Welcome to College for Kids

Dear Parents:

Greetings and welcome to Oklahoma City Community College’s summer 2015 College for Kids program. Thank you for choosing OCCC as your summer program provider. Whether it is Musical Theatre or having fun in classes such as science and math, each student will learn something new. These classes bring our community together and provide an engaging learning environment for the kids. Community Outreach and Education is constantly looking for new areas of interest for our students. Currently, we are offering more than 200 summer camps and classes for students entering grades 1 – 8 (based on fall enrollment).

With the large number of students enrolled in our program, it is important that parents and students be aware of our policies and procedures. The purpose of this handbook is to provide a quick reference to these guiding principles. Please become familiar with its content so that you can easily reference it throughout the summer.

All of our policies and procedures are carefully thought out and periodically reviewed to ensure the safety and security of your child while on campus. OCCC is proud to offer classes and programs for your children this summer. If you have any questions concerning your child’s participation in our summer youth programs or if you have any suggestions on how we can improve our service, please call 682-7859.

Sincerely,

Jessica Martinez-Brooks
Director of Community Outreach and Education
OCCC Family and Community Education Center
The College for Kids program is located at the new Family and Community Education Center, 6500 S. Land Avenue Oklahoma City, OK 73159.

OCCC Name Tags
College for Kids students will be provided OCCC lanyards and name tags in order to be easily identified on campus or at the Family and Community Education Center. Lanyards will be handed out at the time of check-in, and returned at the time of check-out each day.
***Please Read – Very Important Information***

**College for Kids Pick-Up and Drop-Off Guidelines for Family and Community Education Center**

**Check In / Before Care:** Students are to be checked in and out each day by their parent/guardian or designated emergency contact (with proper identification) inside the Family and Community Education Center (located at 6500 S. Land Avenue, Oklahoma City, OK 73159) no earlier than 7:30 am. Students arriving between 7:30am and 8:45am will need to enroll in the before care program ($10 per week).

**Pick Up / Aftercare:** Students are to be picked up in the Family and Community Education Center by 5:30p. If your child is not picked up by 5:30pm staff will contact parents and those listed on the child’s Emergency Contact form. If your child is not picked up within 30 minutes staff will contact OCCC Safety and Security. For children enrolled in individual classes, pick up must occur within 15 minutes of the students last scheduled class. Students being picked up later than 4:15pm will need to enroll in the aftercare program ($10 per week). Parents that do not pick their student(s) up within these guidelines will be assessed a $10 fee.

**Note:** Before Care and After Care fees are assigned per family (not per student).

**Musical Theater Student Pick-Up and Drop-Off Guidelines for Main Campus**

**Check In / Before Care:** Students are to be checked in each day no earlier than 7:30am for Musical Theatre. The student’s parents/guardian or designated emergency contact (with proper identification) is to bring the student to the Bruce Owen Theater (which is on the west side of the main campus, Parking lot D / College Union Entrance at the OCCC Main Campus). Please refer to the campus map (page 6). Students arriving between 7:30 and 8:15am will need to enroll in the before care program ($10 per week).

**Pick Up / After Care:** Students are to be picked up each day by their parents/guardian or designated emergency contact (with proper identification) inside the Bruce Owen Theater no later than 5:30pm. If your child is not picked up within 15 minutes staff will begin contacting parents and those listed on the child’s Emergency Contact form. If your child is not picked up within 30 minutes staff will contact OCCC Safety and Security. Students being picked up later than 4:45pm will need to enroll in the aftercare program ($10 per week). Parents that do not pick their student(s) up within these guidelines will be assessed a $10 fee.

**Note:** Before Care and After Care fees are assigned per family (not per student).

**Refund / Transfer Policy**

**Refunds:** Refund requests require a $10 processing fee that may be taken from your refunded amount. Refund requests must be made by the Thursday prior to the Monday start date of the class being dropped. Refunds cannot be made for non-attendance. If OCCC must cancel a class due to insufficient enrollment or any other reason, you will be notified immediately and your student will be transferred to an available class or complete refund will be provided based on your preference (at no cost). OCCC reserves the right
to cancel, combine, or divide classes; to change the time or date; or to make other revisions which may become necessary and to do so without incurring obligations.

**Transfer Requests:** Parents wishing to switch classes will be assessed a $10 administration fee. Transferring classes involves extensive administrative and accounting procedures.

**Lunch**

Free lunches will be provided through the Western Heights school district for those students attending classes at the Family and Community Education Center. However, your child may choose to bring lunch. Please make sure to put the students name and program they are enrolled in on the lunch. All students will be supervised during the lunch period.

Lunch numbers must be submitted by 10 a.m. each day. Students must be on-site by 10 a.m. in order to receive the free lunch.
College for Kids  
Summer 2015  
OCCC Main Campus Map

PARKING INFORMATION:  
Read Signs Carefully
SAFETY INFORMATION

Your child’s safety is of the utmost importance to us. Please remember that this is not an elementary or middle school, this is a community college. We ask that you never leave your child unattended at the OCCC Main Campus or at the OCCC Family and Community Education Center. Students are always escorted to and from classes by camp counselors. Please feel free to come by our location prior to the start of College for Kids to familiarize yourself and your child to the OCCC Facilities. To ensure a pleasant and safe experience for you and your children, please be familiar with the following information:

DISCIPLINARY INFORMATION

Students are expected to abide by the rules of OCCC. Any infractions with regards to tobacco, alcohol, drugs, weapons, or any action which violates a campus policy will result in immediate dismissal and a report to campus security. OCCC College for Kids uses a “three strike” discipline policy (found on page 7). Disruptive students who do not abide by the rules will, upon their third strike, be dismissed from that week’s program. While dismissal from one program does not necessarily mean that a student cannot participate in another program on another week, future participation at OCCC Summer Camp, Academy, or College for Kids will be up to the sole discretion of the Coordinator of Community Education.

WHAT NOT TO BRING

Please do not bring phones, games, toys, trading cards, electronic devices and other similar materials to classes unless the instructor has requested you to do so. OCCC is not responsible for lost, broken, or missing items.

VISITORS IN CLASSROOM

For safety purposes, we ask that parents and visitors not sit in your child’s classroom. You are welcome to sit in the hallway outside the room. Most teachers leave their door open as a courtesy to allow you to observe from outside the classroom.
SUMMER 2015 DISCIPLINE POLICY
THREE STRIKES AND YOU’RE OUT!

STRIKE 1  Time out – Student will be instructed to sit down in a designated area and will not be allowed to participate for a period of time. The student will receive a verbal explanation of the infraction and will be reminded of the consequences of the next violation.

STRIKE 2  Time out – Student will be instructed to sit down in a designated area and will not be allowed to participate for a period of time and the student’s parent will be notified. The student will receive a verbal and written explanation of the infraction and will be reminded of the consequences of the next violation.

STRIKE 3  Dismissal – Student will be sent home. Student’s parent will be notified to pick student up immediately. Student will wait in the office of the Coordinator of Community Education while waiting for the parent’s arrival. The student will receive a verbal and written explanation of the infraction.

Any infraction with regards to tobacco, alcohol, drugs, weapons or any action which violates a campus policy will result in immediate dismissal and a report to campus security.

While dismissal from one program does not necessarily mean that a student cannot participate in another program on another week, future participation at an OCCC 2015 Summer Camp, Academy, or College for Kids will be up to the sole discretion of the Coordinator of Community Education.

OCCC SUMMER PROGRAM MISCONDUCT FORM

NAME_______________________________  PHONE______________________________
CAMP_______________________________  DATE______________________________
INFRACTION____________________________________________________________
CONSEQUENCES___________________________________________________________
STRIKE _____  INSTRUCTOR_______________________________________________
PARENT/GUARDIAN SIGNATURE______________________________________________
OKLAHOMA CITY COMMUNITY COLLEGE RELEASE
MINOR’S RELEASE AND ACKNOWLEDGEMENT OF RULES AND GUIDELINES

This Release is executed and acknowledged on the date of enrollment, on behalf of my child or children participating in College for Kids hereinafter referred to as “Releasor” or “Minor” for good and valuable consideration does for himself/herself and personal representatives, heirs, assigns and next-of-kin, and on behalf of Minor, hereby release, waive, forever discharge, indemnify and covenant not to sue OCCC, its Board of Regents, officers, members, employees, volunteers, agents and representatives, hereinafter collectively referred to as “Releasees,” and agrees to hold harmless, defend and indemnify the same, for any and all loss, damages, claim, demand, action or right of action of whatsoever kind of nature, either in law or in equity, arising from or by reason of any personal injury, known or unknown, death and/or property damage resulting or to result from participation in College for Kids whether sponsored by OCCC or a third party (collectively referred to as “Trip,” “Activity,” “Program,” or “Camp”).

I know the nature of the Activity and the Minor’s experience and capabilities and consider Minor to be qualified to participate in the Activity. However, I acknowledge that there are certain risks of physical injury or illness associated with the Activity. Further, I recognize and acknowledge the potential risks and dangers involved in such an Activity and its related activities including travel and transportation associated with the Activity and any related field trips and other Program activities which may include injury, death, and/or property damage. I acknowledge and hereby state that Minor’s participation in this Activity is entered into as a free and voluntary act and is in no way connected with any course credit or requirements of the Releasees. I acknowledge that I have read the rules stated herein or otherwise advised at the time of the Activity and as published in the “College for Kids Parent Handbook” and understand and agree to abide by all OCCC and Activity rules and policies. Failure to comply with these rules or any other rule established by the Camp/Activity may result in Minor’s immediate removal from the Camp/Activity. I waive any claim for refund or any other contract right upon removal.

I recognize that the Releasees do not assume responsibility or liability for – including costs and attorney’s fees – any accident or injury or damage resulting from any aspect of participating in the Activity. The Releasees are not liable for any special, incidental, or consequential damages arising out of or in connection with any aspect of participation in the Activity.

This Release contains the entire agreement between the parties hereto and the terms of this Release are contractual and not a mere recital. Releasor further states that he/she has carefully read the foregoing Release and Acknowledgement at his/her own free and voluntary act.

I understand that OCCC, from time to time produces promotional material relating to its programs. I understand that as a participant and/or a spectator at the Camp/Activity that Minor
may be included in videotapes or photographs taken during the Camp/Activity. Therefore, without reservation or limitations, I, in my own behalf and on behalf of the minor, hereby assign, transfer and grant to OCCC, its successors, assignees, licensees, sponsors, any television networks, and all other commercial exhibitors the exclusive right to photograph and/or videotape the Minor and to utilize such videotapes and photographs, face likeness, voice and appearance as a part of the Camp/Activity, in advertising and promoting the Camp/Activity or in advertising and promoting similar future events at no charge.

I authorize OCCC to act on my behalf and on behalf of Minor in any medical emergency. Despite precautions, accidents and injuries can and do occur. I understand that participation in some of the activities of the Camp/Activity may be dangerous and that Minor may be injured and/or lose or damage personal property as a result of participation in the Camp/Activity. There I assume all risks related to the activities including death, injury, illness or loss from accidents, theft or damage to personal belongings.

I hereby certify that I am the parent and/or guardian of said Minor and that the above and foregoing matter has been fully explained to me and Minor, and I, for and on behalf of said Minor, do hereby release all liability, indemnify and covenant not to sue as set forth in the body of the RELEASE above, with the same force and effect as if executed by me. Further, as parent and/or legal guardian of said Minor, I hereby give consent and authorize said Program, OCCC and its agents, representatives and employees to secure emergency medical treatment for said Minor while said Minor is in attendance at said Program conducted by OCCC and that I am responsible for any and all costs associated with the transportation and treatment.

I certify and agree that I am to pick-up and drop-off Minor only at designated places and times. Should I fail to timely pick-up Minor at the designated area, I understand this may result in his/her immediate withdrawal from the Activity.

I certify that I have read and understand the Activity rules and have explained said rules to Minor. I understand and agree to notify the Camp supervisor at 405-682-7859 immediately of any injuries sustained by Minor as a result of the Activity and of any inappropriate behavior experienced by Minor related to the Activity. I also understand and agree that should any issues of sexual misconduct, harassment or assault occur, I will immediately report those to both the Camp supervisor at 405-682-7859 as well as OCCC Director of Risk Management at 405-682-1611 x7148.

I understand that by signing this document I give up substantial rights that I or the Minor would otherwise have to recover damages for any loss occasioned by Releasee’s fault and I sign in voluntarily and without inducement.

Date:_________________ Signature:________________________________________

Print Name:__________________________________________________________
Oklahoma City Community College
Photo Release Form

I authorize Oklahoma City Community College in Oklahoma City, Oklahoma to use my likeness (recorded or live) for OCCC programming or for any purpose of promotional entertainment or educational production without compensation or other consideration. It is understood repeated use of my likeness may occur.

Name: ____________________________________________
Please Print

Signature: _____________________________________________

Parent or Guardian Signature: ________________________________
If under the age of 18, parent or guardian needs to sign here.

Date: _________________________________________________

The following information needs to be filled out by OCCC personnel.

OCCC Representative: _____________________________________

Reason for use: __________________________________________

Date: _________________________________________________

Location: _______________________________________________

Oklahoma City Community College
7777 South May Avenue, Oklahoma City, OK
Authorized Student Pick-up  
(Please include yourself on this list)

Authorized Name: ________________________________________________________________

Relation to Child: ________________________________________________________________

Authorized Name: ________________________________________________________________

Relation to Child: ________________________________________________________________

Authorized Name: ________________________________________________________________

Relation to Child: ________________________________________________________________

Minor’s Information:

Minor’s Name (please print): ______________________________________________________

Address of Minor: ______________________________________________________________

______________________________________________________________________________

Health Problems (allergies, special instructions, etc.): ________________________________

______________________________________________________________________________

______________________________________________________________________________

Address of parent and/or legal guardian if different from Minor’s address:

______________________________________________________________________________

______________________________________________________________________________

Parent and/or Legal Guardian Home Phone: _________________________________________

Parent and/or Legal Guardian Work Phone: _________________________________________

Parent and/or Legal Guardian Cell Phone(s): _______________________________________

Email address of Parent and/or Legal Guardian: ____________________________________

Emergency Contact (if parent or legal guardian cannot be reached) – THIS INFORMATION IS REQUIRED

Contact: ___________________________ Phone: _________________________________

RETURN THIS FORM WHEN DROPPING OFF YOUR CHILD ON THE FIRST DAY OF CAMP! 
THANK YOU, OCCC Community Outreach and Education 686-6222