



## College for Kids Information Sheet

**It is the responsibility of all families to read and review the entire contents of this packet.**

If you have any questions, please do not hesitate to ask – thank you.

### REQUIRED FORMS

All health information needs to be completed on the Camp Doc site prior to the start of the program. Each program has a designated deadline based on the program start date. If you have any difficulty completing forms, contact Camp Doc Help Desk at [help@campdoc.com](mailto:help@campdoc.com) or (734) 636-1000.

### PROGRAM HOURS

We have full day and half day programs that vary in times. Full day programs run Monday-Thursday from 8:30am-4:30pm and 9am-4pm. Half day programs run Monday-Thursday from 8:30am-12pm and 1pm-4pm. If you choose two half day programs to make a full day, your child can stay on campus for lunch in between the two sessions.

**Please note: the MCC Theatre programs are Monday-Friday.**

### SIGN IN/SIGN OUT

Youth must be escorted by parents or guardians to be signed in and out daily. Parents, please be sure to list all authorized pick up persons with your online registration. All sign in and sign out for Bedford programs will take place at the Campus Center, Building #8, 591 Springs Rd., Bedford, MA. **You must enter the front of the building, using the main entrance to drop off and pick up and not enter through the quad area.** Lowell programs will take place at the Dr. Carol Cowan Building, 33 Kearney Square, Lowell, MA. Please park in the Lower Locks garage near the UMASS Lowell Inn and Conference Center or in the Davidson lot near the auditorium. **Remember to validate your parking pass for these two lots in either the Cowan Center lobby or the Federal Building lobby.**

	<u>SIGN-IN</u>		<u>SIGN-OUT</u>	
Program Start		Sign-in Begins	Program Ends	Sign-Out Begins
<b>8:30 a.m.</b>		<b>8:15 a.m.</b>	<b>4:30 p.m.</b>	<b>4:30 p.m.</b>
<b>9:00 a.m.</b>		<b>8:45 a.m.</b>	<b>4:00 p.m.</b>	<b>4:00 p.m.</b>
<b>10:00 a.m.</b>		<b>9:45 a.m.</b>	<b>12:00 p.m.</b>	<b>12:00 p.m.</b>
<b>1:00 p.m.</b>		<b>12:45 p.m.</b>	<b>1:00 p.m.</b>	<b>1:00 p.m.</b>

We do not offer extended day care options. If you are going to be late in picking up your child you will need to call the College for Kids Director, Lauren Ellis, 781-280-3669 or email: [ellisl@middlesex.mass.edu](mailto:ellisl@middlesex.mass.edu). A late fee will be assessed at a rate of \$10 for every 5 minutes after the program end time. This charge will be added automatically to your campdocs account.

### WHAT TO WEAR

Come dressed to participate with appropriate footwear. Wear sneakers, not flip-flops.

## **WHAT TO BRING**

All children should bring sunscreen, two snacks, lunch and plenty of water in a lunch bag with a cold pack. Our cafeteria on campus is closed during summer months. There are only vending machines with soda, water and candy. Please talk to your child about your expectations regarding the vending machines. Occasionally the machines break and students lose their money. There is no way for us to remedy that situation as it is an external vendor that oversees the machines.

## **WHAT YOUR CHILD'S DAY LOOKS LIKE?**

After drop off, each instructor will proceed to the classroom assigned to the program. All College for Kids programs utilize the computer labs, fitness trails or other campus resources as deemed necessary for each program. Many of our programs spend a significant amount of time outside, if possible with the content of the program.

Every Bedford group will have lunch from 12:00 PM to 12:45 PM in the campus quad area in Bedford. This is an unstructured free time where we provide sporting equipment including basketballs, Frisbees, footballs, etc. The CFK staff supervises this period.

**In Lowell, each program will have lunch from 12pm-12:45pm in the Lower Cafeteria of the Cowan Center.**

## **How to get to the Bedford or Lowell Campus**

Go to <https://www.middlesex.mass.edu/transportation/directions/>

## **FIELD TRIPS/OFFSITE ACTIVITIES**

If a field trip is scheduled, parents will be provided with a **Permission Form** for each offsite activity. **This form will be distributed in advance of the program so all paperwork can be turned in on the first morning of the program or before. We will also have permission forms available on the first morning of the program.** Students will not be allowed to participate in a field trip without a signed permission form. Transportation is provided by Middlesex Community College to all field trip destinations.

## **BUDDY SYSTEM**

The buddy system must be used at all times on campus. If a child must use the restroom, see the Health Supervisor or otherwise leave the group, he/she must travel with a member of the staff or another child – no exceptions. The college is an open campus and the buddy system ensures children are not traveling across campus alone. The buddy system is also strictly enforced on all field trips. Please inform your child that the buddy system will be in place throughout their experience.

## **USE OF COMPUTER LABS**

**All Computer lab activities, including usage of the internet or other software specified to each program,** will be conducted under the strict supervision of the instructor.

## **ATTENDANCE**

If your child will be absent, please call Lauren Ellis at 781-280-3669 or 3663 or email at [ellisl@middlesex.mass.edu](mailto:ellisl@middlesex.mass.edu) this is done with the safety of your child in mind. Note: Absence does not constitute a refund. **Lack of attendance, course abandonment, etc. does not constitute course withdrawal.** Please see the refund policy in the College for Kids brochure for more information.

## **HEALTH SUPERVISOR**

The Health Supervisor will be located in Bldg. # 4, Trustees House, in room 203 and available during the time your child is on campus. The Health Supervisor will review all health information prior to your child's arrival on campus and will contact you if further information is required to ensure the safety of your child.

## **MEDICATION**

Medication prescribed for campers shall be brought to campus in original containers along with a note from the parent authorizing the Health Supervisor to administer the medication during the time the child is on campus. An original container for medication prescribed must bear the pharmacy label, show the date of filling, the pharmacy name and address, the filling pharmacist's initials, the serial number of the prescription, the name of the patient, the name of the prescribing practitioner, the name of the prescribed medication, directions for use and cautionary statements, if any, contained in such prescription or required by law, and if tablets or capsules, the number in the container. All over the counter medications shall be kept in the original containers containing the original label, which shall include the directions for use. Medication that is no longer needed will be returned to the parent/guardian.

## **MILDLY ILL CHILDREN**

Mildly ill children will be seen by the Health Supervisor. Parents will be contacted if the child needs to be sent home. Conditions which necessitate pickup: fever, diarrhea, vomiting, other evidence of contagious disease. Conditions under which a child may return to the program: absence of the above or with a physician's written permission.

## **EMERGENCY MEDICAL CARE**

In the event of an emergency, staff will call 911 immediately. If necessary, urgent care services will be provided and parents will be immediately contacted. If parents cannot be notified, an alternative number listed in the child's record will be called.

## **COLLEGE FOR KIDS POLICIES**

Parents may request copies of MCC College for Kids policies pertaining to health care, discipline, hiring and emergency procedures.

## **DISCIPLINE**

Discipline problems will be handled in the following manner:

1. Individual behavior problems will be handled by all program instructors and co-instructors.
2. If problem persists, the child will be referred to the College for Kids Director or Assistant to the Director and parents will be notified.
3. If problem continues to exist, the child will be dismissed from the program and not permitted to return.

Refunds will not be granted if the child is dismissed from the program. Dismissal from the program may occur at the discretion of the College for Kids Director.

## **FEEDBACK**

It is the primary mission of Middlesex Community College to provide quality and effective education and training services to the community. We are interested in continually improving our programs to meet the needs of our students and your feedback is welcome.

Any concerns regarding a staff member are to be submitted, in writing, to Lauren Ellis at [ellisl@middlesex.mass.edu](mailto:ellisl@middlesex.mass.edu) concerns will be reviewed and necessary action taken along with follow up to parent submitting concern.

## **PHOTOS**

Keep up with your child's daily activities by liking our page on Facebook.

<https://www.facebook.com/MCCcollegeforkids>