

# REGISTRATION

## AND OTHER STUFF TO KNOW

# INFORMATION

### Cost, Fees and Confirmations

Pay the Course Cost as shown with the course description. Residents of counties other than Carroll and states outside of Maryland must pay an additional fee as shown on the Registration Form. Non-US citizens pay course cost plus \$10 (fee waived with copy of appropriate Visa).

A confirmation packet will be mailed to the families of all registered students beginning in April. The packet will include a registration statement showing the camps your child is registered for, drop off, pick up and lunch instructions plus other information pertinent to the Kids @ Carroll and Teen College programs. Be sure to review this information so that the first day of camp goes smoothly for you and your child.

### Drop off

#### Drop off for camps held on campus:

All children and teens, except preschoolers attending Curiosity Shop, will gather in the college's gym in the Fitness building each morning and will be escorted to their classroom by their teacher. Follow the placard signs from the parking lot to the gym. Exceptions are preschoolers attending The Curiosity Shop and those attending Cooking Camps at the Carroll County Career & Technology Center.

Children in the Curiosity Shop should go directly to the Child Development Center in the new classroom building (K).

*Do not drop your child off without observing that he/she has been greeted by a staff member.*

#### Drop-off for Cooking Camps at the Carroll County Career & Technology Center:

Go directly to the Carroll County Career & Technology Center, 1229 Washington Road (between Robert Moton Elementary School and Westminster High School). If your child is registered for Start-Up Time, Wind-Down Time or is attending all day, the college will automatically transport your child to and from the Technology Center. Please review the more detailed instructions that are included in your confirmation packet.

*We cannot supervise your child before 8:45 a.m. unless he/she is registered for the Start-Up service. We cannot supervise afternoon participants before 1 p.m..*

Children attending full-day or both morning and afternoon programs will be automatically supervised from 12 to 1:15 p.m. for lunch.

### Pick-up

#### Pick-up for camps held on campus:

All children will return to the gym to be picked up at either NOON or 4:15 p.m. Preschool children should be picked up directly from the Child Development Center. Children will only be released to authorized adults. It is important that your child is picked up promptly. We cannot supervise your child after 4:30 p.m. unless he/she is registered for the Wind-Down service. We cannot supervise morning students after 12:15 p.m. Children attending full-day or both morning and afternoon programs will be supervised from 12 to 1:15 p.m. for lunch.

#### Pick-up for Cooking Camps at the Carroll County Career & Technology Center:

Pick up your child directly from the Carroll County Career & Technology Center, 1229 Washington Road (between Robert Moton Elementary School and Westminster High School). If your child is registered for Start Up Time, Wind Down Time or is attending all day, the college will transport your child to and from the Technology Center. Please review the more detailed instructions that are included in your confirmation packet.

#### Early Pick-up:

If you need to pick up your child early, please inform college staff at the time of drop-off or call Continuing Education at 410-386-8100. You will pick up your child from the Continuing Education office, room A115. Instructors will not release children directly from the classroom for early pick-up.

### Lunch and Snacks

Light snacks (popcorn, pretzels, Goldfish, apples and water) will be provided for both morning and afternoon programs. Students will not be given the opportunity to purchase snacks from the vending machines, however they may bring snacks that do not need refrigeration. Please indicate any food allergies your child may have on the Health & Emergency Contact Form. Some programs may include special snacks.

Students attending either full-day programs or both morning and afternoon programs should bring a lunch and drink, that do not need refrigeration, each day. Supervision during lunch is automatic for students participating in full-day programs or in both morning and afternoon courses. There is no additional charge for this service. Children attending only one half-day camp are not eligible for lunch supervision services.

### Field Trips

Some programs include a field trip. Buses will be used to transport the children and adequate adult supervision will be provided. Parents/guardians will be asked to sign a permission form for each trip.

### Refunds

If your child cannot attend a program and the college is notified at least 10 days before it begins, we will issue a full refund. For notification with less than ten business days, we will be happy to provide a refund less the cost of pre-purchased materials. If the college receives notification after a course begins, the College reserves the right to deny refunds.

The College expects all programs to be presented as scheduled. However, a program could be cancelled due to insufficient enrollment. A decision about cancellation is made 2 weeks before the start date of the camp. In the event that a program is cancelled, every effort will be made to either place your child in another program of his/her interest or provide a full refund.

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## Emergencies and Special Needs

A current Health & Emergency Contact form is required for each participating child. This form is due at the time of registration. If you register by telephone or online we must receive it within a week of your registration.

*Without this completed form on the first day of the program your child will not be able to participate.* If the college receives the form prior to the second session, your child may attend beginning with the second session. If the College does not receive the Health & Emergency Contact Form prior to the second session, your child will not be eligible to participate and you will not be eligible for a refund.

If an emergency occurs, appropriate medical attention will be administered and the person designated on the form will be contacted immediately. A nurse will be on duty during most of the program hours and is the only person authorized to administer selected medications and first aid, as long as all requested information is received. Your confirmation packet will include instructions for leaving medication during the program hours.

Carroll Community College is committed to providing an accessible and supportive learning environment for all students. To help us meet this goal, please notify us at least 3 weeks in advance about any physical, behavior or emotional disabilities or conditions requiring special accommodations or attention so that the College can determine if reasonable accommodations can be made. Our intention is to provide an environment where your child can be successful and have fun.

It is recommended that you register for the colleges free Emergency Notification System. Messages about any emergency closings will be sent directly to your email or cell phone. To register go to [carrollcc.edu/alerts](http://carrollcc.edu/alerts).

## Kids@Carroll Instructors

Kids @ Carroll instructors are enthusiastic, creative, knowledgeable and passionate about working with children and have proven track records for kid 'satisfaction'. All Kids@Carroll staff and instructors have had appropriate background checks in accordance with Department of Health and Mental Hygiene policy. Learn more about the Kids @ Carroll instructors by going to [carrollcc.edu/summerkids](http://carrollcc.edu/summerkids)

## Volunteering for Kids@Carroll

Students age 14 and up are sometimes used to assist in classrooms. If you are interested in volunteering, complete an application and send it to Carroll Community College, CET-Summer Kids, 1601 Washington Rd, Westminster MD 21157 or bring it to the CET office, room A115. Print an application from the college's website at [carrollcc.edu/summerkids](http://carrollcc.edu/summerkids) or call 410-386-8100 to request one.

*Summer!Kids@Carroll is a day camp licensed by the Maryland State Department of Health and Mental Hygiene.*

## Start-up & Wind-down Time

Early morning and late afternoon supervise activities are available for children age 6 and up to accommodate work schedules. There is an additional charge for each week (see below). Please indicate the course number and dates of your selected week(s) on the registration form.

### Start-up

**Cost: \$18 per week**

**All Start-Up sections are Monday – Friday from 7:30 – 9 a.m.**

<b>Course #: XXZ-127-A4</b>	<b>Jun. 25 – 29</b>
<b>Course #: XXZ-127-A1</b>	<b>Jul. 2 – 6 (no program 7/4)</b>
<b>Course #: XXZ-127-B1</b>	<b>Jul. 9 – 13</b>
<b>Course #: XXZ-127-C1</b>	<b>Jul. 16 – 20</b>
<b>Course #: XXZ-127-D1</b>	<b>Jul. 23 – 27</b>
<b>Course #: XXZ-127-E1</b>	<b>Jul. 30 – Aug. 3</b>
<b>Course #: XXZ-127-F1</b>	<b>Aug. 6 – 10</b>

### Wind-down

On occasion children may be escorted to special events held on campus during these times. If this occurs, a sign indicating where children may be picked up will be posted in the gym.

**Cost: \$18**

**All Wind-Down sections are Monday – Friday from 4:15 – 6 p.m.**

<b>Course #: XXZ-128-A4</b>	<b>Jun. 25 – 29</b>
<b>Course #: XXZ-128-A1</b>	<b>Jul. 2 – 6 (no program 7/4)</b>
<b>Course #: XXZ-128-B1</b>	<b>Jul. 9 – 13</b>
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