For Kids Entering 3rd thru 8th Grades
A unique opportunity for summer enrichment and fun learning in a college environment

Summer 2017 Handbook
Session 1:
June 12 - 22
Session 2:
July 10 - 20

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

www.nwfsc.edu/KidsOnCampus • (850) 729-6086 • KOC@nwfsc.edu • 100 College Blvd. E., Niceville, FL 32578
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: _______________________________________

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<tr>
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<tr>
<td>Extended Care AM</td>
<td>(Circle) Yes No</td>
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| Lunch | (Circle) Yes No | SSC |
| 12:30 |                |     |
| 1:30  |                |     |
| 2:30  |                |     |

| Extended Care PM | (Circle) Yes No | SSC |
| 9:00             |                |     |
| 10:00            |                |     |
| 11:00            |                |     |

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**BACKPACKS**

We encourage students 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 classes.

**T-SHIRTS**

Kids On Campus T-shirts are available for purchase at NWFSC Barnes and Noble College Store, Niceville. The cost is $10. 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/KidsOnCampus

**WELCOME TO KIDS ON CAMPUS**

Please read this handbook thoroughly and discuss the information 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, or 729-6084.

The Kids On Campus faculty and staff are looking forward to a terrific summer, and with your help, we can do it!

**LOCATION OF KIDS ON CAMPUS OFFICES**

The Kids on Campus Office is located in the Student Services Center (SSC), Building 400, on the 2nd floor (SSC 249).
EMERGENCY CONTACT INFO
Should an event or emergency situation arise where you need to contact the Kids On Campus office, please call 729-6084 or 729-6085.

PARKING
- Parents and drivers must use the parking area located on either side of the Student Services Center (SSC) Building 400.
- Students and parents must enter the SSC through the east entrances on the first floor.
- Parents must park and walk students into the SSC each morning or noon time. 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.
- Parents must 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 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 8:40 am at the SSC on the first floor. There will be no supervision before 7:30 am.
- Students registered for morning or all day courses please arrive between 8:40 and 8:50 am at the SSC on the first floor.
- Students registered for afternoon courses please arrive between 12:15 and 12:25 pm at the SSC on the first floor.

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).

Check out procedures will require:
- Photo ID
- Signature on a release form
- Witness by a member of the Kids On Campus Office Staff

When a parent arrives to check out a student, either a member of the Kids On Campus Staff or a designated volunteer will retrieve the student from the classroom.

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 check-out process.

VENDING MACHINES
The vending machines in the SSC will be available in between classes and during lunch. If students plan to use these machines, they must use exact change. Kids On Campus cannot provide change. Please note, vending machines, from time to time are rendered inoperable. If money is “eaten,” report to the Kids On Campus Office for a refund.

CELL PHONES, ELECTRONICS & ROLLER SKATE TENNIS SHOES
Do not bring any MP3 players, iPods, tablets, iPads, video games, other electronic toys, or roller skate tennis shoes to Kids On Campus. These items are always big targets for theft. These items are also easily broken, and are known to cause large distractions during class. For safety, and a positive environment, do not bring these items to Kids On Campus. Cell phones are to be turned off and put away during class time.
NAME TAGS

Your nametag is very important. You must 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, building 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 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 across campus without a volunteer. That volunteer will take your class to the SSC. There you will see all of 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. Carmen, Ms. Alisha, or Ms. Laura, who will always be at every class change. They will tell you what to do.

MEDICATION

Those students who require medication during camp hours must have Medication Forms on file in the Kids On Campus Office. This form can be obtained in the Kids On Campus Office. Only the Kids On Campus Staff will administer medications. Students must report to the Kids On Campus Office at the appropriate time to take their medication. Parents, please be sure your child is aware of when to go get medication. Medications will not be delivered to the student. 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.
**LUNCH MENU**

*All Day Students Only*

**Mondays**
Chicken nuggets, fries, fruit, bottled water

**Tuesdays**
Subs, chips, dessert, bottled water

**Wednesdays**
Burgers, fries, fruit, bottled water

**Thursdays**
Pizza, salad, dessert, bottled water

*This menu is subject to change.*

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**PICK UP**

**Morning Students:**
- Pick up for students attending morning classes only will be in the SSC on the first floor at 11:50 am. Teachers and volunteers will walk all students to the SSC 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 first floor at 3:20 pm. Teachers and volunteers will walk all students to the SSC on the first floor at this time.

**Extended Care PM Students:**
- Those students registered for Extended Care PM will meet in the SSC on the first 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.*

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**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.*

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**THE FIRST DAY**

**Morning or All Day Students:**
- Extended Care AM is not offered the first day of each session.

1. Arrive at the SSC, first floor between 8:15 am and 8:40 am.
2. Pick up your nametag in the SSC, first floor.
3. Stay in the SSC on the first floor in the lunchroom area and have a seat.
4. At 8:45 am we will have a mini-orientation time.

**Afternoon Only Students:**
1. Arrive at the SSC first floor by 12:00 pm.
2. Go to the SSC, first floor for your nametag.
3. Find the sign for your first class and wait for your instructor.
4. At 12:15 pm we will have a mini-orientation time.