Harvard Allston Education Portal Rules

Please read and bring a signed copy to your first mentoring session.

I understand and agree to the following:

I. Scheduling and Cancellation of Mentoring Sessions
1. Participants may cancel up to two mentoring sessions per semester, due to circumstances beyond their control. If a participant cancels more than two sessions or misses a session without notifying the Ed Portal, we reserve the right to cancel all remaining sessions and give the time slot to another child.
2. The Harvard Allston Education Portal may cancel up to two mentoring sessions per semester due to circumstances beyond our control.
3. Participants will meet their assigned mentor for an initial interview, which the parent is required to attend.
4. Participants are encouraged to arrive 5 to 10 minutes before their mentoring session.
5. Please note that all mentoring sessions will end at their scheduled time, even if your child arrives late to their mentoring session.

II. Media Permission
Permission is granted to publish photos of my child (un-named) in brochures and the media.
Please check either yes or no: ☐ Yes ☐ No

If yes, we will require that you sign the full photo release form at the Ed Portal.

III. Behavior Expectations
1. All Ed Portal Member behavior must be based on respect and consideration for the rights of others. Members have a right to receive mentoring that is meaningful and useful. Participants who interfere with the learning process will be required to leave the mentoring/enrichment session and the parent will be called for early pick-up.
2. Members are expected to treat each other, staff and the mentors with courtesy, consideration and respect. Insults, physical disruption, or any other disrespectful behaviors are not allowed and will be considered cause for suspension from the mentoring program.
3. Please alert us to any health, social, emotional or behavioral issues that may impact your child’s ability to adjust and fully adhere to the Education Portal expectations.
4. Please provide us with any information about your child that would be helpful to the mentors about your child’s likes, dislikes, learning style, etc in the space below (use reverse side if necessary):

___________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Child’s Name: ______________________________________________________________

Parent’s Signature: __________________________________________________________

Parent’s Printed Name: ___________________________ Date: _________________

Ed Portal phone: 617-496-5022; email: allston_edportla@harvard.edu; fax: 617-495-0301