



# FUTURE U SUMMER CAMPS

Parent/ Guardian  
Handbook

## Washtenaw Community College Youth on Campus Parent Handbook

Dear Parent and Participant,

Thank you for choosing **Washtenaw Community College Future U Summer Programs**. We think you and your children will enjoy participating in the variety of fun and educational programs we have to offer. Whether it is **Future Space Explorers** or **Esports**, there is something for everyone this summer!

In this packet, you will find important information regarding our summer programs, including our policies and procedures. Please read these carefully.

**Health Waiver:** All students must complete the [Health/Permissions Form online](#) prior to the start of camp. This is required for participation. The health form is a fillable online form that can be submitted electronically. Paper forms may also be printed and brought to the first day of camp if needed.

The **Sign-Out Waiver** is optional for participants over 12. Completed forms may be submitted online, returned via email, or brought to the first day of camp.

If you have any questions, please contact me by phone at **734-677-5060** or email [eccdoperations@wccnet.edu](mailto:eccdoperations@wccnet.edu).

Thank you, and we look forward to seeing you soon!

***Sophia McCain***

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## Health/Permission Form and Liability Waiver

The Health/Permission Form and Liability Waiver are required for participation. Only **one completed form is needed**, even if your child is attending multiple programs.

**Deadline:** Must be completed **prior to the start of camp**.

## 2-Week Cancellation Policy

We understand that plans can change. Families may cancel registration for a program **up to two weeks prior to the program start date** for a **full refund**. Cancellations made **less than two weeks before the program start** are **non-refundable**.

**Late registration** with full payment will be processed one week prior to the start of camp, but no refunds will be available during the time or thereafter.

This policy ensures proper staffing, appropriate class sizes, and the best experience for all participants.

## Severe Weather Cancellation Policy

The safety of our students and staff is our top priority. In the event of **severe weather or hazardous conditions** (such as storms, flooding, air quality concerns, or extreme heat), WCC reserves the right to **cancel, delay, or modify camp programs**.

- Families will be notified as soon as possible via **email and/or phone**.
- Programs may be **rescheduled** if weather permits.
- **Staffing Considerations:** Cancellations may affect assigned staff schedules. Staff will be notified promptly of any changes, and WCC will make every effort to minimize disruptions while ensuring adequate supervision for all participants.

Parents are encouraged to monitor local weather conditions and communicate any concerns to program staff.

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## Staffing Shortage Policy

On rare occasions, staffing shortages may occur due to illness, emergencies, or other unforeseen circumstances. WCC will make every effort to maintain programs as scheduled, but in some cases, this may result in:

- **Program cancellation or rescheduling**
- **Modified activities or limited enrollment** to maintain proper staff-to-student ratios

Families will be notified via **email and/or phone** as soon as a staffing shortage impacts a program. Refunds or credits may be issued if a program is canceled due to staffing limitations.

This policy ensures the safety and quality of all camp programs, and we appreciate families' understanding and flexibility in these rare situations.

## **Drop-Off / Pick-Up Procedures**

Drop-off is the responsibility of the parent/guardian. WCC will not contact absent participants. Please do **not** leave your child at a WCC facility unless a program staff member is on site to receive them. Drop-off and pick-up take place at the room or offsite location designated in the online program description.

Parents/guardians must show a picture ID at pick-up. Only authorized individuals on the registration form may pick up a child. Please inform staff in advance if someone other than the parent or authorized individuals will be picking up your child.

### **Late Pick-Up**

Staff are scheduled for pick-up at the program's end time. Habitual late pick-up may result in verbal and written warnings. After three late pick-ups, staff will meet with the family to discuss continued attendance.

### **Late Arrival / Early Pickup**

Programs begin at the designated start time. If your child arrives late or needs early pickup, please notify staff. Staff will provide guidance on the child's location if the group is offsite.

**IT IS VERY IMPORTANT THAT PARENTS HAVE A FEW MINUTES TO TALK WITH STAFF ON THE FIRST MORNING OF THE PROGRAM.** There may be important information to share or missing paperwork to complete.

All programs will require parents/guardians to show a picture ID in order to pick up a child. If this person does not have such an ID and/or is not on the parent/guardian supplied list of people allowed to pick up the child, s/he will not be able to sign the child out under any circumstances. If someone other than the parent, or persons authorized on the registration form will be picking up your child, please inform the staff beforehand.

## **Health and Safety**

Maintaining a healthy camp environment is a shared responsibility between staff and parents.

- If your child is too sick to participate in activities or go outside, they should not attend camp.
- Parents will be notified if a child becomes ill and must pick them up within one hour.
- Children exhibiting the following conditions **cannot attend**:
  - Fever of 100°F or higher
  - Conjunctivitis (pink eye)
  - Diarrhea or vomiting
  - Impetigo or other unidentified rashes
  - Severe cold, sneezing, or excessive nasal drainage
  - Head lice
  - Contagious diseases (measles, mumps, chickenpox)

A physician's clearance may be required for re-entry after illness or injury. Children must be symptom-free for at least 24 hours before returning.

### **Accidents, Incidents, and Injuries**

If your child has a 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 that do not require first aid. These are often related to behavioral changes, including 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

### **MEDICATIONS**

- Children may bring medications **only if self-administered**.
- Medication must be in the original labeled container. WCC staff will **not dispense medications**.
- Emergency medications (inhalers, EpiPens) should be reported to staff. Trained staff or Campus Police may administer if necessary.

### **VISITORS**

We do not encourage parents/guardians to visit camp as it can be distracting for campers. However, if you would like to visit, all visitors are required to check in with staff upon arrival. Failure to provide proper identification will result in the visitor being asked to leave the site.

### **LUNCH/SNACK**

Our camps are nut-free zones. Please make sure your camper's snacks and lunch do not contain nuts.

• If your child has a food allergy, we must have it in writing on the Health Waiver.

Food is not provided by WCC. Time will be made for a snack break where applicable. **If your student is attending 2 camps in a day: lunch must be provided at the beginning of the day. Time will not be taken to visit the campus cafeteria.** Please review the period of time that your camper will be with us each day and determine what food they might need. If participants forget their lunch the program staff will attempt to reach a parent or guardian to bring a lunch to the program.

### **PERSONAL PROPERTY POLICY**

WCC is not responsible for lost or stolen items. Please leave valuables at home. Unless otherwise noted in the program description, it is not necessary to bring personal equipment/supplies.

### **BEHAVIOR POLICY**

WCC Youth on Campus programs focus on providing great experiences for its participants. Participants that display behavior including, but not limited to;

- Disruption, consistently failing to follow instructions
- Angry or vulgar language including name calling, swearing
- Physical contact with another child in angry or threatening way
- Any demonstration of sexual activity or inappropriate touching
- Fighting, harassment or intimidation with words or gestures
- Theft, destruction of property or equipment
- Carrying or concealing any materials that may be used as weapons
- Possession of drugs, alcohol, controlled medications or substances, will be dismissed without refund.

Behavioral challenges with a participant in one program can result in the dismissal of that participant from all future programs without a refund. It is the policy of the WCC that behavior that would be classified as any kind of harassment or abuse will not be tolerated by staff, participants or parents/guardians. Such behavior results in immediate dismissal or termination and if applicable, contacting of authorities.

### **PARENT NOTIFICATION POLICY**

In cases of injury, illness and/or behavioral challenges parents/guardians will be contacted immediately by program staff. Each situation will be handled individually. In cases of serious injury, illness and/or behavioral challenges; participants may be excused for the remainder of the day, week, or season.

### **WHAT TO BRING**

Snack/ Lunch \*no nuts (if applicable)  
 Water bottle  
 Appropriate clothes for the weather

## WHAT NOT TO BRING

Playing or trading cards  
 Money or other valuables  
 Video games  
 CD players/MP3/iPOD  
 Other electronic equipment  
 Toys  
 Pocket knives/weapons of any kind

## Field Trip Policy

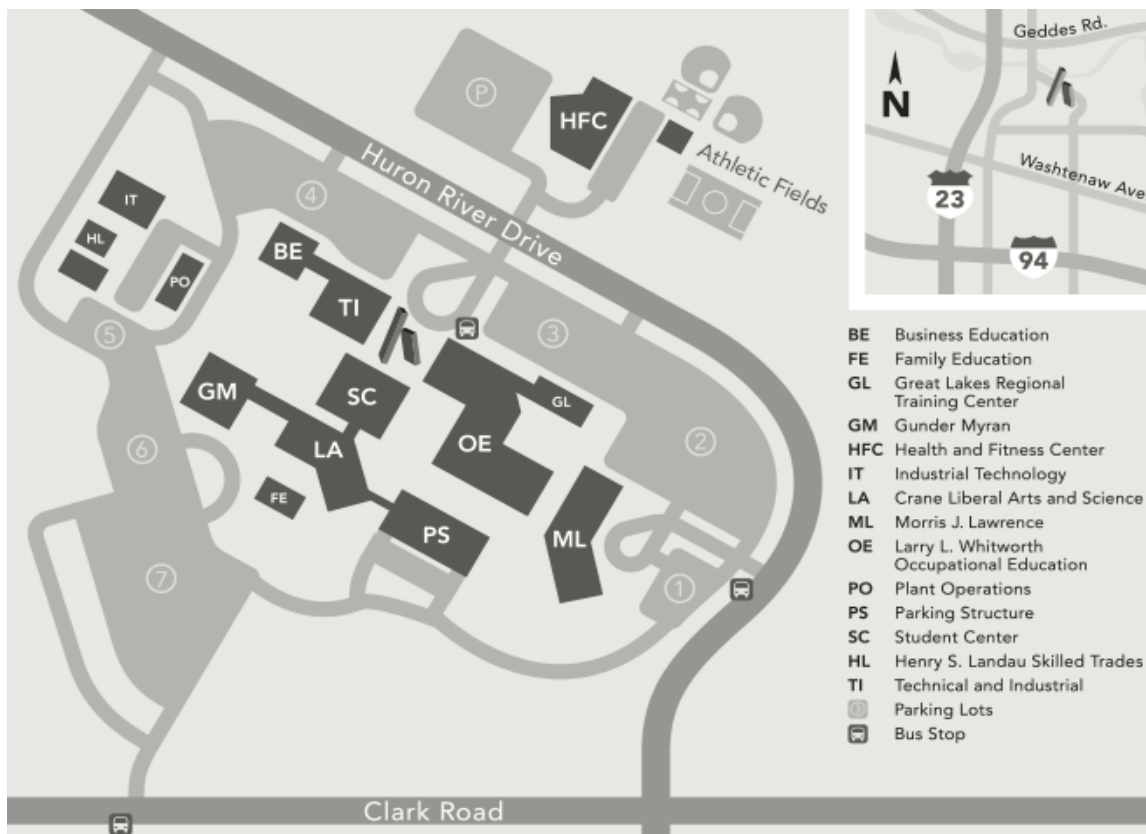
Some WCC Youth on Campus programs include **off-campus field trips**.

A signed Field Trip Permission Form is required for participation in off campus visits. WCC staff supervise all travel, which may be by bus or WCC vans. Students must follow behavior policies; staff maintain proper ratios. Trips may be canceled or replaced per the Severe Weather Policy.

## PROGRAM LOCATIONS, STARTING AND ENDING TIMES

Please reference the program description online for information regarding program locations and times. Some programs may meet offsite. Due to the nature of a college campus, rooms may be changed. Please check our online description in the days leading up to the program for the most up-to-date information. In the instance of a room change, participants will be emailed directly.

### CAMPUS MAP



# Washtenaw Community College Youth Summer Camps

**\*\*Must be turned in on the First Day of Camp\*\***

After reading the Parent Handbook, please sign the appropriate lines below and return the form to the Program Development Manager

We, the parent(s)/guardians of

\_\_\_\_\_

have read and understand the contents of the Parent Handbook. We agree to follow and the policies outlined in Parent Handbook.

Signature of  
Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_