



Parent Handbook

2018

Parent Handbook

Kids Enrichment University at the University of Georgia Griffin Campus

A Partnership Program with Caterpillar, Inc.

Monday – Friday June 4 through June 29, 2018 Hours: 8:15 AM-12:15 PM
(KEU is not held during (afternoon session 1-3:00 PM)
the week of July 2-6, 2018)

Greetings Parents and Children!

We have something special for you this summer: Kids Enrichment University (KEU)! Plan to have a *great* time this summer on the Griffin Campus of The University of Georgia at KEU.

Kids Enrichment University is a summer day camp with the right combination of educational and recreational activities to produce a fun summer learning experience for rising 3rd grade to rising 8th grade children. The camp will run for five weeks -- weekdays, starting Monday, June 4 and running to June 29, 2018. *We will not have camp the week of July 2-July 6.* Each week presents a special array of course offerings and includes hands-on lessons, guest speakers, and field trip opportunities in disciplines such as art, computers, health, writing, science, math, and history. Campers are grouped according to grade level, with rising third through fifth graders grouped together and rising sixth through eighth graders combined. The courses for the week may be the same for both groups in some cases. However, the level of content presented will be a little higher for older children. KEU is a real community program offered in partnership with the Griffin-Spalding County School System, the Spalding County Parks and Recreation Department, and the City of Griffin Housing Authority. Caterpillar is our local corporate partner and supporter of KEU.

The people who work for KEU are our biggest asset. They will bring enthusiasm and fun courses to our program.

Sign up for one week or all four. Come for half of the day and have lunch. Or, come for the full day, have lunch, and experience many memorable and fun recreational activities and field trips! Or, you may simply have your child take one or more of our KEU courses. Spend **QUALITY** time and “Become a UGA Griffin Dawg” during the summer of 2018!

What Weeks During The Summer Will KEU Run and What Are Our Themes for 2018?

- **Week 1:**

June 4- 8: Technology – Part 1, Magnificent Math, and Summer Writing

- **Week 2:**

June 11-15: Technology – Part 2, Math Measurement, and Summer Writing

- **Week 3:**

June 18-22: Forensics, Science at UGA Griffin Campus, and Art

- **Week 4:**

June 25-29: Local Heroes/Travel and Learn

(Note of disclaimer: Our course offerings and specific classes are in development; there may be some changes as we get closer to the beginning of camp or during the weeks of the camp.)

Contact Information

Mailing and Office Location Address

The University of Georgia, Griffin Campus
Office of Continuing Education
Stuckey Conference Center, Room 125
1109 Experiment Street
Griffin, Georgia 30223

Telephone, Fax, Email and Website

770.229.3477 (phone)

770.233.6180 (fax)

conteduc@uga.edu (email)

www.ugagriffincontinuinged.com (website)

Office Hours

8:00 AM – 5:00 PM, Monday-Friday

Registration Information

Registration for KEU begins in April 16, 2018. Registration is taken on a weekly basis, allowing families the flexibility to coordinate with vacations and other activities. You may choose which weeks you would like to attend, from one week to all four weeks! Registration is on a “first-paid, first-enrolled” basis. Children will not be guaranteed a place in KEU until the full registration fee is paid. **Registration for the upcoming week ends at 12 Noon on the Wednesday of the preceding week.**

Enrollment space is limited to a maximum of 15 students in each class. This allows for a low child-to-instructor ratio and a quality experience. The earlier you register the greater the likelihood there will be space and your child’s space will be reserved.

Five Easy Ways to Register

To enroll your child, you may register:

1. **By telephone:** Call us at 770.229.3477 and register by telephone. You will still need to fill out the health and wavier forms. Either bring the completed forms to our office or fax them at 770.233.6180.
2. **Online:** Register Online by holding down the “Ctrl” key on the key board and [clicking here!](http://www.ugagriffincontinuinged.com/kids-university.php) Or, hold down the “Ctrl” key on the key board click on the following link - <http://www.ugagriffincontinuinged.com/kids-university.php> and choose the online registration option. If registering online please make sure to register under the child’s name. Payment by credit card is your only option when registering online. You will still need to fill out the health and wavier forms. Either bring the completed forms to our office or fax them at 770-233-6180.
3. **In Person:** Visit the Continuing Education office at UGA Griffin Campus, Stuckey Conference Center, Room 125, 1109 Experiment Street, Griffin, GA 30223.
4. **By Fax:** Go to our website by holding down the “Ctrl” key on the key board and click on the following link - <http://www.ugagriffincontinuinged.com/kids-university.php> . Print and fax your registration, wavier and health forms to 770.233.6180.
5. **By Mail:** Go to our website by holding down the “Ctrl” key on the key board and click on the following link - <http://www.ugagriffincontinuinged.com/kids-university.php> and print our registration, wavier, and health forms. Mail the package of forms to UGA Griffin Campus, Stuckey Conference Center, Room 125, 1109 Experiment Street, Griffin, GA, 30223.

**You can register your child for a full day, half day, or for individual courses.
Both half day and full day programs include an optional lunch.**

Refunds

Refunds will not be granted unless the Office of Continuing Education is notified by **3:00 pm** on the **Tuesday** prior to each week's initial class meeting. There is a \$25 cancellation fee charge if you cancel. If the Kids Enrichment U is cancelled due to low enrollments or other factors, you will receive a 100% refund. In this case, if you paid by credit card, you should receive a credit within two business cycles. If you paid by check or cash, a refund check should be issued to you within 4-6 weeks.

ALL WAIVERS & EMERGENCY FORMS MUST BE RECEIVED BY THE REGISTRATION OFFICE BEFORE YOUR CHILD MAY PARTICIPATE IN KIDS UNIVERSITY.

What Your Child Needs To Bring and How To Dress



- Comfortable clothing appropriate for outdoor activities. There will be days during our four week KEU camp period when children will be given the opportunity to engage in both indoor and outdoor recreational activities particularly during the afternoon sessions. Recreational activities include swimming, pickleball, volleyball, badminton, corn hole toss, and other outdoor games. Indoor activities may include bowling, skating, and zumba. Tennis shoes and outdoor clothes are appropriate. We will notify you by the Friday before the upcoming week of field trips and/or outdoor activities for the week coming up.
- Students will need to wear shoes that tie or fasten and that can get dirty. Shoes must be worn always. No flip flops should be worn during KEU class and recreational session.
- If medication is required during camp hours, you will need to sign and complete the medication permission form included in this handbook.
- Bag or backpack to contain personal items.
- Hat, sunscreen, bug spray.
- **No electronic games, cell phones, iPods, etc. are allowed.**

**Notice: Campers should have ALL personal gear marked with the owner's name.
Daily Drop-off and Pick-up at KEU**

Daily Drop-off

The “Drop-off” process begins as early as 8:15 AM and runs through 8:45 AM each day. You must check your child in with the Continuing Education Office/Stuckey Conference Center. Breakfast will be served each day from 8:30-8:45.

Parking

Enter the Griffin Campus from the first Experiment Street entrance, coming from downtown Griffin. This is our South Parking Lot. You should park in the Parking Lot (our south lot) to the right as you are entering the campus. Walk with your child to the Stuckey Conference Center Auditorium for daily check in.

Check-In and Drop-off

Check-in begins at 8:15 AM, but no sooner. Staff will not be available to supervise students before this time and they can not be dropped of at their classroom before they have been checked in with the Continuing Education Office. Check-in entails: (1) initialing our roster that your child is here, (2) making sure you have completed all required forms and have paid, (3) picking up your child’s photo identification, and (4) picking up a schedule (on Monday). Each Monday, new campers will make a photo I.D. and get their weekly schedule. We will collect IDs at the end of each day.

Teachers will accompany students across campus to the Student Learning Center, located in the center of campus or the Flynt Building, directly across from the Stuckey Conference Center. The specific room will be indicated on your schedule for the week as well as the instructor.

Daily Check out and Pick-up

Campers are picked up daily at the Naomi Chapman Woodroof Pavilion. Enter the campus from the first Experiment Street entrance, coming from downtown Griffin. Please park in the lot to your immediate right. Walk to the Pavilion to check out and pick up your child. You will turn in the I.D. and sign our sign-out sheet indicating that your child has been picked up. Only “designated” people, as indicated on the registration form, will be allowed to pick up the child. A photo I.D. of the person picking up the child must be presented before the child is released.

Pick up Time

Children should be picked up no later than 3:15 PM daily. You will be charged \$10 every ten minutes after 3:15, beginning at 3:16 PM. Children attending only for a half-day should be picked up no later than 12:15 PM. After 12:15 PM, there is a \$10 charge every ten minutes beginning at 12:16 PM.

Sample Daily Schedule

(Note: Most on-campus activities will held in the Student Learning Center (SLC), Stuckey Conference Center (Stuckey), Flynt Building, or the Naomi Chapman Woodroof Pavilion.)

8:15 – 8:45 AM	Check-In, Drop-off and Prepare for Class – Stuckey Auditorium
8:30- 9:00 AM	Breakfast and transition to Class 1

9:00-10:20 AM	Class 1
10:20 – 10:30 AM	Restroom break, go to next class, snack
10:30 – 11:50 AM	Class 2
11:50 – 12:00 Noon	Transition to Lunch
12:00- 12:50 PM	Lunch – Pavilion (Stuckey Conference Center, if raining)
12:15 PM	Dismissal for half-day students
1:00-3:00 PM	Afternoon enrichment and recreational activities for full-day students
3:00-3:15	Ready for pick-up and pick-up

Field Trips and Fees

Campers will take planned field trips on a weekly basis. We will inform parents of the field trip cost on Monday of each week; payment must be made by Wednesday afternoon of that week. Parents may attend, but must drive separately. Due to regulations given to us by our bus transportation provider, we are not allowed to have parents or guardians travel on the bus with the children. Some possible venues for these “travel and learn” experiences during past KEU camps include Fern Bank, (Atlanta), Science Discovery Museum (Atlanta), Wyomia Tyus Park (Griffin), The Rock Ranch (Thomaston, GA.) Macon Planetarium (Macon, GA) Gordon College, (Barnesville, GA,) UGA-Athens Campus and the Aviation Museum, Center for Disease Control, Legoland, World of Coke, CNN Center, etc.). The field trips for 2018 will be announced close to the beginning of the camp.

Information, Policies & Procedures

1. Any class not meeting the minimum enrollment by the Wednesday before it begins will be cancelled and you will be contacted Thursday by email and/or phone. A full refund will be issued or credited towards another week.
2. The following progressive consequences will be enforced when inappropriate behaviors are displayed:
 - a. Warning and/or counseling with the Program Director
 - b. Isolation or Time Out
 - c. Notification of Parents
 - d. Parent Conference
 - e. Dismissal from Program

Some violations of the Code of Conduct are considered so serious that the student may be dismissed from the program even on the first offense. In such case, the Program Director will make the decision for termination.

3. Do not drop off or pick up your child without notifying the child’s teacher and the Office of Continuing Education. See our contact information in this Parent Handbook.

4. All individuals picking up their child must be on the approved pick-up list.

Health & Illness

1. Children with any of the following symptoms should not attend the program. If your child develops any of these symptoms the staff will contact a parent or authorized adult to immediately pick up the child.
 - A temperature above 100 degrees. Temperature must be normal (98.6F) for 24 hours before returning to camp.
 - Fever, vomiting, diarrhea.
 - Exposure to communicable diseases such as severe sore throat, pink eye, ringworm, etc.
2. If your child has to take any medications during camp hours, they need to be provided in the original labeled bottle with the child's name, dosage, and prescription information.
3. If your child needs Epi-pens, inhalers, or other specified emergency medicines we need to have a supply to keep at camp for the whole week. Bringing these items back and forth each day could result in forgetting such an important item. Written instructions and a plan for the use of the treatment must be on file at the beginning of camp.
4. Please notify us of any food allergies so that we may prevent event exposure when we have large groups together for lunch.
5. If your child receives any individual assistance at school, has a behavior chart or plan, or has any mental or physical limitations, it is very helpful for us to know and plan ahead for this to make the experience the best it can be. The information will only be shared as necessary with the staff member that is working directly with your child. It is also helpful if parents will share successful techniques that have worked in similar settings in the past. Parents may be asked to attend a planning meeting with staff to prepare for and follow up on issues.

Parents must fill out an emergency information sheet and a waiver of liability before children will be allowed to attend. You may turn in this information by:

Fax: 770) 233-6180

Mail: UGA Kids Enrichment University
The University of Georgia, Griffin Campus
1109 Experiment Street,
Stuckey Conference Center, Room 125,
Griffin, GA 30223

In Person: The University of Georgia, Griffin Campus
1109 Experiment Street,
Stuckey Conference Center, Room 125,
Griffin, GA 30223



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UGA Griffin – Kids Enrichment University

Identification and Emergency Information

PLEASE PRINT

Child's Last Name _____ First _____ Birthday ___/___/___ Age _____ Sex _____

School attending in the Fall _____ Grade _____

Child's Address _____ City _____ State _____ Zip _____

Father's Name _____ Day Phone _____ Night Phone _____

Home Address _____ City _____ State _____ Zip _____

Mother's Name _____ Day Phone _____ Night Phone _____

Home Address _____ City _____ State _____ Zip _____

Additional persons who may be called in an emergency:

Name	Day Phone	Night Phone	Relationship
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Persons authorized to take your child from facility (Photo I.D. required upon pickup)

1. _____
4. _____
2. _____
5. _____
3. _____
6. _____

Child's Physician _____ Phone _____

Child's Dentist _____ Phone _____

Medical Information (allergies, medications, etc.): _____

Any Special needs/conditions _____

Is the child taking any medications at this time? If so, for what reason _____

(Please register any prescription and non-prescription medicines with the KEU coordinator)

Describe any recent illnesses or injuries _____

Medications (prescribed on non-prescribed) must be brought to campus by parents. Parents must complete a medication dispensation form identifying the specific medication, dosage, and times of administration before any medications can be given to students while enrolled in the program.

I, the undersigned, agree to hold the UGA Griffin Kids Enrichment University (KEU) and the directors of this program harmless from all suits, claims, or demands of every kind and character arising out of and in connection with the program provided by UGA Griffin KEU. I further certify that the participant has no ailment or organic defect that would make participation in the activity dangerous to the health of the participant. I hereby authorize the KEU staff to act on my behalf according to their best judgment in any emergency requiring medical attention, and hereby waive and release KEU from any and all liability for injuries incurred while at KEU. I acknowledge that I have received a copy of the registration rules for this program and that I have read and understand these rules.

Signature (Parent/Guardian)

Date



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**RELEASE, WAIVER OF LIABILITY, AND CONSENT NOT TO SUE
(READ CAREFULLY BEFORE SIGNING)**

The undersigned hereby acknowledge that participation in athletic programs and recreational activities involve an inherent risk of physical injury and assumes all such injury and assumes all such risks. The undersigned hereby agrees that for the sole consideration of the University of Georgia (the "Institution") allowing the undersigned to participate in voluntary recreational programs or athletic activities in connection there with, and making available to the undersigned for his/her use while participating in such programs or activities, certain equipment, facilities, grounds or personnel to the Institution, the undersigned participant does hereby waive liability, release and forever discharge the University of Georgia and the Board of Regents of the University System of Georgia, its members individually, its officers, agents, or employees from any and all demands, rights, and causes of action of whatever kind or nature, arising out of all known and unknown, foreseen and unforeseen bodily and personal injuries, damage to property, and the consequences thereof, including death, resulting from my voluntary participation in or in any way connected with such recreational programs and athletic activities.

I further covenant and agree that for the sole consideration stated above I will not sue the University of Georgia, the Board of Regents of the University System of Georgia, its members individually, its officers, agents, or employees for any claim for damages arising or growing out of my voluntary participation in recreational programs or athletic activities.

I understand that the acceptance of this Release, Waiver of Liability, and Covenant Not to Sue the Institution or the Board of Regents of the University System of Georgia or any agent or employee thereof, shall not constitute a waiver, in whole or in part, of sovereign or official immunity by said Board, its members, officers, agents, and employees.

This Release, Waiver of Liability and Covenant Not to Sue shall remain in effect for as long as I am a participant in athletic programs or recreational activities offered by the Institution. Further, I understand that, if I am an employee or student at the Institution, this Release, Waiver of Liability, and Covenant Not to Sue shall be effective during the entire period of my enrollment or employment at the Institution.

I certify that I am _____ year of age and suffering under no legal disabilities and that I have read the above carefully before signing.

Print Name: _____ **Signature:** _____

Date: _____ **Witness:** _____

Signature of parent/guardian (if under 18): _____

Print Name: _____

Address: _____

Phone: _____



GRIFFIN CAMPUS

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Permission for Kids Enrichment University Administration of Prescription & Non-Prescription Medication

Medication should be administered by a parent or guardian before and/or after school hours, when possible. Initial doses of a medication that a child has never taken before will not be given at Kids Enrichment University (KEU). Medication that must be given at KEU must be accompanied by this form, in the original labeled container provided by the pharmacist who filled the prescription.

Child's Name

Date of Birth

Medications:

Dosage:

Purpose of Medication:

Route:

Time of day medication to be given at KEU:
Please provide specific time. Lunch times vary.

Is child allergic to any food, medicines,
or other items? List items.

Anticipate number of days

Every day ___ weeks ___ days

Note any special storage requirements.

Possible side effects:

Health Care Provider's Name & Address

Office Phone Number:

I give permission for my child, _____, to be given the above medication as prescribed. I understand that I am responsible for notifying KEU if my child's medications changes.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Day Phone Number



GRIFFIN CAMPUS

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**ATHLETIC OR RECREATIONAL ACTIVITIES
ASSUMPTION OF RISK AND INSURANCE CERTIFICATION
(READ CAREFULLY BEFORE SIGNING)**

Many recreational activities and athletic programs involve substantial risks of bodily injury, property damage, and other dangers associated with participation in such activities. I understand that these recreational activities may include, but are not limited to, walking, running, kneeling, stretching, lifting, swimming, jumping, sliding, tumbling, squatting, dancing, exercising, climbing, traveling, driving and/or riding in a moving vehicle, swinging (golf clubs, racquets, bats), and moving. Dangers related to such activities include, but are not limited to, the following: hypothermia, broken bones, strains, sprains, bruises, drowning, concussions, heart attacks, and heat exhaustion.

Each participant in these activities should realize that there are risks and dangers inherent in them, and also in the training, participation for, and travel to and from such activities. It is the sole responsibility of each participant to participate only in those activities for which he/she has the prerequisite skills, qualifications, preparations, and training.

The undersigned acknowledges that the University of Georgia does not warrant or guarantee in any respect the competency or mental or physical condition of any trip leader, or individual participant in any athletic or recreational activity. All participants in voluntary recreational activities and athletic programs will be required to sign the attached Release, Waiver of Liability, and Covenant Not to Sue form.

I acknowledge that I am solely responsible for any hospital, or other costs arising out of any bodily injury or property damage sustained through my participation in such voluntary athletic or recreational activities, and that I am solely responsible for maintaining adequate health and accident insurance coverage for such costs.

I have read and understand this notice. I accept and assume all risks, hazards, and dangers involved in such activities in which I may elect to participate including the training, preparation for, and travel to and from the site of such activities.

Print Name: _____ **Signature:** _____

Date: _____ **Witness:** _____

Signature of parent/guardian (if under 18): _____

Print Name: _____

Address: _____

Phone: _____



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Child Photo Permission Release

For valuable consideration received, I hereby give the University of Georgia – Griffin Campus, the absolute and irrevocable right and permission, with regards to the photographs that it has taken of my child or in which they may be included with others:

- A. To copyright the same in its own name or any other name that he may choose.
- B. To re-use, publish, and republish the same in whole or in part, individually or in conjunction with other photographs, in any medium and for any purpose whatsoever, including (but not by way of limitation) illustration, promotion, advertising, and trade.
- C. To use my child's first name in connection therewith if it so chooses.

I hereby release and discharge the University of Georgia – Griffin Campus, from any and all claims and demands arising out of or in connection with the use of the photographs, including any and all claims or libel.

This authorization and release shall also ensure to the benefit of the legal representations, licenses assigns of the University of Griffin – Griffin Campus as well as the person(s) who took the photographs.

I am over the age of twenty-one. I have read the foregoing and fully understand the contents thereof.

My child's name is _____

Date _____ Name of Parent _____

Address _____

Telephone _____

Signature of Parent/Guardian _____

Witness _____