CodeSWM Student/Parent Handbook

CodeSWM Mission
CodeSWM is dedicated to teaching local coding classes for children in Southwest Michigan. Our classes will teach coding and critical thinking through active learning activities with systems/tools designed for kids.

Role of Parents/Guardians
• Please make sure that your participant is on time and prepared.
• Ensure that your child is not sick or has not had a fever within the previous 24 hours.
• Make sure that your participant is wearing appropriate, comfortable clothing & tennis shoes.
• Ensure that your participant understands the behavioral expectations of CodeSWM.
• Encourage your child to share their experience with you.

Expected Participant Behaviors
• Sign in on time
• Wear your name tag
• Show respect at all times to yourself, the staff and others
• Share, cooperate and be helpful to others
• Take care of supplies, equipment and the property of others
• Listen when others are speaking
• Use positive language to express yourself, no insults, swearing or offensive language.
• Resolve all conflicts peacefully. Pushing, shoving or any form of violence will not be tolerated.
• Do not hurt yourself or others
• Share your ideas and suggestions
• Participate fully to the best of your ability
• Be ready and willing to learn new things
• Have fun!
• Sign out on time

Discipline Policy
CodeSWM instructors and staff will utilize a variety of proven approaches to ensure that your participant experiences a positive and nurturing experience. Behaviors that negatively affect others will be managed immediately and in the best possible manner.

Instructors will attempt to keep all students actively engaged. Those who choose to "disengage" and act in a disruptive, destructive or harmful manner will be placed in "timeout" for a length of time corresponding to the circumstances of the situation.

Further disruptive behavior will result in more severe consequences including notification of parents/guardians. Incidents of aggression, violence or repeated disruptive behavior may result in immediate removal from the program.

Talk of violent acts past or future, threats, teasing, name-calling, and other forms of intimidation or harassment will not be tolerated. Play fighting and other forms of rough play are not allowed. Offensive language is not acceptable. Any use/possession of illegal drugs, alcohol or weapons is strictly prohibited and will result in immediate removal from the program.

Drop-Off Time
Participants may arrive up to 10 minutes before the start of class and should be ready to begin promptly at the class start time. Participants in 6th grade or younger must be signed in by a parent or approved adult and ready to go at their class start time.

Pickup Time
Parents/Guardians or an approved adult are responsible to come inside to pick up their children at the end of class unless otherwise notified. Children grades 6 and under will not be allowed to leave on their own, and must be picked up inside. If your child is not picked up on time, every attempt will be made to phone parents/guardians and emergency contact information you have provided. In the unlikely event that no one can be contacted within 30 minutes of the pick-up time; we will contact the Stevensville police department for assistance in contacting the parents/guardians and emergency contacts.

Cancellations
We understand that sometimes plans change. Cancellations will be allowed and a full refund processed for cancellations made 10 days in advance or students may request to move to another class with open spots. Within 10 days of the scheduled class a 50% refund will be processed.

If you have a question or concern, please contact us at swmcoding@gmail.com. Thank you for your cooperation and understanding!