



## Summer 2010 College for Kids

### **Time:**

Each session will meet 8:45 am – 4:00 pm. (With the exception of the 1<sup>st</sup> Grade ½ Day classes)

### **Location:**

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



For your convenience, you will receive an additional classroom map one week prior to the class start date.

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.

### **Drop-off/Pick-Up Policy:**

All parents/guardians are to bring their child to the classroom indicated on your registration confirmation letter. Classrooms will open at 8:45 am.

Parents/Guardians are required to pick-up your children between 4:00 pm – 4:15 pm or for 1<sup>st</sup> grade 12:00 pm-12:15 pm. If a parent/guardian cannot pick up their child due to an emergency, it is an expectation they contact the Continuing Education Office at 301-790-2800, Ext. 236. The college reserves the right to charge a late fee for students picked up after 4:15 pm or 12:15 pm for ½ day programs.

### **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 for the child. The note should be presented to the instructor in the morning.



## **College for Kids 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.

## **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. "Heelys" 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](http://www.hagerstowncc.edu/kids)

## **Lunch:**

Children may pack a lunch or may purchase lunch in the HCC Valley Eatery or HCC Hilltop Grill. (Items available for purchase may include, but not limited to: sandwiches, soups, salads, pizza, beverages, chips, snacks, etc... Average cost may range between \$4.00 - \$5.00). Vending machines are also available to students.

## **Materials for Classes:**

Materials are provided as part of programming fees.

## **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 can be picked up in the Continuing Education Office located in the Career Programs Building, Room 221.

## **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.

### **Medical Treatment Procedures:**

The College for Kids Staff Member will inform parents 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.

### **Medication:**

HCC Staff are not authorized to administer any medication - prescription, non-prescription or over the counter - to students. If a student needs to take medication during class, an Authorization to Self-Medicate form (provided) completed by your child's physician must be on file with the HCC College for Kids office. Please see medical form information included on page 8.

### **Special Accommodation:**

HCC is committed to providing accessible education and a supportive learning environment for all students. To help us meet this goal, all students with disabilities who require special accommodations must notify The Office of Disability Services at 301-790-2800, Ext. 273. A meeting will then be arranged with the HCC Academic/Special Student Advisor. Arrangements need to be made no later than thirty days prior to the course. HCC does not provide personal medical assistants or care attendants.

### **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. Please see the Terms of Participation on page 6 for more information.



## **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



Problem Management Procedures:

- Immediate behavioral problems will be addressed by the instructor.
- Recurring behavioral problems will be referred to the Director of Continuing Education 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. However, 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.

## **Forms**

See School Information, Terms of Participation, Medical and Emergency Contact Forms attached.

## **Campus Information:**

The Continuing Education College for Kids Office is located in the Career Programs Building, Room 221. If you need to reach a staff member or instructor, please call 301-790-2800, Ext. 236.

Theresa Shank, Dean of Continuing Education  
Anne Myers, Program Manager  
Jack Drooger, Program Manager

**Parents: The following forms must be completed returned to the CFK Continuing Education Office or brought with you by the first day of class:**

- **School Information Form**
- **Terms of Participation**
  - **Medical Form**

**2010 School Information**

I, \_\_\_\_\_ authorize the release of \_\_\_\_\_'s grade level to Hagerstown Community College. This information is needed to verify either past or current enrollment in honors, gifted and talented, advanced placement, accelerated courses, or above grade level courses. This information will be submitted to the Maryland Higher Education Commission along with other enrollment data.

School Currently Attending: \_\_\_\_\_

Current Grade Level: \_\_\_\_\_

School Address: \_\_\_\_\_

Please indicate if your child is currently participating in any of the following:  
(This is reporting information for the Maryland Higher Education Commission. This information is confidential and will not be released to the public. )

	Yes	No
Advanced Placement Courses		
Enrichment/Gifted and Talented Courses		
Merit Courses		
Honors Classes		
Homeschool Participant		
Magnet Classes		



**Terms of Participation**

Complete both sides of this form and mail, fax or deliver to:  
College for Kids, Hagerstown Community College 11400 Robinwood Drive, Hagerstown, MD 21742  
301-393-3685 fax • 301-790-2800 Ext. 236 phone

**Behavior Guidelines**

Parents – Please review this information with your child:

- Proper standards of conduct are necessary to protect the health, safety and well-being of all College for Kids participants. Behavior that might interfere with the educational process is unacceptable. Students will be respectful to other campers and staff. Students will be careful with college equipment and property and the property of other students.
- Safety of students is our first responsibility. Students may not go ANYWHERE on campus without being accompanied by a staff member.
- Parents will be contacted if their child is involved in any unacceptable situations during the day.
- Appropriate college personnel have the right, at any time, to exclude any child from activities due to failure or inability to follow as directed any and all rules and/or policies for participants.

\_\_\_\_\_ **Parent’s Initials**

**Computer Use Agreement**

Parents – Please review this information with your child:

- Certain classes may use the World Wide Web or the Internet as part of curriculum developed by the instructor. With this educational opportunity comes responsibility, to be shared by the student, parent/guardian and the college staff.
- Students will use the software that pertains to their camp. They may use the World Wide Web/Internet when the instructor gives them permission.
- Students should tell their instructor immediately if they encounter information that is inappropriate or makes them feel uncomfortable.
- Students shall not give out any personal information while online.
- Parents will be contacted if their child is involved in any unacceptable situations while using the computer.

\_\_\_\_\_ **Parent’s Initials**

**Media Release**

- As a parent/guardian of a participant in this program, you authorize and acknowledge permission for any video, digital or still photography made with their child’s image and any sound recordings of their child’s voice to be applied to a variety of uses by Hagerstown Community College. Such uses may include, but are not limited to, in-house training of staff and students, college Web pages, loan and/or sale to interested non-Hagerstown Community College parties, cable casting, broadcasting and/or other forms of electric transmission.
- You release Hagerstown Community College, its Board of Trustees, officers, representatives, agents, faculty, and staff of and from any claims (monetary or otherwise) that you may have related to the use of these images.

\_\_\_\_\_ **Parent’s Initials**

Continued



**Waiver and Hold Harmless Agreement**

- HCC staff takes all reasonable measures to ensure the safety of students while participating in our programs.
- As the parent/guardian of a participant in this program, you recognize and acknowledge that there are certain inherent risks of physical injury arising out of this program and agree to assume full risk of any injury, damage or loss, absent gross negligence which your child may sustain as a result of participating in any and all activities associated with this program.
- You agree to waive, release, discharge and/or relinquish all claims or accrued costs you may have as a result of your child participating in this program against Hagerstown Community College, its Board of Trustees, officers, representatives, agents, faculty, and staff.

I hereby release and hold harmless Hagerstown Community College, its Trustees, officers, directors, faculty, coaches and employees; participants; owners and lessees of premises used to conduct the event, their officers and employees from and against any and all liabilities to the undersigned, his/her dependents, assigns, personal representatives, heirs and next of kin for any and all damages, expenses (including attorney fees), claims, judgments, actions or causes of action as a result of any loss or injury to the person or property that I may sustain or suffer during, or arising out of, the course/activity.

\_\_\_\_ **Parent's Initials**

**Emergency Contact Information**

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Parent Guardian: \_\_\_\_\_  
Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Parent Guardian: \_\_\_\_\_  
Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_  
Home: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Should I or my legal dependent become injured during this activity, my permission is given to provide or obtain necessary medical attention.

**Parent or Legal Guardian's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Medical Form

## Instructions to Parent:

1. Complete the following items, as appropriate, if your child has a condition(s) which might require emergency medical care.
2. If necessary, have your child's health practitioner review the information you provide below and sign and date where indicated.

Child's Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Medical Condition(s): \_\_\_\_\_  
\_\_\_\_\_

Medications currently being taken by your child: \_\_\_\_\_  
\_\_\_\_\_

Please indicate if your child has had any of the following:

Asthma                       Blood/Clotting Disorders                       Diabetes  
 Epilepsy                       Heart Defects/Disease                       Seizures  
 Other \_\_\_\_\_

**Allergies:** List all, including medications, food, environmental, and insect. Note: The College cannot provide a peanut-free environment.

<i>Allergy</i>	<i>Reaction</i>	<i>Treatment</i>

### Medication:

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

### Physician's signed Order For Self-Administration of Medication at CFK – One Medication Per Form

Reason for medication: \_\_\_\_\_  
Name of medication: \_\_\_\_\_  
Dosage: \_\_\_\_\_ Route: \_\_\_\_\_  
Time of self-administration: \_\_\_\_\_

Please list any specific precautions or unusual effects that might be observed: \_\_\_\_\_  
 It has been determined that this student is able to self-administer this medication with supervision.  
 It has been determined that this student is able to self-administer and carry inhalant medication for Epi-pen and has been trained in its use, including knowing when the medication is to be used.  
 It has been determined that this student is able to self-monitor insulin levels, determine dosage amounts, and self-administer insulin.

Physician Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Physician Name: \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_