

## **GENERAL**

### ***My child did not receive an invitation. Can they still participate in the Academy?***

Thank you for your interest! Summer Honors Academy is by invitation only for students in Grades 2-7 throughout Defiance, Fulton, Henry and Williams counties. Students are chosen by their school and are typically considered gifted or high achieving. Please contact your school directly if you would like to request that your child attend.

### ***What sort of safety measures are taken for students during the Academy?***

Your child's safety is of the utmost importance to us. We will have a Nurse on-site at all times, available for any immediate needs involving your child. During registration, you will have the option to consent to any minor treatment deemed necessary by our on-site Nurse. If you wish, you may also provide us with contact information to your preferred family doctor, dentist and/or hospital. New this 2020, we will also have a School Resource Officer on-site at all times. Academy helpers will be stationed outside and throughout the building to assist students in crossing, directing traffic, and finding their classrooms. All course instructors are ODE teaching certified. Students are expected to demonstrate appropriate behavior at transportation pick-up/drop-off and campus locations, which includes:

- Promptly following instructions by teachers to ensure safety.
- Showing respect to all students, teachers, equipment, and property. Not put downs, insults, or teasing allowed.
- Keeping hands, feet, head and other body parts to yourself unless part of an activity led by an instructor.
- Appropriate language and dress at all times.
- Maintaining a positive attitude.

### ***How can I expect to keep updated about my child's daily experience?***

All information/notices prior and during SHA week will be shared digitally (via email). We will also share photos periodically throughout the week. Please be sure to check your email regularly for updates.

### ***What should my child wear?***

T-shirts will be distributed the first day of the Academy. We encourage the children to wear them all week (please launder as needed) as a way to identify the Academy participants. Depending on the class, proper footwear is encouraged – especially for the outdoor class selections.

### ***What is the schedule for the day?***

8:00 am: Doors open for Academy students (please report to the cafeteria).

**DO NOT DROP OFF STUDENTS PRIOR TO 8:00 AM!**

8:20 am: Students will be released to go to their classrooms.

9:20-11:00 am: Each class will have a 20-minute assigned snack/break-time. Healthy snacks/drinks can be purchased for \$1.00 each, or you are welcome to pack a snack and water bottle each day. Nut free tables will be monitored.

11:50 am: Students riding buses will be released from class to line up and board buses.

12:00 pm: Car riders will be released to line up and be dismissed by class from the front of the building.

## **REGISTRATION/CLASSES**

### ***Can my child register early?***

No. Registration opens for all invitees at 9:00 a.m. EST on April 8, 2020. Classes are first-come first serve.

### ***I missed the registration window. Can my child still register?***

Sorry, registration closes strictly at 11:59 p.m. EST on April 22, 2020.

## **REGISTRATION/CLASSES, cont.**

### ***How many classes can my child register for?***

We know it will be hard to choose! But your child can register for only one class. Encourage your child to have their mind made up prior to registration. Spots fill quickly! Any course marked as “Sold Out” is no longer available.

### ***What payment options are available?***

Payment must be made via credit card at the time of registration, through our third-party registration site Local Level Events. American Express, MasterCard, VISA and Discover are accepted.

### ***I submitted my registration with incorrect information. What should I do?***

Email us at [kjimenez@nwoesc.org](mailto:kjimenez@nwoesc.org). While we cannot make class changes, we can update basic information. Please double-check your information before submitting your registration.

### ***My child changed their mind on the class they'd like to take.***

Classes are first-come first-serve. We cannot make class changes once you submit your registration. Please double-check everything before submitting!

### ***I will be at work when registration opens. What should I do?***

We apologize for the inconvenience this may cause. It's necessary that we have staff available to field phone calls and emails once registration opens. To do so, we are limited to NwOESC office hours of 8 a.m. – 4 p.m. If you are unable to personally register your child, you can designate someone on your behalf to register for them. Just make sure they have all the information needed to complete registration.

### ***What information do I need to have ready in order to register?***

Class Choice, Student Name, T-shirt Size, School District, Grade Level for 2019-2020, Parent(s) Contact Information, Emergency Contact, Mailing Address, and Doctor/Dentist/Hospital Name, and Allergies/Medication. Here's an example of what the online registration form looks like:

### ***I need to cancel my child's registration.***

Email us at [kjimenez@nwoesc.org](mailto:kjimenez@nwoesc.org). Due to the high demand of our classes, please note there is a \$25 processing fee for all cancelled registrations. No refunds will be given after May 22, 2020.

The screenshot shows a registration form titled "TICKET #1". It contains several fields with red asterisks indicating required information:

- Grades 2-4 Class Choice \***: A dropdown menu.
- Student First Name \***: A text input field.
- Student Last Name \***: A text input field.
- Shirt Size \***: A dropdown menu with "Small (Child)" selected.
- School District \***: A dropdown menu.
- Grade for School Year (2018-2019) 2-4 \***: A dropdown menu with "2" selected.

## **TRANSPORTATION**

### ***My child isn't riding the bus. How and where do I drop them off and pick them up?***

**Drop-off Instructions:** Parents, please park and walk your child into the front of the building, or drop off in the lane nearest to the school building. Buses are scheduled to arrive at 8:15 am and will park in back. Academy helpers will be outside to assist students in crossing and direct traffic.

**Pick-up Instructions:** Parents can park and exit their cars to pick-up students, or drive through the lane closest to the front of school. Please pick-up according to class. Please stay to the left, until you have reached your child's stop. Students with younger siblings at Summer Honors Academy should line up with the younger child's class.

## **TRANSPORTATION, cont.**

***My child is riding the bus. Where will they be picked up?***

A Transportation Schedule can be found on our website, [nwoesc.org/summerhonorsacademy.aspx](http://nwoesc.org/summerhonorsacademy.aspx). Each location where children are dropped-off or picked-up has specifics about where to do so. If your child is being picked up instead of riding the bus, or going home with someone other than a parent, a written note must be sent in for the child's teacher that day!

***Can my child have a different pick-up and drop-off location (i.e. ride two different buses)?***

Yes! Please note this when you register the child. We will then notify the drivers of BOTH buses for you, so they know when to expect your child.

***Can I designate someone other than myself to drop-off/pick-up my child?***

Yes. To ensure the safety of your child, please keep us informed of transportation plans by supplying a written note to your child's teacher.

***My child needs to take the bus last minute, but only for one day.***

Again, to ensure the safety of your child, please keep us informed if your transportation plans should change. We will notify the bus driver on your behalf to expect your child.

***I forgot to select a transportation option when registering. Can I still add busing?***

Yes. Please email us for more information.

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***Still have lingering questions?***

Contact Katie Jimenez: (567) 444-4800, ext. 4812.

If you don't reach us right away, email [kjimenez@nwoesc.org](mailto:kjimenez@nwoesc.org) or leave a voicemail and we will get back to as soon as possible. Visit our website for more information:

[nwoesc.org/summerhonorsacademy.aspx](http://nwoesc.org/summerhonorsacademy.aspx).