

# SAFETY & PROGRAM GUIDELINES

## Before Classes Begin

- Completed emergency contact information must accompany the registration. Fill out the emergency form online or via the form found on page 31 of this schedule. **Schoolcraft College reserves the right to delay the registration until completed emergency contact information is provided.**
- Please include your email address and cell phone on your registration form. This information will be used to add you to the Schoolcraft Emergency notification system called RAVE. In the event of an emergency you will receive a text message with pertinent information. After your child's camp ends your information will be removed from the system automatically. **Note:** if you work at Schoolcraft, please provide an email address other than your schoolcraft.edu address.
- If your child has allergies that may require modifications to class materials (e.g., Culinary Arts Boot Camp) please inform the CEPD office at least one week prior to the camp start date. Precautions will be taken to limit direct contact with the allergen, but Schoolcraft College cannot guarantee that the allergen will not be present. See FAQs for information regarding dispensing medication.
- **Register your children for the grade level they will be entering in the fall.** Follow the grade-appropriate guidelines listed with each class. We reserve the right to reassign your child to a grade-appropriate class.
- Children should wear comfortable play clothes that can get messy and are easily cleaned.
- Make sure your children know the name and location of their camp. Give your children a printed copy of their schedule.
- Talk with your children about safety issues in all public places such as Schoolcraft College.
- If this is your child's first experience at Schoolcraft College, we suggest you visit the campus before classes begin to become familiar with the campus and camp locations.
- Remind your children not to go into any parking lots without an adult present.

## During Class Sessions

- Appropriate behavior is expected. Students will be disenrolled for misbehavior.
- Students must bring a bag lunch each day and are encouraged to bring their own snacks.
- Children under 12 years of age must be accompanied by an adult when not in class.
- The Kids On Campus staff and faculty members will not dispense medications. See FAQs for information regarding dispensing medication.
- Ill children must remain at home. If a child becomes ill at camp, the parents/emergency contact person must pick up the child within one hour of being contacted.
- In the event of extreme heat, KOC staff uses NOAA's National Weather Service heat index as a guideline for deciding when it is not safe for outdoor lunches. Other outdoor activities may also be limited.

**Note that some camps involve off-site field trips. Signed permission slips are required for all off-site trips and will be provided on the first day of camp.**

**Visit [www.schoolcraft.edu/koc](http://www.schoolcraft.edu/koc) for more safety guidelines and frequently asked questions.**