



Summer 2008 College for Kids



Time:

Each session will meet 8:45 am – 4:00 pm. (With the exception of the One-Day Workshops)

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 – click on About HCC – click on 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. If a parent/guardian cannot pick up their child by 4:15 pm 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.

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.

College for Kids Website

For class listings, policies, directions, contact information, etc... visit our College for Kids website at 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. Please see attached sample menu.

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 203.

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.



Emergency Form:

All students will be required to have an Emergency Contact Form on file in the Continuing Education Office (see attachment). Please complete the form and bring it with you to the first day of class.

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.

In the event it becomes necessary for staff in charge to obtain emergency care for my child, neither he/she nor the college assumes financial liability for expenses incurred. Parents should insure that their child has personal medical coverage and accident insurance.



Medication:

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

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 College for Kids Office at 301-790-2800, Ext. 582. A meeting will then be arranged with the HCC Academic/Special Student Advisor. Arrangements need to be made no later than ten days prior to the course. HCC does not provide personal medical assistants or care attendants.



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: _____

Date of your child's last tetanus shot: _____

Allergies/Reactions: _____

EMERGENCY MEDICAL INSTRUCTIONS:

(1) Signs/symptoms to look for: _____

(2) If signs/symptoms appear, do this: _____

(3) To prevent incidents: _____

OTHER SPECIAL MEDICAL PROCEDURES THAT MAY BE NEEDED: _____

COMMENTS: _____

Note to Health Practitioner:

If you have reviewed the above information, please complete the following:

Name of Health Practitioner

Date

Signature of Health Practitioner

(_____)_____
Telephone Number

Supervision and Safety:

Staff will take all reasonable measures to insure 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.

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

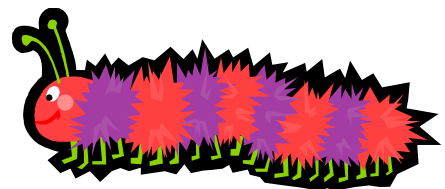
Problem Management Procedures:

- Immediate behavioral problems will be handled 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

Campus Information:

The Continuing Education College for Kids Office is located in the Career Programs Building, Room 203. If you need to reach a staff member or instructor, please call 301-790-2800, Ext. 236.

Jim Cannon, Director of Continuing Education
Anne Myers, Program Manager
Jack Drooger, Program Manager
Cindi Hull, Program Manager
Tammy Strite, CE Assistant



Parents: The following two forms should be completed and brought with you to the first day of class:

- **School Information Form**
- **Contact/Parental Consent Form**

2008 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		
Gifted and Talented Courses		
Accelerated Courses		
Honors Program		
Homeschool Participant		

Contact/Parental Consent

Contact Information: Please keep us informed immediately of any home or work telephone number changes. Call us at 301-790-2800, Ext. 355

Childs Name: _____

Parent or Legal Guardian

Name _____

Home # _____ Cell # _____ Work # _____

Emergency Contact Person and Authorization to Pick Up Child

Name _____ Relationship to Child _____

Home # _____ Cell # _____ Work # _____

Name _____ Relationship to Child _____

Home # _____ Cell # _____ Work # _____

As a parent or guardian, I understand that Hagerstown Community College, College for Kids staff will do everything possible to prevent any accidents over which they have control. However, I fully understand that participation in the program activities may involve some inherent risks to students regardless of all feasible safety measures that may be taken by Hagerstown Community College. As a voluntary participant in the program, I agree to accept responsibility for any loss, damage, or injury to my child that occurs during my child's participation that is not the result of fraud, willful injury to a person or property, or the willful or negligent violation of a law by an employee or agent of Hagerstown Community College. I further authorize college for Kids staff to obtain emergency care for my child when it is deemed reasonably necessary for my child's health or safety.

Parent's Signature

Emergency Contact Phone

Printed Name

Date

Parents: This form should be completed and brought with you to the first day of class

Hagerstown
Community College
2008
College for Kids

Temporary
Parking Permit
For Student Drop-
Off/Pick-Up

Please place on your dashboard