

## Career Exploration Camps

Winter Institute, Spring Institute, Summer Institute, Fall Institute

### Student & Parent Handbook

Welcome to the College of the Canyons Winter, Spring, Summer or Fall Institute! A camp unlike any other that provides a rewarding career exploration experience.

**Parents, please read through this Handbook with students prior to the first day of camp.** This Handbook will help answer most questions and ensure a smooth experience. There are a number of measures in place to foster a safe and positive experience for every student. Students are expected to follow directions and the principles outlined in the Student Code of Conduct at all times while on campus. College of the Canyons will provide hands-on curriculum, qualified staff, leadership, and an engaging environment. We look forward to seeing you on campus.

Please feel free to contact us if you have any questions  
Community Education Department – Coordinator, Rosario Gonzalez  
661 362-3300 [CommunityEd@canyons.edu](mailto:CommunityEd@canyons.edu)

#### CAMP LOCATIONS, HOURS AND CONTACT INFORMATION

Valencia Campus	Canyon Country Campus
26455 Rockwell Canyon Road. Valencia, CA 91355 Office: 661-362-3300	17200 Sierra Highway Santa Clarita, CA 91351 Office: 661-362-3300 Important: <i>Check your students registration to confirm camp location. Many sessions are not taught at the Canyon Country Campus.</i>

- Classes begins PROMPTLY at 9:00 AM. Students may be dropped off as early as 8:40 AM. Students will be escorted, as a group, to their classrooms by their assigned camp counselor no later 9:00 AM.
- The camp ends at 3:00 PM.
- Staff will remain on site until 3:10 PM.

#### Transportation

All students will need to arrange transportation to and from the campus. Students will be checked in and out by a camp counselor (COC staff) on a daily basis. All students will be required to submit a Transportation Waiver, Release of Liability Form and Emergency Contact form granting COC permission to release students to authorized persons. Students will be released to individuals on the Emergency Contact Form

## Drop-off and Pick-up Procedures

Drop-off begins at 8:40 AM. (Valencia Campus) Drop-off and pick-up will take place at COC's Main Entrance. You will enter the Main Entrance from Rockwell Canyon Rd. and proceed up to the cul-de-sac. (if there is construction going on drop off will be in parking Lot 1)

Drop-off begins 8:40 AM. (Canyon Country Campus) Drop-off and pickup will take place at the Applied Tech Center in Quad 7, enter lot 2 and proceed up the hill to the top.

## Public Transportation

Public transit information is available on-line at: <http://www.santaclarititransit.com>. Once the student arrives on campus, they should make their way to the designated area to meet their counselor. A Transportation Waiver and Release of Liability will need to be on file granting permission for the student to sign themselves out.

Please note: If a student needs to leave early during the day they must receive clearance from the Camp Counselor Supervisor prior to leaving campus. A note or email must be sent to the student on the day of early release or call 661 362-3300

- Campus Maps: <https://www.canyons.edu/about/campusmaps.php>

## Lunch & Breaks

A 1-hour lunch break is given at 11:30 AM. **The cafeteria will not be accessible to campers. Students must bring lunch and water each day.** Students will be required to carry these items with them throughout the day. Lunches should not include perishable foods or food that must be heated up.

A break will be given at 10:15 AM. Students are welcome to bring their own snacks.

## Dress Guidelines Appropriate Attire:

1. **The Community Education camp t-shirt must be worn each day of attendance.** Each student will receive 1 free t-shirt with registration. Additional T-shirts may be purchased for \$15.00 and will be available for purchase during drop-off on the first day of camp.
2. Jeans, cords, denims, slacks, skirts, and shorts at fingertip length.
3. Closed toed shoes are mandatory. **NO OPEN TOED SHOES, SANDALS, OR FLIP FLOPS.**
4. Students in the Automotive and Construction camps must adhere to all dress code regulations for safety.

## Inappropriate Attire:

1. No clothing with inappropriate language or advertisements of any reference to alcohol, drugs, tobacco, or gangs
2. No bare midriffs, short below fingertip length, and crop tops

## IN THE EVENT OF A MAJOR ACCIDENT OR INJURY:

1. We will attempt to contact the parent/guardian first, however, if the accident is life-threatening, 911 will be called first.
2. We will attempt to contact you through any person listed on your emergency information.
3. If we cannot contact you, we will do any or all of the following:
  - a) Call an ambulance
  - b) Call a paramedic



## EMERGENCY CONTACTS

In the event of an emergency, only people whom you are authorized on the Emergency Contact Form may pick up your child. This is for your child's protection. Anyone without proper authorization will not be allowed to pick up a child. If custodial restraints are in effect, you will need to provide (CE) with a copy of the court order; otherwise, children will be released to their natural parents. If you wish to add an additional person to the authorized pick-up list you must do so in person by submitting it in writing to the CE Office. No faxes, e-mails, or authorization by telephone will be accepted.

**FEVER:** If a camper has a fever or other signs of illness such as vomiting, or chronic coughing, he/she cannot attend camp. If your child develops a fever or other visible signs of illness you will be called to pick up your child.

**COMMUNICABLE DISEASE:** (i.e. chicken pox, measles) Please let us know if your child contracts a communicable disease so that we may inform other parents. Your child may come back when cleared by a doctor. For chicken pox, all spots must be dry.

**MEDICATION:** No medication (prescription or nonprescription) may be taken at the camp unless written instructions from your child's doctor are on file in the CE office and the parent/guardian grants permission in writing for their child to take such medication during the hours of the camp.

## CELL PHONE POLICY

Cell phones and any other electronic devices may not be used in the classroom. Students may use their phones during breaks and lunch. Cell phones that are used during inappropriate times will be taken away and will need to be picked up at the end of the day.

## LOST AND FOUND

All items placed in the Lost and Found will be kept on-site for ONE WEEK after each session. After this time, all items in the Lost and Found will be surrendered to Campus Safety. To help prevent the loss, please make sure that all of your belongings are labeled with the child's name. **Please Note:** We are not responsible for any lost or stolen items brought to campus, including electronic device.



## **FEES AND PAYMENTS**

- Payments must be made in full at the time of registration. At this time, we do not offer a payment plan.
- Additional weeks may be added based upon availability and must be paid in full.

## **REFUND POLICY**

Students are eligible for full refunds if a cancellation notice is received within 5 business days prior to the scheduled start date of classes; notice received after this time may be subject to a \$20.00 refund penalty.

Refunds will not be issued for cancellations occurring within **3** business days prior to the scheduled start date of classes.

No refunds will be issued once the class has begun. Refunds will not be issued for days missed in a week or session, make-up days are not available.

Refund processing may take up to four weeks depending on the original payment method.

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## **IMPORTANT FORMS**

The following forms must be received by the Office of Community Education in order to complete registration.

1. Transportation Waiver & Release of Liability
2. Emergency Contact Form
3. Student Code of Conduct

Updated March 2023