

SAEP 2009

Welcome to the Summer Academic Enrichment Program!

Hello parents:

We again were able to offer new classes this year based on the feedback we received from our students, parents and schools with whom we partner. We believe we have an enthusiastic and well-qualified teaching staff that will challenge and enrich your child's education. Each of our teachers has a profile online. If you'd like to get in contact with a teacher directly, they will have CSUN emails posted on their profile page by the end of June.

We are posting these documents online in lieu of sending a packet home to families. If you had requested to be on the carpool list, it will be emailed to you so that personal information is not posted online. Please read through all the documents carefully as they contain answers to pertinent, frequently asked questions.

Voluntary Orientation:

Our Voluntary Orientation will be on Sunday, June 28th from 5-7 pm. It is designed for parents, but students may come. The first day of school is designed to orient students. You will need to park in Lot B6. You will need to purchase a \$5 parking pass at the Info Booth 2 (on Prairie Street) or at Info Booth 1 (on Lindley Avenue). Once you park in Lot B6, walk across the street to Cleary Court (it's a grassy area in between Juniper Hall and the Education building, surrounded by palm trees). Once you are on the campus, you need to go to Noski Auditorium, which is on the northwest corner of campus.

After signing in to the Orientation in the Noski Auditorium, parents will be sent in groups to meet with the office staff who will collect and process any paperwork/payments that are still outstanding. Remember you are not officially enrolled, and thus not allowed to attend class on Monday, until all payments/paperwork is completed. If you wish to change your child's class(es) this is a good day to do it, to ensure that the schedule is all set for the first day of school. There will be a \$25 fee to make a schedule change.

First Day of School:

You must purchase a parking pass for \$5, at the Info Booth 2 (on Prairie Street) or at Info Booth 1 (on Lindley Avenue). You should park in Lot B6. We encourage you to walk your child to Cleary Court. Each 1st period teacher will have an assigned spot arranged in alphabetical order by class, around Cleary Court. The teacher will walk his/her students to the classroom and then return them to Cleary Court at the end of the period. The students will then repeat this procedure with the 2nd period teacher ending at Cleary Court at the end of the first day. After the first day, you can choose an alternative meeting place to meet your child at the end of the day. (See the Drop Off/ Pick Up document for suggestions.) Enrichment students please come at 7:45. Academic students will need to meet their teachers at 7:30 and follow the single period protocol.

Grade system:

We are going to be using a web-based program called TeacherEase. Each student will be given an account number and password, which will be emailed to you, or you can check with your child's teacher. We encourage you to check your child's attendance and grade on a regular basis. This program is an excellent tool to help hold us all accountable. You will be able to make direct contact with each teacher with questions or concerns regarding your child's progress. Progress reports and report cards will not be mailed to you, but a reminder email will be sent halfway through the program so that you can see your child's grade. If you requested a transcript to be sent to your child's school (in the original registration form), final grades/ official transcripts will be mailed to the school. Please print out a copy for your own, personal records, as we cannot send transcripts to home addresses.

Textbooks:

Teachers will check textbooks out to students within the first week of school. There is no need to purchase a book. If the book is lost, or damaged, we will contact you to reimburse us for the cost to replace it. Grades will be held until all obligations are met.

Tutoring:

All of the students enrolled in the Academic Program are entitled to tutoring. Each of the Academic classes will offer 45 minutes a day, after class, of tutoring with the Teacher Assistant (TA). The TA will be available from 1-1:45 daily if your child would like to stay for some extra help. You do not need to arrange this in advance.

Schedule Changes:

Changes to your child's schedule can be made up through the first week (depending on the class you'd like to switch into) as long as there is room. There is a \$25 fee for schedule changes.

Transcript Requests:

On the registration form you marked whether or not you wanted a transcript sent to the school. If during the course of the program you'd like to make a change, please email us at saep@csun.edu. Transcripts will be mailed out by the end of the second week in August. We send the transcripts to the schools by certified mail; so if you ask for a transcript to be mailed AFTER the transcripts have been sent, there will be a \$10 processing fee.

Thank you for your continued interest in and support of our program.

Erin Bancroft
SAEP Office Administrator