

Junior High Summer Institute

Parent Handbook

Welcome to the Junior High Summer Institute!

Community Education developed the summer institute program expecting every child to thrive in a safe environment. To foster such an atmosphere, there are a number of checks and balances in place to ensure a safe and positive experience for every student.

- Community Education will provide curriculum, qualified staff, leadership, and an overall safe environment for every student.
- Parents must read through this handbook with their student and agree to the content.
- Students will be expected to follow the rules, have fun, and ultimately, thrive!

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

- **A refund will be given if the request is received by the CE staff at least 10 business days prior to the first day of class.**
- All refunds will be assessed a \$10.00 service fee.
- **No refunds will be issued after the start of classes.**
- Refunds will not be issued for days missed in a week or session, and make up days are not available.
- Any refund fees may take up to six weeks after notification is received to be processed.



SUMMER INSTITUTE LOCATION AND HOURS

The Junior High Summer Institute (JSI) will be held at the College of the Canyons Valencia campus at 26455 Rockwell Canyon Road. Please note: Cooking Camp will be held at the Institute for Culinary Education in Castaic: 27911 Sloan Canyon Road

- First class begins at 9:00 AM
- Students may check in between 8:45 AM – 8:55 AM to be escorted to class by a camp counselor
- Last class ends at 3:30 PM
- Morning Care: 8:00 AM -9:00 AM



DROP-OFF AND PICK-UP

Drop-Off – Class begins PROMPTLY at 9:00 AM

For your convenience, we have arranged for parents to drop their student off at the circular driveway located on College Circle Drive off of Rockwell Canyon Road.

Cooking Camp Drop-Off- Class begins PROMPTLY at 9:00AM at the Institute for Culinary Education in Castaic: 27911 Sloan Canyon Road

All students must arrive by 8:55 AM.

Morning Care – prepaid early morning drop off is available as early as 8:00 AM.

Students arriving during this time will be received by JSI staff and escorted to an area where they may participate in a team building activity or relax and visit with friends until they are escorted to their first class

***** (Morning Care is not available for student enrolled in the Cooking Camp) *****

Pick-Up – Classes end PROMPTLY at 3:30 PM

JSI staff will escort your student to the circular driveway on College Circle Drive at 3:30 PM.

JSI staff will remain with your child until an authorized person arrives for pick-up. Late pick up fees will apply after 3:45 PM.

Parents wishing to pick up their child any time during the day may contact the JSI Supervisor directly to make arrangements for pick up.

SIGN-IN AND OUT

Whenever you drop-off or pick-up your child, you **must** go into the site and sign in your child in/out on the roll sheet. The staff uses the roll sheets to determine the children that are at any site at any given time. **We cannot be responsible for your child unless he/she is signed in and out.** A full signature is required.

Sign-in and sign-out sheets will be available at the drop off and pick up locations.

AUTHORIZATION TO DROP/PICK UP CHILD

Only people whom you have authorized on the Contact Information Form, may pick up and/or drop-off 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.**

COMMUNITY EDUCATION CONTACT INFORMATION

Supervisor:	Stacey Stern	661.755.4079 (cell)
Supervisor:	Caitlin Morris	661.964-9112 (cell)
Community Education Office		661.362.3300
Coordinator:	Adriana Estrada	661.362.3653
Director:	Gina M. Bogna	661.362.3376
Associate VP:	Audrey Green	661.362.3294
COC Valencia Campus		661.259.7800

LATE PICK-UP CHARGES

There is a \$15 charge for each 15-minute increment, or portion thereof, that you are late in picking up your child. The late charge is due payable (by check or cash) at the site the day in which you are late. If you are continually late in picking up your child, a conference will be held and suspension is possible until arrangements can be made to ensure that your child is picked up on time. No refund will be issued if it is necessary to suspend your child due to late pickups.

LUNCHESES A 45 minute lunch break is given at 12:55 PM. All students must bring a lunch everyday and are required to carry it with them in their backpack throughout the day. Lunches should not include perishable foods. (*Students enrolled in the culinary track are not required to bring a lunch, but may bring light snacks instead*)

Beverage machines are available for \$2.00 on the Valencia Campus.

A Bar-B-Q or pizza lunch is available on the last day of each week (7/15, 7/22, 7/29).
Send \$7 **with your student, or bring a sack lunch.**



SNACK Students are encouraged to bring a snack in their lunch. A break will be given at 10:45 AM where bottled water will be provided.

UNHEALTHFUL AIR QUALITY/EXTREME HEAT: JSI staff reserves 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 your child has a fever or other signs of illness such as vomiting, or chronic coughing, he/she cannot attend. 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 Junior High 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.



INJURIES: If your child is injured, the Director or Supervisor(s) will take whatever steps are necessary to obtain medical care if warranted.

IN THE EVENT OF A MAJOR ACCIDENT:

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



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 taken to a non-profit organization. To help prevent loss, please make sure that all of your child's belongings are labeled with his/her name. **Please Note:** We are not responsible for any lost or stolen items brought to campus, including electronic devices.

DISCIPLINE POLICY

- In order to provide a meaningful experience for all students, we require that all students have self-discipline and follow instructions.
- Discipline plays an important role in helping older adolescent children develop socially, emotionally, and physically, and is also vital for his/her safety. Therefore, students are expected to follow the rules below at all times.
- If behavioral problems persist, parents will be contacted to discuss the situation. If a child's behavior is unsafe or harmful to themselves or others, parents will be notified to pick up their child. Recurrent behavioral problems may result in permanent suspension from the program **without a refund.**

RULES:

1. Be safe
2. Listen to the counselors/instructors
3. Use appropriate language
4. Be respectful
5. Check in with counselors at designated times.
6. Stay with the group
7. Leave electronic devices such as games and iPods at home.



DRESS GUIDELINES:

Students should be attired appropriately and safely.

Appropriate Attire:

1. **Junior High Summer Institute t-shirt must be worn each day of attendance.**
2. Jeans, cords, denims, slacks, skirts, and shorts at fingertip length.
3. Closed toed shoes are mandatory

Inappropriate Attire:

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

WELDING STUDENTS ONLY:

- Students **MUST** wear some type of work boot that do not have nylon material (nylon is flammable).
- Students **MUST** wear long pants for protection

CULINARY STUDENTS ONLY:

- Students **MUST** wear closed toed, hard sole, shoes
- Students **MUST** wear black pants

Discipline helps ensure that your child has a positive experience. Please be sure to go over the rules with you student. In the event that these rules are broken, the following procedures will be carried out.

VERBAL WARNING:

1. Student is given a verbal warning.
2. Student is given a verbal warning and parent is called.
3. Student is isolated **and** parents are called to come and pick up child.

EXAMPLES OF SPECIFIC MISBEHAVIOR INCLUDE:

1. Harassment of other children (including hitting, name calling, etc.)
2. Disrespect shown to staff members
3. Unfair play and abuse of equipment
4. Not following directions and rules
5. Use of profanity

