am	\$92
Let's Chill: Winter in July	Broadmeadow School	Grades: 1–3	July 1–3	8:45–11:45am	\$60
Let's Chill: Winter in July	Broadmeadow School	Grades: 1–3	July 22–26	8:45–11:45am	\$84
Mad Scientists	Broadmeadow School	Grades: 3–5	July 15–19	8:45–11:45am	\$92
Mad Scientists	High Rock School	Grades: 3–5	July 22–26	9:00am–12:00pm	\$92
Magic: The Gathering	High Rock School	Grades: 6–9	July 15–19	12:30–3:30pm	\$84
Magical Art	High Rock School	Grades: 3–6	July 15–19	9:00am–12:00pm	\$92
Magical Art	High Rock School	Grades: 3–6	July 22–26	9:00am–12:00pm	\$92
Make Your Own Dreamhouse	High Rock School	Grades: 3–5	July 8–12	9:00am–12:00pm	\$92
Make Your Own Dreamhouse	High Rock School	Grades: 3–5	July 15–19	9:00am–12:00pm	\$92
Make Your Own Treehouse	High Rock School	Grades: 3–5	July 8–12	12:30–3:30pm	\$92
Making Masterpieces	High Rock School	Grades: 6–9	July 22–26	9:00am–3:30pm	\$176
MathMagicians	Broadmeadow School	Grades: 3–5	July 8–12	8:45–11:45am	\$84
Mind, Body and Soul	High Rock School	Grades: 6–9	July 8–12	9:00am–12:00pm	\$92
Mini Bakers	Broadmeadow School	Grades: 1–3	July 8–12	8:45–11:45am	\$100
Mini Bakers	Broadmeadow School	Grades: 1–3	July 15–19	8:45–11:45am	\$100
Mini Bakers	Broadmeadow School	Grades: 1–3	July 22–26	8:45–11:45am	\$100
Minute to Win It	High Rock School	Grades: 3–5	July 1–3	12:30–3:30pm	\$60
Minute to Win It	High Rock School	Grades: 3–5	July 15–19	12:30–3:30pm	\$84
Mission: Escape the Room	High Rock School	Grades: 5–9	July 8–12	9:00am–12:00pm	\$92
No Bake Baking	Broadmeadow School	Grades: 3–5	July 22–26	12:15–3:15pm	\$100
Patriotic Treats and Cupcake Decorating	High Rock School	Grades: 5–9	July 1–3	12:30–3:30pm	\$68
Planes, Trains and Automobiles	Broadmeadow School	Grades: 1–3	July 1–3	12:15–3:15pm	\$100
Pockets, Pockets, Pockets	High Rock School	Grades: 6–9	July 8–12	9:00am–12:00pm	\$100
Pockets, Pockets, Pockets	High Rock School	Grades: 6–9	July 8–12	12:30–3:30pm	\$64
Printing and Stamping	Broadmeadow School	Grades: 3–5	July 1–3	12:15–3:15pm	\$92
Printmaking Studio	High Rock School	Grades: 5–9	July 15–19	12:30–3:30pm	\$92
Printmaking Studio	High Rock School	Grades: 5–9	July 22–26	9:00am–12:00pm	\$92
Robotics	High Rock School	Grades: 5–9	July 8–12	9:00am–12:00pm	\$92
Robotics	High Rock School	Grades: 5–9	July 15–19	12:30–3:30pm	\$84
Science in a Jar	High Rock School	Grades: 3–5	July 8–12	9:00am–12:00pm	\$84
Science in a Jar	Broadmeadow School	Grades: 3–5	July 22–26	8:45–11:45am	\$84

Class Name	Location	Grade	Dates	Times	Scholarship Fee
Scrapbooking for Kids	Broadmeadow School	Grades: 3–5	July 15–19	8:45–11:45am	\$84
Screenplay Writing	High Rock School	Grades: 6–9	July 15–19	9:00am–12:00pm	\$64
Sensational Scientists	Broadmeadow School	Grades: 1–3	July 1–3	8:45–11:45am	\$84
Sensational Scientists	Broadmeadow School	Grades: 1–3	July 8–12	12:15–3:15pm	\$84
Sew Fun	High Rock School	Grades: 3–5	July 15–19	12:30–3:30pm	\$84
Sew Fun Too	Broadmeadow School	Grades: 3–5	July 22–26	12:15–3:15pm	\$100
Snack Attack	Broadmeadow School	Grades: 3–5	July 8–12	8:45–11:45am	\$100
Snack Attack	Broadmeadow School	Grades: 1–3	July 8–12	12:15–3:15pm	\$84
Speech and Debate	High Rock School	Grades: 6–9	July 22–26	9:00am–12:00pm	\$56
Sports of All Sorts I	Broadmeadow School	Grades: 1–2	July 1–3	8:45–11:45am	\$76
Sports of All Sorts I	Broadmeadow School	Grades: 1–2	July 8–12	8:45–11:45am	\$76
Sports of All Sorts I	Broadmeadow School	Grades: 1–2	July 15–19	8:45–11:45am	\$76
Sports of All Sorts I	Broadmeadow School	Grades: 1–2	July 22–26	8:45–11:45am	\$56
Sports of All Sorts II	Broadmeadow School	Grades: 3–5	July 1–3	8:45–11:45am	\$76
Sports of All Sorts II	Broadmeadow School	Grades: 3–5	July 8–12	8:45–11:45am	\$76
Sports of All Sorts II	Broadmeadow School	Grades: 3–5	July 15–19	8:45–11:45am	\$76
Sports of All Sorts II	Broadmeadow School	Grades: 3–5	July 22–27	8:45–11:45am	\$84
Star Wars	Broadmeadow School	Grades: 1–3	July 8–12	12:15–3:15pm	\$60
Stars and Stripes Forever	Broadmeadow School	Grades: 1–3	July 1–3	8:45–11:45am	\$84
Story Makers	Broadmeadow School	Grades: 1–3	July 15–19	12:15–3:15pm	\$84
Story Makers	Broadmeadow School	Grades: 1–3	July 22–26	12:15–3:15pm	\$60
Superheroes with a Twist	Broadmeadow School	Grades: 1–3	July 1–3	8:45–11:45am	\$84
Superheroes with a Twist	Broadmeadow School	Grades: 1–3	July 22–26	8:45–11:45am	\$76
Team Sports	High Rock School	Grades: 5–9	July 8–12	9:00am–12:00pm	\$76
Team Sports	High Rock School	Grades: 5–9	July 15–19	9:00am–12:00pm	\$176
Theater Set Design and Construction	Broadmeadow School	Grades: 4–7	July 22–26	9:00am–3:30pm	\$60
Trains, Planes and Automobiles	Broadmeadow School	Grades: 1–3	July 22–26	12:15–3:15pm	\$84
Variety Show	Broadmeadow School	Grades: 3–7	July 22–26	9:00am–3:30pm	\$176
Virtual Reality Video Making	High Rock School	Grades: 5–9	July 1–3	9:00am–3:30pm	\$112
Virtual Reality Video Making	High Rock School	Grades: 5–9	July 8–12	9:00am–3:30pm	\$176
Volleyball and More	High Rock School	Grades: 5–9	July 1–3	9:00am–12:00pm	\$56
Volleyball and More	High Rock School	Grades: 5–9	July 22–26	9:00am–12:00pm	\$76
Yarn Art	Broadmeadow School	Grades: 3–5	July 1–3	8:45–11:45am	\$64
Yarn Art	Broadmeadow School	Grades: 1–3	July 1–3	12:15–3:15pm	\$64



Summer Explorations | Scholarship Registration Form /// 2019

Student's name: _____

Current school: _____ **Grade (fall 19):** _____

Parent/Guardian 1 name: _____ **phone:** _____

Parent/Guardian 2 name: _____ **phone:** _____

Preferred email for Summer Explorations communications: _____

Emergency contact name: _____ **phone:** _____

Dismissal: Walk Pick-up | Other adult(s) authorized to pick-up: _____

My child has life-threatening allergies and will require an EpiPen: <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please initial here _____ to indicate your understanding that you must deliver an EpiPen and a copy of your child's Allergy Action Plan to the Summer Explorations Nurse on the first day of the program, and that if these items are not provided, NCE staff will call 911 in the event of an apparent allergic reaction.	My child will bring an inhaler: <input type="checkbox"/> No <input type="checkbox"/> Yes, and has permission to self-administer as per the health order in their Needham Public Schools health file. <input type="checkbox"/> Yes, and I will provide the Summer Explorations Nurse with the inhaler and a copy of the medical order.
List of child's allergies:	Other medical issues:
Behavioral/Emotional issues:	

Students who qualify for free or reduced lunch may take two one-week, half-day classes or one one-week full-day class.

Class Title	Week	Time	School	Fee
	7/1 7/8 7/15 7/22	AM PM Full		
	7/1 7/8 7/15 7/22	AM PM Full		
Total:				

To register: Complete this form, include payment (Cash: exact change please; or Check: payable to NCE; or Credit Card: Discover, MasterCard or Visa accepted, complete bottom of form) and deliver to NCE's office in person or by mail:
Address: NCE, 1330 Highland Avenue, Needham, MA 02492 /// **Office hours:** 8:00am–4:00pm, Monday–Friday

I/We, the parents/guardians of the registered student, a minor, hereby consent to his/her participation in the Needham Community Education Program, the taking of photos of my/our child and/or promotion of the program, and to his/her use of the Needham Public Schools facilities and equipment. I/We further agree to release and hold harmless the Town of Needham, Needham Public Schools and their employees, agents and assigns from any and all liability or expenses arising out of any incident involving, or any account of any injury to the above named minor in connection with such program. I/We further consent to emergency treatment by a physician in the event of injury to, or illness of our child during his/her participation in this program. I/We accept full responsibility for all costs for any such emergency treatment. I/We agree to abide by NCE policies.

Parent/Guardian signature: _____ Date: _____

OFFICE USE ONLY: SP Tally _____ SP Reg _____ Check # _____ <input type="checkbox"/> Cash _____ <input type="checkbox"/> Credit Card _____
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Credit Card Payer: Name: _____

Email: _____

Street address: _____ Town/State/Zip: _____

Discover MasterCard Visa

Card number: _____ Exp date: _____ Security code: _____



Summer Explorations 2019

The relaxed and fun setting of Summer Explorations provides an excellent opportunity for children to develop new skills and to explore new interests!

Students participating in both morning and afternoon sessions, or full-day classes **bring their own lunch** from home and stay for a supervised lunch period with their friends at their program site. The program runs for four weeks in July and students may register for classes in any or all of the weeks.

Program Locations:

The Broadmeadow School will have classes for rising grades 1–5 and the High Rock School will have classes for rising grades 3–9. Our “Summer Theater Variety Show” and “Theater Set Design and Construction” programs will be held in Week 4 at the Broadmeadow School. No transportation is provided between locations.

Program Dates:

Week 1: July 1–3

Week 2: July 8–12

Week 3: July 15–19

Week 4: July 22–26

Needham Public Schools

Superintendent

Daniel E. Gutekanst

Needham School Committee

Aaron Pressman, Chair

Michael J. Greis, Vice Chair

Connie S. Barr

Heidi Black

Andrea Longo Carter

Susan B. Neckes

Matthew Spengler

Needham Non-Discrimination Policy

The Needham Public Schools do not discriminate on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, active military/veteran status, ancestry, genetic information or national or ethnic origin in the administration of its educational policies, and other administered programs and activities. In addition, students who are homeless or of limited English-speaking ability are protected from discrimination in accessing the course of study and other opportunities available through schools.

➤ **Register online* beginning at 7:00am on Thursday, March 14th.** Use this link to register: <http://needham.schoolpay.com/link/NCEsummer2019>
**Scholarship registrations cannot be taken online. Please contact NCE for assistance at 781-445-0400 (press 5).*

➤ **Please review all class details carefully before registering.**

➤ **Grade Ranges:** Grade ranges represent the grade the child will be entering in the fall of 2019.

➤ Catalog Contents:

Page 3: Important program information and policies

Pages 4–7: Week at a Glance schedule of offerings

Page 27: Scholarship information

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Needham Community Education

Needham Community Education (NCE) is an office of the Needham Public Schools and combines a number of out-of-school time programs into one administrative office. Programs are self-sustaining and include elementary and middle school after school programs, Adult Education, Summer Explorations and other summer programs, Kindergarten Enrichment (KASE) and more. We hope to provide quality lifelong learning experiences that are accessible to children, teens and adults. We seek to offer interesting educational, cultural, and skill-building classes at a reasonable cost.

Contact Information:

School Administration Building, 1st Floor
1330 Highland Avenue, Needham, MA 02492

Phone: 781-455-0400 (option 5)

Fax: 781-455-0417

Web: www.needham.k12.ma.us/community_ed

Office Hours: 8:00am–4:00pm, Monday–Friday

Important Information

Non-Residents:

Non-residents are welcome to participate.

Confirmations:

Upon registration, you will receive a confirmation email from School Pay. Your child is confirmed in the class upon receipt. If you don't receive your receipt, please check your SPAM folder. NCE will be happy to assist if the receipt cannot be located.

Wait Lists:

If you would like to add your child to a wait list for a full class, please email: Carolyn Colonna, NCE Program Director, carolyn_colonna@needham.k12.ma.us Include the class name, week, AM/PM, your child's name and your best daytime phone number. If a spot becomes available, you will be contacted right away.

Scholarship Assistance:

Is available for students who receive free or reduced lunch. See page 27 of this catalog for additional information.

For Parents of Students with Special Needs:

Summer Explorations classes are open to all, and every effort will be made to accommodate students with special needs. Please contact Carolyn Colonna, NCE Program Director, carolyn_colonna@needham.k12.ma.us if you would like guidance as to which programs may be the best fit for your child.

For Students with IEPs:

Summer Explorations staff members have no access to IEPs. Please provide any relevant information when registering your child.

Allergy / Medical Considerations:

The Summer Explorations Nurse will review all Summer Explorations registrations on which special medical/allergy concerns are indicated, and will coordinate medical arrangements. **If your child will require direct medical or support services, please register your child prior to April 15 to enable ample time to coordinate the required services.**

Behavior Policy:

We expect our students to follow their teacher's instructions and to treat each other and staff with respect. If your child does not meet these expectations we will communicate with you to discuss the behavior. If your child's behavior does not improve, we will ask you to withdraw your child from the class and no refund will be given. If your child exhibits threatening behavior toward others in the class, they will be withdrawn immediately and no refund will be given. All school policies outlined in the school Student Handbook apply to NCE Summer Explorations classes.

Supervised Lunch:

Students enrolled in both a morning AND an afternoon class, OR a full-day class, will enjoy a supervised lunch in the Broadmeadow or High Rock cafeteria. Lunches must be brought from home. No transportation is provided between program locations.

No Transportation Provided:

No transportation is provided for Summer Explorations.

Registration Policies:

Refund Policy:

Withdrawals (minus a \$30 processing fee) will be accepted until May 3, 2019. Refunds will be made by check from the Town of Needham, and may take up to three weeks in the mail.

No refunds or credits will be issued after May 3, 2019.

Minimum Enrollment Policy:

If the minimum number of students required for a class is not met, the class will be canceled. Parents of all registrants in canceled classes will be notified by or before June 3, and every effort will be made to place the child in another class of their choice. Tuition will be refunded if the class is canceled by NCE. Refunds will be made by check from the Town of Needham, and may take up to 3 weeks to arrive by mail.

Drop Off and Pick Up:

Drop Off:

There will be no adult supervision until 15 minutes prior to the start of class. At each Summer Explorations location, students will gather in a designated waiting area. The On-Site Coordinator will supervise the children until the instructors arrive to take attendance and to escort the students to their classrooms.

Absence:

If your child will be absent, please call the Community Education Office, 781-455-0400 (press 5), **before 8:30am**.

Prompt Pick-up:

For safety reasons, students must be picked up promptly at dismissal time.

If you are delayed, there is a 5-minute grace period before late charges begin. Delays beyond 5 minutes will result in a charge of \$1.70/each additional 5-minute period that the On-Site Coordinator remains with your child. Needham Community Education will bill you for the charges.

More detailed instructions regarding drop-off and pick-up will be emailed a week prior to the start of each program week.

Contact Us:

If you have any questions regarding registration, please feel free to contact: Carolyn Colonna
Summer Explorations Program Director
Needham Community Education Office
781-455-0400 (option 5).
carolyn_colonna@needham.k12.ma.us

