

Connecting Waters Charter School

Learning Center ES Guidelines

“Ensuring an Atmosphere Conducive to Learning”

ES Guidelines:

To ensure efficient use of the center and an open and clear line of communication between ESs, students and parents, and the center:

- a. Please call or email a clerk in advance to reserve a space for meeting with a family at the Learning Center. A 24 hour notice would be preferred so that we can confirm space via email or telephone. If you go to one of the centers without having an appointment confirmed either by email or by telephone, there may not be space to accommodate you and your family. If there is not space available, please be prepared to meet your family at another location. Appointments will not be accepted more than 2 weeks in advance at the Modesto Learning Center only. Due to the size of the MLC there are many school functions which prohibit us from making long range appointments.
- b. If running late, Please contact the learning center.
- c. Please inform the learning center of any changes to your scheduled appointment. If you are more than 15 minutes late, we will not be able to guarantee that your space will be available.
- d. Please leave the room in the manner in which it was found. Please clean up after yourselves and put all tables, chairs, and equipment back where they belong.
- e. Professional behavior and language toward students, parents, and center staff is expected at all times. This includes use of slang terms that may be inappropriate for students and those who may be nearby. Remember, the center is used by students of all ages.
- f. When returning books to the center, please make sure they have the CWCS stamp on the inside cover and mark them with the appropriate grade level. If you are unsure, you can contact Lori Freeman, or ask the clerks for assistance.
- g. When scheduling your meetings with parents, please remember that the Centers closes sharply at the posted time.
- h. The computer lab is for the students. They can be used by the parents or ESs when they are accessing educational materials for their students. You and your students must be **logged on** and **off** by a site clerk or site coordinator. We want to keep our computers as secure as possible. You are encouraged to bring your laptop to the center. Both centers are equipped with wireless internet. Each center has an ES computer available if you forget something, etc.
- i. ESs who bring their children with them need to read and adhere to the parent standards. Also, children at the center should adhere to the student rules. The clerks can provide this for you.
- j. Copies are limited to 10 per student per day. Please sign the copy log.
- k. Please check with the front desk to see where you have been assigned for that day.
- l. Please sign in/out at the front desk so that we have a record of the center’s use.
- m. **Contract Program** classes being held at the center can only be set up by the school office. You must **first** contact the center you are interested in having a class at as follows to inquire about available days/times: Ceres Learning Center email: clc@connectingwaters.org phone: (209) 541-1531, Modesto Learning Center email: mlc@connectingwaters.org phone: (209) 543-7803. If a space is available, you will then be emailed a class set up form to fill out. You will email this form to cwcs@connectingwaters.org. You must receive, sign, and return your contract to IEM **before** you can begin teaching your class so please leave at least **20 school days** between submission of your CP set up form and the start of your class(es).