

Montgomery College YOUTH PROGRAMS



Family Handbook

**Summer Session Grades
1-12**

Youth Programs

240-567-7264

240-567-7917

Asistencia en Español

Note: all polices are subject to change



**MONTGOMERY
COLLEGE**

Welcome!

We are excited to have your child be a part of our fun-filled summer program.

For more than 40 years, families have been enrolling their children in the Summer Youth Programs at Montgomery College. We are pleased that you have chosen our program for your child's summer experience.

Students, grades 1 – 12, are able to tap into their creative talents, explore career areas, expand their computer interests and hone academic skills. Students and the instructors collaborate in the learning process.

You can trust Montgomery College to deliver a quality, safe, summer program experience that offers a variety of fun, educational and engaging learning activities. All we ask is that your student(s) come to us with a strong and sincere interest in the subject area and are ready to work with enthusiasm.

This handbook will assist you in understanding the philosophy, policies, and procedures of our program. Please read the booklet carefully. If you have any questions or concerns, please feel free to contact us at your convenience.

Note: this handbook is for both in-person and online camps. Montgomery College Youth Programs will follow all guidelines set by the CDC, Maryland Department of Health, and Montgomery College. More state information can be found at <https://governor.maryland.gov/covid-19-pandemic-orders-and-guidance/>

GETTING AROUND CAMPUS (In-person camps only)

All students are escorted at all times during the program day, except when approved by the parents/guardian and the program.

PROGRAM SUPPLIES

In-person Camps

- All supplies and materials are provided and are included in the cost of the class.

Online Camps

- Please see the course description in the brochure and online for materials needed at home.



TRANSPORTATION (In-person camps only)

Students and their families are responsible for all transportation arrangements.

Public transportation is available. Call Montgomery County Transit Information 301-217-RIDE.

DRESS CODE

In-person camps

Students should dress for the weather. Program activities can be messy, so dress to have fun in older clothes. Send a sweatshirt or sweater with your child each day because some buildings are cool. *Students should wear closed-toe shoes with backs for safety.*

Online Camps

We prefer students have their cameras on to increase the level of engagement among other students and the instructor. Please remember to wear appropriate clothing.

DROP-OFF AND PICK UP PROCEDURES (*In-person camps only*)

- An approved adult must sign the student in and out of camp. *Note: parents/guardians can give written permission for students entering 6th grade or higher to sign themselves in/out. A permission form is available in the student profile in CampDocs.*
- Parents/guardians prior to the start of camp will identify those persons who have approval to pick up their child from the program. This information is in the CampDocs portal.
- The Youth Programs office must approve any exceptions to this policy in advance.
- Drop off students at their assigned location no earlier than 15 minutes before the start time.
- Supervision is not available before 8:45 am or after a student's day ends unless they register for the Before Care and/or After Care program.
- Families should arrange to pick up their child promptly at the end of their class at the designated location.

BEFORE AND AFTER CARE

In order to accommodate parent work schedules, early morning and late afternoon supervised activities (playing games, and working on arts and crafts) are available for students, grades K-8 for an additional charge (see brochure). The Before Care and After Care programs offer supervised activities for students in a safe and relaxed environment.

LATE PICK UP POLICY (*In-person camps only*)

- It is our policy to keep a record of late pick-ups for each student.
- A late pick-up fee of \$25 is charged for *each student* for every fifteen minutes late or part thereof.
- Repeated late pick-ups may jeopardize the student's enrollment in the program.
- All parents or authorized persons arriving late will sign a late pick-up form at the time of pick-up.

- The college's clock is to determine the time.
- Payment is due within two days of the late pickup.
- The student will not be allowed to continue in the program if proof of payment of the late charge(s) is not presented by the second day of the late charge assessment.
- In the event that the student does not return, the parent is billed for any late fees not paid.

SNACK BREAKS and LUNCH

There is a short snack break provided. Students attending either full-day programs or both morning and afternoon half-day programs will receive supervision during lunch at no additional cost. Students are responsible for their lunch and should bring non-perishable items daily. Refrigeration is not available. The cafeteria and vending machines are available, but the lines are often long. For most programs the lunch session runs from 12–1 p.m. Students are escorted from their morning classroom to lunch, supervised during lunch, and then escorted to their afternoon class. Students attending only one half-day program are not eligible for lunch supervision services. NOTE: There is no supervision for students who do not attend camps all day. The College cannot provide an environment free of foods containing nuts.

SECURITY AND SAFETY

- Montgomery College is committed to providing a safe learning environment for our students.
- All faculty and staff undergo background checks as required by Maryland law.
- Parents/Guardians must sign their child in and out of the program each day. Exceptions to this policy must be approved in advance by the Youth Programs office.
- Students are escorted to and from all activities, and supervised during lunch.
- All medications must be self-administered and a completed Medication form must be on file with the Youth Programs.

HEALTH SERVICES (In-person camps)

When completing the medical information section for your student on CampDocs.com, please identify all illnesses or health issues and any needed medication(s).

- Please identify all known allergies that your child has. Please indicate if the allergy is food related or not, and if an Epi-pen is carried as a required safety precaution.
- **Epi-pens and inhalers must be non-expired and must be in the possession of the student at all times.**
- By law, college instructors and staff are not permitted to administer any medication of any type. Therefore, your child is responsible for self-administering all types of medication. This is done under the supervision of a Youth Programs staff member.

- If a student needs to take medication during the program, you will need to have the **Medication Administration Authorization Form** completed by your child's physician. This form, which allows your child to self-administer, must be uploaded on campdocs.com prior to the start of class.



- You can include each medication, prescription, or over-the-counter drug that is brought to the program on the same form. Carefully complete the Medical Information included on the health documents on campdocs.com. **All forms must be completed before a student can attend a camp session.**
- While the student is attending the program, **all medications**, except emergency medications such as Epi-pens or inhalers, must be collected by the Youth Programs office and kept in a secured, locked storage compartment under the conditions specified by the manufacturer.
- The prescription medication must be in the original container, bearing a pharmacy label that shows: the prescription number, the date filled, the prescriber's name, the name of the medication, directions for use, and the patient's name.
- Any non-prescription medication must be in the original container that includes directions for use.

- A staff member will supervise a student who is self-administering medication to be sure the directions provided are followed.
- The Youth Programs' medical professional will contact the families of any student with allergies or health issues to discuss concerns and develop an action plan for faculty and staff use.
- Should a medical emergency occur, trained personnel from the Campus Security Office will be available to render aid.

DISABILITY SUPPORT SERVICES (in-person AND online camps)

Montgomery College Youth Programs is committed to providing accessible education and a supportive learning environment for all students.



- All students with disabilities who require special accommodations must first register for the desired course(s), then complete a *Disability Support Services Request* form on campdocs.com, and finally contact Disability Support Services counselor, Natalie Martinez at Natalie.martinez@montgomerycollege.edu or 240-567-4118 at least **4 weeks** prior to the start of the program.
- Please inform the Youth Programs office of any physical disabilities or behavioral/social challenges your child has in order to arrange for reasonable accommodations.
- If your child has a disability/challenge (e.g. physical, learning, psychological, emotional, behavioral, etc.) or medical condition that could affect his/her participation in a regular classroom environment, a Youth Programs staff member will contact you to discuss their needs and determine if reasonable accommodations should and can be made.
- Montgomery College does not provide for personal medical assistants, care attendants, or a one-on-one support person.
- Students must exhibit independence and ability for self-care.

- Parents/Guardians are not permitted to attend the program with their child.

BEHAVIOR (*in-person AND online camps*)

All students, regardless of disability/challenge (e.g. physical, learning, psychological, emotional, behavioral, etc. or medical condition), must abide by the rules and regulations of Montgomery College code of conduct (See terms and conditions), including exhibiting classroom behavior that allows for a student environment free from harassment, discrimination and disruption.

We understand that some students require additional assistance to meet that standard, and we will determine if reasonable accommodations can be provided that will allow the successful delivery of instruction to all students in the class. (Check the appropriate question on the registration form and you will be contacted in advance of the class/program or contact us directly.)

Behavior contrary to the college code of conduct cannot be tolerated and may result in expulsion.

The College and its staff are not responsible for lost or misplaced smart phones, tablets, laptops, and/or any other electronic devices owned by student.

Don't Forget!

- Park your vehicle in a student marked spot. Do not use faculty/staff assigned parking spaces.
- Submit all required paperwork on campdocs.com by the due date.
- Sign your child in and out of the program each day, unless you have completed a permission form on campdocs.com (*eligible for students in 6th grade or older only*).
- Meet the instructor and pick up any additional information needed for the class.
- Send your child to the program with a non-perishable bag lunch, snack and drink each day. (*In-person camps only*).

Contact Information

General email

YouthProgramsDirector@MontgomeryCollege.edu

Mary Mukherjee, Program Director

Mary.Mukherjee@montgomerycollege.edu

240-567-7939

Sharon Wolfgang, Program Coordinator

Sharon.Wolfgang@montgomerycollege.edu

240-567-7264

Maria Jose Murguia Lugo, Program Coordinator

(Asistencia en Español)

majose.murguia@montgomerycollege.edu

240-567-7917

Website

Montgomerycollege.edu/youth

MC Youth Programs will always operate on its regular schedule unless otherwise announced. Notifications of weather emergencies, power outages, or other incidents that cause changes to the regular schedule will be communicated through:

- College website (www.montgomerycollege.edu)
- MC main phone number (240-567-5000)
- MC Cable Channel 10 in Montgomery County
- Commercial radio and TV stations

NOTE: Youth Programs schedules may require changes not made by the college as a whole. Emergency contact made by the Youth programs office will be by phone or email, so be sure your contact information on file is current. Please call the Youth Programs office if you have any questions.

Montgomery College

Workforce Development & Continuing Education

YOUTH PROGRAMS

51 Mannakee Street, Campus Center, Room 220 Rockville, MD 20850

YouthProgramsDirector@MontgomeryCollege.edu