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This handbook contains the information you and your child will need to know to have a great summer at Kids on Campus. It is divided into the following sections:

- About Kids on Campus
- Before Camp (program information, registration, etc.)
- During Camp (program guidelines, lunches and snacks, illnesses, etc.)
ABOUT KIDS ON CAMPUS

Program Dates and Times
• The summer session of Kids on Campus starts on Monday, July 6, 2020 and ends Friday, August 7, 2020.
• Most camps start at 9 am and end at 3 pm daily. Preschool and kindergarten camps have different hours. Please see the KOC 2020 schedule for details.
• Camp runs Monday through Friday

Program Goals and Objectives
• To provide a safe, educational, and fun environment
• To communicate openly with parents and children
• To recruit, hire and train qualified staff

Enrollment Criteria
• Participants should be entering preschool-12th grade in the fall of 2020 (Not to exceed 18 years of age.)
• Register your children for the grade level they will be entering in the fall. Follow the grade-appropriate guidelines listed with each class.
• It is expected that Kids on Campus campers participate in both small and large cooperative group activities or theme based projects.
• Children are welcome to repeat a camp if they are interested in doing so. Many times the content changes from year to year to accommodate repeat students.

Kids on Campus Office

Hours and Location
The Kids on Campus office hours are from 8:00 am to 5:00 pm Monday-Friday. The office is located at the Jeffress Center on the Schoolcraft College Livonia Campus. We are located on the 2nd floor in the Continuing Education and Professional Development department. For further information, visit http://www.schoolcraft.edu/cepd/KOC or call 734-462-4600.

During the summer session of Kids on Campus our Headquarter office will be located in the Biomedical Technology Center (BTC), room 167.

Phone Numbers
Kids on Campus can be reached directly by calling 734-462-4600. Any questions before the program begins or after it ends should be directed to Schoolcraft College Continuing Education and Professional Development at 734-462-4448. If there is an emergency and you are not able to reach KOC staff call Campus Police at 734-462-4424.

See the MAGIC of Kids on Campus!
Before Camp

Enrollment and Registration
We strongly suggest that you become familiar with the registration process in advance. For assistance, please call the CEPD Office at 734-462-4448, send an email to cepd@schoolcraft.edu or attend the KOC Open House on February 11 from 6–7:30pm. We’ll be glad to help you and make your registration go more smoothly.

• Registration opens at 8:00 am, Thursday, February 13. Many camps fill quickly.
• Check WebAdvisor www.schoolcraft.edu/webadvisor or call for camp availability.

You have until the day before the program starts to complete registration, but camps fill up quickly. You must register your child in his or her name. Registrations made in parent’s name will not go through. To avoid missing an opportunity, get your child’s registration in early using one of our three available options outlined on our CEPD registration page: www.schoolcraft.edu/cepd/register

If a parent attempts to register using their own name and/or Schoolcraft account, the registration will not go through. If your child already has an account, we strongly recommend that you test out his/her log in information in WebAdvisor: www.schoolcraft.edu/webadvisor before the first day of registration – this will increase your child’s chances of getting into a high-demand camp.

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 camp (if space is available) or deregister your child with a full refund.

Scholarships
A limited number of scholarships are available for Kids on Campus camps through the generous donation provided by the Rockall Fund and from Continuing Education and Professional Development’s Lifelong Learning programs. The scholarship application and deadline can be found on the Kids on Campus webpage: www.schoolcraft.edu/koc

A single KOC scholarship covers tuition for one camp or Academic Skills class during the summer program only.

Waitlist
Unfortunately, due to the large number of camps and students that we handle in any given week, we are unable to keep a waitlist.

Emergency Contact Form and Information
For safety reasons, an email address and completed emergency contact information must accompany the registration. Schoolcraft College reserves the right to delay the registration until both are provided.

Please include your email address and cell phone on your registration form. This information will be used to add you to the Schoolcraft emergency notification system called RAVE. In the event of an emergency you will receive a text message with pertinent information. After your child’s camp ends your information will be removed from the system automatically. Note: if you work at Schoolcraft, please provide an email address other than your schoolcraft.edu address.
Withdrawal

You can drop a class for a full refund up to the day before the first class meets by written request, or online through WebAdvisor.

Written requests for refunds must be initiated by the student’s parent/guardian and are to be mailed or walked in to the Registration Center in the McDowell Center.

The request must contain the following:

- Student name
- Student ID number
- Course number, section number
- A brief statement requesting the refund, signature and date.

The refund policy is:

- Through the day before the first class meets—100 percent course fees.
- Thereafter—no refund.

Note: Credit card payments will be credited to the account used for payment. All other refunds will be issued either by check in the student’s name and mailed to the student’s address on record, or by direct deposit. See Bank Info—Direct Deposit under the Financial Information heading in the WebAdvisor student menu to select the direct deposit refund option.
During Camp

Drop off and Pick Up

The map below shows the designated drop off/pick up locations for children attending from 9am-3pm who are not registered for Before & After Care. Drop off time is 8:50 am and pick up time is 3:00 pm. Kids on Campus staff aides will walk children to and from their camps.

Drop off/pick-up locations are marked with a Kids on Campus flag at the building where your child’s camp is located except for the notes below. The drop-off/pick-up location for camps held in Applied Science is at the Biomedical Technology Center (BTC). The drop-off/ pick-up location for camps held in the Physical Education Building (PE) classrooms is at the Liberal Arts building. The drop-off/ pick up location for camps in the Jeffress Center is at the VisTaTech building.

• Though we recommend that parents of children under 12 years of age escort their children to and from their camps, we offer these drop-off/pick-up locations for grades 3+ for your convenience. Parents of 1st and 2nd graders should always escort their children to and from their camps.

• In the event of heavy rain or other severe weather conditions, children will either be kept inside the building where their camp is located or be walked to their normal drop off/ pick up area and be kept inside the nearest exit door to that building. Parents will need to park and come inside to pick up their children. Please be patient as drop/off and pick/up on these days may take longer than usual.

• Arrive promptly at the designated drop off/pick up times. The parent/ guardian is responsible for walking children to their camp if they arrive after 8:50 am and the group has already left the drop off area.

If a parent is late picking up a child, the child will be taken to the Before & After Care room (Liberal Arts Building room 440) and a fee of $1 per minute will be assessed.

• Children registered for Before & After Care may be dropped off between 8 and 9am and picked up between 3 and 5:30 p.m. (see following section for more details). Parents must escort campers to and from the Before & After Care room (LA440). Campers must check in upon arrival and before departing. Please have an photo ID ready for pick-up.

• Per Schoolcraft College Policy 2260, children under 12 years of age must be accompanied by an adult at all times while on College property unless they are attending a College sponsored class or activity. Supervision by a parent, guardian, or appointed caretaker is required before and after the class or activity. If your child is found wandering the campus, Campus Police or KOC staff will contact you to make arrangements for immediate pick up.
Before and After Care

Kids on Campus offers Before & After Care for Day Camp students, grades 1-9. Students will engage in supervised activities which include, but are not limited to, arts, crafts and games. Before and After Care spots are limited. **Register Early!**

- Children registered for Before & After Care may be dropped off between 8 and 9am and picked up between 3 and 5:30 pm. Parents must escort campers to and from the Before & After Care room (Liberal Arts Building room 440). Campers must check in upon arrival and check out before departing. Please have an photo ID ready for pick-up.
- Because the staff needs set up time, the doors to the program will not open until exactly 8:00 am.
- For students who attend Before and After Care a $1.00 per minute, per child, late fee will be assessed if your children are not picked up by 5:30 pm. There are no warning days. If you cannot pick your child up on time, you should call someone on your emergency card. If a child is late in getting picked up three times, you may be asked to find alternate child care.
- We ask for identification from all persons taking children from Before & After care. Because of our large staff and group numbers, we may ask for this identification daily throughout the summer.
- Persons not on the emergency contact information form will not be allowed to take children from Kids on Campus without prior permission from a parent.

Snacks and Lunches

You are responsible for packing a lunch for your child. We do NOT provide a morning or afternoon snack, but you are welcome to send them with your child. Children will have two breaks (about 10 minutes) during the day where they can eat a snack that they brought with them.

**Note:**
- There is no refrigerator space so we recommend that you pack lunch in an insulated lunch box.
- If your child has a food allergy, we must have it in writing on the Emergency Contact Information Form.
- We do not have a microwave.
- We are NOT a peanut free environment.

Medication Dispensing

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.

No KOC staff member will hold or dispense any medication.

It is the parent’s responsibility to inform the camp of any specific medical, developmental, physical or emotional conditions along with any allergies.

In the case of an emergency our instructors typically contact Campus Police. Campus Police can help 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 Police.
Health and Safety
Maintaining a healthy childcare environment is the shared responsibility of the camp provider and the parents.

- If your child is too sick to go outside or participate in activities, they are too sick to attend camp.
- If a child becomes ill while in class, their families or their emergency contact person will be notified; and must pick up the child within one hour. Kids will wait in the KOC Headquarters (Biomedical Technology Center room 167).
- 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.
- 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 camp day and be free of the following conditions for a minimum of 24 hours before returning to camp: fever, diarrhea, vomiting. Re-admittance to camp 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.
- If your child has allergies that may require modifications to class materials (e.g., Culinary Arts Boot Camp) please inform the CEPD office at least one week prior to the camp start date. Precautions will be taken to limit direct contact with the allergen, but Schoolcraft College cannot guarantee that the allergen will not be present.
- Talk with your children about safety issues in all public places such as Schoolcraft College.
- If this is your child’s first experience at Schoolcraft College, we suggest you visit the campus before classes begin to become familiar with the campus and camp locations.
- Remind your children not to go into any parking lots without an adult present.

Accidents, Incidents, & Injuries
If your child has minor injury, accident or incident while in camp, our staff will perform basic first aid. Parents will be notified to inform them of the situation.

Children are often involved in incidents which do not require first aid. These are often related to behavioral changes and my include sudden mood swings, difficulty getting along with other children or a teacher, or choosing not to follow classroom or Kids on Campus guidelines. We believe that communication between camp and home is necessary in order to correct these incidents. If your child is involved in an incident of which you need to be made aware, camp staff will let you know.

What to Wear and Bring to Camp
We recommend that the following items (labeled with your child’s name) be brought in daily in a backpack:
- Hat and/or sunscreen
- Water
- Children should wear play clothes that can get messy and be easily cleaned.
- Children must wear closed toe or tennis shoes daily.
Electronic Equipment

Electronic equipment, including cell phones, may ONLY be used at the discretion of the Kids on Campus instructors.

**Kids on Campus will not be liable for lost, stolen or damaged items from home.**

Discipline

The Kids on Campus staff will use positive methods of discipline, which encourage self-control, self-direction, self-esteem, and cooperation. Denial of privileges, counseling, and time out from the problem area or other appropriate action will be taken for children needing re-direction.

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.

Serious misconduct may result in a child being removed from a camp and no refund will be given.

Field Trips

Some camps may have a field trip. Students in these camps will receive a permission slip that needs to be signed and returned if they are to participate.

**Kids on Campus Showcase**

Parents are invited to see the terrific projects and wonderful artwork your child has created. Showcase presentations take place the last day of each camp session at 2:30 pm, in your child’s camp classroom. Due to the nature of the camp, some showcase presentation times may vary. Please confirm the time with your child.

Lost and Found

Any lost or found items can be found at KOC Headquarter (Biomedical Technology Center room 167). Any unclaimed items at the end of the summer will be thrown away or donated.

Video Taping & Picture Taking

Some video and still pictures may be used on our website, social media promotions or in one of our Kids on Campus brochures. No names will be used.

**WEATHER AND EMERGENCY PROCEDURES**

Fire and tornado drill procedures are posted in the rooms. Procedures to be followed are reviewed by the staff and students. A telephone for emergency use is available in each classroom with emergency numbers posted nearby.

In the event of extreme heat, KOC staff uses NOAA’s National Weather Service heat index as a guideline for deciding when it is not safe for outdoor lunches. Other outdoor activities may also be limited.