

Drop-off Procedures

Drop-off begins at 8:30 AM. Parents dropping off at the Valencia campus should park in Lot 13 and proceed down the ramp at the end of the parking lot toward Aliso Lab and Boykin Hall. Counselors will be waiting in the patio area of Aliso Lab to sign students in. Parents dropping off in Canyon Country (Auto Tech) will be dropping off in staff lot 2A. Parents were provided a parking permit as part of the student confirmation packet at the time of registration. Additional permits will be available on the first day of camp. Parents should be sure to display this permit when parking in the lot to avoid being ticketed.

Pick-up Procedures

Parents picking up in Valencia campus should park in Lot 13 and proceed down the ramp at the end of the parking lot toward Aliso Lab and Boykin Hall. Counselors will be waiting in the patio area of Aliso Hall to sign students out. Parents picking up in Canyon Country return to drop off location lot 2A. Parents were provided a parking permit as part of the student confirmation packet at the time of registration. Additional permits will be available on the first day of camp. Parents should be sure to display this permit when parking in the lot to avoid being ticketed.

Public Transportation

Public transit information is available online at: <http://www.santaclarititransit.com/>. Once the student arrives on campus, he/she should make his way to the designated area to meet his/her counselor. A Transportation Waiver and Release of Liability will need to be on file granting permission for the student to sign him/herself 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 must be sent with the student on the day of early release.

[The campus maps are on the Summer Institute homepage.](#)

LUNCH & BREAK

A 35 minute lunch break is given at 12:55 PM. All students must bring lunch and water every day. Students will be required to carry these items with them throughout the day. Lunches should not include perishable foods.

A break will be given at 10:50 AM. Students are welcome to bring their own snacks. Vending machines are available on campus. The cafeteria **will not** be accessible to campers. Coffee and energy drinks, while available in the vending machines, will not be permitted.



DRESS GUIDELINES

Appropriate Attire:

1. **The COC Summer Institute 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 \$10.00 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 Welding class must adhere to all dress code regulations for safety.
5. T-shirts may NOT be cut into alternate styles.

Inappropriate Attire:

1. No clothing with inappropriate language or advertisements of any reference to alcohol, drugs, tobacco, or gangs
2. No bare midriffs or short shorts

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 have 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 the natural parent. 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.

UNHEALTHFUL AIR QUALITY/EXTREME HEAT: COC Summer Institute staff reserve the right to use their best judgment on days with poor air quality or extreme heat. During this time, students may be brought inside to enjoy indoor activities.

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 doctor. For chicken pox all spots must be dry.



MEDICATION:

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



CELL PHONE POLICY

Cell phones and any other electronic devices may not be used in the classroom. Students may use their phones during break 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 loss, please make sure that all of your belongings are labeled with child's name. **Please Note:** We are not responsible for any lost or stolen items brought to campus, including electronic devices.

FEES AND PAYMENTS

- Payments must be made in full at 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 cancellation notice is received 25 business days (35 calendar days) prior to the scheduled start date of classes; notice received after this time may be subject to a \$10.00 refund penalty.

Refunds will not be issued for cancellations occurring within 10 business days (14 calendar days) prior to the scheduled start date of classes.

Week 1 cancellation deadline is 6/26/2018

Week 2 cancellation deadline is 7/5/2018

No refunds will be issued once 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 original payment method.

IMPORTANT FORMS

The following forms must be received by the office of Community Education in order to guarantee placement:

1. Registration Form (if registering by mail)
2. Transportation Waiver
3. Emergency Contact Form
4. Student Code of Conduct