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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.)
- Weather and Emergency Procedures





# About Kids on Campus

## Program Dates and Times

- The summer session of Kids on Campus starts on Monday, July 8, 2024, and ends Friday, August 16, 2024.
- Most camps start at 9 a.m. and end at 3 p.m. each day.
  - Preschool and kindergarten camps have different hours. Please see the KOC 2024 schedule for details.
  - Academic Skill Classes run from 9 a.m.–12 p.m. Monday–Thursday.
  - Camps at the MEC run from 8:30 a.m.–2:30 p.m.
- 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 2024 (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 • FALL & WINTER

Kids on Campus is operated through the Personal & Professional Learning department. The PPL office is open Monday–Friday from 8 a.m.–5 p.m. throughout the year. The office is located on the second floor in the Jeffress Center. To contact the PPL office call 734-462-4448.

## Kids on Campus Office Hours and Location • SUMMER

During the summer Kids on Campus operates out of the Biomedical Technology Center, room 167. To contact the office call 734-462-4600.

## 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 Personal & Professional Learning 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.



## Before Camp

### Enrollment and Registration

We strongly suggest that you become familiar with the registration process in advance. For assistance, please call the PPL Office at 734-462-4448, send an email to [ppl@schoolcraft.edu](mailto:ppl@schoolcraft.edu) or attend the KOC Open House.

You have until the Friday before the program starts to complete registration, but camps fill up quickly. To avoid missing an opportunity, get your child's registration in early using one of our three available options outlined on our PPL registration page: [schoolcraft.edu/ppl/register](http://schoolcraft.edu/ppl/register)

**You must register your child in his or her name.** If a parent attempts to register using their own name and/or Schoolcraft account, the registration will not go through.

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

Scholarships are available for camps. The scholarship application and deadline can be found on the Kids on Campus webpage: [schoolcraft.edu/koc](http://schoolcraft.edu/koc)

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

### Waiting List

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

### Emergency Contact Form and Waiver

For safety reasons a completed emergency contact form and waiver 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 are a Schoolcraft College employee, 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 Ocelot Access.

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 of course fees will be refunded.
- 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.



# Drop Off/Pick Up For Camps

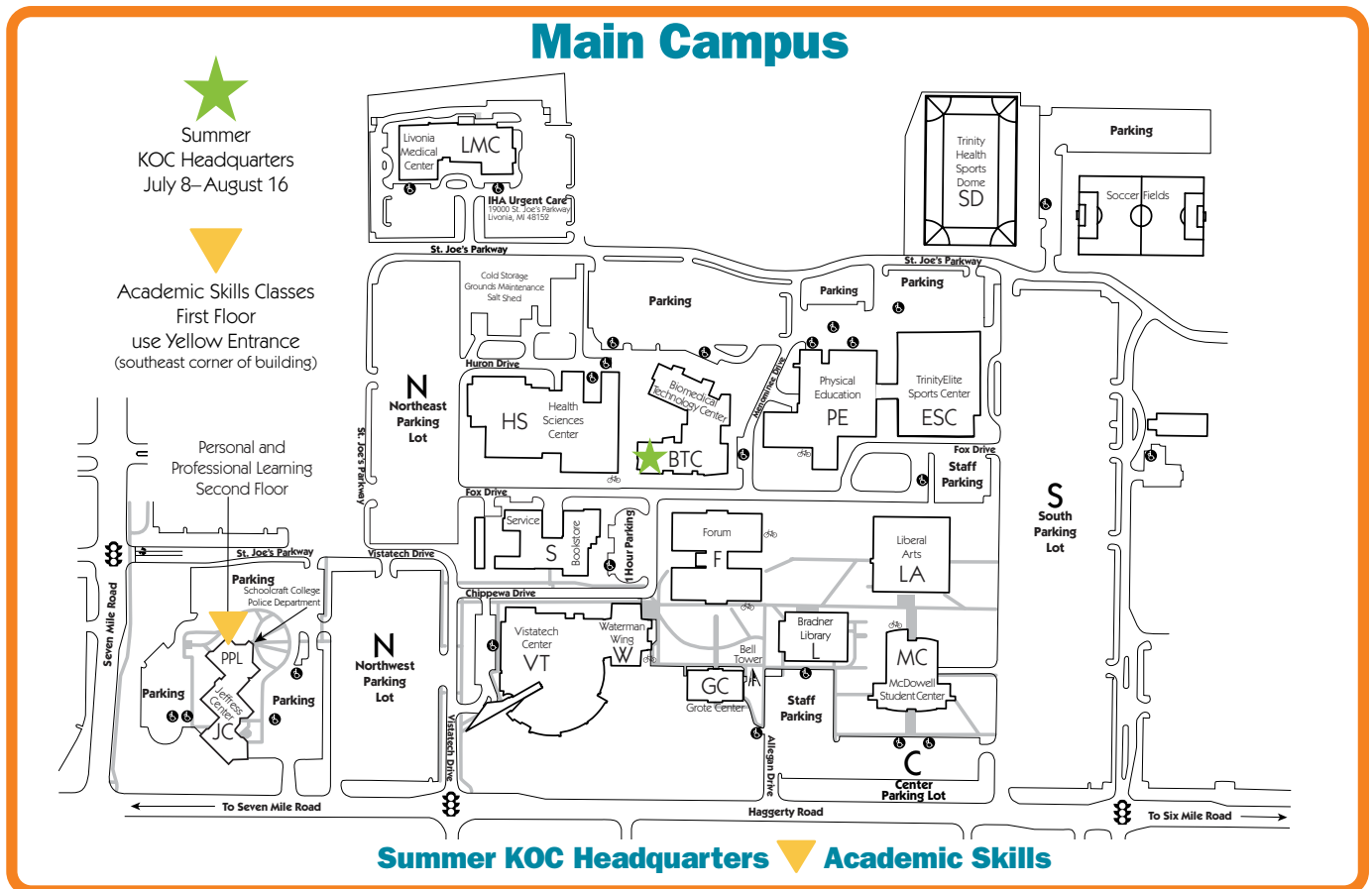
## NEW PROCEDURE FOR KOC 2024 – Please read carefully

Students in all camps and Academic Skill classes for grades 1-9 must be dropped off to and picked up directly from their assigned classroom.

- Only parents, guardians, and others authorized to pick up a child, as specified on the emergency contact form, will be able to pick up the child. Please bring a photo ID with you.
- You will have an opportunity to list pick up designees at the time of registration. If you need to add someone after registration, please call 734-462-4600 or 734-462-4448.
- Parents can begin dropping kids off at 8:45 AM and must pick kids up no later than 3:30 PM. If kids are not picked up by 3:30 PM they will be brought to Before & After Care in Liberal Arts room 440 and a **fee of \$1.00 per minute will be charged.**
- Parents must park in a designated lot. See the map below for parking options.
- Students in Academic Skills classes or high school camps must make drop off and pick up arrangements with their parents. They do not need to be signed out of the classroom.

### Before & After Care

- Children registered for Before & After Care may be dropped off between 8:00 AM – 9:00 AM and picked up between 3:00 PM – 5:30 PM. Parents must escort campers to and from the Before & After Care room (LA440). Campers must check in upon arrival and before departing. **Note: Before & After Care is not available for students enrolled in the following: all camps for grades 9–12, all Academic Skills Classes and camps at the Manufacturing & Engineering Center.**





## Before and After Care (Continued)

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!**

- Before & After Care is not available for Academic Skills classes or classes at the MEC.
- Children registered for Before & After Care may be dropped off between 8 and 9 a.m. and picked up between 3 and 5:30 p.m. 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 a photo ID ready for pick-up.
- Because the staff needs set up time, the doors to the program will not open until exactly 8 a.m.
- For students who attend Before and After Care a \$1 per minute, per child, late fee will be assessed if your children are not picked up by 5:30 p.m. 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 Camps please inform the PPL 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.

Children are often involved in incidents which do not require first aid. These are often related to behavioral changes and may 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.

## 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.

## Movies

Short excerpts from films may be presented during camp, and all movies featured are rated G or PG. The movies are intended to complement the camp topics rather than serve as a supplement. Please be aware that complete movies are shown during Before & After Care but are only one option available.

## 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.