



IMPORTANT INFORMATION FOR PARENTS & STUDENTS

GENERAL INFORMATION

- Workshops are subject to cancellation due to insufficient enrollment.
- SMU reserves the right to substitute instructors, change workshop locations, cancel workshops, adjust curricula or schedule, or limit enrollment.
- Each child receives one (1) free tee shirt each summer, handed out during the first week s/he is on campus.
- The Summer Youth office *must* have an [Authorization and Liability Release Form](#) (see details below) on file for every child.

CANCELLATION AND REFUND POLICIES

We understand that issues may arise. Please alert us as soon as possible if you need to cancel, so that we can assist you with other arrangements.

PLEASE NOTE:

- Should SMU cancel an entire workshop, we will notify you in advance and will refund you in full.
- No refunds are permitted in the event that SMU must cancel individual sessions of a workshop due to inclement weather or other extenuating circumstances beyond our control.
- No refunds are permitted due to student absences from part or all of a workshop.

SEVERAL OPTIONS ARE AVAILABLE IF YOU CANCEL BEFORE THE WORKSHOP BEGINS:

- You may request a refund. Refund requests must be made no later than 12 noon on the Monday prior to the start of a workshop (one week in advance) after which time no refunds will be issued.
- If you choose to cancel your registration, a \$25 processing fee per workshop will be withheld from your refund.
- Students may transfer to another summer youth course.
- Students may substitute another individual in their place.

AFTER CLASS BEGINS:

- Students may transfer to another summer youth course.
- Students may substitute another individual in their place.

LOCATION AND PARKING

- **All classes are held on SMU's Plano campus:**
[SMU-in-Plano](#)
5236 Tennyson Parkway
Plano, TX 75024
- SMU-in-Plano is located in Legacy Park on Tennyson Parkway between Preston Road and the Dallas North Tollway. [Click here for driving directions.](#)
- There is ample free parking on campus; no parking permits or decals are required.
- ***When dropping off children, please park in a designated spot and escort them inside.***
- Look for directional signs to our classrooms in the lobby or each building for easy reference.
- The Summer Youth Program office is located in Building 4, Suite 220 – 222 (second floor).

OFFICE HOURS

- **June - August:**
Monday - Friday, 8:30 a.m. - 4:30 p.m.
- The office is not staffed during evenings or weekends, and this schedule is subject to change.

AUTHORIZATION AND LIABILITY RELEASE FORM

The Summer Youth office must have an Authorization and Liability Release Form on file for every child.

This form will provide our camp nurse with information related to your child's health to provide safe, informed care should the need arise.

- Please complete **one copy of the form per child** each summer.
- We prefer that you submit this form by **email in advance to smu.summer@smu.edu**.

You may also **fax a printed copy to 972.473.3449** or **mail the completed form to:**

SMU Summer Youth Program

5236 Tennyson Parkway

Suite 220 - 222

Plano, TX 75024

- If you cannot make other arrangements, bring the completed form on your first day of camp.
- The form also includes space for you to share any other information concerning your child (e.g., special characteristics or learning style) that might help us provide him/her with the best possible experience in camp.

SAFETY AND PICK-UP PROCEDURES

- Your child's safety is our utmost concern. Summer Youth Program instructional staff escort students between classrooms and supervise Extended Day and Lunch classrooms.
- Our safety procedure uses a computer-generated security code to protect your child.
 - Your enrollment confirmation message includes a unique **Student ID number** (EXAMPLE: X001234) for each child.
 - **When you pick up your child each day, you will be required to give your child's Student ID Number for student release.**
 - **Anyone picking up your child must be able to provide this number;** otherwise, we cannot release students without further authorization and identification.
- Punctuality is important in order to keep classes running on schedule, so please observe all procedures listed here. If you are late picking up your child, a \$1.00 per minute late charge will be assessed starting 10 minutes after class ends. This fee also applies to Extended Day.

EXTENDED DAY OPTIONS *(Separate registration required)*

- [Click here for details, pricing, and to register.](#)
- Summer Youth Program instructional staff escort students between classrooms and supervise Extended Day and Lunch classrooms.
- Morning extended day begins at 8 a.m. and ends at 9 a.m. (before AM workshops).
- Afternoon extended day begins at 4 p.m. and ends promptly at 5 p.m. (after PM workshops). If you are late picking up your child, a \$1.00 per minute late charge will be assessed starting at 5:10 p.m.
- For students enrolled in both AM and PM workshops, we offer a full-day bundle for families requiring both early drop-off and late pick-up.

SUPERVISED LUNCH *(Separate registration required)*

- [Click here for details, pricing, and to register.](#)
- Please bring a brown bag lunch each day if staying on campus between sessions. No refrigeration or heating of lunches is available.
- For selected workshops that run all day (9 a.m. to 4 p.m.), supervision between morning and afternoon sessions is included in the cost.

CONTACT US



EMAIL

smu.summer@smu.edu

PHONE

972.473.3412

IN PERSON

Summer Youth Program Office

SMU-in-Plano | Building 4, Suite 220 - 222

5236 Tennyson Parkway

Plano, TX 75024