



New Covenant Community Development Center

STEM Center Application

Mission Statement:

The NCCDC STEM Program provides hands-on learning experiences in science, technology, engineering, and mathematics that spark creativity, build confidence, and prepare young learners to think critically and explore innovative solutions to real-world challenges.

Student Information:

Student Name: _____ Grade: _____

Academic School Year: _____ Date of Birth: _____

School (Check One):

☐ Benton Heights Elementary ☐ East Elementary ☐ Walter Bickett Elementary

Parent/Guardian Information:

Parent/Guardian Name (**Mother**): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Parent/Guardian Name (**Father**): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____

Email Address: _____

Emergency Contact:

Name: _____

Relationship to Student: _____

Phone Number: _____

Medical Information:

Does your child have any allergies, health conditions, or special accommodations needed?

☐ Yes

☐ No

Please list and explain below:

STEM Program Interest Section

Please help us learn more about your child's interests. (Check all that apply)

- ☐ Science Experiments (K-5)
- ☐ Robotics (2-5)
- ☐ Coding/Computers (2-5)
- ☐ Math Challenges (K-5)
- ☐ Engineering/Building Projects (K-5)
- ☐ Broadcasting/Production (2-5)
- ☐ Other: _____

Program Commitment:

By signing below, I acknowledge that I would like my child to participate in the **NCCDC STEM Program**. I understand that consistent attendance and active participation are expected for the program's success.

Parent/Guardian Signature: _____ Date: _____

Photo & Media Permission

Photos or videos of program activities may be used for newsletters, websites, or social media to highlight student learning.

- ☐ I **permit** my child to be photographed or filmed during NCCDC STEM Program activities.
- ☐ I **do not permit** my child to be photographed or filmed.

Parent/Guardian Signature: _____ Date: _____

School Recommendation (To be completed by Principal):

Please provide a brief statement explaining why this student would benefit from participation in the NCCDC STEM Program:

Principals Name: _____ Date: _____

Signature: _____

Code of Conduct

Purpose

The New Covenant Community Development Center (NCCDC) STEM Learning Center is committed to providing a safe, respectful, and positive learning environment for all students, parents, and staff. The following Code of Conduct outlines our expectations to ensure that all participants can grow, learn, and succeed together.

1. Respectful Behavior

- All students, parents, and guardians are expected to treat staff, volunteers, and other students with kindness and respect at all times.
- Bullying, teasing, physical aggression, disrespectful language, or disruptive behavior will **NOT BE TOLERATED** under any circumstances.
- Parents are expected to model positive and respectful behavior during all interactions with staff and other families.

2. No Tolerance Policy

NCCDC STEM Learning Center maintains a **ZERO-TOLERANCE POLICY** for:

- Physical fighting or threats
- Inappropriate or abusive language
- Disrespect toward staff or peers
- Damage or theft of property
- Repeated noncompliance with staff instructions

Any violation of this policy may result in immediate dismissal from the program for the student and/or restrictions placed on parent participation.

3. Attendance and Punctuality

- Students are expected to arrive on time and attend all scheduled sessions unless excused in advance.
- Parents must ensure students are picked up promptly at the designated dismissal time.

4. Late Pickup Policy

To respect staff time and ensure student safety, the NCCDC STEM Learning Center enforces a **late pickup fee**. Pickup starts at 5:30 pm; you are considered late after 6:01 pm.

- A fee of **\$1.00 per minute** will be charged for each minute a parent or guardian is late picking up their child.
- **Payment is due in cash at the time of pickup** on the same day.
Example: If you are 10 minutes late, the late fee will be **\$10.00**, payable upon pickup.
- Repeated late pickups may result in dismissal from the program.

5. Property and Materials

- Students should respect all NCCDC property, equipment, and materials.
- Any intentional damage may result in disciplinary action and reimbursement for repair or replacement.

7. Parent Cooperation

- Parents are expected to communicate promptly with staff regarding absences, emergencies, or behavior concerns.
- Parents must support the Learning Center's policies and work collaboratively with staff to promote student success.

8. Disciplinary Actions

Violations of this Code of Conduct may result in:

1. Verbal warning
2. Parent conference
3. Dismissal from the program

Acknowledgment

By signing below, I acknowledge that I have read, understand, and agree to follow the NCCDC STEM Learning Center Code of Conduct. I understand that failure to comply may result in disciplinary action or dismissal from the program.

Parent/Guardian Name: _____

Signature: _____

Date: _____

Student Name: _____

Grade: _____