

Kids Academy –2009

Check-In Process

On the first day of each week, please bring your child to the QVCC atrium to turn in any outstanding paperwork: the Emergency Medical form, Authorized Pick-Up Agreement, and the Behavior Agreement form. There will be signs posted at both main entrances of the building to direct you. All parental forms will be collected at this time. **The process will begin approximately 20 minutes before the start of classes.** For the remainder of the week, students may proceed directly to their assigned classroom.

Pick-Up Process

At the end of each day, please pick up your child from the assigned room. No child is allowed to leave the building without an adult. If someone else will be picking up your child, please place their names on the Authorized Pick-Up List form, which may be completed at the time of registration or during the first day check-in. **Instructors will only release children at the end of the day to a person on this form with valid photo identification.** Parents must come to the Community and Professional Learning office if the child needs to leave early for any reason.

Photography

Photos may be taken of students during programs by college marketing staff and/or local newspapers. If you would prefer we do not use your child's photograph, please send a written confirmation of your decision via e-mail to sbreault@qvcc.comnet.edu or mail to QVCC – Community and Professional Learning, 742 Upper Maple Street, Danielson, CT 06239. We cannot accept verbal requests.

Breaks, Snacks and Vending

All classes will have at least one scheduled break. We encourage you to send your child with a prepared snack, but vending machines are also available. These machines are available for all college students, faculty and staff and therefore are not regulated. QVCC staff does not monitor vending machine usage. The cafeteria is also open during the spring if your child is staying all day. Please send your child with money if you would like him/her to purchase a lunch and CPL staff will supervise students in the cafeteria or another location depending upon the size of the group.

Emergency Medical Information

Please complete the Emergency Medical Information form either **at the time of registration or during the first day check-in.** This provides QVCC with emergency contact information and allows the parent to authorize or refuse emergency medical treatment.

Student Behavior Code

For your child's well-being and to provide a safe learning environment for all participants, a Student Behavior Agreement must be reviewed and signed by both parent and child. This form clearly defines expectations and our discipline process and must be completed **at the time of registration or during the first day check-in.**

Scholarships

A limited number of scholarships are available for Kids Academy. Based upon financial need, the scholarship will contribute \$50 toward the cost of the class. Please request an application from the Community and Professional Learning office or download from our website.

Cancellations

All Kids Academy classes are self-supporting and must have a minimum number of students enrolled. QVCC reserves the right to cancel any class that does not meet these enrollment standards. Registration is on a first come, first served basis and early registration is encouraged to reserve the limited number of seats in each class.

Refunds

A 100% refund will be granted up until the start of your class. Any refund requests after this time must be submitted in writing and will be reviewed by the Program Coordinator. If a class is cancelled, refunds will automatically be processed. Please allow 2 – 4 weeks for processing of all refunds.