

Parent FAQ's

Welcome to North East Community Education's Summer Youth Classes!

For the safety of the children,
please adhere to the following policies and procedures:

❖ *Where do we turn in the Student Information Sheets?*

- All completed Student Information Sheets should be turned in to the classroom instructor on the first day of class.
- Please indicate whether your child is enrolled in a second class.
- A new Student Information Sheet will be needed for each week of class.

❖ *What are the sign in/out procedures?*

- All children must be signed out by a parent or guardian.
 - Please provide a form of identification if the person signing the child out is different from the person who signed the child in.
- Please be prompt when picking up your child after class. Late fees will be incurred.

❖ *Can the parent/guardian sit in on the summer classes?*

- Unfortunately, parents and/or guardians may **not** sit in and observe any of the summer classes.

❖ *If the parent/guardian arrives early for pickup, may they enter the classroom?*

- We ask that parents and/or guardians patiently wait for students outside of the building in order to respect student engagement and the classroom environment. Should there be an emergency and early pickup be needed, we will assist you in signing your student out from the classroom.

❖ *What are the emergency procedures?*

- Community Education staff will notify parents of any emergency situation as soon as possible. In such situations, parents are required to pick up their children immediately. In case of a major local emergency, parents should tune in to local media stations for information.



Student Information Sheet

Please bring this completed form on the first day of class to help expedite student check-in.

Child's Name _____ Grade completed as of June 2020: _____

Parent's Name _____ Day Phone _____

NEED staff will attempt to notify parent(s) in case of an emergency.
Please include one other local emergency contact.

Name _____ Phone _____

List all individuals who are authorized to pick up your student. These individuals must show picture identification.
Name/Relationship to child _____ Day Phone _____

Does your child have any health or behavior concerns our staff needs to be aware of? ___yes___no___
If yes, please describe.

My child will attend the following summer 2020 Youth Classes (please list classes):

North East Community Education: Has my permission Does not have my permission
Contractor providing classes in which we enroll: Has my permission Does not have my permission

For my child to be interviewed, photographed, and/or filmed for public information for use in the social media, future advertisements or professional education information.

By signing, I certify that all above information is accurate and correct. If any changes need to be made to this application, I will notify the Community Education office immediately.

X _____ Date _____
Parent/Guardian Signature



❖ *What happens if my child becomes ill during a summer class?*

- The school clinic is closed during the summer. If a child becomes ill or is injured during a summer class, parents will be notified by the instructor. If the child has one of the following conditions, the parent will be contacted to pick up the child immediately: contagious disease, fever over 100 degrees, vomiting or diarrhea. 911 will be called if the instructor feels the illness or injury requires it. Parents will be contacted immediately after the 911 call is made.

❖ *What are the medication procedures during summer classes?*

- The school clinic is closed during the summer and all medication, physician's orders and severe allergy action plans are not handled by summer instructors. Our instructors are contractors who come into the schools to provide classes, they are not NEISD employees and therefore do not administer medication of any kind. We currently do not have any other options for summer classes at this time.
- During the event of an emergency 911 will be contacted.

❖ *Are there any other procedures that we need to be aware of?*

- **Please ensure your child has used the restroom before class starts.** A restroom break will be given as needed.
- **We cannot serve students who display chronically disruptive behavior.** We expect students to follow the same rules in their summer classes as they do in their classrooms during the school year. If the incidents are severe, parents will be notified and the student will be withdrawn from the class.

We hope that your child has an enjoyable time during their summer class(es). Keep an eye out at the end of the week for a survey to let us know how our instructors are doing. Any constructive feedback is helpful as we strive to provide the best service possible for the community.



**We want your experience with North East Community Education to be great,
so please let us know if you aren't fully satisfied.**

Visit the North East Community Education office (8750 Tesoro Drive, San Antonio, TX 78217)
or call 210-407-0140, option 3, should you have any questions or concerns.

<https://communityed.neisd.net>



Student Information Sheet

Please bring this completed form on the first day of class.
(One form will need to be completed per student enrolled.)

Child's Name _____ Grade level: _____

Parent's Name _____ Day Phone _____

NEISD staff will attempt to notify parent(s) in case of an emergency.
Please include one other local emergency contact.

Name	Phone
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List a codeword to be used at pick up for your student.

List all individuals who are authorized to pick up your student. These individuals must show picture identification.

Name/Relationship to child	Day Phone
_____	_____
_____	_____
_____	_____

Does your child have any health or behavior concerns our staff needs to be aware of? ___yes ___no
If yes, please describe.

My child will attend the following summer 2022 Youth Classes (please list classes):

North East Independent School District Has my permission Does not have my permission
for my child to be interviewed, photographed, and/or filmed for public information for use in the social media, future advertisements, or professional education information.

By signing, I certify that all above information is accurate and correct. If any changes need to be made to this application, I will notify the Community Education office immediately.

X _____
Parent/Guardian Signature Date