

Dear Knox College 4 Kids Family,

Firstly, Dr. Eric and I, Dr. Nate, would like to apologize for the delay in communications to families in regards to scheduling. Multiple unanticipated changes due to construction on and around campus made confirming rooms, buildings, instructors, and as result students' schedule, difficult to complete prior to our program's start. Nevertheless, we have worked through these problem and would like to inform families that your student(s) will receive their individual schedule the first day, Monday June 20, 2016.

As the new directors we have made several major changes to the program to increase safety and efficiency. Below provides a detail of the changes and major components of the program to get you ready for next week!

## Safety

Your student's safety is the most important thing to us. For that reason, we have made several changes and additions to the program to ensure your child is safe while having an awesome time at Knox College 4 Kids. Here are some of those improvements:

- **Limiting Drop-off & Pick-up to two location** (see below for more details) - to ensure someone from our staff will see each student come onto and leave Knox campus.
- **Utilizing only interior sidewalks on campus**, your student should never utilize sidewalks on South Street or any other major street.
- **Increased presence of Galesburg Police Department-** GPD has added an additional patrol to South Street as well as added a squad car on South Street and Prairie to assist with traffic.
- **Reducing the amount of building used on campus** - to minimize opportunities for students danger
- **Establish an information hub** on the first floor of George Davis Hall (GDH), which is on the corner of South and Cherry, for questions, logistics, and first aid.

## General Schedule

This portion of the program has not changed much from years prior. Our program will begin **Monday June 20<sup>th</sup>, 2016 at 8:00 a.m.**, which is **30 minutes earlier than usual**. For the remaining days of the program, each day will begin at the regular 8:30am time. Our first day will consist of passing out program packets, t-shirts, maps, and there will be an introduction of Directors and College for Kids Fellows. (Family members do not have to stay). To help students

navigate the campus, C4K Fellows will escort groups of students to their first hour class for the first three days. Every day during all other passing periods, C4K Fellows will be in designated areas to help students safely get to their next class. Below provides an overview of the general schedule.

### **Time of Program**

June 20, 2016                      8:00 a.m. to 12:00 p.m.  
June 21, - July 1, 2016      8:30 a.m. to 12:00 p.m.

### **Student Schedule**

First hour            8:30-9:30 a.m.  
Second hour        9:40-10:40 a.m.  
Third hour           10:50-11:50 a.m.

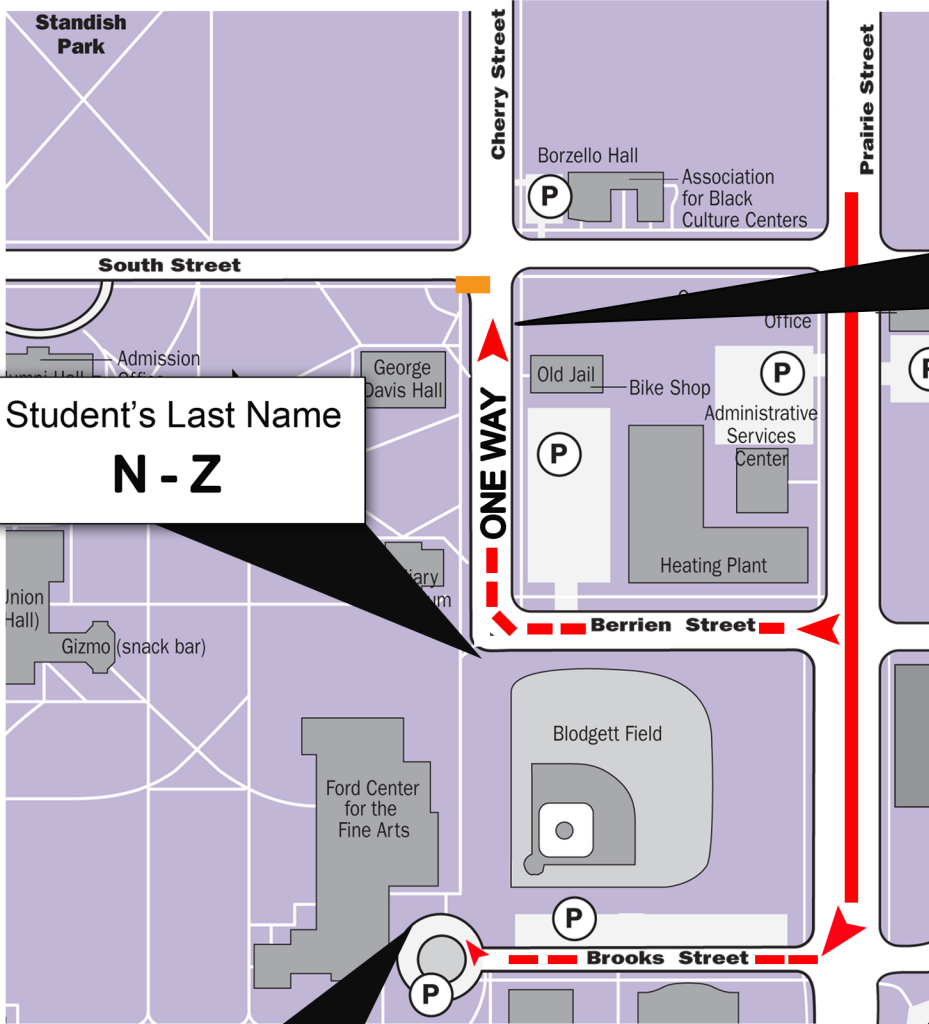
### **Drop-off & Pick-up**

For increased safety, this portion of the program has changed dramatically from years prior. Attached you will find a flyer that includes a map of locations for drop-off and pick-up. **Please review the document for specific changes.** There will **only be two locations for drop-off and pick-up**, which will be determined by the last name of your student(s). C4K Fellows will meet student(s) and parents at their car to help direct their student(s) to designated registration area. Each student will check in at the Center for the Fine Arts (CFA) every morning of the program. As there are multiple construction sites around campus and with this being a new approach for drop-off and pick-up, we ask for your patience and help in making this a smooth process. Please do not arrive more than 20 minutes before the program begins, to reduce traffic. Thank you taking part in Knox College 4 Kids and we appreciate your patience during this new process. We are excited to meet you all.

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# Knox College 4 Kids Drop-off & Pick-up

To minimize traffic and confusion and increase safety, we have decided to limit drop-off and pick-up for College 4 Kids to two locations. Your drop-off and pick-up location will be determined by the last name of your child. Please review the map for your designated location. If you have multiple children with differing last names, please use the N-Z drop-off and pick-up location.



Student's Last Name  
**N - Z**

Student's Last Name  
**A - M**

In order to increase traffic flow, you will not be able to go south bound on Cherry Street, pass South Street. All traffic will flow southbound on Prairie.

As this is a new approach to increase safety, there may be some delays on the initial day. Additionally it will take several days, to get the flow of traffic to a normal perimeter. We ask for your patience and assistance during the first couple days of the program. We also ask that no one show up more than 5 minutes early for drop-off or pick-up.

Our first day  
will begin early  
at 8:00am



A Summer Enrichment Program  
for Students Entering Grades 3-9