WORKSHOP AND EVENT PROTOCOL

The Upward Bound Math/Science program provides educational, college-preparatory, and cultural workshops and events to all student participants as part of the comprehensive services provided to our students to prepare them for success in college and beyond.

For each event or workshop the program holds, the program provides information about the event to students and parents, including the time and location for drop-off and pick-up of students, as well as RSVP deadlines and reminders. Return times for all events are estimated and include extra time for unexpected delays in order to arrive on time and remain on schedule. The program makes a concerted effort to return to campus for student pick-up in a timely manner. When circumstances beyond our control cause us to return late by more than fifteen (15) minutes, we instruct students to contact their parents and notify them that we will be returning late, and provide them with a new estimated time of arrival.

Upon returning from, or the conclusion of, program workshops and events, the program provides as a courtesy, a fifteen (15) minute grace period for student pick-up following the designated pick-up time for that event (either the original return time or the updated return time provided to parents/guardians). If students have not been picked up at the end of the fifteen (15) minute grace period, parents and/or guardians assume the risk of having an unattended minor on campus.

Parents are expected, and responsible, to:

- RSVP for all program workshops and events by the RSVP deadline
- Notify the program if their student is expected to attend a program event, but is no longer able to attend
- Plan arrival time for events (both drop-off and pick-up) to account for normal drive time, as well as including a buffer for unexpected traffic, or other delays
- Plan to arrive for student drop-off and pick-up early
- Make other arrangements for the pick-up of their student(s) if circumstances are such that they are unable to pick up their student(s) on time.
- Notify program staff that they will not make it to student pick-up by the end of the fifteen (15) minute grace period by contacting either the Director or Student Enrichment Coordinator no later than the designated pick-up time for the event.
PARENTAL ACCEPTANCE OF EXPECTATIONS AND RESPONSIBILITIES

I/We hereby understand that we assume the risk of having our student unattended on campus if we do not arrive to pick up our student within the fifteen (15) minute grace period provided by the program.

I/We hereby give consent for the Upward Bound Math/Science Program at the University of Delaware to release the following student(s) from program events and workshops, if we, or our designated representative, are not able to pick up said students on time.

I/We hereby understand that we are giving consent to the Upward Bound Math/Science Program and staff to release our student(s) without our signature or arrival on campus if we do not arrive on time to pick up our student(s).

Student(s) Name

_________________________________________  ______________________________________

_________________________________________  ______________________________________

_________________________________________

Parent/Guardian Name (Print)

_________________________________________

Parent/Guardian Signature

_________________________________________

Date