



COMMUNITY EDUCATION YOUTH PROGRAMMING

STUDENT & PARENT HANDBOOK

Greetings & Welcome!

The Office of Community Education is proud to offer a wealth of programming for the youth in our communities. We see many dynamic young people enter our classrooms year after year, and the numbers continually grow!

This handbook is meant to be a useful resource for both parents and students involved with our programs. Those enrolling in any of our youth programming will receive this handbook. We ask that both students and parents read over the material very carefully. Handbook topics include College contact information, refunds/cancellations information, code of conduct, and many other key topics. By student attendance, the College will assume that the handbook has been reviewed by students and parents.

Should you have questions about any of the information contained within, please do not hesitate to contact me. I am happy to answer any questions you may have.

In the meantime, I look forward to another outstanding, education-packed and fun filled summer!

My very best,

A handwritten signature in black ink that reads 'Jennifer Bodenstein'. The signature is written in a cursive, flowing style.

Jennifer Bodenstein, Coordinator
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HACC
YOUTH PROGRAM
STUDENT & PARENT HANDBOOK

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REGISTRATION

Registration can be completed by phone, mail, fax, or walk-in. A completed registration form is required for walk-in, fax, and mail-in registrations. Register at the HACC campus near you.

HACC Harrisburg Campus

One HACC Drive
Cooper 206
Harrisburg, PA 17110
Tel: (717) 780-2414 or 2616
Fax: (717) 780-1135

HACC Lancaster Campus

Main 218A
1641 Old Philadelphia Pike
Lancaster, PA 17602
Tel: (717) 358-2966
Fax: (717) 358-2951

HACC York Campus

2010 Pennsylvania Avenue
York, PA 17404
Tel: (717) 718-0328

HACC Gettysburg Campus

731 Old Harrisburg Road
Gettysburg, PA 17325
Tel: (717) 338-1010
Fax: (717) 337-3015

HACC Lebanon Campus

735 Cumberland Street
Lebanon, PA 17042
Tel: (717) 270-6309
Fax: (717) 270-6385

TUITION AND FEES

The cost of each program is listed with the program description and information. Tuition payments for all programs must be paid in full at the time of registration. All programs and camp sessions are on a first-come basis and seats are limited in each class. The average student/teacher ratio is 12 to 1. If enrollment is not sufficient to run a camp, the College reserves the right to cancel the camp and issue a complete refund. In KIDS' COLLEGE, if enrollment is not sufficient to run a session within the camp, your child will be automatically placed in another course offered during the same period.

Activity fees are included in the tuition however there may be an occasion when an applied materials fee is implemented to cover additional costs. Any additional fees outside of tuition may be found in the course or program description. If no fee is listed then all costs are included within program tuition.

CANCELLATIONS/REFUNDS

Tuition is non-refundable and non-transferable, unless we receive notification at least 5 days prior to the program start date. Refunds will **not** be issued for the following situations:

- After the start of the program session.
- No reduction in the tuition for late arrivals, early departures, or students attending only part of a camp.
- Should a student be dismissed or withdrawn from the program for any reason, no part of the tuition will be refunded.

BEHAVIOR

Appropriate behavior is expected at all times. Students must always show respect to Youth Program staff and fellow participants. Please note that poor behavior includes speaking disrespectfully to staff and fellow students. Additionally, be aware that College classes may be in session during this time-period. Care must be taken by all to avoid disruption of College students, professors, and staff. Parents will be notified of any violations of these guidelines or poor behavior by students.

In addition to appropriate behavior, parents/guardians and students are expected to observe certain guidelines. Any participation of the following may result in immediate dismissal without a tuition refund:

- Possession of weapons, fireworks, firearms, illegal drugs, alcohol, or tobacco on College property
- Vandalism, destruction and theft is prohibited of either College or student property
- Bullying and harassment (College Administrative Procedures 875 & 979) on College property

Additionally, please note that usage of the following is PROHIBITED in class:

- iPods
- MP3/CD players/radios
- Hand-held video game device
- Cell phones or texting

Since these devices can be distractions, an instructor will collect these items if rules are not followed. All collected items will be returned at the conclusion of camp the same day.

Finally, all students should clean up after themselves whether in the classroom, after eating lunch, or in common areas. We do not have staff available for camp clean-up.

APPAREL & PERSONAL BELONGINGS

Students should wear comfortable clothing appropriate to participate in artistic and scientific activities. Some activities may result in clothing that could be soiled by paint, food, etc. While we respect student's freedom of expression, we ask that students use common sense regarding camp attire. The following are examples of unacceptable apparel:

- Bare feet (appropriate footwear is required)
- See-through clothing and bare midriff
- Shorts and mini-skirts more than three inches above the knee
- Alcoholic, drug advertisements, or profanities
- Spaghetti strap-tank tops with less than 3 inch shoulders or large arm holes
- Inappropriately ripped and/or torn clothing
- Bagging/sagging pants
- Low cut shirts that are revealing in nature

Students that do not wear appropriate clothing may be dismissed from camp for the day without a tuition reduction or refund.

Personal items (backpacks, etc.) should be marked with the student's name and contact information in the event they are left on campus or lost. HACC is not responsible for any items left behind by students.

DROP-OFF, PICK-UP & EARLY DISMISAL

Kids' College Students

All children must be accompanied by a parent/guardian/other designee and signed in AND out daily at the designated table/room.

All Other Youth Program Students

All students must be accompanied by a parent/guardian/other designee when dropped off and picked up at the designated classroom. Drop-off and pick-ups from the parking lot are HIGHLY DISCOURAGED.

Students will not be permitted to leave without a parent/guardian signature, nor will they be released from the classroom unless prior arrangements are made with HACC staff. Please be sure to provide the name(s) of any person other than yourself who may pick up your child/children. FOR KIDS COLLEGE: staff will escort the children to and from classrooms, as well as the sign-in and sign-out area. ALL OTHER YOUTH PROGRAMS: staff will escort students to other class locations, if necessary.

Early Drop Off/Late Pick Up Fees

ALL classes start promptly at scheduled start time. A fee of \$25 per infraction may result in any student arriving more than 30 minutes early and/or picked up more than 15 minutes after dismissal time. Please note that the college has a strict policy against unattended children on campus (AP 571).

Early Dismissal

If a student needs to leave early, please send a note one day prior to the date of early dismissal, stating the time of departure, and including a phone number of the parent or guardian who will pick up the student.

If a planned early dismissal is required by the College, parents/guardians/other designees will be notified prior to the dismissal, if possible. If, in an emergency, early dismissal is required, information on student's emergency contact sheet will be utilized to contact parents/guardians/other designees.

CAMPUS PARKING

Do not park in special assigned, handicapped, or unauthorized spaces unless you possess proper identification allowing such parking. General student parking is permissible when picking up students. If you fail to park as indicated, you may be issued a parking ticket.

CAMPUS EMERGENCY NUMBERS *(As camp locations expand to other campuses, information will be updated)*

HACC Harrisburg Campus

Noncredit Office 717-221-1378

Campus Security 717-780-2568

Program Coordinator 717-358-2859

HACC Lancaster Campus

Non-Credit Office 717-358-2957

Campus Security 717-358-2999

Program Coordinator 717-358-2859

HACC Lebanon Campus

Campus Security 717-270-6368

Program Coordinator 717-358-2859

ALLERGIES / MEDICATION

Students with allergies must indicate all known allergies on the **Emergency Information** form found on the last page of this brochure. This informs the camp staff of specific allergies and precautions that must be taken in the event the allergy is triggered. Additionally, some camps may have snacks/beverages provided and staff needs to be aware of any triggers to avoid.

ALLERGIES/MEDICATION CONTINUED. . .

In the event of an emergency, please list all medications on the **Emergency Information** form. It is against College policies to administer or dispense any medications so please do not send medication with your child. ****Special accommodations must be requested in writing prior to the first day of camp.****

EMERGENCY MEDICAL PROCEDURES

The Program Coordinator or College designee will inform parents/guardian if a child is injured at camp. If a student is injured, parents/guardians will be responsible for picking up the student and must determine if further medical attention is necessary. Due to liability concerns, each student should have personal medical coverage and accident insurance. **Please Note: The College does not provide this kind of coverage. It is the parent/guardian's responsibility to obtain coverage of this nature prior to camp.**

SAFETY

Safety is very important to HACC. Please talk to your children and remind them of the importance of safety in public places. Each student will be issued a name tag with his or her name and camp attending. The tags will be issued daily during sign-in.

HACC, Central Pennsylvania's Community College is accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools.

It is the policy of HACC, Central Pennsylvania's Community College, in full accordance with the law, not to discriminate in employment, student admissions, and student services on the basis of race, color, religion, age, political affiliation or belief, sex, national origin, ancestry, disability, place of birth, General Education Development Certification (GED), marital status, sexual orientation, gender identity or expression, veteran status, or any other legally protected classification. HACC recognizes its responsibility to promote the principles of equal opportunity for employment, student admissions, and student services taking active steps to recruit minorities and women. Inquiries should be directed to the Assistant to the President/College Diversity Officer, One HACC Drive, Harrisburg, PA 17110, Telephone (717) 221-1300, extension 1541.

The College reserves the right to add or delete courses from the schedule, change meeting times, change meeting locations, or change instructors at its discretion.

Student Rights under FERPA

The Family Educational Rights and Privacy Act mandates colleges to safeguard the confidentiality of student records. With certain limited exceptions as outlined in FERPA, HACC will not release non-directory information to anyone outside the college without the student's written consent. FERPA also ensures that students are permitted to view their educational records and to request amendment of their records. For more detailed information on FERPA please contact the Records Office.

STUDENT RELEASE, EMERGENCY & INFORMATION FORM

PRINT Student Name (first, middle initial, last): _____

Address, City, State, Zip: _____

Camps/Dates Student is Attending: _____

FOR PARENTS:

I (print name), _____, as the parent of/guardian of (print name) _____ undersigned, as the parent/guardian release my child to attend the "CAMPS/DATES" as described above.

By signing below, I agree that all requirements, directions and standards set by the staff, use of any equipment or supplies under the supervision of the staff, shall be deemed to have been accomplished for the benefit of my child participating in the aforementioned youth program. I understand any violation of these standards by my child may result in immediate dismissal without tuition refund. I grant permission for any camp related pictures taken containing my child may be used for future promotional purposes. Considering HACC's efforts on my child's behalf, I do hereby voluntarily assume all risk of accident, injury, damage and/or lost to my child or my child's property that may arise out of his/her participation in aforementioned youth program. Further, I release HACC, its Board of Trustees, officers, employees and agents associated or connected with the aforementioned youth program from every claim, liability or damage of any kind caused by negligence of HACC, its Board of Trustees, officers, employees or agents involved or otherwise that may result from my child's participation in the aforementioned youth program.

I assure HACC that there are no medical, physical, or other reasons that preclude my child from participating in the aforementioned youth program. I authorize HACC to obtain such medical care, emergency or otherwise, that it may, in its sole discretion, deem necessary for my child. Further, I assure HACC that I have adequate Health insurance or personal funds to provide payment for all costs of medical care necessary for my child. I agree to indemnify and hold harmless HACC for any costs associated with such care.

Parent Signature: _____ Date: _____

FOR STUDENTS:

By signing, I agree that I, (print name) _____, am a minor under the age of 18. Although a minor, I along with my parent(s)/guardian(s) are aware of the risks involved with participating in the aforementioned youth program. I understand that by participating in the aforementioned youth program I am required to follow all rules, policies, and standards set by HACC youth program staff for the safety and well-being of myself and other students, staff, and volunteers. By signing, I understand that failure to follow or violation of said rules, policies, and standards set by HACC youth program staff may result in immediate dismissal without tuition refund.

Student Signature: _____ Date: _____

Emergency Contact Information ... in the event an emergency occurs during youth programming, please contact:

Please Print Name:	Work/Home Phone:	Cell:
Please Print Name:	Work/Home Phone:	Cell:

Medical/Allergy Information .. please list any medical or allergy information for which staff should be aware:
