



## College for Kids Parents Information Sheet

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

### REQUIRED FORMS

All **health information** needs to be completed on the Camp Doc site prior to the start of the program. Your child will be considered fully enrolled when your child’s profile reaches 100%. That includes medical history, authorization forms and paid tuition. 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 9am-4pm. Half day programs run Monday-Thursday from 9am-12pm.

### 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 Library Bldg #1, 591 Springs Rd., Bedford, MA. Parking is available in Lot A, adjacent to the library. Follow signs to the library entrance.

<u>SIGN-IN</u>		<u>SIGN-IN</u>	
Program Start	Sign-in Begins	Program Ends	Sign-Out Begins
<b>9:00 a.m.</b>	<b>8:30 a.m.</b>	<b>4:00 p.m.</b>	<b>4:00 p.m.</b>
<b>9:00 a.m.</b>	<b>8:30 a.m.</b>	<b>12:00 p.m.</b>	<b>12:00 p.m.</b>
<b>1:00 p.m.</b>	<b>12:50 p.m.</b>	<b>4:00 p.m.</b>	<b>4:00 p.m.</b>

We do not offer extended day care options.

If you find you are going to be late to pick up your child, call the Community Education and Training Department: 781-280-3669 or email: [CollegeForKids@middlesex.mass.edu](mailto:CollegeForKids@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 CampDoc account.

### WHAT TO WEAR

Come dressed to participate with appropriate footwear. Wear sneakers. Flip flops are not permitted.

### 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. Vending Machines are not accessible.

### WHAT YOUR CHILD’S DAY LOOKS LIKE?

After drop off, each instructor will proceed to the classroom assigned to the program. College for Kids programs utilize campus resources deemed necessary for each program. Many of our programs spend time outside, weather permitting, with the content of the program.

Lunch break is from 12:00 PM to 12:45 PM in the campus quad area in Bedford. This is an unstructured free time. Sporting equipment including basketballs, Frisbees, footballs, chalk and jump ropes are available. CFK staff supervises this period.

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

Click: <https://www.middlesex.mass.edu/transportation/directions/bdirect.aspx>

### **CAMPUS ACTIVITIES**

There are no off-campus field trips, rather on-campus events will be scheduled.

### **BUDDY SYSTEM**

The buddy system must be used at all times on campus. If a child uses the restroom, see the Health Supervisor or otherwise leave the group, they 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. 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 Community Education and Training Department at 7841-280-3663 or email: [CollegeForKids@middlesex.mass.edu](mailto:CollegeForKids@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 will be administered by the Health Supervisor. The Medication Administration form can be found and submitted through the CampDoc portal. Medication prescribed for campers shall be brought to campus in original container. 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 KID'S 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 [CollegeForKids@middlesex.mass.edu](mailto:CollegeForKids@middlesex.mass.edu) concerns will be reviewed and necessary action taken along with follow up to parent submitting concern.

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