

HCC COLLEGE FOR Kids

Summer 2016



Attention Parents:

All Health and Student forms will be collected by CampDocs. Please make sure you provide a valid email address when registering. Check your inbox for an email from CampDocs (be sure to check your spam folder). All forms must be completed two weeks prior to camp.

Time: Each session will meet 8:45 a.m. – 4 p.m.

Drop-off/Pick-Up Policy: All parents/guardians are to bring their child to the lobby of the building indicated on your registration confirmation letter. Classrooms will open at 8:45 a.m.

Parents/Guardians are required to pick up children between 4 – 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 240-500-2236. The college reserves the right to charge a late fee for students picked up after 4:15 p.m.

HCC will again be providing Before Care starting at 7:15 a.m. College for Kids staff will deliver students to their appropriate class by 9 a.m. The fee for the week is \$30.

In addition, we've added After Care from 4:30—6 p.m. The fee for the week is \$30.

CFK Instructors: Instructors for HCC's College for Kids Program are hired based upon skills, abilities, and appropriate background checks. Many of the instructors also teach for Washington County Board of Education or are trained professionals in the areas that they are teaching.

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.

Dress: Students need to dress in appropriate casual attire for classes in which they are enrolled. Inappropriate dress that is distracting to instruction will not be permitted. Children should wear sneakers or enclosed shoes. Flip flops are prohibited.

College for Kids Website: For class listings, policies, directions, contact information, etc. visit our College for Kids website at www.hagerstowncc.edu/kids.

Medical Treatment Procedures: The College for Kids Staff Member will inform the parent if a child is injured. A parent/guardian or emergency contact person designated by the parent must be available by phone in case of an emergency. Parents should ensure that their child has personal medical coverage and accident insurance.

Materials for Classes: Materials are provided as part of programming fees unless otherwise noted.

Location: Classes will be held at HCC's Main Campus. For class locations, please see campus map or visit the HCC website and use our classroom locator. (Go to www.hagerstowncc.edu – click on About HCC – Directions and Maps - Room Locator). At this same location, you will also find directions to HCC.

You will receive an additional classroom map one week prior to the class start date via email. Please make sure you have provided your current email address.

Some classes will include field trips or require transportation to off-site locations. Transportation for field trips will be provided by the college and parents/guardians will be notified by permission slips.

Medication: HCC Staff are not authorized to administer any medication - prescription or non-prescription (over-the-counter) to students. If a student needs to take medication during class (prescription or non-prescription), an Authorization to Self-Medicare form (on the CampDocs website) completed by your child's physician must be on file with the HCC College for Kids office.

CFK Marketing/Promotions:

Children may be photographed or interviewed while attending College for Kids courses. These items may be used on promotional materials for future programming.





Personal Belongings: Students are responsible for their belongings and should not bring valuable items. Please have belongings clearly labeled with child's name.

Lost and Found: Children's possessions that are lost or found may be picked up in the Continuing Education Office located in the Career Programs Building, room 221.

Supervision and Safety: Staff will take all reasonable measures to ensure the safety of the children in the College for Kids program and provide appropriate supervision at all times. It is essential that parents follow the established procedures for drop-off and pick-up of their children. All staff will wear identification badges at all times.

Note: The College for Kids staff will provide a fun, relaxed, and educational environment for the attendees. Students are expected to demonstrate appropriate behavior and to follow the directions of the College for Kids staff. Behavior 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 from the program without a refund.

Discipline Policy & Procedure

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
- Stressing positive behaviors
- Establishing class rules and guidelines

Immediate behavioral problems will be addressed by the instructor.

Recurring behavioral problems will be referred to the Camp Director with a written explanation from the instructor. Parents will be notified 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 College for Kids program due to disciplinary action.

Automatic dismissal from this program may occur at the Director's discretion depending upon the severity of the problem.

Lunch: Children may pack a lunch or may purchase lunch in the Hilltop Grill using cash or a Go Green card. Check out the [Hilltop Grill menu](#) to see all the options!

Go Green Cards: Parents may purchase Go Green Cards (formerly Grub Bucks) for their children to use as a meal card. Cards may be used in our College's dining facilities (although not in our vending machines). This eliminates a child from having to carry cash and the register receipt will show their current remaining balance. Cards may be purchased and loaded with \$40 for a week upon registration for College for Kids. Cards may also be purchased at the Hilltop Grill on Monday mornings.

Balances on cards are non-refundable and expire four years from the date of last activity.

HCC 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 <http://www.hagerstowncc.edu/about-hcc/campus-police/emergency-alerts>.

Special Accommodation:

If your child has a documented disability (learning, physical, psychiatric, medical or behavioral) you must contact The Disability Support Services (DSS) Office at 240-500-2273 to discuss your child's needs and potential accommodations.

- You must contact the DSS Office at least 30 days prior to the start of class to allow time for necessary arrangements.
- Inadequate notice may result in your child not being able to attend class.
- You must contact the DSS Office each time your child enrolls in a class, as his or her needs may vary based upon the nature of each class.

www.hagerstowncc.edu/kids

240-500-2236

cfk@hagerstowncc.edu