

COLLEGE FOR KIDS



PARENT HANDBOOK 2024



OKLAHOMA CITY COMMUNITY COLLEGE

Welcome to College for Kids

Dear Parents:

Greetings and welcome to Oklahoma City Community College's 2024 College for Kids program. These classes bring our community together and provide an engaging learning environment for the kids. Each year Community Outreach and Education looks for new and innovative 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 2024

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 on the 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.

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. We will inform you if your child is having behavioral issues at camp. We will make every effort to work with you, however in some cases children are removed from the program. In this event, a refund will be provided for the remaining weeks of camp.

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 or 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. 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

College for Kids students will eat in the OCCC cafeteria in a contained area designated for College for Kids only. Students are welcome to pack their lunch each day. The Regional Foodbank will also provide lunches for students wishing to participate in the free lunch program. You will indicate if your child would like the free lunch when you sign in each morning. Students will have a third option this year to purchase lunch from the cafeteria. All lunch orders must be placed by 10:30am at the latest. When you sign your child in, you will indicate which lunch option they would like, and we will collect the payment then. We will turn

in orders to the cafeteria by 10:30am daily. We will escort students to and from the cafeteria, and 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 \$15 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. There will be a \$50 cancellation processing fee. To process refunds, we need to collect your social security number and birthday. The State of Oklahoma will process your refund check and they will mail it to you. We are unable to refund for missed days or hours from the camp. Refunds will not be processed two weeks after camp has ended. You need to have submitted all the necessary information (social security number and birthday) by that date. This allows us to turn in accurate end-of-camp reports to the College Board.

In the summer Paul and I are rarely in our office. If you need to reach us during the summer, please use our cell phones:

Kristi Carlucci Cell Number: 405-593-9479

Paul Burkhardt Cell Number: 405-990-4320