



Westchester Community College  
**Peekskill Extension Center**

[www.sunywcc.edu/peekskill](http://www.sunywcc.edu/peekskill)

Dear Parent or Guardian:

Thank you for choosing the **Summer 2019 Youth Arts Technology Program** at the Westchester Community College, Peekskill Extension. The Center combines nurturing instruction, state-of-the-art labs, and project-oriented curriculum. Thus, the stage is set for an exciting, fun, yet challenging summer adventure.

**Please note the mandatory forms must be submitted prior to the start of the Summer 2019 Youth Arts Technology Program if your child is in both two-week sessions, only one set of forms are required. It enables the center to ensure that check-in and sign-out run smoothly on the first day.**

The Center's goal is to create an enjoyable and educational experience for each child. Therefore, please review the following list of basic procedures and protocols so your children will have a productive and safe experience.

- Please note that there are **no** refunds as of the first day of each class.
- Please complete and bring the required parental information/sign-out, medical and photo release forms prior to the start date & check-in.
- If your child is attending more than one session, please ensure he/she brings a **non-perishable** lunch and/or snack. **DO NOT RELY ON THE VENDING MACHINES.**
- Please note: no one is to leave the Center during program hours unless you have provided a note for early dismissal and someone is here to pick up your child.
- For the purpose of class set up, we request that students **are not dropped off earlier than 10 minutes before** the start of their class.
- Parents/Guardians/Siblings should arrive at the Center prior to the end of class for pick up. Please remember that you will be required to sign out the children before leaving the building unless you designate them to sign out independently.
- If you designate someone else to pick up your child, you must indicate who that is and when on the Sign-Out Form.
- An ID will be required from the individual responsible for signing out your child. In case of an emergency pick-up, please call 914-606-7301 and fax a signed note with name to 914-606-7386.
- If your child is waiting more than 15 minutes after dismissal, someone will call you. Please make sure your child has your contact number.

Please call 914-606-7301 for more information or if you need anything during your child's summer experience at the Center.

Sincerely,

Eric Mantell, M.B.A.  
Assistant Director, Center for the Digital Arts, Peekskill Extension  
[www.sunywcc.edu/peekskill](http://www.sunywcc.edu/peekskill)