



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

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.

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 CampDoc.*
- 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 CampDoc 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 are available for students, grades 1-8 for an additional charge (see brochure).

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 \$25.00 per student** will be charged for **every fifteen (15) minutes** past the scheduled end time (including After-Care and classes).
- 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. 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.**

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 only)

When completing the medical information section for your student on CampDoc.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.
- **Emergency medications, such as EpiPens and inhalers, must be current (non-expired) and in the student's possession 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 campdoc.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 campdoc.com. **All forms must be completed 21 days 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.



- 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.

- 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, you must first register for the desired course(s), then complete a *Disability Support Services Request* form on campdoc.com, and finally contact Disability Support Services counselor, Natalie Martinez at Natalie.martinez@montgomerycollege.edu or 240-567-4118 at least **21 days** prior to the start of the program.
- Inform the Youth Programs office of any physical disabilities or behavioral/social challenges your child has in order to arrange for reasonable accommodations.
- 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.

To ensure a fun, focused, and safe learning environment, **cell phones and other electronic devices are not permitted to use during camp hours**. Our goal is to encourage teamwork, creativity, and full engagement with camp activities free from digital distractions.

Consequences for Non-Compliance

Participation in camp requires full cooperation with this policy:

- **If a camper continually uses their phone during camp**, parents or guardians will receive one reminder of the cell phone policy.
- **Continued use of the cell phone after reminder will result in dismissal from the class** for the remainder of the week without a refund.

The College and its staff assume no responsibility for the loss, theft, or misplacement of personal property, including but not limited to smartphones, tablets, laptops, or any other electronic devices owned by students.

Don't Forget!

- Park your vehicle in a student marked spot. Do not use faculty/staff assigned parking spaces.
- Submit all required paperwork on CampDoc.com by the due date.
- Sign your child in and out of the program each day, unless you have completed a permission form on CampDoc.com (*eligible for students in 6th grade or older only*).
- Students attending in-person, full-day camps are required to bring a non-perishable bag lunch, snack, and drink each day.

Contact Information

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Manager II

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Sharon Wolfgang, Program Coordinator

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240-567-7264

Jack Hegarty, Program Assistant

Jack.Hegarty@montgomerycollege.edu

240-567-7917

Public Safety (Emergency Only)

240-567-3333

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
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