



Tulsa Community College

Continuing Education Academic, Family and Youth Enrichment SUMMER CAMP SERIES

May 20, 2009

Dear Parent/Guardian of a Summer Camp Series Student:

Thank you for choosing Tulsa Community College as a place to send your child for summer enrichment opportunities! We have a wonderful summer planned and are confident that your family will be pleased with the outcome. To get better acquainted with our program, please read all of the information contained within this packet.

LOCATION

We are located at the Northeast Campus on the corner of Harvard and Apache. The physical address is 3727 East Apache. If coming from HWY 169, Exit I-244 and then take the HWY 11 exit. Follow HWY 11 until you get to the Harvard exit. Exit Harvard and turn back left (South). Our campus is on the left side of the street just under the bridge. Follow the signs for drop-off and pick-up.

DROP-OFF AND PICK-UP AT NORTHEAST CAMPUS

Enter the college using the Harvard entrance, you will find signs that direct you to the drop-off and pick-up area for *Summer Camp Series*. Follow the signs and wait in your vehicle along the curb. On the first day of class, staff will greet you at your car and assist your student in and out of your vehicle. If you need to get out of the vehicle and ask the staff or instructor questions, please park and walk up to the designated area as asking questions during drop-off will slow us down tremendously.

Drop-Off

You will be allowed to drop-off your student 10 minutes prior to the start of the class. If you are late for drop-off, you **MUST** park and walk your student up to the Continuing Education office. The office is located in the Academic/Administration Building in Room 2412. Please **DO NOT** let your student go to class on their own. Minors must be accompanied by adults and if unsupervised will be taken to Campus Police.

Pick-Up

Please pick up your student on time. Our staff will wait with your child for 15 minutes after the designated pick-up time. After that, you will need to park and walk up to the Continuing Education office and get your child. If you are running late, you must call the Continuing Education office at 595-7566.

STUDENT DATA FORMS

On the first day of classes, staff will check-in your child and take your Student Data Form if we have not already received it from you.

STUDENT DATA FORM INFORMATION

If your Student Data Form has not been received by Thursday before class starts on Monday, you will be asked to complete a form before you leave campus. We encourage you to fax us the form to 595-7588 at least one week prior to class/program start date to ensure a quicker and smoother drop-off on Monday mornings.

We strongly encourage you to make a copy of the Student Data form and bring it with you on the first day of your child's classes.

Download the Student Data Form at

<http://www.tulsacc.edu/archive/ce/youth/dataform.pdf>

or

visit our Academic, Family and Youth Enrichment webpage at www.tulsacc.edu/ce.

FIELD TRIPS

There is a **Field Trip Permission Form** in your packet. Please fill out the form and return it on the first day of class. ***If you do not return the form, your child will not be allowed to go on field trips.*** Transportation for field trips, including the bus and driver, has been contracted through Sand Springs Public Schools. Instructors will send home a letter explaining when and where the students will be going and/or inform students a day or two before the planned outing. **Please be advised that all classes do not have field trips planned.**

HANG TAG PROCEDURES AND ALTERNATIVE PICK-UP PROCEDURES

- Please place your hang tag on your rear view mirror or place on the dashboard of your car on the passenger's side. Hang tags must be visible.***
- Alternate persons picking up your child MUST be reported to summer Coordinator and/or staff. ALL alternate pick-up person(s) MUST provide ID, such as a drivers license, as requested in order to pick-up your child.***
- If an alternate pick-up person does not have ID, parents and/or legal guardians will be called to verify the child can be released to the alternate.***

INTERNET USAGE

Some classes will be using the Internet for extra research and/or enrichment. Although we are keeping children under close supervision and limiting their access, we do ask that you inform us in writing if you do not want your child to have Internet access. The note will need to be signed and dated by the parent/guardian and returned on the first day of class. **Please remember that students enrolled in Tech's Connect Camp classes are required to bring a personal thumb drive to class.** Thank you!

GENERAL INFORMATION

Staff will be working with the Director and Coordinators to ensure your child is our first priority. *Our staff will be dressed in STAFF t-shirts and/or will have a name badge.*

Students are never left alone. Aides or teachers always stay with the children before, after and during class. Aides go with the children to lunch as well.

Room numbers are not provided for safety reasons. If you need to contact your child, please call our office at 918-595-7566.

Medications should be taken directly to the Campus Nurse, Room NE 1452, in the prescription bottle.

Remember to send a **sack lunch** if you did not sign up for the catered Lunch Option.

If you send **backpacks, money, cell phones, gameboys**, etc. with your children, *please remember TCC is not responsible for lost or stolen items.*

Can't come to class? You must call 595-7566 to drop a class. Refund requests **must be made by noon Monday one week prior to the Monday start date of the class.** Nonattendance does not entitle you to a refund.

Need to enroll in more classes? Call 595-7566 today to find out program enrollment availability. Remember we have over 15 summer camps and programs for ages 5-18!

T-shirts - You can drop by the Northeast Campus Bookstore in the Student Union and purchase a t-shirt OR you can place an order with one of our staff by giving them the t-shirt form and payment.

We look forward to seeing you on the first day of class!

**Continuing Education
Academic, Family and Youth Enrichment
Northeast Campus**

