



## **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](http://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](mailto: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.

**\*There will not be any Kids@College programming July 2 - 6.**

## **Policies To Help Us Help You**

# Release and Waiver of Liability Form



Student Printed Name: \_\_\_\_\_

**Photo and Video Release:** I hereby affirm that I am the parent/guardian of the above named minor. I hereby grant permission to Prairie State College (PSC) to use the said minors photograph or video on its website or in any other publication used for the college. I acknowledge the college's right to crop or treat the photograph or video at its discretion. I also acknowledge that the college can use this photo or video at any time. I hereby waive any right that I may have to inspect or approve the finished product or the use to which it may be applied. I hereby waive all rights to receive compensation in connection with the taking and use of my photograph or videotaped image by PSC, District 515, its agents, successors and assigns, and all persons acting with its permission or upon its authority. By signing below, the undersigned hereby acknowledges that he or she has read and understands the contents of this document.

- Yes, I confirm that I have read and understood the above, and give permission to photograph my child.
- No, I do not wish to have my child photographed.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Health of Child:** I represent that my child is not sick and does not have any illness or disease that is contagious. Further, I agree that if my child becomes ill and is believed by the Kids@College staff to be contagious to the other children or personnel in the PSC Kids@College program or has a fever of one hundred and one degrees (101) or higher, I will promptly pick up or arrange for another person whom I designate to pick up my child from the Kids@College program immediately.

**Medical Treatment:** I understand and agree that PSC does not have medical personnel available at the campus and is not authorized to administer medication. In the event that I, or the persons on the Emergency Contact Form, cannot be reached, I hereby authorize emergency medical treatment for my child, if necessary, at my expense. I am responsible for all medical care expenses incurred to treat my child's injuries including, without limitation, medical transport, physician, hospital, lab, drug, and device expenses. For medication disbursement, please see Health and Medication form for additional information.

**Technology Use:** I hereby give permission to allow my child internet access through the network at PSC. I understand that internet and computer access is designed for educational purposes, by that, PSC cannot completely prevent access to controversial materials and I will not hold PSC or its employees responsible for materials acquired on the Internet. Students are responsible for appropriate and respectful behavior and use of PSC computers and computer lab. Students can only use the internet resources while under the supervision of a teacher or another staff member. I understand that students are not permitted to possess a cell phone or electronic gadgets on school grounds.

**Acknowledgement of understanding:** Praise and positive reinforcement are effective methods of behavior management of children. I understand the Kids@College program views behavioral management as a positive learning experience and will never use physical discipline with my child. Should problems arise which are inconsistent with the Kids@College program goals, every attempt will be made to rectify the situation.

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I have read this waiver in its entirety and fully understand its terms. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

In addition to this waiver form, I acknowledge the Student Code of Conduct Form and Health and Emergency Contact Form will be a requirement to be signed for acknowledgment of receipt and understanding prior to my child(s) first day at Kids@College.

Printed name: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_



### Health and Emergency Contact Form

This form must be completed for each child and received by the Prairie State College (PSC) Matteson Area Center. You may FAX the completed form to (708) 709-7749 or email to [psceducation@prairiestate.edu](mailto:psceducation@prairiestate.edu). Visit [prairiestate.edu/kids](http://prairiestate.edu/kids) to print additional forms.

#### Contact Information

Child's Full Name: \_\_\_\_\_

Child's Date of Birth: \_\_\_\_\_ Grade in fall: \_\_\_\_\_ Gender:  M  F

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_

My child is registered for the following weeks:  
 June 25  July 9  July 16  July 23  July 30  Aug 6  Other

**Mother/Guardian Name:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Father/Guardian Name:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**In an emergency contact:**  Parent(s) as listed above first, then:

**Name:** \_\_\_\_\_ **Relation to Child:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Relation to Child:** \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**Name(s) of Additional Authorized Adult(s) picking up the student:** Same as above plus:

Name	Relationship	Phone

**Immunization/Health Information**

1) Participant's Physician's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Child's Full Name: \_\_\_\_\_

**Immunization/Health Information (continued)**

2) Please tell us about any allergies; mark all that apply:

- |   |  |
|---|--|
| <input type="checkbox"/> None that I know about       | <b>Is this a life threatening allergy?</b>               |
| <input type="checkbox"/> Bee sting                    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Peanuts/other nuts           | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> Other: _____                 | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| <input type="checkbox"/> My child carries an EpiPen   |  |
| <input type="checkbox"/> My child carries and inhaler |  |

3) Please list any medications, dietary restrictions or special needs your child may have so we can ensure a safe environment. Any medication the child may need will have to be authorized by a doctor's note and all medication will have to have the name printed on the container.

None

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4) Is there anything else we should be aware of to ensure your child's success in the program?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the above procedures. I certify the above information to be true and correct to the best of my knowledge and I take responsibility form child's compliance with the appropriate student behavior. I understand that disruptive and inappropriate behavior may result in dismissal.

Please printout and sign before scanning or mailing.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### 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.

### 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.

### Early Pick-up Procedures

If you need to pick up your child early, please inform college staff at the time of drop-off or call the Matteson Area Center so you can complete an Early Pick-Up Form.

### 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 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, but will provide a cooler for lunches.

**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.

### 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



## Student Code of Conduct Form

Dear Parents/Guardians:

Below are the expectations for your child while attending Prairie State College's Kids@College Program. The following goals and behavior guidelines are intended to foster a positive learning experience for all the children in attendance. Please review the requirements with your child before the first day. We will also be reviewing them with each grade level.

1. I am here to enrich my school experience by participating in a fun and creative learning environment.
2. I will support other students and respect their desire to learn.
3. I will ask questions when I need further explanation in a way that is organized and productive.
4. I will always do my best and encourage my peers as well.
5. I will be respectful to other students and staff.
6. I will not use inappropriate language and be sensitive to other beliefs and values.
7. I will not yell or run in classrooms and hallways.
8. I will keep my hands, feet, and any objects to myself.
9. I will not leave supervised areas without an authorized staff member.
10. I will only visit websites and conduct key word searches as directed by the instructor.
11. I will not bring a cell phone or other personal electronic gadgets to the school.
12. I will have fun and learn lots of things.

Parents - Children have the right to be educated in a safe and nurturing environment. PSC hereby adopts a policy of zero tolerance for weapons, inappropriate language and violence on campus.

If a student fails to follow these guidelines, he or she may be removed from their class or the Kids@College program with **no refund**.

In the event that a student behaves in a manner contrary to the guidelines stated above, Prairie State College Matteson Area Center staff will follow these steps:

1. Upon first observing the behavior, the instructor or staff member will ask the student to stop the offending behavior or language.
2. If the student continues to violate the rules after a warning, the staff will complete an Incident Report Form documenting the behavior.
3. If the disciplinary actions described in steps (1) and (2) are unsuccessful, or if the behavior is of a more serious nature (e.g., any violent or unsafe actions toward others or themselves), the Kids@College Staff will immediately remove the student from the environment and place them in a chair in a supervised area. The action will be documented in an Incident Report Form and the designated parent(s) or guardian(s) will be contacted to pick up the student. The student's continued participation in the program, as well as any further action, will be discussed at time.

The student code of conduct provides both the student and their parent/guardian due notice of the expectations and consequences of any disruptive behavior. In order to assure that all Kids@College students have a positive experience, Prairie State College appreciates your understanding and assistance with adhering to these guidelines.

Please sign after reviewing the above goals and behavioral guideline with your child.

Student printed name \_\_\_\_\_

Parent/Guardian printed name \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date: \_\_\_\_\_