



## General Information

### Saturday Classes – Grade 4 & 5

**PERMISSION FORMS.** All permission forms are online. If you have a profile for your student, please be sure all information is up to date.

**TIME SCHEDULE.** Classes will meet from 9:00 a.m. – 2:00 p.m. Students who are being driven to the Center by parents should be dropped off no earlier than 8:45 a.m. and picked up no later than 2:15 p.m.

**TRANSPORTATION.** A bus schedule which shows times and locations of stops is found on our website. Transportation is being provided by consortium divisions - Colonial Heights, King William and Petersburg. Please note that students may only ride a school bus from their home school division and buses are for Saturday students only. Parents and friends are not allowed to ride buses.

Students who are being dropped off and picked up by their parents should be taken directly to their classroom and picked up there in the afternoon. Please be sure anyone you send to pick up your child is listed on their MSiC profile under “Authorized to pick up”. **A photo ID is required for pick up.** Any students not picked up by 2:15 p.m. will be waiting in the A-Building for checkout.

**ATTENDANCE.** Students are encouraged to attend each day. We will be calling the homes of those students who are absent. Please help us by calling 343-6525 x 80243 and leaving a message if you know your child will be absent. If your child will be picked up early, please send a note to the teacher regarding the early dismissal and stop by the Saturday/Summer Office in A-Building to sign your child out.

**LUNCH.** There is a scheduled thirty-minute supervised eating time around 11:30 a.m. Students should bring a lunch from home to be consumed at this time. Snack and soft drink vending machines are available. Please send dollar bills (no larger bills) or change to purchase these items.

**CLOTHING.** Students are expected to wear clothing that is sensible and in good taste. Clothing that is unsafe or which distracts from the learning process is not appropriate. Bare feet are not permitted. If special clothing is required for an activity you will receive an email from the instructor with specific information.

**SAFETY.** Student safety is extremely important to us. Students are not permitted to walk the campus unattended. We will have appropriate safety drills during the program.

**SMOKING** – Smoking is not permitted at the MathScience Innovation Center.

**COSTS.** A one-time fee was paid during registration. This charge is to cover the cost of the class including instructor, materials, entrance fees, field trips, etc. The cost to replace any equipment or property lost or damaged by the action of a student is the responsibility of the parents.

**BEHAVIOR.** Inappropriate behavior will warrant dismissal from the program with no refund of any fees. Center staff will be the sole judge as to what constitutes unacceptable behavior. Any action will follow the disciplinary procedures outlined in the Richmond Public Schools “Code of Conduct.”

**FIRST DAY.** On the first day, students are to report directly to their assigned classroom. Classrooms doors will be opening at 8:55 a.m. each day. If a student arrives at the Center earlier than 8:55 a.m. he or she will be directed to the A-building to wait. Students should not arrive at the Center earlier than 8:45 a.m.

**PHONES.** While students are attending classes, we do permit them to carry a phone with them. We ask that they are kept on vibrate for the duration of the class. Improper use during a class will result in the phone being confiscated and returned directly to a parent or guardian at the end of class.

**REFUND POLICY.** We are sorry that refunds cannot be made after students are accepted into the program.