

EXCEL PARTICIPATION GUIDELINES

1. Parents must send in a written note to their child's school informing them of your child's alternate dismissal plans for the duration of the EXCEL program.
2. Please contact Community Programs at 978-794-3080 for any of the following circumstances:
 - a. Student will be absent from a program.
 - b. You need to pick up your child early from a program
 - c. Your child will have an alternative pick up plan from the EXCEL class.
 - d. You need to pass a message on to the instructor.
3. EXCEL user fees are non-refundable after your child has participated in one or more classes during a single session. Refunds will only be given due to medical reasons.
4. If you choose to send your child with an afternoon snack, we ask that you please send a **nut free** snack and that your child does not share food with any other children.
5. Please be sure to notify Community Programs of any allergies or special circumstances that will allow us to best serve your child.
6. If your child requires an Epi-Pen, you will be required to provide the instructor with an updated pen prior to your child's participation in the class.
7. Each child that participates in the EXCEL program must respect the instructors, as well as other students and adhere to all rules associated with each program. Failure to do so may result in withdrawal from a program.