

COLLEGE FOR KIDS



PARENT HANDBOOK 2021



OKLAHOMA CITY COMMUNITY COLLEGE

Welcome to College for Kids

Dear Parents:

Greetings and welcome to Oklahoma City Community College's 2021 College for Kids program. 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.

This handbook ensures that parents and students are 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 program.

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. If you have any questions concerning your child's participation in our youth programs or if you have any suggestions on how we can improve our service, please call 405-682-1611 x 7205 or email Kristi.l.carlucci@occc.edu

Sincerely,
Kristi Carlucci
Coordinator of Community Education



OKLAHOMA CITY COMMUNITY COLLEGE

**College for Kids
2021
405-682-1611 x 7205**

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 Family and Community Education Center or on the Main OCCC Campus. Students are always escorted to and from classes. To ensure a pleasant and safe experience for you and your children, please read the following:

- Familiarize yourself with the OCCC facilities prior to the start of classes.
- Located throughout the campus are emergency phones. These phones have direct lines to the campus police.

COVID-19 PRECAUTIONS

- Masks are required this summer both by students enrolled in camp, teachers and counselors working throughout the summer, and by parents/guardians picking up and dropping off.
- Students will be socially distanced in the classroom, during before/after care, and during lunch according to current guidelines.
- Hand sanitizer will be readily available throughout the summer
- Class sizes have been significantly reduced in order to promote distancing
- A block schedule set up this summer will reduce contact between all students throughout the summer.

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 police. OCCC College for Kids uses a "three strike" discipline policy (found on page 5). 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 College for Kids will be up to the sole discretion of the Coordinator of Community Education.

WHAT TO BRING

Your child may bring phones, games, toys, trading cards, electronic devices and other similar materials to College for Kids, but may not use them during class. It's perfectly fine to use these during before care, after care, or during lunch. You will not need to bring any supplies for any of our classes.

OCCC is not responsible for lost, broken, or missing items.

VISITORS IN CLASSROOMS

For safety purposes, we do not allow parents and visitors in your child's classroom. We require background checks for every individual that works with and around our College for Kids participants.

OCCC NAME TAGS

College for Kids participants will be provided OCCC name tags in order to be easily identified on campus or at the Family and Community Education Center. Name tags will be handed out at the time of check-in, and collected at the end of each day. Name tags are required to be worn at all times.

LUNCH

Students who pack their lunch will eat at the FACE center or cafeteria/other appropriate location. The Regional Foodbank will also provide lunches for students participating in the free lunch program. You will indicate if your child would like the free lunch when you sign in each morning. Students will be supervised during lunch.

BEFORE CARE/AFTER CARE

Before and aftercare will be available throughout the summer. Students participating in the before care program may **not** arrive earlier than 7:30am, and those participating in the aftercare program **must** be picked up by 5:30pm. Students who are picked up after 5:30pm will be charged a late fee of \$10 per child for each occurrence. If you are running late, please call Kristi Carlucci or Paul Burkhardt, and let one of us know. Please reach us on our cell phones. Before and after care will be offered at \$12 each, per week, per student. Students are responsible for keeping themselves occupied during before and after care. Depending on staff availability and weather, we may go outside or to the gym for a portion of the before and after care sessions.

DROP OFF/PICK UP

Parents/adults who are dropping off must accompany their child into the building and sign them in. Anyone picking up a child from the College for Kids program must be listed on the Authorized Pick up Form, and **must** present a valid ID each day.

REFUNDS/CANCELLATIONS

We understand that sometimes plans change. If you need to cancel any weeks of camp, you must let us know by the Thursday prior to the week you are cancelling. In order to process orders paid with a credit card, we need to collect your birthday. In order to process payments made with an ACH transfer, a check, or cash, we need to collect your social security number and birthday. Refunds will not be processed 2 weeks after camp has ended. You need to have submitted all of the necessary information by that date. This allows us to turn in accurate end-of-camp reports to the College Board.

Kristi Carlucci Cell Number: 405-593-9479

Paul Burkhardt Cell Number: 405-990-4320



OKLAHOMA CITY COMMUNITY COLLEGE

2021 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. Upon pick up, parents will be notified if any strikes were given.

- 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 explanation of the infraction and will be reminded of the consequences of the next violation. Upon pick up, parents will be notified if any strikes were given.

- STRIKE 3 Dismissal – Student will be sent home. Student’s parent will be notified to pick student up immediately. Student will wait with a designated adult while waiting for the parent’s arrival. The student will receive a verbal explanation of the infraction, and parents will receive a 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 police.

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 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 _____