



Westchester Community College
Peekskill Extension Center

www.sunywcc.edu/peekskill

Summer 2017

Dear Parent or Guardian:

Thank you for choosing the Summer 2017 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 that the attached forms are required prior to the start of each summer session. 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, medical and photo release forms when you come to check-in, otherwise your child will not be able to attend.
- 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 child can leave the Center during program hours unless you have provided a note for early dismissal and someone is here to pick he/she up.
- Children can be dropped off no more than 10 minutes before the start of 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 (on the form enclosed) who will pick up your child and when. An ID will be required for 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.
- You will be called if your child is waiting more than 15 minutes after dismissal. Please make sure your child has a contact number to reach you.

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

Sincerely,

Sherry Mayo, M.F.A., Ed.D.C.T.
Director, Center for the Digital Arts, Peekskill Extension
www.sunywcc.edu/peekskillty6v