

# College for Kids

## Refund and Cancellation Policy

All College for Kids programs are self-supporting and must meet minimum enrollment requirements. The College reserves the right to cancel any classes that do not meet these minimums. If the class you request is cancelled due to insufficient enrollment, OR if a session is full at the time your registration is received, you will be notified by telephone and refunded in full.

Miracosta College for Kids cannot provide make-up classes, partial refunds, or credits for class days missed by students due to illness, personal schedule conflicts, or other reasons.

**Withdrawal must be made one week before the first day of your child's session in order to get a tuition refund. Should you need to cancel, please call Miracosta College Community Services (760-795-6820) stating your name, phone number, address, child's name and session. Official withdrawal from a session is the responsibility of the participant. Refunds will be honored less a \$25.00 processing fee if made a week or more before the start of class. Not attending a session or giving notice to an instructor is NOT an official withdrawal.**

## SUPERVISION

The safety and care of your child is of paramount importance to our College for Kids staff. Since the Miracosta College Campus is large and the Camp classes and activities will take place at many locations throughout the campus, it is important for you to know that your child will be supervised AT ALL TIMES. College for Kids has a staff of instructors and Camp Counselors. The instructor's job is to give the students who attend their "class" a rich and diverse curriculum with wide-ranging activities and interesting challenges. They will be with your student during **all** class sessions. In addition, we have brought on a team of Camp Counselors whose job is to keep your child safe and happy during drop-off and pick-up times and during all breaks and lunch time. They will also escort any child who needs to use the restroom facilities, or who needs to travel from one point to another on campus. Please do not hesitate to let us know if you have any additional concerns regarding your child's special circumstances.

## PREPARING FOR CLASS

Please dress your child appropriately for the weather or to suit the program. Art and science classes may be messy! If your child is particularly prone to sunburns, please apply liberal amounts of sunscreen on him/her PRIOR to arriving at the school. College for Kids camp is designed to keep your child active and involved; therefore we ask that **all toys, personal games and/or electronic devices remain at home**. If it is discovered that your child has brought any of these items with him/her, the teacher will hold the item until the end of the class meeting. If any of our students need to call a parent, a telephone will be provided. PLEASE DO NOT SEND YOUR CHILD TO CAMP WITH A CELL PHONE! There will be no need for your child to spend money once he or she is on campus. To avoid lost or stolen money, we recommend that you do not send your child to class with money. Miracosta is not responsible for any lost or stolen items that are brought to camp.

## LUNCH TIME FOOD AND DRINK

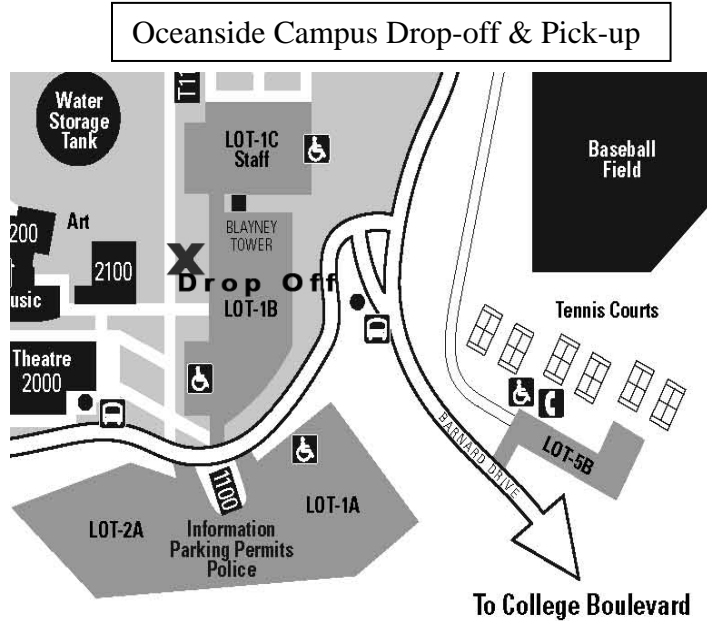
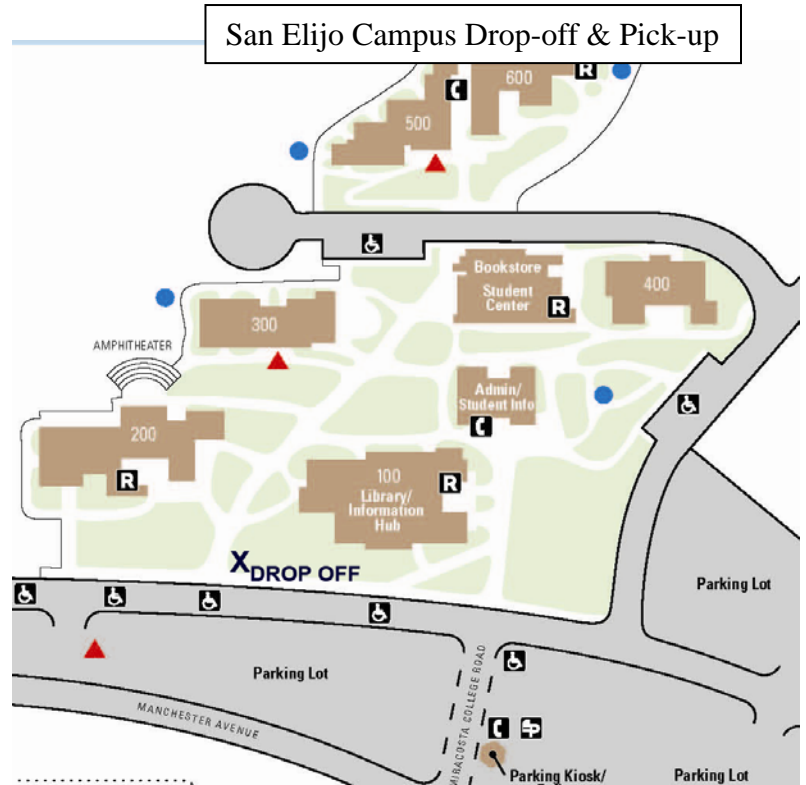
**Food and drinks are to be provided by the parents.** Please be sure your child has a nutritious meal prior to arrival at camp. A lunch must be provided for children who are attending both the AM and PM camps. We recommend that each student has a snack and a drink for the mid-morning **and** mid-afternoon breaks. Please try to remember to pack items that will sustain their energy rather than putting them on a "sugar high". Students may bring water bottles; water is always available for refilling. Food items such as gum and sunflower seeds are not allowed. All lunch and snack times will be supervised by our trained teaching and/or Camp Counseling staff. THERE WILL BE NO ACCESS TO VENDING MACHINES!

## TRANSPORTATION – DROP-OFF AND PICK-UP

Students and their parents or guardians are responsible for all transportation arrangements to and from class and for picking up children on time. Campers will be greeted and checked in by our friendly staff of Camp Counselors in front of Art Building 2000. This will also be the pick-up location for your child. If your child is absent, it will be noted in the roll book and the lead counselor will call you within one hour to see if your child is not feeling well or will be arriving late. **It would be helpful to us if you would let our office know when your child will be absent or will be arriving late to camp. Please call 760-795-6820.**

**Please see the drop off spots to the right for the San Elijo Campus and the Oceanside Campus.**

Supervision will be provided for students ONLY 15 minutes before class and 15 minutes after class. Students picked up later than 12:15 pm for AM Classes and 5:15 pm for PM Classes will be assessed a late fee of \$10 per every 15 minutes. Our students will be excited to share their day with a parent, please do not be late!!



**SAMPLE FOR YOUR RECORD**  
**COLLEGE FOR KIDS CODE OF CONDUCT**

Students must meet the Miracosta College for Kids standards of good conduct and behavior at every class meeting. This means courteous attention, cooperation, good manners, and careful handling of equipment being used.

This is a college campus and college classes will be in session - horseplay and disruptive behavior is not allowed. If a student is unable to conduct themselves properly a parent will be called to pick up the child, and the child will be allowed one more opportunity to return to camp the next day with a freshly signed code of conduct and a better attitude. If a second call to the parent is required, the child will be dismissed from the program and no fees will be refunded. When students are working with sensitive equipment in class (i.e. computers or other equipment) they must follow directions and safety rules to prevent accidents. Parents are responsible for the cost of repairing or replacing any equipment that students may damage or break either intentionally or through reckless behavior.

Please have your child read the following Code of Conduct Promise out loud with you. ***This is your copy of the agreement, the original is included in the materials you and your child need to sign and turn in.***

I, \_\_\_\_\_ hereby promise to the faculty, staff and other students of Miracosta College for Kids program to abide by the following code of behaviors:

1. I will be courteous and respectful of everyone involved in the program.
2. I will be courteous and respectful of others belongings and class materials.
3. I will be a willing learner and exhibit a cooperative manner at all times.
4. I will be very careful with any equipment I am allowed to use and I will not touch equipment I have not been given permission by my instructor to use.
5. I will leave all toys, games, cell phones and electronic devices at home.
6. I understand that college classes are in session during the College for Kids program; therefore, I will always remember to be very quiet while walking through the Miracosta campus.
7. I will not bring or chew gum or sunflower seeds to the College for Kids program.
8. I understand that if I do not follow this code of conduct, I may be sent home.