

Summer Youth Programs

Summer 2021

PARENT HANDBOOK



WELCOME TO THE BEST SUMMER EVER!

Grades K—12

June 21-August 27, 2021

A summer you won't forget!

WELCOME!

We are excited to have your child be a part of our fun-filled summer program.

For more than 40 years, parents have been enrolling their children in the Summer Youth Programs at Montgomery College. We are pleased that you have chosen our program for your child's summer experience.



Students, grades K – 12, are able to tap into their creative talents, explore career areas, expand their computer interests and hone academic skills. Students and the instructors collaborate in the learning process.

You can trust Montgomery College to deliver a quality, safe, summer program experience that offers a variety of fun, educational and engaging learning activities. All we ask is that your students come to us with a strong and sincere interest in the subject area and are ready to work with enthusiasm.

This handbook will assist you in understanding the philosophy, policies, and procedures of our program. Please read the booklet carefully. If you have any questions or concerns, please feel free to contact us at your convenience.

Note: this handbook is for both in-person and virtual camps. For in-person camps, additional information regarding safety procedures due to the COVID-19 virus will be distributed to families prior to the start of camp. Montgomery College Youth Programs will follow all guidelines set by the Maryland Department of Health. More information can be found at <https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance/>

GETTING AROUND CAMPUS *(In-person camps only)*

All students are escorted at all times during the program day.

PROGRAM SUPPLIES

In-person Camps

- All supplies and materials are included in the cost of the class.

Virtual Camps

- Please see the course description in the brochure and online for materials needed at home. For some camps, materials will be available for pick-up at least one week before camp begins. Information will be sent out prior to the camp.



TRANSPORTATION *(In-person camps only)*

Students and their parents or guardians are responsible for all transportation arrangements. Public transportation is available. Call Montgomery County Transit formation at 301-217-RIDE.

DRESS CODE

In-person Camps

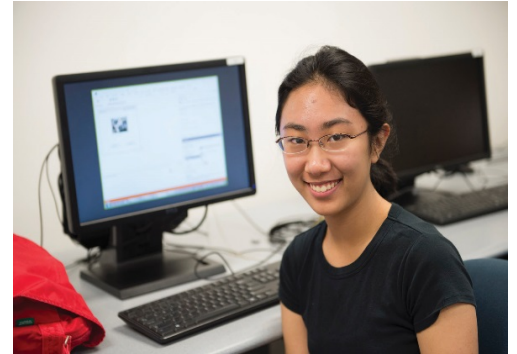
- Students should dress for the weather. Program activities can be messy, so dress to have fun in older clothes. Send a sweatshirt or sweater with your child each day because some buildings can be very cool. *Students should wear closed-toe shoes with backs for safety.*

Virtual Camps

- We prefer students have their cameras on to increase the level of engagement among other students and the instructor. Please remember to wear appropriate clothing.

DROP-OFF AND PICK UP PROCEDURES *(In-person camps only)*

- Parents will be notified of the drop-off and pick-up procedures at least one week prior to the first day of camp. The Youth Program will follow the latest guidelines outlined by the Maryland Department of Health.
- Students must be signed in and out of class in person by an adult. **Note: parents can give written permission for students in grades 8 or higher to sign themselves in/out. A permission form is available on the campdocs.com website.*
- Students should be dropped off at their assigned location no earlier than 15 minutes before the start time.
- Parents should arrange to pick up their child promptly at the end of their class at the designated location.
- Parents/guardians will be asked prior to the start of camp to identify those persons who have approval to pick up their child from the program. This information will be collected on the CampDocs forms.
- Any exceptions to this policy must be approved in advance by the Office of Youth Programs.



LATE PICK UP POLICY *(In-person camps only)*

It is our policy to keep a record of late pick-ups for each student.

- Each student will be charged a late pick-up fee of \$25 for every fifteen minutes late or part thereof.
- Repeated late pick-ups may jeopardize the student's enrollment in the program.
- All parents or authorized persons arriving late will sign a late pick-up form at the time of pick-up.
- The college's clock will be used to determine the time.
- Payment is due within two days of the late pickup.
- The student will not be allowed to continue in the program if proof of payment of the late charge(s) is not presented by the second day of the late charge assessment.
- In the event that the student does not return, the parent will be billed for any late fees not paid.
- Please note that the late fee is assessed for each student picked up late.



SNACK BREAKS and LUNCH

Virtual Camps

Instructors will build in time for breaks and snacks. For all day virtual camps, please see the course description for the lunch plan for each specific camp.

In-Person Camps

There is a short snack break provided in most classes that are 3 hours or longer. Students must bring their own non-perishable lunch and snack to eat in the classroom. There will be **NO** access to the cafeteria or vending machines.

NUT ALLERGIES

Montgomery College cannot provide an environment free of foods containing nuts and other allergens.

HEALTH SERVICES *(In-person camps)*

When completing the medical information section for your student on campdocs.com, you should identify all illnesses or health issues your child has medication that is needed for the condition(s).



- Please identify all known allergies that your child has. Please indicate if the allergy is food related or not, and if an Epi-pen is carried as a required safety precaution.
- **Epi-pens must be non-expired and during the program, must be in the possession of the student at all times.**
- By law, college instructors and staff are not permitted to administer any medication of any type. Therefore, your child is responsible for self-administering all types of medication. This is done under the supervision of a Youth Programs staff member.
- If a student needs to take medication during the program, you will need to have the Medication Administration Authorization Form completed by your child's physician. This form, which allows your child to self-administer, must be uploaded on campdocs.com prior to the start of class.
- You can include each medication, prescription, or over-the-counter drug that is brought to the program on the same form. Carefully complete the Medical Information included on the health documents on campdocs.com. **All forms must be completed before a student can attend a camp session.**
- While the student is attending the program, all medications, except emergency medications such as Epi-pens or inhalers, must be collected by the Youth Programs office and kept in a secured, locked storage compartment under the conditions specified by the manufacturer.

- The prescription medication must be in the original container, bearing a pharmacy label that shows: the prescription number, the date filled, the prescriber's name, the name of the medication, directions for use, and the patient's name.
- Any non-prescription medication must be in the original container that includes directions for use.
- A staff member will supervise a student who is self-administering medication to be sure the directions provided are followed.
- The Youth Programs' Registered Nurse will contact the parents of any student with allergies or health issues to discuss concerns and develop an action plan for faculty and staff use.
- Should a medical emergency occur, trained personnel from the Campus Security Office will be available to render aid.



DISABILITY SUPPORT SERVICES (*in-person AND virtual camps*)

Montgomery College Youth Programs 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 first register for the desired course(s), then complete a *Disability Support Services Request* form on campdocs.com, and finally contact WDCE Disability Support Services counselor, Natalie Martinez at Natalie.martinez@montgomerycollege.edu or 240-567-4118 at least **4 weeks** prior to the start of the program.
- Please inform the Youth Programs office of any physical disabilities or behavioral/social challenges your child has in order to arrange for reasonable accommodations.
- If your child has a disability/challenge (e.g. physical, learning, psychological, emotional, behavioral, etc.) or medical condition that could affect his/her participation in a regular classroom environment, a Youth Programs staff member will contact you to discuss their needs and determine if reasonable accommodations should and can be made.
- Montgomery College does not provide for personal medical assistants, care attendants, or a one-on-one support person.
- Students must exhibit independence and ability for self-care.
- Parents are not permitted to attend the program with their child.

BEHAVIOR *(in-person AND virtual camps)*

All students, regardless of disability/challenge (e.g. physical, learning, psychological, emotional, behavioral, etc. or medical condition, must abide by the rules and regulations of Montgomery College code of conduct (See terms and conditions), including exhibiting classroom behavior that allows for a student environment free from harassment, discrimination and disruption.



We understand that some students require additional assistance to meet that standard, and we will determine if reasonable accommodations can be provided that will allow the successful delivery of instruction to all students in the class. (Check the appropriate question on the registration form and you will be contacted in advance of the class/program or contact us directly.)

Behavior contrary to the college code of conduct cannot be tolerated and may result in expulsion.

DO NOT BRING knives, firearms, matches, lighters, or expensive cameras to the program. The college and its staff are not responsible for lost or misplaced smart phones, tablets, laptops, or any other electronic device brought by the student.

SECURITY AND SAFETY

- Montgomery College is committed to providing a safe learning environment for our students.
- All faculty and staff undergo background checks as required by Maryland law.
- Parents/Guardians must sign their child in and out of the program each day. Exceptions to this policy must be approved in advance by the Office of Youth Programs.
- Students are escorted to and from all activities, and supervised during lunch.
- All medications must be self-administered and a completed Medication form must be on file with the Youth Programs.

Don't Forget

- Submit all required paperwork on campdocs.com at least one week before camp begins.
- Sign your child in and out of the program each day, unless you have completed a permission form on campdocs.com (*eligible for students in 8th grade or older only*).
- Send your child to the program with a non-perishable bag lunch and snack each day. (*In-person camps only*)



Contact Information

Mary Mukherjee, Program Director

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Sharon Wolfgang, Program Coordinator

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Karla Espinoza, Program Assistant

karla.espinoza@montgomerycollege.edu

General Email (monitored daily):

YouthProgramsDirector@MontgomeryCollege.edu

Website: www.montgomerycollege.edu/youth

Facebook: www.facebook.com/YouthProgram

MC Youth Programs will always operate on its regular schedule unless otherwise announced. Notifications of weather emergencies, power outages, or other incidents that cause changes to the regular schedule will be communicated through:

- College website (www.montgomerycollege.edu)
- MC main phone number (240-567-5000)
- MC Cable Channel 10 in Montgomery County
- Commercial radio and TV stations

NOTE: Youth Programs schedules may require changes not made by the college as a whole. Emergency contact made by the Youth programs office will be by phone or email, so be sure your contact information on file is current. Please call the Youth Programs office if you have any questions.

Montgomery College
Workforce Development & Continuing Education
YOUTH PROGRAMS
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