



## Welcome to Community Education Summer Youth Camps!

Thank you very much for enrolling in a Summer Youth Camp with Community Education of Edmonds Community College. We're excited about the upcoming summer course offerings! This small packet of information will include details regarding:

- ❖ **General information about Edmonds Community College and Community Education**
- ❖ **Drop-off/pick-up procedures**
- ❖ **Expectations and safety**
- ❖ **Withdrawal, refund and cancellation policies**
- ❖ **What to bring**
- ❖ **Health and medical information**

### GENERAL INFORMATION:

#### **Locations:**

- Edmonds Community College – 20000 68<sup>th</sup> Avenue West, Lynnwood WA 98036
- ArtWorks – 201 Second Avenue South, Edmonds WA 98020

*Please note your confirmation for details regarding the location of your child's class.*

#### **Parking:**

- Main campus parking: <http://www.edcc.edu/campus/parking.html>
- ArtWorks has its own parking lot.

### DROP-OFF AND PICK-UP:

**Computer camps:** We have designated a drop-off and pick up zone for summer camps. A dedicated staff member (or the instructor) will escort your child between the drop-off zone and the classroom before and after each session. Use the entrance at 68<sup>th</sup> Avenue W and 204<sup>th</sup> Street SW, and follow the Summer Camp Signs. The drop off point is located in front of Snohomish Hall.

**All camps:** For students who are being dropped off, we request that they be dropped off no earlier than 10 minutes before the scheduled class and picked up promptly at the end of class.

### EXPECTATIONS AND SAFETY: EDMONDS COMMUNITY COLLEGE IS A DRUG FREE, WEAPONS FREE ZONE

**Safety:** Safety of students is of the highest priority. Program staff and instructors work very hard to maintain an environment where students can participate safely in activities.

If a student is significantly injured while attending class, the staff will immediately call 911 as well as notify a parent or guardian. In the event of a natural or other disaster, students will follow the standard procedures in place for all building occupants at Edmonds Community College.

**Behavior Expectations:** Disruptive behavior before, during or after class will not be tolerated. Parents will be notified if major behavioral problems occur. Larger issues that lead to expulsion include: physical endangerment of self/others, property damage or theft.

*If students are found with illegal objects or substances (for instance, drugs, alcohol, tobacco or weapons), they will be immediately removed from the program. **Students who are asked not to return because of disciplinary action will NOT receive tuition refunds.***

## WITHDRAWAL, REFUND, AND CANCELLATION POLICIES

A **refund** (minus the processing fee) will be made if you withdraw **at least 2 working days** before the class start date. No refund will be made after that date. There are no partial refunds.

You may **withdraw** from a class or request a refund by phone at (425) 640-1243 or in person at the Community Education offices located on campus at 7020 196<sup>th</sup> St, Lynnwood WA 98036 (Maltby Building, Room 105).

**Program Cancellations:** Edmonds Community College reserves the right to cancel a class. In the rare event of a cancellation, **you will be notified at the latest one week before the class start date** and will receive a 100% refund.

## WHAT TO BRING

**Dress:** Wear comfortable clothes and shoes. If you are taking an art class, please wear clothing that can get messy. Campus buildings are air-conditioned. **For classes that involve outdoor field trips, please come prepared for the weather.**

**Food/Snacks:** Lunch and/or snacks are **not** provided. Students on campus can purchase food/beverages from vending machines or at the College café located in Brier Hall. **Students located off campus must bring beverages/snacks/lunch with them.**

**Supply list items/books:** Please bring a writing utensil and paper for note-taking. Some classes may require additional supplies. **Please review the class information on the website for specific supplies and/or books needed for the class.** You may also call the Community Education office to inquire about supplies for your child's class (425-640-1243).

## HEALTH AND MEDICAL INFORMATION

**Please complete the Parental Consent Form and bring it to us the first day of class. You may also mail it to us prior to class as long as we have it by the first class. Without a completed Parental Consent form on file, your child will not be allowed to attend class.**

If it would be helpful, a staff member is available to meet with a parent or guardian to discuss any special needs of your child prior to the start of the program. Below is some important information:

- **Edmonds Community College staff and instructors will NOT be able to administer any medication to students.** Please note that your child is responsible for administering their own medication if required during the day.
- **Edmonds Community College is NOT a “nut free” zone.** However, we will make every effort to minimize risk to vulnerable students. Instructors are informed of any student who has allergies so he or she can be accommodated, if needed, with regard to materials used during activities. ***If your child has any food/substance allergies, please note them on the Parental Consent form.*** Parents/guardians are responsible for providing any necessary medical supplies (e.g., EpiPen).

### **IMPORTANT:**

The Parental Consent form is critical for us to know of any health conditions our students may have and how to reach you or other family members in the event of an emergency. **Without a completed Parental Consent form on file, your child will not be allowed to attend class.**

### **Community Education contact information:**

Email: [Mary.heffernan@email.edcc.edu](mailto:Mary.heffernan@email.edcc.edu)

Phone: 425-640-1243

**We look forward to seeing you, and thank you again for enrolling in Summer Youth Camps!**