

Policies To Help Us Help You

Cancellation Policy and Refunds

Prairie State College refund policy states: All registration fees must be paid in full at the time of registration. NO REFUNDS will be issued unless a drop request is received 48 hours 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. **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

Attendance is taken daily. If your child will be absent, call (708) 709-2957 or email wdce@prairiestate.edu. 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 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 gadgets is not permitted.

Kids@College Instructors

Instructors are enthusiastic, creative, knowledgeable, and passionate about working with children and have

proven track records for kid satisfaction. All staff and instructors have background checks.

Personal Possessions

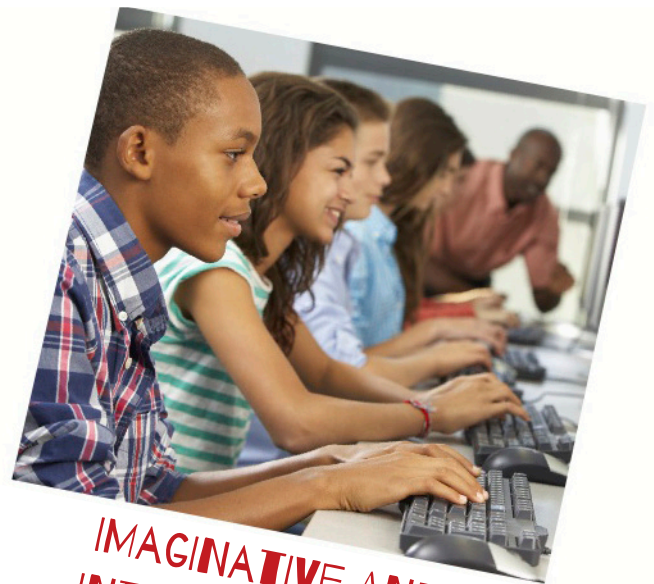
PSC cannot be held responsible for the personal possessions of program participants. This includes, but is not limited to, cell phones and electronic gadgets.

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


Parent/Guardian printed name

Parent/Guardian signature

Date



**IMAGINATIVE AND
INTERACTIVE FUN!**

 **Prairie State College**
Workforce Development
and
Community Education