



Important Parent/Guardian Information

Kids@College

Welcome to Prairie State College (PSC) and thank you for choosing to send your child to the Kids@College summer program. This new approach to summer programming offers innovative and creative learning with weekly themes. Please read and complete all registration forms including:

1. Course Registration Form
2. Release and Liability Form
3. Health and Emergency Contact Form
4. Student Code of Conduct Form

Registration and Forms

Online: prairiestate.edu/WebAdvisor and select Instant Enrollment

Telephone: (708) 709-3750

Walk-in/Mail: Prairie State College
Matteson Area Center
4821 Southwick Drive
Matteson, IL 60443

Email: psceducation@prairiestate.edu

Location and Contact Numbers

All classes will be held at Prairie State College Matteson Area Center, 4821 Southwick Drive, Matteson, IL. the main phone number is (708) 709-3750.

***No Kids@College programming July 4.**

Policies To Help Us Help You

Drop-Off Procedures

Students must be signed in by a parent or guardian at the front desk each day. Do not drop your child off without confirming that he/she has been greeted by a staff member. Students cannot be on campus more than five minutes prior to their first class. Children can not be dropped off until 7:55 a.m.

Pick-Up Procedures

Students must be picked up within five minutes after dismissal of their class. Students will only be released to individuals authorized on the Health and Emergency Contact Form. Students must be signed out by a parent or guardian at the front desk each day.

Late Pick-Up Procedures

The first occurrence of a late pick-up will result in a warning. The second occurrence will result in a \$10 late fee. A third occurrence will be grounds for dismissal from whole program with no refund.

Initial

Cancellation Policy and Refunds

Prairie State College refund policy states: Program costs must be paid in full at the time of registration, unless you have an approved payment plan per the Business

Office, and NO REFUNDS will be issued unless a drop request is received 14 days before the start of the Kids@ College Program. Prairie State College also requires a minimum number of enrolled students in order to run a class. You will be notified one week in advance of the start date should a course need to be canceled due to low enrollment.

Initial

Lunch and Snacks

All Kids@College participants are to bring a labeled sack lunch, drink, and two snacks each day of the summer program. PSC does not have a cafeteria at the Matteson Area Location. **Please note this is a “peanut-free” lunch zone.** We recognize that peanut allergies represent a health and safety hazard which can have serious consequences for those who have such an allergy. Participants will be supervised during lunch and snack time.

Initial

Absences and Extended Illness

No refunds or makeup days will be given for absences. Pricing is based on a full week’s registration and is not pro-rated for late start or partial participation. A Health and Emergency Contact Form is required for each participating child before the first day of his/her the summer program registration.

Initial

Prairie State College – PSC Alert System

If PSC has an emergency situation, the fastest way to be informed is to sign up for PSC Alert. The PSC Alert system will deliver a message to you by email, text and/or voicemail. We recommend all parents/guardians follow this link to sign up: <http://prairiestate.edu/general-information/sign-up-for-pscalert-today/index>

Use of Technology and Computer Labs

Participants will have the opportunity to use the Computer Labs for learning activities under strict supervision. A Student Code of Conduct Form is required for each participating child before the first day of the summer program registration.

Please note: the use of cell phones and other electronic devices is not permitted.

Kids@College Instructors

Instructors are enthusiastic, creative, knowledgeable, and passionate about working with children, and have a proven track records for kid ‘satisfaction.’ All staff and instructors have background checks.

Personal Possessions

PSC cannot be held responsible for the personal possessions of program participants. This includes, but is not limited to, cell phones and, electronic gadgets.

Please initial all designated areas and sign below after reviewing the important parent information.

Parent/Guardian printed name

Parent/Guardian signature

Date