SMU | PROGRAMS FOR YOUTH

2013 SUMMER YOUTH PROGRAM IMPORTANT INFORMATION

LOCATION AND PARKING

- **All classes are held on SMU's Plano campus:**
  SMU-in-Plano
  5236 Tennyson Parkway
  Plano, TX 75024
- Click here for directions and an SMU-in-Plano campus map
- Before the beginning of each workshop, you will receive an email with check-in/check-out procedures and classroom location; directional signs are always posted in the lobby for easy reference.
- The Summer Youth Program office is located in Building One.
- 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.

GENERAL INFORMATION

- Grade-level requirements for each workshop are given in terms of the grade the student ***will be entering*** in the fall of 2013.
- Advance registration is required and generally is available until 4:30 p.m. on the Thursday before a workshop begins.
- Workshops are limited in size, and spaces are assigned on a first-come, first-served basis.
- Workshops are subject to cancellation due to insufficient enrollment.
- The Summer Youth office ***must*** have an Authorization and Liability Release Form (see details below) on file on the first day of a child's first workshop.
- Each child receives one (1) free tee shirt each summer, handed out on the first day of his or her first workshop.
- SMU reserves the right to substitute instructors, change workshop locations, cancel workshops, adjust curricula or schedule, or limit enrollment.

AUTHORIZATION AND LIABILITY RELEASE FORM

- **Click here to access the form.**
- Please complete ***one copy of the form per child*** each summer.
- We prefer that you submit this form via email to smu.summer@smu.edu. You may also fax a printed copy to 972.473.3449 or mail (at least 10 days in advance) to:
  Summer Youth Program
  SMU-in-Plano
  5236 Tennyson Parkway
  Plano, TX 75024
- Please note that the Summer Youth office ***must have this form on file*** on the first day of a child's first workshop. If the form has not arrived on time, it must to be completed again upon arrival before you may drop off your child for his or her first class.

EXTENDED DAY AND SUPERVISED LUNCH OPTIONS *(Separate registration required)*

- **Click here for more information, pricing, and to register.**
- The morning extended day begins at 7:30 a.m. and ends at 9 a.m. Students must be registered for a 9 a.m. workshop and will be escorted to their classroom.
- The afternoon extended day begins at 4 p.m. and ends promptly at 5:30 p.m. Students must be registered for a workshop ending at 4 p.m. and will be escorted from their classroom to the extended day location.
- For parents desiring to register for BOTH morning and afternoon extended day sessions, a reduced fee is offered. In order to register for this option, students must also be registered in consecutive workshops through the day, as well as the 12–1 p.m. supervised between-sessions option.
- 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. ***Lunch is not provided***, so please plan to bring your own brown bag lunch each day.

CANCELLATION AND REFUND POLICIES

Should SMU cancel a workshop, you will be notified in advance and full fees will be refunded.

If you have a situation that prevents your child(ren) from participating in the course for which they are registered, we will gladly assist you. Partial refund, transfer and escrow options are available to students before the first day of the course.

- No refunds are permitted after a workshop begins.
- No refunds are permitted due to absences from part or all of a workshop.
- 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.
- We happily provide the following options:

BEFORE CLASS 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 free of charge.
- Student may elect to have tuition placed in escrow for themselves or another student free of charge. (Credit must be used by May 31, 2014.)
- Students may substitute another individual in their place free of charge.

AFTER CLASS BEGINS:

- Students may transfer to another summer youth course free of charge.
- Student may elect to have tuition placed in escrow for themselves or another student free of charge. (Credit must be used by May 31, 2014.)
- Students may substitute another individual in their place free of charge.

SAFETY AND PICK-UP PROCEDURES

- Your child's safety is our utmost concern. Children taking more than one workshop are escorted between sessions by a member of our staff, and lunch is supervised.
- Our safety procedure uses a computer-generated security code to protect your child.
  - *When you pick up your child, you will be required to give* ***the last four digits of your child's Student ID Number****.*
  - Before the beginning of each workshop, you will receive an email with check-in/check-out procedures and classroom location. ***This message also will contain the 9-digit Student ID number for your child.***
  - Anyone picking up your child must be able to provide this number; otherwise the child will not be released 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.

OFFICE HOURS

- The Summer Youth Program office is open during the spring (March – May) on a part-time basis **Monday - Thursday from 9:30 a.m. to 12:30 p.m**. Please feel free to drop by if you are in the neighborhood; otherwise, leave us a message or send an email, and we'll reply as quickly as we can. Thank you for your patience.
- During the summer season, (June 10 – August 9) our office hours are **Monday through Friday, 9 a.m. to 4:30 p.m**.
  The office is not staffed during evenings or weekends.

EMAIL

smu.summer@smu.edu

IN PERSON

Summer Youth Program Office
SMU-in-Plano | Building One
5236 Tennyson Parkway
Plano, TX 75024

PHONE

972.473.4312

EMERGENCY PHONE

972.473.3400

It is the student's responsibility to contact the Summer Youth Program office during business hours prior to the first session if the student is missing information necessary for attending a workshop.