**Carteret Community College Youth Programs**

**Terms & Conditions**

Thank you for your interest in our youth programs. **Please review our Terms & Conditions and Participant Code of Conduct before registering your child for a program.** We strive to make our youth programs a place for positive experiences for the education and enrichment of all youth program participants.

Age & Grade Requirements

Please adhere to all age requirements for each youth program. Do not register a child for a program who falls outside of the specified age range for each program.

Child Drop-Off & Pick-Up Policy

Participants MUST be dropped off and picked up by a parent/guardian or authorized contact. Participants who are dropped off by unauthorized contacts will not be allowed to check-in until an authorized contact:

a) calls to have the unauthorized contact verified for pick-up/drop-off, or

b) comes to check-in with the participant. This is for the safety of all participants.

\*\*\*Forms will be available for participants who will be picked up in carpool by another participant’s guardian or pre-approved childcare organization.

* **Photo ID may be required for release of your child(ren).**

**Please arrive on time to drop-off and pick-up your child.** Carteret Community College Youth Programs frequently travel around campus or to off-campus sites.

**Late pickups** are defined as pick-ups that take place after the 15-minute grace period immediately following the program end. Habitual late pickups may result in expulsion from future camps.

Mandatory Child Accompaniment

Participants MUST be escorted into our facilities by an authorized contact on EACH day of camp. Participants cannot enter the check-in facility without an authorized contact present to check them in.

Participant parent/guardian(s) must sign **for each drop-off and pick-up**, unless otherwise instructed by a program lead. This is for the safety of all participants.

Refunds

Refunds for youth programs are available until the last business day before the program starts. Refunds are not available after the program has begun, though some refunds are made at the discretion of the program instructor.

Medications & Medical Emergencies

Regular and ongoing medication will not be administered on-site by Youth Program staff.

Participants who need EMERGENCY medications on-site will need parents to fill out a form at check-in which will stay with their medication until it is either:

a) checked out by an authorized contact **after each day**, or

b) checked out by an authorized contact **at the conclusion** of program each week.

Information and medications provided by participant parents/guardians will be stored in a secure, confidential location for overall program safety and security.

Student medications will remain in the same building/room in which the participants are attending program or field sites, and will follow participants in the event that they visit other buildings.

In the case of a **medical emergency**, we will call 911 and contact the child’s parents/guardians. Responding emergency medical personnel will make any determinations as to if the child should be transported to a hospital.

Food & Allergies

Carteret Community College occasionally provides food or allows participants to bring their own food, snack, and drink items. **We cannot guarantee that food items provided or brought by other participants are free from potential allergens or meets the diet restrictions of each participant**. If a program allows snack or lunch time, please notify us of potential allergies and send your child to our program with food/drink that your child may consume in alternative to the provided food items. Additionally, your child must bring and administer their own EpiPen in case of an allergic reaction.

Control of Communicable Diseases & Pests

In order to protect the health of all children in our care, please keep your child at home if you notice that he/she begins to show signs of an illness or contagious disease or if he/she feels too ill to participate in a group care setting.

Please let us know as soon as possible if your child has a communicable illness or infection. This will allow us to notify the parents of children attending our program. Children with communicable conditions **may not return to camp without a note from their physician**.

Weather permitting, children might go outside every day. We cannot keep one child inside due to illness.

If your child becomes ill during the program day, we will contact you to pick him/her up. In case of injury, parents will be notified immediately.

Head lice: Children with head lice will not be allowed to attend the program.

Lost & Found Items

Carteret Community College & Carteret Community College Youth Programs are not responsible for the loss, damage, or theft of personal belongings. Participants should leave items such as electronics, jewelry, valuables, and other items non-essential to the program and/or health and safety of the participant at home.

Photo Release

I hereby give my permission for my child to appear in photographs, videotape, and/or audiotape for use by Carteret Community College publication. If I do not consent, I will give notice at camps@carteret.edu and fill out the required Photo Release Waiver.

Travel Release

I give my permission for my child to travel in the college van or college-sanctioned transportation vehicle throughout campus and/or to field trip destinations which correlate to the program learning objective each day. I understand that I will be informed of field trips scheduled for each program in advance of the aforementioned travel.

Release Statement

I acknowledge that there are natural hazards associated with youth programs in both indoor and outdoor settings. I hereby affirm that my child is in good health and physically capable of performing the required activities of the program. In consideration of Carteret Community College accepting my child and to the extent permitted and provided by State Law, I hereby release and forever discharge the State of North Carolina, its units, agents, and employees from all claim of liability for any damages or injuries which may be sustained while my child is attending Carteret Community College Youth Programs.

Participant Code of Conduct

At Carteret Community College Youth Programs, we are committed to providing a safe, enjoyable, and respectful environment for everyone. In order to maintain this environment, our campers are expected to follow the code of conduct below at all times. Campers are also empowered to raise up concerns about situations at camp that may make them feel unsafe or that may not feel “right”. Staff are here to listen and help navigate these situations or circumstances at camp.

**As a participant, I will**:

1. Abide by all of the program policies and procedures.
2. Demonstrate respect in my speech and actions for all people, facilities, nature, and program rules.
3. Not possess or use prohibited items, including alcohol, tobacco, nicotine, vaping products, illegal drugs, prescription or non-prescription drugs, weapons, or related paraphernalia\*
4. Be responsible for my belongings and agree to allow searches of my possessions—in my presence—if suspicion arises of banned substances or theft.
5. Keep my hands to myself and maintain appropriate boundaries by avoiding any physical violence\*, play fighting, or pranks.
6. Refrain from intimate relationships with other participants, and report inappropriate behaviors to staff\*. Examples include:
* Jokes, comments, or gestures of a sexual nature
* Indecent exposure of private body parts
* Unwelcome physical conduct or contact
* Possession, or sharing, or sexually explicit materials
* Harassment, teasing, or hazing
* Any sexual activity
1. Follow the ‘rule of 3’ at all times, and never be alone with a staff member or participant.
2. Not verbally abuse others by using inappropriate language, gossip, threats, teasing, exclusion, or harassment\*
3. Avoid unsupervised activities that might endanger me or other participants’ physical or emotional well-being.
4. Refrain from unsafe and harmful behaviors towards myself and others, including self-harm.
5. Abide by the program’s Social Networking Policy before, during, and after the program.
6. Communicate appropriately with all participants outside of the program, and notify my parent(s)/guardian(s) of any outside communication between participants and staff members.
7. ***Step away from technology***. I came to learn and connect with others. I will only use my mobile phone or smart device in cases of emergency, unless otherwise authorized by the instructor during free time.
8. Maintain proper nutrition and safety during the program, and inform staff of any health concerns.
9. Speak up if I have questions or concerns about any behavior or situations I witness or am a part of during the program.

Consequences

If it becomes necessary to take disciplinary action against a student, the steps that will be followed are outlined below:

* **1st incident**: The participant will receive a verbal warning and an explanation as to why the behavior is inappropriate (whenever possible, this will be done in a one-on-one setting removed from other participants).
* **2nd incident**: Staff will determine an appropriate consequence for the participant’s actions (examples may include a “time out” or exclusion from participating in an activity). The participant’s parent will be notified of their behavior when they arrive to pick up the child.
* **3rd incident**: The child will be excused from program without a tuition refund.

***\*The Youth Program Staff of Carteret Community College reserves the right to bar any child from programs following a first incident in cases of serious code of conduct violations.***

**CCC Mission**

*Carteret Community College serves and empowers our students and coastal community by providing high-quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment.*

**Please report any instances of bullying, harassment, violence, and harmful behaviors to** **camps@carteret.edu** **or call (252)-222-6017.**