Harvard Ed Portal Mentoring Rules

Please read and sign this copy at your first mentoring session (Updated 2/22/15)

I understand and agree to the following:

I. Each parent/guardian and child (mentee) will meet with his/her assigned mentor for a brief initial interview during the first session.

II. Scheduling and Cancellation of Mentoring Sessions
1. Mentees are expected to attend all scheduled sessions. One session may be canceled due to circumstances beyond their control and must be communicated as soon as possible to the Ed Portal staff. Excessive unexcused absences may impact your child’s eligibility to participate in future mentoring semesters.
2. The Harvard Ed Portal may cancel up to one mentoring session per semester due to circumstances beyond our control. Any cancellations beyond one will be rescheduled at a mutually convenient time for the mentee and mentor to the best of our ability.
3. Please note that all mentoring sessions will end at their scheduled time, even if your child arrives late to their mentoring session.

III. Pick-up and Drop-off Policy
1. Mentees are encouraged to arrive up to 10 minutes before their mentoring session, and must be picked up promptly at the end of their session. Please note that sessions end at 3:50, 4:50, 5:50, and 6:50pm.
2. Mentees must be signed in and out at the Ed Portal front desk by a parent/guardian. Mentees who will turn 9 by August 31st may sign themselves in and out without a parent. Please notify Ed Portal staff in writing if you wish to have a child who is younger than this be released on their own or with an older sibling.
3. Please note that you may be asked to provide ID when picking up your child(ren). Please notify staff if someone besides yourself will be picking up your child(ren).

IV. Behavior Expectations
1. All Ed Portal members’ 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 Ed 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 Name: ___________________________
(please list all participating children)

Parent’s Signature: ___________________________ Date: ___________________________

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