

COLLEGE FOR KIDS



College for Kids Family Guidebook

Phone: (315) 498 – 2699

Hello College for Kids students and family!

Welcome! I am thrilled that you have chosen to join the fun and create a memorable experience with us this summer. College for Kids has been a camp in the Syracuse community for many years, and the Southwest YMCA is excited and proud to continue their partnership with Onondaga Community College in bringing camp to you. College for Kids is a camp for kids to learn, grow, and make new friendships. Each class offered will have the student's best interest in mind and will create a safe, positive, fun and inclusive learning environment for all. This guidebook is meant to provide you with a better idea of what your child can expect as a student and other important policies and procedures. College for Kids is licensed by the Onondaga County Health Department and this camp is inspected a minimum of twice yearly. Inspection reports concerning the camp are on file at:

Onondaga County Health Department
Division of Environmental Health
John H. Mulroy Civic Center, 12th Floor
421 Montgomery Street
Syracuse, NY 13202
Telephone: (315) 435-6617

We make every decision based on the safety of all students and appreciate your understanding of this.

OUR GOAL

At College for Kids, we strive to provide your children with a safe, fun, positive and inclusive environment. We also emphasize the YMCA's Core Values of honesty, respect, caring and responsibility. While holding ourselves to these standards, our goal is to provide your child with a memorable summer experience that they will remember for years to come.

CAMP LOCATION AND HOURS

College for Kids is held on Onondaga Community College's campus in Mulroy Hall, located at 4926 Onondaga Rd., Syracuse, NY 13215.

Full day sessions run Monday-Friday from 9:00a.m. to 4:00p.m.

Half day sessions run Monday-Friday from 9:00a.m. to 12:05p.m. or 12:55p.m. to 4:00p.m.

Students enrolled in AM Care and/or PM Care participate in camps extended hours which run Monday through Friday from 8:00a.m to 5:30p.m.

WHAT STUDENTS MAY NEED

- Each class may require students to bring different materials. Please check the class descriptions for specific information on if your student needs anything to be successful in class.
- Backpacks are highly recommended to carry lunch and/or personal belongings. Students also may make things in class that they wish to bring home. Please make sure all belongings are labeled with your student's name.
- Water bottles and small snacks that are nut free are highly encouraged to bring to camp.
- Sunscreen
- Outside classes may continue in the rain if weather is not severe and there is no thunder or lightning. Please send your child with a rain jacket when there is a chance of rain.
- Please remember to check our lost and found that will be in the Camp Office if your child is missing anything.
- All student projects should be brought home at the end of the day or every Friday.
- Students will not be permitted to use personal electronic devices and cell phones during class time. Cell phones will only be permitted if there is an emergency.

STAFF AND SUPERVISION

Staff

At College for Kids, we take hiring very seriously to make sure instructors and counselors are qualified and trained to provide the safest and best environment for all students. Every staff member is trained on all of our policies and procedures, along with handling difficult behaviors and creating a bully free environment.

Supervision

With College for Kids being a licensed program, our staff-to-child ratio is 1 staff to 12 children at all times. This is to allow the best supervision and success of our students. Any student who needs to leave their classroom to use the restroom or for any medical reason will be accompanied by another counselor and will visibly be seen by at least two people to ensure the ratio is never 1 staff to 1 student. On the first day of class, students will have all policies explained to them so they understand to not leave the classroom alone.

VISITORS

At least one College for Kids staff member will remain at building entrances and exits at all times. Any visitors entering the building will be required to sign-in and wear a visitor's badge. This includes anyone picking up their child early, visiting the camp office, or conducting regular business.

TRAFFIC FLOW

All cars will enter Mulroy Hall on the east side of the building (closest to Velasko Rd.) and exit the parking lot via the west side (closest to the Meadows Apts.) Officers will be on hand to assist in the direction of traffic and parking.

ARRIVAL AND PICKUP PROCEDURES

Arrival (for students not registered for early arrival program)

Morning arrivals:

- **Every Monday:** Students arriving on Monday mornings should be walked to their first classroom and signed in with an instructor or counselor. Please allow a few extra minutes to park and walk your child to their first class.
 - If your child is registered for AM Care, please walk them to Room 124 and have them signed in with an AM Care counselor.
- **Every Tuesday – Friday:** Students may be dropped off on the sidewalk in front of the main entrance. Officers will be on hand to assist with traffic flow and counselors will assist with getting students to their first classroom.
 - **If your child is registered for AM Care, please make sure to sign in with a counselor before dropping your child off.**

Afternoon arrivals:

- **Every Monday – Friday:** Parents should drop off and sign-in their child at the lunch tent between 12:45 – 12:50. Parents are welcomed to walk their child to their first class at 12:55 on Mondays.

Among arriving to their first class, each student will receive a lanyard that lists their full class schedule. Lanyards are returned at the end of the day and reissued the next day. Students will then keep their lanyard on Friday.

Pick-Up (Every Monday-Friday)

- **Morning only:** Students should be picked at the main entrance at 12:05p.m. In the event of inclement weather, students should be picked up in the Camp Office, Room 120.
- **All day and afternoon only:** Students should be picked up from their last classroom at 4:00p.m. If your child is registered for PM Care, please pick them up and sign them out in Room 103.

IMPORTANT PICKUP PROCEDURE: For the safety of all students, we are unable to release a child to anyone not on that child's authorized pick-up list and who does not have identification. If you would like to make any changes to the authorized pick-up list, please stop by the Camp Office in Room 103.

AM Care and PM Care

Supervision is available from 8:00a.m. – 9:00a.m. Monday – Friday in Mulroy Hall for an additional cost. Students should be pre-registered for this. For the safety of all AM Care students, **please do not drop off your child until supervision is in place at 8:00a.m.**

Supervision is also available from 4:00–5:30p.m. Monday – Friday in Mulroy Hall for an additional cost. Students should be pre-registered for this. **Please pick up your child no later than 5:30p.m.**

Absences, Arriving Late, and Picking Up Early

Please call the camp office before 9:00a.m. any day that your child will not be at College for Kids or if he/she will be arriving late. Late arrivals should check-in upon arrival at the Camp Office in room 103. Students will receive their lanyards and be escorted to their classroom.

Please let us know if your child will be leaving early. We will have them waiting for you in the Camp Office. Those authorized to pick up students will be required to show ID and sign out their child.

MEDICATION AND MEDICAL INFORMATION

Students are encouraged to take medication at home before/after College for Kids, however if they are required to take any medication during College for Kids hours, a Medication Consent Form is required to be completed.

All medical information provided at registration will be kept on file for the time that your child is registered. If you have any medical questions concerns for your child, please contact the Camp Office.

LUNCH

All students who enroll for full day sessions will eat lunch under a large tent in the parking lot. CFK counselors will be present to eat with students and supervise lunch. In the case of inclement weather, students will eat lunch in the classrooms. A “Make New Friends” table will be designated for any students who are looking to make new friends at camp. This table will be at the front of the tent.

An important note while packing lunches and snacks is that College for Kids is now a NUT FREE camp. We have many students and staff who have severe allergies (some triggered by smell) and we want to create a safe environment for all. Thank you for keeping everyone safe while packing food for camp.

Your child may bring a bagged lunch with drink (no refrigeration available) or purchase a lunch plan for \$35/week. Snacks will be available for the purchase of \$1 or less per item. Vending machines are available to purchase cold drinks. They are located on the 2nd and 4th floors of Mulroy Hall. Students will only be permitted to purchase items from the vending machines on their way down to the lunch tent. No trips to the vending machines will be made during class time.

Students will have an opportunity to participate in lunchtime activities during the last 20 minutes of lunch. Activities may include parking lot games, chalk art and more. Students should wear appropriate, close-toed shoes.

CODE OF CONDUCT

Students will be required to sign a Code of Conduct on the first day of each week at College for Kids. Students and classes are most successful when there is a respectful and positive environment. The process for any infractions on our Code of Conduct is as follows:

1. On the first offense, students will be given a verbal warning and the Head Counselor will be notified.
2. On the second offense, students will be removed from the activity and will speak with the Head Counselor.
3. On the third offense, students will be asked to sit in the Camp Office until it has been determined that they can participate in class respectfully or a parent/guardian will be asked to pick their child up.

Certain infractions may result in suspension or expulsion of College for Kids without a refund. Please make sure that your child is aware of the Code of Conduct prior to arriving; it has been added to the last page of this guidebook. This has been implemented to ensure the safety of everyone and to allow all students the opportunity to experience an enjoyable summer. Thank you for your understanding and cooperation.

SEE YOU SOON!

I hope this information has been useful and informative for you! A reminder that all feedback is valued and taken seriously, as it is my goal that every child and family has a positive experience. I am also happy to answer any questions or concerns you have, so please do not hesitate to reach out. I am really looking forward to meeting you!



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

COLLEGE FOR KIDS CODE OF CONDUCT

OUR GOAL

At College for Kids, we strive to provide your children with a safe, fun, positive and inclusive environment. We also emphasize the YMCA's Core Values of honesty, respect, caring and responsibility. While holding ourselves to these standards, our goal is to provide your child with a memorable summer experience that they will remember for years to come.

The following behaviors will not be tolerated:

1. Any behavior in which a student touches another student or staff (pushing, fighting, etc.)
2. Name calling and/or swearing
3. Bullying and/or verbal threats
4. Repetitive class disruptions
5. Leaving your designated class or lunch area without permission
6. Stealing another camper's belongings
7. Vandalizing camp property or another camper's property

Consequences:

First Offense: A verbal warning will be given and the Head Counselor will be notified.

Second Offense: Student will be removed from the activity and will speak with the Head Counselor.

Third Offense: Student will be asked to sit in the Camp Office until it has been determined that they can participate in class respectively or a parent/guardian will be asked to pick their child up.

Certain infractions may result in suspension or expulsion of College for Kids without refund.

I have read and understand the Code of Conduct at College for Kids.