

# College for Kids Parent Handbook



[www.hagerstowncc.edu/kids](http://www.hagerstowncc.edu/kids)

**HCC**  
**COLLEGE**  
**FOR**  
**Kids**



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# Welcome

Welcome, and thank you for choosing Hagerstown Community College (HCC) for your child's summer enrichment camp. This handbook contains important information about our procedures to help ensure an enjoyable and safe experience for everyone.

## Overview of College for Kids

College for Kids (CFK) is an enrichment camp at HCC designed for children entering 2nd – 12th grade. Students enjoy hands-on learning in a variety of academic areas including science and technology, creative arts, literature, health, career exploration, and many other topics.

CFK complies with day camp licensure requirements of the Maryland State Department of Health and Mental Hygiene (DHMH).

## Getting Ready for Camp

### Choosing Grade Appropriate Courses

Confirm your child meets the grade requirements for the class section. The grade listed refers to the grade your child will enter in the fall.

### Before & After Care

#### Before Care

HCC provides Before Care starting at 7:15 a.m. Parents may drop off their children at the Before Care classroom in the Career Programs Building (CPB).

CFK staff will deliver students to their appropriate class by 9 a.m. The fee for the week is \$30.

#### After Care

HCC also provides After Care from 4:30 - 6 p.m. The fee for the week is \$30. CFK staff will deliver students to the After Care classroom in the CPB where parents may pick up their children.

# Registration

Four easy ways to register for CFK!



Online at [www.hagerstowncc.edu/kids](http://www.hagerstowncc.edu/kids)



By phone at 240-500-2236



In person at HCC's main campus or the Valley Mall Training Center



By mailing a registration form found in the schedule to  
11400 Robinwood Drive  
Hagerstown, MD 21742

Please make sure that you provide a valid email address when registering. Also, please to include your child's personal information when registering, not yours.

## Confirmation of Registration

Confirmation of your child's registration will be sent by mail. Please check the confirmation to ensure your child is enrolled in the proper camp and week. If you register within one week of the camp's start date, the confirmation letter may not reach you before the first day of camp. You can always call 240-500-2236 to verify your child's enrollment.

# Health Forms/Campdocs.com

All Health and student forms will be collected by CampDocs, the leading electronic health record system for camps. It's a secure, easy-to-use web-based system.

## Immunizations, Medications, Forms & Procedures

Health and student forms are available electronically through CampDocs. After registering your child, you'll receive an email from register@campdoc.com. All forms must be completed two weeks prior to camp. Students may be dropped without refund if the documents are not 100% complete.

Without these completed forms on the first day, your child will not be able to participate!

Required electronic forms include:

1. Student Information
2. School Information
3. Health Information
4. Medications
5. Allergies and Immunizations
6. Mental, Emotional, and Social Health History
7. Authorization and Release

## Medications

HCC Staff are only authorized to administer medication, prescription or non-prescription (over-the-counter), to students with a signed Medication Administration form.

If your child will be taking medication during camp hours, a Medication Administration Form must be completed and signed by your physician. We cannot accept any child without the proper forms and without their appropriate medication(s) to be taken during camp. The medication form signed by your child's doctor must be submitted electronically before your child begins class.

If your student regularly administers their own medication (prescription or non-prescription) during camp hours, an Authorization to Self-Medicate form (on the CampDocs website) must be completed and signed by your child's physician and be on file with the CFK office.

# Allergies

If you indicate on the health form that your child has allergies and there is an Anaphylaxis risk, you must complete the medication administration form and follow the medication procedures as noted above in the Medications section.

## Drop-off of Prescription or Non-prescription Medications

If your child has routine or emergency medication, you must come to the CPB, Room 221 on the first day of camp BEFORE you go to your child's class to check in. Our staff will collect your child's medication, check all of the necessary paperwork submitted via CampDocs, and then direct you to check your child into his/her classroom.

Your child's medication will be placed in a locked bag and secured with authorized personnel to be administered at the appropriate time.

# Special Accommodations

If your child has a documented disability (learning, physical, psychiatric, medical, or behavioral) this must be disclosed on the health form. Jaime Bachtell from HCC's Disabilities Support Services (DSS) office will contact you prior to the start of class to discuss your child's needs and potential accommodations that may be necessary. If you have questions or need to contact the DSS Office, call 240-500-2273.

# Pre-Week Email

One week before camp you will receive an email containing a campus map with the location of Monday morning check-in and the location of your child's class. Occasionally, due to scheduling conflicts, classroom locations are changed last minute. If your child's classroom location changes, check-in staff will direct you to the correct classroom.

# Coming to Camp

## First Day of Camp

All parents/guardians are to bring their child to the lobby of the building in which their class will be held. This location is indicated on your pre-week email. Classrooms will open at 8:45 a.m.

## Drop off Policy (after first day of class)

All parents/guardians are to bring their child to the classroom between 8:45 – 9:00 a.m. The child must be signed in by a parent/guardian.

## Pick up Policy

Parents/Guardians are required to pick up children between 4:00 – 4:15 p.m. If a parent/guardian cannot pick up their child due to an emergency, they should contact the Continuing Education Office at 301-491-4352. If the child is not picked up by 4:30 p.m., CFK staff will take the child to After Care. The College reserves the right to charge a late fee for students picked up after 4:30 p.m.

# What to Expect

## Classroom Size

Most classes have fewer than 15 students and have an instructor and volunteer to assist with activities.

## Class Times

Each session will meet from 9:00 a.m. – 4:00 p.m.

## Instructors

Instructors for HCC's CFK programs are hired based upon skills, abilities, and appropriate background checks. Many of the instructors also teach for Washington County Public Schools or are trained professionals in the areas in which they are teaching.

In compliance with DHMH regulations, a background check is conducted for all instructors.

## Staff

In addition to instructors, College for Kids is staffed by the following positions:

- CFK Team Lead
- CFK Program Assistant
- CFK Program Manager
- CFK Technical Program Manager
- CFK Office Associate
- CFK Student Workers

## **Volunteers**

CFK collaborates with the HCC Foundation to identify and train CFK volunteers. All volunteers must attend a camp orientation and first aid training.

## **Supervision & Safety**

Staff will take all reasonable measures to ensure the safety of the children in the CFK program and provide appropriate supervision at all times. All staff wear identification badges at all times. Campers are always accompanied by staff and/or volunteers as they move around the campus.

## **Lunch**

Children may pack a lunch, however, we are unable to refrigerate lunches for the morning. Please avoid packing items that could melt and/or perish in the hot weather.

Lunch may be purchased in the Hilltop Grill using cash. Check out the Hilltop Grill menu to see all the options at [www.hagerstowncc.edu/docs/food-services/hilltop-grill-menu/](http://www.hagerstowncc.edu/docs/food-services/hilltop-grill-menu/)

## **Nut Allergies**

The College cannot guarantee a nut-free environment, however CFK does provide a "nut free" table in the Hilltop Grill for students with allergies.

## **Recess Weather Policy**

Each camp day includes a recess period for supervised free play outside. Staff will use weather guidelines to determine if recess should be held indoors due to excessive heat/humidity.

## **Behavior**

The CFK staff will provide a fun, relaxed, and educational environment for the attendees. Students are expected to demonstrate appropriate behavior and to follow the direction of staff. Behaviors such as aggressiveness and anger, fighting, inappropriate touching, verbal abuse, a negative attitude, and insubordination towards staff will not be tolerated and may be cause for dismissal. The CFK Staff will follow the Behavior and Discipline policy as outlined on page 7.

## **Cell Phones & Electronic Games**

A student's use of a personally-owned, electronic devices during the CFK day is designed to help him/her become a responsible digital citizen, to enhance classroom activities, and to provide authentic experiences to build skills such as collaboration, creativity, communication, and critical thinking. Devices may not be used to disrupt the educational environment, violate the rights of others, commit illegal acts, or engage in academic dishonesty. Instructors reserve the right to limit access to electronic devices during instructional time.

## **Dress**

Students need to dress in appropriate casual attire for classes in which they are enrolled. CKF follows the guidelines of Washington County Public Schools' dress code. Children should wear sneakers or enclosed shoes. Flip flops are prohibited.



# Safety-Treatment Procedures

## Medical Treatment

Staff will take all reasonable measures to ensure the safety of the children in the CFK program and provide appropriate supervision at all times.

Scraped knees, nose bleeds, bee stings, and other injuries are part of camp and CFK staff will follow the State regulations for minor injuries. The regulations state that staff can treat injuries with soap, water, ice and bandages. If a child is injured or feeling ill, CFK staff will bring the individual to the CPB, Room 221 for treatment and/or a short observation. All incidents are logged in the CFK health log and parents will receive an email describing the minor injury and treatment.

If a child feels ill, staff will assess the situation and determine if the child can return to class or should leave camp. If the child needs to leave camp because of illness or more serious injury, the parent will be notified and will be expected to pick up their child immediately.

If HCC or CFK staff deem a situation an emergency, staff will immediately call 911 for medical assistance and/or transport, then notify the parent as quickly as possible.

## Policies & Forms

### Behavior and Discipline Policy

The staff is knowledgeable about the traits and needs of school children and will attempt to diminish disruptive behavior by:

- Using preventive management techniques
- Encouraging self-discipline
- Emphasizing positive behaviors
- Establishing class rules and guidelines

Immediate behavioral problems will be addressed by the instructor.

Recurring behavioral problems will be referred to the CFK Team Lead and the Program Manager with a written explanation from the instructor. Parents will be notified at this point about the problem.

It is expected that children behave respectfully and do not engage in activities which are disruptive or may cause harm to themselves or others.

The instructor will employ the previously mentioned classroom management techniques. Should the behavior continue or be severe enough, dismissal from the program may occur.

Refunds will not be granted if a student is dismissed from the CFK program due to disciplinary action.

Automatic dismissal from this program may occur at the CFK Team Lead or Program Managers' discretion depending upon the severity of the problem.

### **Liability Waiver**

You will be required to sign HCC's standard liability waiver. This form will be available through CampDocs.

### **Unexpected College Closings: Emergency Text Alerts**

Please sign up for HCC text alerts. Stay up-to-date on campus closings, weather-related delays, or campus emergencies. Register to receive the alerts at [www.hagerstowncc.edu/about-hcc/campus-police/emergency-alerts](http://www.hagerstowncc.edu/about-hcc/campus-police/emergency-alerts).

### **Cancellations, Withdrawals, and Refunds**

The College anticipates all programs to be presented as scheduled; however, a program could be cancelled due to insufficient enrollment. Cancellation decisions are made one to two weeks in advance and you will be contacted directly by telephone. If a class is cancelled, we will make every effort to either place your child in another class or provide a full refund.

We understand that plans sometimes change. If you need to withdraw your camper before the start of camp, please call 240-500-2236 for a full refund.

If you are not satisfied after the first day, please contact HCC with your reason for withdrawal and you will receive a full refund. There will be no refunds issued after the start of the second day.

### **Photo and Video Release**

Children may be photographed or interviewed while attending CFK courses. These items may be used on promotional materials for future programming. The CampDocs electronic forms have an option for declining the photo and video release.

### **Lost & Found**

Children's possessions that are lost or found may be picked up in the Continuing Education Office located in CPB, Room 221.

### **Early Dismissal (Check-out by Parent/Guardian)**

If a child needs to be picked up early, the instructor must receive a note stating the time of early checkout and who will be picking up the child. The note should be presented to the instructor in the morning.

# Other Campus and Contact Information

## Campus Map

To view the campus map online, visit [www.hagerstowncc.edu/sites/default/files/documents/1701-campus-map.pdf](http://www.hagerstowncc.edu/sites/default/files/documents/1701-campus-map.pdf)

## CFK Website

For class listings, policies, directions, contact information, etc., visit our CFK website at <http://collegeforkids.hagerstowncc.edu/>.

## Communications

Email: [cfk@hagerstowncc.edu](mailto:cfk@hagerstowncc.edu)

Web: <http://collegeforkids.hagerstowncc.edu/>

Emergencies and Urgent Issues during Camp Hours: 301-491-4352

Registration and General Information: 240-500-2236

## Mini College for Kids

Mini College for Kids is for children entering kindergarten or first grade. More information is available on the HCC website at [www.hagerstowncc.edu/docs/childrens-learning-center/mini-cfk-schedule](http://www.hagerstowncc.edu/docs/childrens-learning-center/mini-cfk-schedule)