

First Wednesday Home School Program *Procedures for 2010-2011*

- Check-in takes place in the Gift Shop lobby of Elachee's main building, unless the program is at one of our satellite sites. You must check-in each time before participating in a program. Check-in will begin 30 minutes before the program starts—**please be on time for check-in!**
- **Programs will start promptly at 1:30 p.m.** Latecomers must still check-in before attending the program. We do not guarantee you will be with your group if you do not show up on time.
- Everyone who attends the program must be registered in advance, including parents and siblings—no drop-ins allowed unless prior arrangements have been made with Education Director or Education Program Manager.
- A parent/guardian must be present on Elachee property or our satellite locations at all times during the program. Parents who do not wish to participate in the program are welcomed to wait at the nature center or satellite location for free.
- Parents/guardians will receive an e-mail once a month as a reminder of the upcoming programs. All details of upcoming programs will be emailed to guardians at the address on our files. Please read the information and call us if you have any questions.
- **There will be no substitutions, make-up allowances or credits for absences. Families have the option to register either for the entire year or by the semester.**
- All refund requests must be made through a written letter addressed to the Education Director. A \$15 administrative fee will be deducted for each refund.
- Children who disrupt the program may be asked to leave for the day. We reserve the right to dismiss any child for the semester/year if behavior does not improve after 2 warnings. There will be no refund allowed under this circumstance.

