



Dear Parent/Guardian,

We are excited to welcome you back in person to our *ISTEM Club*. NIHERST is committed to providing a safe environment and an enjoyable experience for your child; however, parents and members are also responsible for assisting in these efforts. We ask that you read and adhere to the **PARENT/GUARDIAN GUIDELINES** and review the **MEMBER CODE OF CONDUCT** with your child.

PARENT/GUARDIAN GUIDELINES

(A) DROP OFF / PICK UP

The first four (4) meetings start at 9:00 a.m. and end at 12:00 p.m. Supervision will be provided for members dropped off at the club venue from as early as 8:30 a.m. **All members must be picked up by their parent/guardian no later than 12:30 p.m. on these days – 20th May, 27th May, 3rd June, 10th June.**

The fifth meeting (24th June) starts at 9:00 a.m. and ends at 12:00 p.m., following which there will be a display for parents from 12:00 p.m. – 3:00 p.m. On this day, all members must be picked up no later than 3:30 p.m.

(B) MEALS

The club registration fee covers the duration of the respective meetings and is inclusive of materials. It does not include meals. **Parents are asked to provide a healthy packed breakfast and/or lunch, snacks, and a bottle of water.** **Food and snacks will NOT be available for purchase at the venue,** so please ensure your child has sufficient supplies for the time they are with us.

MEMBER CODE OF CONDUCT

(A) BEHAVIOUR

1. Members should accept and get along with others. Bullying of any kind – teasing, practical jokes, harmful comments, etc. – will not be tolerated from any member.
2. Members must be sensitive to others in terms of race, religion, physical characteristics, and language. Ethnic or religious slurs or jokes will not be tolerated.
3. Members must respect others (members, club facilitators and guests) and their property. Members will refrain from touching others in harmful or inappropriate ways.
4. Members must not use obscene language.
5. Members must follow directions the first time they are given by facilitators, as they are for the safety of everyone on site.
6. **Members must refrain from excessive touching or signs of affection towards other members and staff members.**

(B) SAFETY

1. Members should wear comfortable footwear. Closed-toe shoes are preferred if available.
2. Members must pay attention to their surroundings and use care in all activities.
3. Members will adhere to all safety rules and regulations given for each activity and while using equipment related to the sessions that he/she participates in while at club meetings.

(C) GENERAL

1. Members are expected to wear appropriate clothing.

FEMALE: The following types of clothing **ARE NOT ALLOWED**: spaghetti-/thin-shouldered tops, strapless/tube tops, revealing low-cut tops, short shorts, or very short skirts.

If leggings or tights are being worn, tops should be of an appropriate length.

MALE: The following types of clothing **ARE NOT ALLOWED**: vests, very baggy/saggy/tight pants, excessive jewellery.

Note: Hats can be worn to and from club meetings and during outdoor activities, but they cannot be worn indoors.

2. Members must inform staff if they are experiencing a problem with another member or other issues. If we are not informed about a problem, we cannot stop the problem or assist the member.
3. **Electronic devices (iPads/Tablets ONLY) will be permitted at club meetings. However, NIHERST and the Arima Community Centre will not be responsible for the damage to or loss of these items.** Use of these devices will be limited to only when they are required to participate in educational activities.

Students who need to bring cell phones will not be allowed to use them during club meeting hours without Club Administration permission.

4. Members who steal or maliciously vandalise NIHERST and Arima Community Centre property will be required to replace the damaged/stolen item at their Parent/Guardian's expense.
5. In the case of theft, grounds for dismissal depending on severity may occur.

Violation of the **MEMBER CODE OF CONDUCT** can be grounds for automatic dismissal depending on the severity. Refunds are not given when a member is dismissed from the programme.