



Washtenaw
Community College

ANN ARBOR, MICHIGAN



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 Youth on Campus Summer Programs. We think you 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 additional information regarding our summer programs, including our policies and procedures. Please read these over carefully. In addition, you will find the Health/Permissions Form. This is a required document for participation ***and must be completed*** prior to the start date of your program. The health form that is attached is a fillable form that can be submitted to us [via email](#). You may also print the forms and bring them to the first day of the camp.

The Sign-Out Waiver is optional for participants over 12. Please bring your *completed* forms to the first day of the program, return by email, or bring to the April Open House. If you have any questions, I may be reached by phone at 734-677-5060 or email somccain@wccnet.edu.

Thank you and we'll see you soon!

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HEALTH/PERMISSION FORM and LIABILITY WAIVER (ATTACHED)

The Health/Permission form and Liability Waiver are due at check-in for your first program. Only one completed form is required, regardless of how many programs you attend this summer.

DROP-OFF/PICK-UP PROCEDURES

Drop off is solely the responsibility of the parent/guardian. Washtenaw Community College (WCC) will not contact absent participants. Please do not leave your child at a WCC facility unless a program staff member is on hand to receive them. Drop off and pick up takes place at the room or offsite location designated in the online description. Guardians will park and enter the building/ classroom to pick up and drop off students.

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.

Late Pick Up

We understand that things happen and adults are not always able to pick up on time. Our staff is scheduled for prompt pick up at the time camp is scheduled to end. If your student is routinely picked up after the end of camp we will begin issuing verbal and written warnings. *After three occurrences of late pick up we will meet with the family regarding their ability to attend WCC summer camps.*

LATE ARRIVALS/EARLY PICKUP

WCC programs start at their designated time each day. If you attempt to drop off a participant after the proposed start time and the camp has left the room, it will be the responsibility of the parent/guardian to locate and drop off the participant with the appropriate staff. Staff will leave a notification of their whereabouts on the classroom door before leaving their regular location.

In the event your participant needs to be picked up early from the program, please inform the staff at drop-off. The staff can tell you where to meet the group in case they are not in the room. It is not uncommon for some of the programs to be out of the room until the end of the day.

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.
- 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 before readmitting a child after an illness or injury. WCC 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, and vomiting. Re-admittance to camp will also be at the discretion of the WCC 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.

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

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 WCC 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.

Emergency medicine such as inhalers and Epipens should be reported to staff upon arrival. If you or your child feel more comfortable with having an Epipen on your camper at all times, this should be discussed with the Program Manager.

VISITING

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 Emergency Contact Information Form.

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

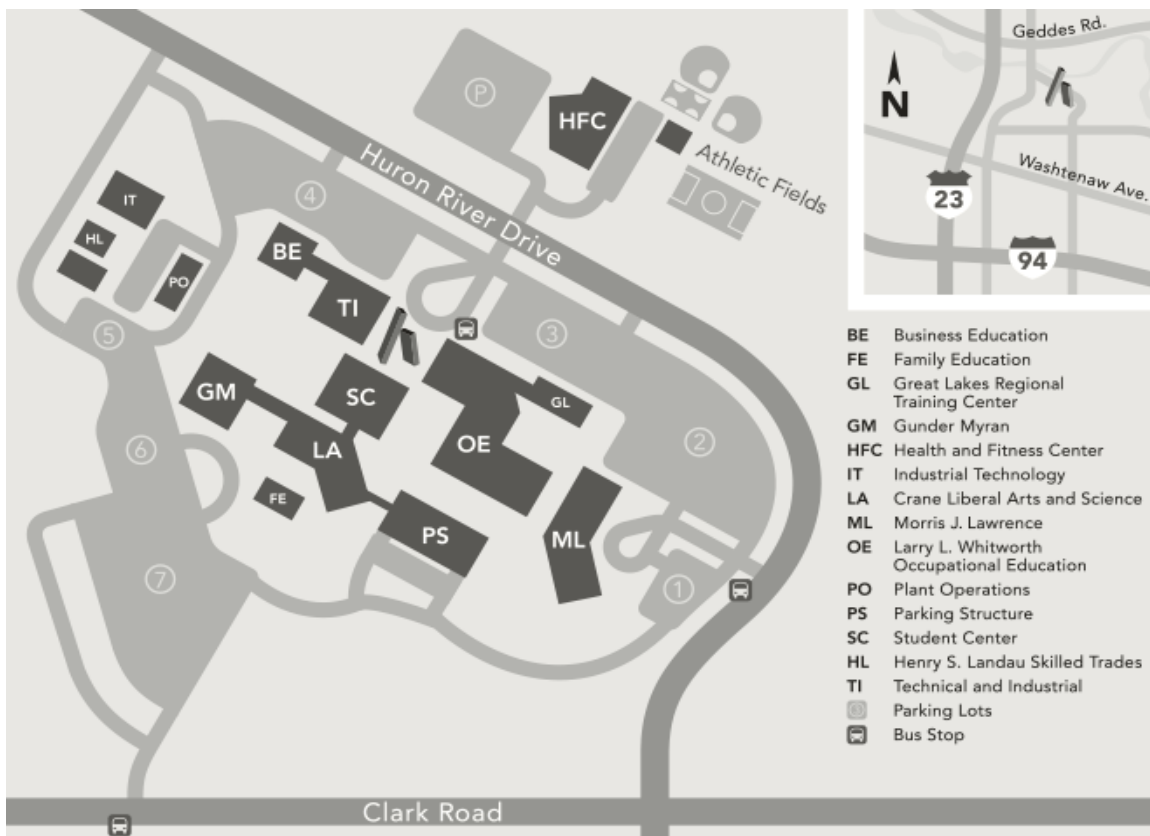
Toys

Pocket knives/weapons of any kind

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 _____