Welcome!

Eastern Shore Community College Workforce Development Services

Kids College

Welcome to Kids College 2015! This is our 6th year offering our summer enrichment program. We have five exciting classes this year which are designed to teach new skills, develop interests and hobbies, and explore future career opportunities. Included in this enrollment packet are course descriptions and course fees. Please read everything thoroughly as you make your selection and carefully complete the necessary paperwork. All of our classes have limited enrollment and applications are processed in the order they are received. You will receive confirmation of your child's registration as soon as the application has been fully processed. Confirmation of enrollment is contingent upon receipt of the completed enrollment packet and payment of course fees.

Kids College "Need to Know" Program Information:

- For kids ages 10 to 14 years old

- A student will select one class. Each class runs Monday—Friday August 3—7, 2015 from 8:30 am to 4:00 pm

- All classes are held in the Workforce Development Building at Eastern Shore Community College

- Drop off and signing is in the lobby area and is between 8:15 am and 8:30 am

- Pick up and signing out is in the child's classroom and is between 4:00 pm and 4:15 pm

- There will be a one hour supervised lunch and free play period from Noon to 1:00 pm. Kids are expected to bring a packed lunch and snack items. There will be no access to the vending machines during the week of Kid's College.

- All classes are $175.00 ,with the exception of Babysitting Certification, and include all material fees. Babysitting Certification class is an additional $20 for state certification.

- There is a discount on registration fees for all returning Kids College students and multiple students living in the same household. (Subject to address verification.)

- Extra copies of the registration form can be found online at www.es.vccs.edu

- **If you need additional information or have any questions, please contact the Kids College Coordinator by calling 757-789-7979**

HAVE YOU INCLUDED & SIGNED?

Registration Form………………………page 4   **Medical Information Form**……………………page 6

Pick-Up Form……………………………..page 5   **Computer User Agreement Form**………...page 7

Photography Release Form……….page 5   **Tuition Payment**

Please return all forms and payment to: Kids College Coordinator, Eastern Shore Community College 29300 Lankford Hwy, Melfa, VA 23410. Fax #757-789-7999. Thank you.

Mindstorm Robotics-Basic

Instructor: Diana Kio

Do you love Legos and robots? Want to take it to the next level? Let's bring those creations to life! This entry level class to the world of Robotics will teach you how to build and program using the Lego Mindstorms NXT 2.0 platform. The robots will compete in daily challenges where they must sense their environment, perform programmed tasks, and navigate obstacles. Join us as we engineer the future!

SeaPerch Robotics

Instructor: Shane Kio

Come join the world of underwater robotics. Learn about the important skills of marine engineering and design while you build an underwater Remotely Operated Vehicle (ROV). The SeaPerch program teaches students about marine engineering, robotics, science and mathematics. Throughout the project, students will apply teamwork and problem solving skills as they create and explore the world of underwater robotics.

Explorations in Art and Digital Photography

Instructor: Rosemary Gibbons and Erin Ayres

Do you want to have fun learning more about art and photography? Then this is the class for you! During the first three days you will use a variety of materials and methods to explore drawing, painting, and sculpture. Work created will be yours to keep. On Thursday and Friday you will learn the basics of using a digital camera and its primary functions. You will be introduced to Adobe Photoshop Elements and use it to create digital self-portraits and personal projects. You will receive a flash drive to store your work from the week, as well as a printed project to keep. A digital camera is not required, but it would be beneficial to your performance.

Circus Art

Instructor: Don Fogle

Circus fun for everyone juggling, balance, clowning, trick roping, hula hoops and more. All skill levels welcome. Taught by Circus Performer and World Frisbee Master Free Style Champion, Don Fogel. Please wear comfortable clothes and sneakers.

Babysitting Certification

Instructor: Natesha Bull

Do you love working with children? Do you have experience watching younger siblings or relatives? Would you like to know more about how infants, toddlers and preschoolers develop? Do you want to learn how to prepare fun activities for kids? If you answered yes to any of those questions, then this class is for you! Students will learn about the babysitting basics, development of young children (ages 0-4 years), fun crafts, safety and nutrition. Upon successful completion of this course, students will receive their CPR/First Aid certification.

Child's Full Name: _____

Child's Date of Birth: _____ / _____ / _____   Month/Day/Year   **Age as of Aug 1, 2015:** _____

Parent/Guardian's Full Name: _____

Guardian's Home Phone: _____   **Guardian's Work Phone:** _____

Guardian's Cell Phone: _____   **Guardian's Email:** _____

Mailing Address: _____ _____ _____

All courses take place Monday–Friday, August 3-7, 2015 from 8:30 am to 4:00 pm on ESCC's main campus

		CIRCLE FEE BELOW		
✓ **CHECK ONE**	**COURSE NAME**	**FEE $**	**Returning Student**	**Multiple Student (Same household)**
	Babysitting Certification (includes textbook and state certification)	$195	$180	$165
	Basic Mindstorm Robotics	$175	$160	$145
	Circus Art	$175	$160	$145
	Exploration of Art and Digital Photography	$175	$160	$145
	SeaPerch Robotics	$175	$160	$145

<u>**PAYMENT INFORMATION**</u>:   *Please make checks or money orders payable to Eastern Shore Community College* *

Method of Payment (<u>please circle</u>)   Cash   Money Order   Check   VISA   MasterCard

Full name imprinted on card: _____

Bank Card #: _____-_____-_____-_____ **Expiration Date:** _____ **CVC:** _____

Billing Address: _____

Card Holder's Signature: _____   **Date:** _____

KIDS COLLEGE 2015 PICK UP FORM

Child's Name: _____

Please complete a separate form for each child.

A parent or designated guardian must complete this form. List below the person(s) with permission to **pick up** your child from class. Your child's instructor/instructional assistant will only release your child to the listed individual(s). Anyone picking up your child (including yourself) will need to provide a photo id as proof of identity **each time** you or an authorized person picks up your child.

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I give permission for the following individual(s) to pick up my child from the **Kids College 2015 Program.**

I understand that a photo id will be required as proof of identity EVERY TIME SOMEONE PICKS UP MY CHILD.

I also understand that my child will not be released to any individual(s) not on this list.

Please print or type names clearly. **Be sure to include your own name as well as the names of other authorized personnel.** If you need to add names to this list later, please submit an amended list in writing.

Full Name	Contact Number(s)	Relationship to Student

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____

KIDS COLLEGE 2015 PHOTOGRAPHY RELEASE

I give permission to Eastern Shore Community College to use photographs of my child for college publications or advertisements in print or electronic media. I consent to the use of his/her name, likeness, voice, and biographical material about him/her in connection with college publicity or institutional purposes. I do not expect compensation when ESCC photos are taken in the learning environment.

Parent/Guardian Signature: _____ Date: _____

Child's Name: _____

I do hereby willingly give permission for my child to participate in *ESCC Kids College 2015* I have read and   understood the Kids College 2015 Participation Guidelines and Kids College 2015 Computer Guidelines. I agree to abide by the safety guidelines prescribed by the Kids College Coordinator, class instructor and class volunteer. I understand that there may be inherent in this activity a risk of physical injury and exposure to the possibility of illness. I further understand that the Commonwealth of Virginia, Eastern Shore Community College, its officers, agents, volunteers, and employees assume no liability for injury to persons or injury to, or loss of, property. Attach a sheet to this form if necessary to fully answer the following inquiry.

Medical Information of which Instructor Should Be Aware

Allergies: _____

Any medical conditions instructor should know about:

_____

What steps would be helpful to avoid any difficulty associated with the foregoing condition(s)?

_____

Emergency Contacts

1. Emergency Contact: _____	Telephone #: _____
Home Address (include city & state):	Relationship to the Kids College
_____	Student: _____
2. Emergency Contact: _____	Telephone #: _____
Home Address (include city & state):	Relationship to the Kids College
_____	Student: _____

I have read the above carefully before signing and have provided all information necessary for the informed management of my child in the event of any emergency.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____   Date: _____

FOR STUDENT

As a user of the Eastern Shore Community College computer network, I hereby agree to comply with the rules stated in the *Kids College 2015 Computer Guidelines,* and will communicate over the network in a responsible fashion while honoring all relevant laws and restrictions. Should I knowingly commit any violation, my access privileges may be revoked, and college disciplinary action and/or appropriate legal action may be taken.

STUDENT Name (please print): _____

**STUDENT Signature:** _____   **Date:** _____

FOR GUARDIAN/PARENT

As the parent or legal guardian of the minor student signing above, I have read *ESCC Kids College 2015 Computer Guidelines*. I understand that this access is designed for educational purposes. I also recognize that Eastern Shore Community College does not restrict access to any materials and I will not hold the college responsible for materials acquired on the network.

I hereby give permission to issue an account for my child and certify that the information contained on this form is true and correct.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____   Date: _____

STUDENTS WILL NOT BE PERMITTED ACCESS TO THE NETWORK OR USE OF A COMPUTER IF APPLICABLE DURING A CLASS UNTIL THIS FORM IS SIGNED AND RETURNED
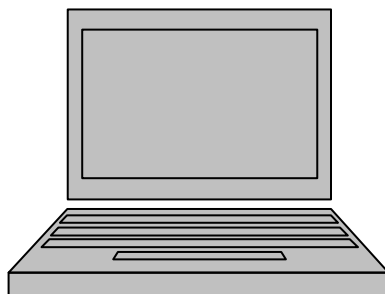
Age Restrictions

- Courses are open to children ages 10 to 14 years old.
- Students **must be at least ten years old before attending their first class**. However, they may register before their tenth birthday.

Class Enrollment Information

- Course enrollment limits are set by the individual instructors. Once a class has reached the maximum enrollment, participants will be placed on a waiting list and will be contacted should space in the desired class become available.
- Classes are filled in the order that registrations (complete with all forms and payment) are received. Be aware that classes may fill very quickly. A class with low enrollment may have to be cancelled.
- You will get confirmation after your registration is processed, which will include class confirmation and other information your child(ren) will need to be ready for class. If for some reason your registration is NOT complete, we will call you at the numbers you provided in your enrollment packet.
- An incomplete packet will impact the placement of your child in the class of his/her choice, so please check over the packet carefully and use the checklist provided on Page 1 of this enrollment packet.

Dropping off and Picking up your Child

- Parents are required to drop off their child(ren) in the lobby area of the Workforce Development Building. You (or your authorized designee) will be required to sign your child(ren) in every morning. Please arrive no earlier than 15 minutes prior to the beginning of class. **Class starts at 8:30 am, so please arrive no earlier than 8:15 am.**
- Parents are required to pick up their child at his/her designated classroom in the afternoon. Anyone picking up your child (including parents) will need to provide a photo id as proof of identity **each time** you or an authorized person picks up your child.
- **Your child's instructor/volunteer will only release your child to the individuals listed on your Pick Up Form found in this packet.**
- You (or your authorized designee) will be required to sign your child(ren) out with the instructor/volunteer.
- **You must pick up your child within 15 minutes of the end of class. Class ends at 4:00 pm, so you will need to pick your child(ren) up no later than 4:15 pm.**
- **Parents of students not collected by 4:15 pm will be charged $25.00 for each 15 minute increment past 4:15 pm.**

Permission for Emergency Medical Treatment

- For the safety of your child, each student must have an individual *Medical Information Form* and *Pick Up Form* (please do not group siblings on a single form). Therefore, please complete a copy of the *Medical Information Form* located in this packet for each child who will be attending the program. Applications will not be processed until a complete, signed form is received.
- Any medical emergencies will go to the Riverside Shore Memorial Hospital emergency room.

Medication and First Aid

- Program staff (teachers, assistants, volunteers, and administrators) may not administer any kind of medication to the students. If a child needs any type of medication during program hours, a parent/guardian will have to administer it. Basic first aid (band-aids, ice packs, etc.) will be applied as necessary by Kids College staff.

Instructors and Volunteers

- Courses are taught by a variety of talented instructors including area teachers, faculty of area colleges, content area professionals, and passionate enthusiasts.

- Each Kids College class will have a volunteer. Student volunteers are made up of high school and ESCC college students 16+ years old.

- All instructors and volunteers will have attended a Kids College Orientation and have had background checks.

Transportation To and From Campus

- Transportation to and from classes will **not** be provided. Parents/guardians will be responsible for drop-off and collection of students.

Field Trips

- For some classes, there may be scheduled field trips. Details of the field trip(s) will be given to the parent/ guardian on the first day of the course.

- A permission slip including any supplies needed for the field trip (bottled water, sunscreen, etc) will be given for *each* field trip.

- A Field Trip Permission Slip completed by the parent/guardian is required before a child may go off campus.

Snacks and Lunch

- Students are expected to bring their own packed lunch/snacks. A one hour lunch and free play period will be supervised from Noon to 1:00 pm. There will be morning and afternoon snack breaks as well.

Discipline Policy

- The expectation is students will take responsibility for their own behavior and act appropriately during class to foster a positive learning environment for all students. If a student should be disruptive in a Kids College class, a warning will be given to the student and to the parents/guardians on the day of the infraction. If the inappropriate behavior reoccurs in a second class session, the child will be removed from the class and may be removed from the program. If this happens, a refund will not be provided.

What Not to Bring

- Students should not bring games, toys, trading cards, electronic devices, and other similar materials to classes unless the instructor has requested them to do so. Kids College is not responsible for lost, broken or missing items. Cellular phones are allowed but MUST be silenced and not used during class time.

Cancellations and Withdrawals

- A class with enrollment below the minimum set by the instructor may be cancelled. You will be notified as soon as the decision to cancel is made. Students who are signed up for courses which are cancelled will be offered alternative courses where possible. Otherwise, a refund will be made.

- In order to withdraw from a class and receive a refund, an official written request must be received by the Workforce Development Center at ESCC by **Noon on Monday, July 21, 2015** (10 business days prior to the start of the Kids College Summer 2015 Program). This allows Kids College staff to fill that spot with another participant.

- All refunds made will be issued by mail by the Commonwealth of Virginia. Refunds will come in the form of a paper check and may take up to four weeks or longer to be processed.

- If the student withdraws after the cancellation deadline, no refund will be granted.

- Failure to attend class and/or stop-payment of a check does not constitute an official withdrawal, and collection of all fees based on original class registration as well as any applicable returned check fees will be required in all such circumstances. There is a $20.00 charge for returned checks, including "stop payment".

Returning Student Discount

- As a courtesy, a returning ESCC Kids College student that meets the required age limits will receive **$15.00 off** his or her class fee.
- Multiple students from the same household will be eligible for the discounted price* listed on page **4.**
    - ****This is subject to an address verification.**

Non-Discrimination Policy

- Eastern Shore Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Janet Justis, Dean of Learning Resources, 29300 Lankford Hwy, Melfa, VA 23410; Phone 757-789-1723.

Program Location

- Workforce Development Center, Eastern Shore Community College, 29300 Lankford Hwy, Melfa, VA 23410

QUESTIONS OR CONCERNS PLEASE CONTACT THE KIDS COLLEGE COORDINATOR

PHONE: (757) 789-7979   FAX: (757) 789-7999

ADDRESS: Office 107, Workforce Development Center

Eastern Shore Community College, 29300 Lankford Hwy, Melfa, VA 23410

Access to the Internet will enable students to explore libraries, website and databases throughout the world. Guardians should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available solely to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunity for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information services.

College Internet
- Students are responsible for good behavior on college computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General college rules for behavior and communications apply.
- The network is provided for students to research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege--not a right-- and entails responsibility.
- Individual users of the college computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with college standards and will honor the agreements they have signed. Beyond the teaching and clarifications of such standards, the college is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.
- Network storage areas including flash drives may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on college servers and flash drives will always be private.
- Within reason, freedom of speech and access to information will be honored.

Personal Safety
- Students shall not post personal contact information about themselves or other people. Personal contact information includes name, addresses, telephone, school address, work address, etc.
- Students shall not agree to meet with anyone met on-line, unless with parental approval and, preferable, parental presence at the meeting.
- Students shall promptly disclose to a teacher or college administrator any message that the student feels is inappropriate or that makes the student uncomfortable.

Illegal Activities
- Students shall not attempt to gain unauthorized access of any computer system or go beyond personal authorized access. This includes logging into the system through another person's account or accessing another person's file.
- Students shall not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Students shall not use the system to engage in any illegal act, such as arranging for a drug sale, purchasing alcohol, threatening another person, etc.

System Security

- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from using their account. Under no conditions should students reveal their password to another person.

- Students shall notify a teacher or administrator of any possible security problems with the system.

- Students shall follow computer virus protection procedures when downloading software.

Inappropriate Language

- Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

- Students shall not use obscene, profane, lewd, inflammatory, threatening, or disrespectful language.

- Students shall not engage in personal attacks, including prejudicial or discriminatory attacks.

- Students shall not harass another person. Harassment is persistently acting in a manner that annoys another person.

- Students shall not knowingly post false or defamatory information about a person or organization.

Respect for Privacy

- Students shall not post private information about another person.

Respecting Resource Limits

- Students shall not download large files without system administration permission.

- Students shall not print any materials not required for his or her Kids College class.

Plagiarism and Copyright Infringement

- Students shall not plagiarize works found on the Internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were one's own.

- Students shall respect the rights of copyright owners. If a student is unsure whether a work is copyrighted or whether you may reproduce a certain work, that student shall ask a teacher before using the work.

Inappropriate Access to Material

- Students shall not use the system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature).

- Students shall follow their parent's instructions regarding any further material inappropriate for their access.

Violation of these guidelines may result in dismissal from the class as well as other disciplinary or legal action. In the case of dismissal, no class refunds will be given.