

TCWES Supplemental Education Program (SEP)

Policies and Procedures for Parents

- Parents should send a note to school only if their child is NOT going to be attending their SEP class or if there is a change in SEP dismissal. For all other concerns, please contact your SEP chair at timberwolfsep@gmail.com
- If your child is home sick, he or she will not be allowed to attend SEP.
- For **morning SEP classes**, students should be dropped off at school by 8:00 AM, and their SEP instructor will greet them at the lobby. At the end of class, at 9:00 AM, students will be dismissed to their teachers/classrooms by their SEP instructor.
- For **afternoon SEP classes**, students will be dismissed at the end of the school day by their teacher to the Cafeteria. An attendance volunteer will monitor them until their SEP instructor arrives. Students are welcome to bring a NUT FREE snack.
- At SEP dismissal, students will be escorted to the school's front entrance. Children enrolled in SACC will be escorted by the SEP instructor back to the SACC program. THE SCHOOL DOORS WILL BE LOCKED FROM THE OUTSIDE. An SEP coordinator will meet the parents/authorized 'pick up' adults and check for ID. Please note that the doors to the school will be opened no earlier than 4:55 pm. Parents will not be allowed in the building during SEP classes.
- Parents and authorized 'pick up' adults must show a proper photo ID (such as a driver's license) when picking up a student.
- Parents will receive a warning letter if they are late picking up their child up. After the parent has received a warning letter, if they are late again, they will be fined \$1 per minute they are late after a 5 minute grace period. If the bill is not paid by the next SEP class OR if there is another late pickup, your child may be dismissed from the program without a refund.
- Please note that the school office will be closed at 4:30 PM each day, and there will be no one there to receive phone calls after this time. If you have an SEP dismissal issue, please call (703) 795-1682.
- If a parent has any concerns with a class, SEP instructor, another parent or student, please notify the SEP committee chair, and the committee will handle the situation. You may also speak to the SEP on-site coordinator at dismissal. The SEP committee chair email is timberwolfsep@gmail.com.
- For a full calendar of SEP classes, please visit <http://tcwespto.weebly.com>