College for Kids (C4K) Policies

**Time:** Camps are held Monday-Thursday from 9am-noon and 1-4pm. Early drop-off is available (for on campus camps) starting at 8am in the atrium.

**Location:** Camps will be held at the WITC Superior Campus at 600 North 21st St, or off site at Sterling Silver Dance Studio, Bong Historical Center or Custom Archery and Outdoor Range. Some classes will include outdoor activities or daily field trips.

**Drop-off/Pick-Up Policy:** All parents/guardians must bring their children to the appropriate camp location building. Early drop-offs are available for camps which are held at WITC. Early drop-off ($20 per week) begins at 8am daily in the atrium. Lunch Zone ($20 per week) is a supervised lunch from 12-1pm daily. Students must bring their own lunch. No drop-offs before 8am are permitted.

Parents/Guardians are required to pick-up children at 4:00 pm. If you cannot pick up your child by 4:15pm due to an emergency, it is expected that you contact the Continuing Education Office at 715-394-6677, ext. 6800. The college reserves the right to charge a $10/day late fee for students picked up after 4:15pm.

**Early Dismissal (Check-out by Parent/Guardian):** For the safety of the child, if a child needs to be picked-up early, the C4K program director must receive a note stating the time of early checkout for the child.

**C4K Instructors:** Instructors for WITC’s C4K programs are hired based upon skills, abilities & appropriate background checks. Many also teach for WITC Continuing Education or are trained professionals in the areas that they are teaching.

**Dress:** Students should dress in appropriate casual attire. Socks and indoor-only athletic shoes are required for all dance camps. Close-toed shoes (no flip-flops) are required for adventure and field trip camps (such as Geocaching and Eco-Explorers). Inappropriate dress that is distracting to instruction will not be permitted. Students in art classes are urged to bring an artist’s smock or old t-shirt to wear.

**Lunch Zone:** WITC is offering a supervised lunch ($20 per week) for students who are taking two camps in a given day OR whose parents either cannot pick them up until 1pm or need to drop them off at noon. Children must pack a lunch and something to drink. Vending machines are also available to students, but the purchase of caffeinated beverages is strongly discouraged.

**Materials for Classes:** A notebook and writing utensil may be needed for some classes. All other materials are provided as part of programming fees.

**Personal Belongings:** Students are responsible for their belongings and should not bring valuable items. Please have belongings clearly labeled with child’s name.

**Lost and Found:** Children’s possessions that are lost or found can be picked up in room 102.

**C4K Marketing/Promotions:** Children may be photographed or interviewed while attending C4K camps. These items may be used on promotional materials for future programming. There is a release form enclosed for each child.

**Emergency Form:** All students will be required to have an Emergency Contact form on file. Please complete the form and bring it with you to the first day of class.

**Medical Treatment Procedures:** A CFK Staff Member will inform parents if a child is injured. A parent/guardian or emergency contact person designated by the parent must be available by phone in case of an emergency. In the event it becomes necessary for staff in charge to obtain emergency care for your child, neither he/she nor the college assumes financial liability for expenses incurred. Parents should insure that your child has personal medical coverage & accident insurance.
**Medication:** WITC Staff cannot administer any medication, prescription, non-prescription or over the counter medicines to students. If a student needs to take medication during class, an Authorization to Self Medicate form provided and completed by your child’s physician must be provided to the C4K program director. A separate form must be completed for each medication, whether it is prescription or over the counter.

**Special Accommodations:** WITC is committed to providing accessible education and a supportive learning environment for all students. To help us meet this goal, all students with disabilities who require special accommodations must notify the College for Kids office at 715-394-6677, ext. 6800. A meeting will then be arranged with the appropriate WITC staff. Arrangements need to be made no later than ten days prior to the start date. WITC does not provide personal medical assistants or care attendants.

**Supervision and Safety:** Staff will take all reasonable measures to insure the safety of the children in the C4K program and provide appropriate supervision at all times. It is essential that parents follow the established procedures for drop off and pick up of their children. All staff will wear identification badges at all times.

**Discipline Policy & Procedure:** The CFK staff will provide a fun, relaxed & educational environment for the students. Participants are expected to demonstrate appropriate behavior and to follow the directions of C4K staff. Behavior such as: aggressiveness and anger, fighting, inappropriate touching, verbal abuse, negative attitude and insubordination towards staff will not be tolerated.

The staff is knowledgeable about the traits and needs of school children and will attempt to diminish disruptive behavior by:

- Using preventive management techniques
- Stressing positive behaviors
- Encouraging self-discipline
- Establishing class rules and guidelines

**Problem Management Procedures:**

- Immediate behavioral problems will be handled by the instructor.
- Recurring behavioral problems will be referred to the Dean of Continuing Education with a written explanation from the instructor. Parents will be notified about the problem.
- It is expected that children behave respectfully and do not engage in activities which are disruptive or may cause harm to themselves or others.
- The instructor will employ the previously mentioned classroom management techniques. However, should the behavior continue or be severe enough, dismissal from the program may occur.
- Refunds will not be granted if a student is dismissed from the C4K program due to disciplinary action
- Automatic dismissal from this program may occur at staff discretion depending upon the severity of the problem.