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**Will students have breaks during the day?**

Yes. These breaks will be established by the instructor of the class.

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**Can I register my child for a class that is listed above/below their age/grade level?**

Register your child according to the age and/or grade level outlined for the class corresponding with the grade level they are entering into in the fall. If your child is not enrolled in the appropriate age and/or grade level, we reserve the right to reassign your child to a more suitable class (if space is available) or deregister your child with a full refund.

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**Can my child re-take a class again this year?**

As long as your child is interested in taking the class again, they are more than welcome to repeat it.

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**What is the class size?**

In order to provide a great learning experience, we have limited the size of most classes to 16 students.

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**Can I register my child for a class that is full?**

Due to the instructor to student ratio as well as the materials needed for the class, we are unable to overload the majority of our classes.

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**Can I put my child's name on a wait list for a class that is full?**

Due to the large number of classes and students that we handle in any given semester, we are unable to keep a wait list.

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**Do you offer financial aid or scholarships for the Kids on Campus summer classes?**

Yes. The Schoolcraft College Foundation has set up a scholarship through a generous donation provided by the Rockall family. There are limited scholarships available. A single KOC scholarship covers tuition for one camp or Academic Skills class during the summer program only.

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**How can I apply for the KOC scholarship?**

To apply for the summer KOC scholarship, contact the Continuing Education office and ask that a scholarship packet be sent to you or go to [www.schoolcraft.edu/koc](http://www.schoolcraft.edu/koc) to print the forms. Fill out the appropriate forms and return it to our office.

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**How will I be notified if my child has been awarded a summer KOC scholarship?**

If your child has been selected as a recipient, you will be contacted by the program coordinator via e-mail. You will also be notified by e-mail if your child does not receive a scholarship.

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**My child will not be attending today; do I need to contact someone?**

No, it is not necessary to call us if your child will be absent.

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**I am not able to pick up my child today; may I send a family member or friend to do so?**

Yes. Please make sure your child is aware that you are not coming, and knows the individual you send in your place. It would be a good idea to make and discuss a back-up plan with your child in advance of need.



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**My child needs to be picked up early from class. What should I do?**

Inform the instructor and aide that your child needs to be picked up. Pick up the child directly from the classroom.

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**My child needs to take medicine during the day. Can they bring their medication?**

A student can bring medication as long as they are able to self-administer the medication. The medicine must be brought to campus in the labeled medication bottle.

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**My child has severe allergies and needs to carry an EpiPEN at all times. Will the instructor administer the medicine if they have an attack?**

In the case of an emergency our instructors typically contact Campus Police. Campus Police can administer an EpiPEN or inhaler if needed. If the instructor in the classroom has been trained to administer an EpiPEN they can also administer the medication and will then follow up with Campus Security Police.

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**What do you do to prevent bullying?**

Schoolcraft College prohibits acts of harassment or bullying. Harassment or bullying is conduct that disrupts a student's ability to learn and the college's ability to educate students in a safe environment. We expect students to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with proper regard for the rights and welfare of other students, school staff, volunteers and contractors. Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment or bullying may range from positive behavioral interventions up to and including removal from the program. All parents, instructors, aides and members of the Schoolcraft community are encouraged to report any act that may be considered harassment or bullying.

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**My child is feeling ill; can I still send them to class?**

Children who are ill must remain at home. If a child becomes ill while in class, their families or their emergency contact person will be notified; one of the above must pick up the child within one hour. While the child is waiting to be picked up, we will remove them from the classroom and make them as comfortable as possible. A child who exhibits the following conditions will not be allowed in the class: a temperature of 100 degrees or higher; conjunctivitis (pink eye); diarrhea; vomiting; impetigo or other unidentified rashes; severe cold, sneezing or excessive nose drainage; head lice; contagious diseases such as measles, mumps, or chicken pox. *Please notify us if your child has been exposed to a contagious disease. By helping us to observe good health standards, you will be protecting your child and others.*

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**Re-admission after illness:**

A physician's certification of health for reentry may be required prior to readmitting a child after an illness or injury. KOC staff will notify you if documentation must be provided. Your child must remain at home the following class day and be free of the following conditions for a minimum of 24 hours before returning to class: fever, diarrhea, vomiting. Re-admittance to class will also be at the discretion of the KOC staff. If your child does not seem well, we will ask that your child remain at home until they are able to fully participate in the program.

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**FOR MORE INFORMATION CALL 734-462-4448**

**Schoolcraft  
College**

