



Kids on campus

NORTHWEST FLORIDA
STATE COLLEGE

**For Kids Entering
3rd thru 8th Grades**

A unique opportunity for
summer enrichment and fun
learning in a college environment



NORTHWEST FLORIDA
STATE COLLEGE

Summer 2019 Handbook

**Session 1:
June 10 - 20**

**Session 2:
July 8 - 18**



- Sports
- Art
- Academics
- Life Skills
- Dance
- Music



WELCOME TO KIDS ON CAMPUS

Please read this handbook thoroughly and discuss each element with your children. This is their way to become familiar with the Kids on Campus program. Feel free to come and show your children the Northwest Florida State College Niceville campus. **Please emphasize to your children that they are not to go anywhere alone. They must always have a volunteer or staff member with them when they are traveling around the campus.** If there are any questions that have not been answered within this handbook, please call the Kids on Campus Offices at 729-6086, 729-6085.

The Kids on Campus faculty and staff are looking forward to a terrific summer full of fun, learning, new friends, and with your help, we can do it!

LOCATION OF KIDS ON CAMPUS OFFICES

The Kids on Campus Offices are located in the Student Services Center (SSC), Building 400 2nd floor, Raider Central.





EMERGENCY CONTACT INFO

Should an event or emergency arise where you need to contact the Kids on Campus office, please call 729-6086 or 729-6085.

PARKING

- Use the parking area located on either side of the Student Services Center (SSC) Building 400.
- Enter the SSC through the east entrances on the first floor.
- **Park and walk** students into the SSC each morning or noontime. Rain may occur. Please make provisions in terms of time and rain accessories when dropping off and picking up students, as you will still need to park and walk with your student.
- **Park and walk** into the SSC east entrance on the first floor to pick up students at the end of classes. Students will only be released to parents or persons on the approved list in the SSC Kids on Campus area.

DROP OFF

- All students must be dropped off at the SSC on the first floor. Students are not to be dropped off anywhere else on campus (other buildings, tennis courts, etc.).
- Students registered for Extended Care – AM may arrive between 7:30 and 8:45 a.m. at the SSC on the first floor. **There will be no supervision before 7:30 am**
- Students registered for morning or all day classes please arrive between 8:30 and 8:45 a.m. at the SSC on the first floor.
- Students registered for afternoon classes please arrive between 12:15 and 12:25 p.m. at the SSC on the first floor.

PICK UP

Morning Students:

- Pick up for students attending morning classes only will be in the SSC on the 1st floor at 11:50 a.m. Teachers and volunteers will walk all students to the SSC, Room 133 at this time.

Afternoon or All Day Students:

- Pick up for students attending all day and afternoon classes will be in the SSC on the 1st floor at 3:20 pm. Teachers and volunteers will walk all students to the SSC, Room 133 at this time.

Extended Care PM Students:

- Those students registered for Extended Care PM will meet in the SSC on the 1st floor at 3:20 pm. These students must be picked up by 5:00 pm from the SSC on the first floor.

There is no pick up in front of the SSC Building 400.

For the safety of our students, Kids on Campus has a pick up procedure. Names of all persons authorized to pick up a student must be listed on the Registration/Consent form. When the student is picked up, a photo ID and signature will be required.

THE FIRST DAY

Morning or All Day Students:

Extended Care AM is not offered the first day of each session.

Arrive at the SSC, 1st floor between 8:15 am and 8:40 am.

Pick up your nametag in the SSC, 1st floor.

Stay in the SSC on the 1st floor in the Raider Café and have a seat.

At 8:45 a.m., we will have a mini-orientation.

Afternoon Only Students:

Arrive at the SSC 1st floor by 12:00 pm.

Go to the SSC, 1st floor for your nametag.

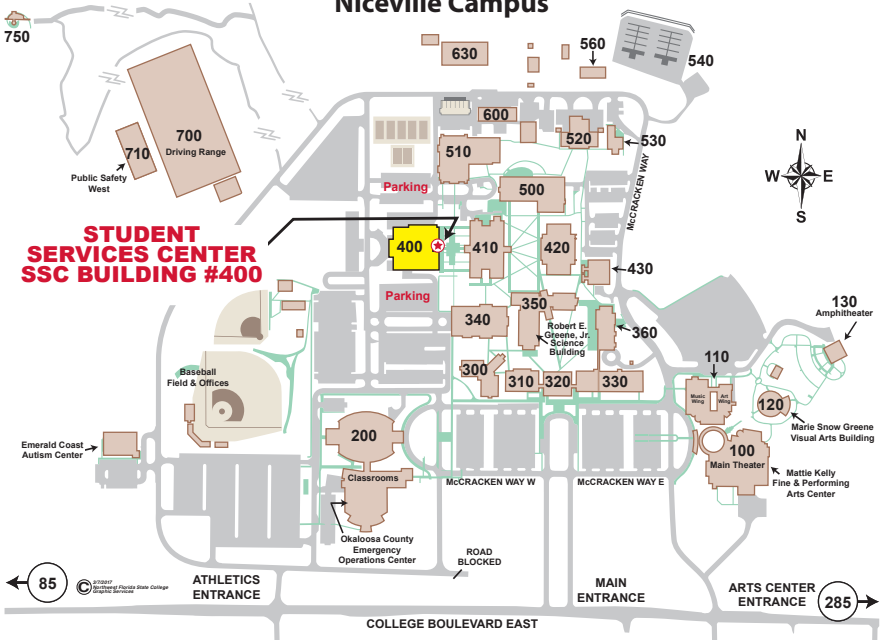
Find the sign for your first class and wait for your instructor.

At 12:15 p.m., we will have a mini-orientation.



NORTHWEST FLORIDA STATE COLLEGE

Niceville Campus



NAME TAGS

Your nametag is very important. Wear it **EVERY DAY**. It has a list of the classes you are taking. Your nametag is also color coded to match the volunteer signs and classroom signs. This color-coding system is easy and will really help you know exactly where to be.

If you lose your nametag, or leave it at home one day, you can get a new one in the SSC lobby at the nametag station.

HOW TO GET FROM CLASS TO CLASS

Kids on Campus has an army of Volunteers consisting of High School students who are working for Volunteer/Community Service Hours to go towards various scholarship programs. These volunteers are here specifically to assist teachers and to move students in between classes.

As you change between classes, you will be required to go as a group **WITH A VOLUNTEER**. No one may travel anywhere on campus without a volunteer. That volunteer will take your class to the SSC. There you will see the other volunteers standing in their assigned spots, holding their class signs. They will always stand in the same area so that you may easily find them. Find your next volunteer (remember, the volunteer's sign will match your nametag) and wait with your next class until the Kids on Campus Staff sees that all the classes have arrived and everyone has found their next class. Wait for the whistle to blow, and then your volunteer will take you to your next class. **If you are not sure where your next volunteer is, go directly to Ms. Holly, Ms. Jessica, or Ms. Laura, who will always be at every class change.** They will help you find your class.

MEDICATION

Kids on Campus staff will not be responsible for dispensing medications to students. Please make your own arrangements if medications are required for your child during camp hours. Please list this on the Consent Form so staff know of anyone who will be taking these medications. If students will be carrying their own medication and/or inhaler, Epipen, etc., it must be noted on the medical release portion of the consent form.

EARLY RELEASE

Parents who wish to pick up students early from the Kids on Campus program must first report to the Kids on Campus Office in the SSC to check out the student(s).

STUDENTS MAY ONLY BE PICKED UP DURING CLASS CHANGE TIMES.

Class change times and early pickup are as follows:

9:45 – 10:00 a.m., 10:45 – 11:00 a.m., 12:00 – 12:15 p.m., 1:15 – 2:15 p.m., 2:15 – 2:30 p.m. There are no early pickups after 3:00 p.m.

Check out procedures will require:

- Photo ID
- Signature on a release form
- Witness by a member of the Kids on Campus Office Staff

Parents who attempt to retrieve students from the classroom will be required by teachers to come to the Kids on Campus Office. Students will not be released from the classroom to a parent for any reason. We have adopted this policy for the safety of your children.

If picking up your child for an appointment, please allow ample time for the checkout process.

RULES & REGULATIONS

Proper standards of conduct are necessary to protect the health, safety and well-being of all KOC students. It is impossible to list every rule, so please use good judgement in your actions. The following will not be tolerated:

- Disruptive behavior of any kind.
- Discourtesy to fellow students, staff or the public.
- Disregarding instructions from staff, instructors or volunteers.
- Making indecent remarks or gestures to anyone.
- Fighting, threatening to fight with or assaulting others verbally or physically.
- Dishonesty, stealing or unauthorized possession of college property or the property of others.
- Going anywhere on campus unescorted by a KOC staff member, teacher, or volunteer.
- Horseplay of any kind, whether or not it results in injury or damages. This includes, but is not limited to yelling, running, pushing, or throwing of objects.

- No profanity.
- Sleeping during class hours.
- No food, gum, drink or candy is allowed in the classroom. (Water is allowed in a sealable container.)
- No MP3 players, headphones, tablets or electronic games/devices are allowed in the classroom unless they are part of the curriculum being taught. If a student is caught using the items in class, it will be removed from their possession and the parent/guardian may retrieve the items from the KOC office at the end of the day. Cell phones must be turned off and put away while in class.

BACKPACKS

We encourage student to bring a backpack to Kids on Campus so that they may have a place to store lunches and items they make and collect during the day.

T-SHIRTS

Kids on Campus T-shirts are available for purchase at NWFSC Barnes and Noble College Store, Niceville Please contact the College Store with any questions at 729-5384.

STUDENT SUPPLY LIST

A student supply list will be available in our office and on our website after May 1st. www.nwfsc.edu/conted

VENDING MACHINES

The vending machines in the SSC will be available in between classes and during lunch. If students plan to use these machines, please use exact change. Kids on Campus cannot provide change. Please note, vending machines, from time to time are rendered inoperable and students may lose their money.

SHOES

Please be aware that there is a lot of walking in order to move about campus. We recommend that your children do not wear FLIP FLOPS. We know this is summer in Florida, but for the safety of their feet, and breakage of their flip flops, it is better to wear tennis shoes or sandals. Do not wear Roller Skate Tennis Shoes.



LUNCH MENU

ALL DAY STUDENTS ONLY

Chicken nuggets, fries, fruit, bottled water

Grilled Cheese, chips, dessert, bottled water

Pizza, fruit, bottled water

Corn Dog, chips, dessert, bottled water

This menu is subject to change.



YOUR SCHEDULE

This is your copy of your child's schedule; please complete the form using your printed registration receipt. Kids on Campus will not mail a confirmation package.

NAME: _____

Session 1	June 10 - 20	
Time	Course	Building
<i>Extended Care AM</i>	(Circle) Yes No	SSC
9:00		
10:00		
11:00		
<i>Lunch</i>	(Circle) Yes No	SSC
12:30		
1:30		
2:30		
<i>Extended Care PM</i>	(Circle) Yes No	SSC

Session 2	July 8 - 18	
Time	Course	Building
<i>Extended Care AM</i>	(Circle) Yes No	SSC
9:00		
10:00		
11:00		
<i>Lunch</i>	(Circle) Yes No	SSC
12:30		
1:30		
2:30		
<i>Extended Care PM</i>	(Circle) Yes No	SSC



NORTHWEST FLORIDA STATE COLLEGE

Niceville Campus
100 College Boulevard East
Niceville, FL 32578

Kids On Campus
Office: (850) 729-6086

*Northwest Florida State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit www.nwfsc.edu.
Materiales de la Universidad son disponibles en Española llamando a la Oficina de Admisiones de Northwest Florida State College al 850-729-5205.*