



## WELCOME TO KIDS ON CAMPUS

Thank you for choosing to be a part of Northwest Florida State College Kids on Campus 2021 Summer Program! We would like to welcome all of our new summer families, and extend a great welcome back to each of our returning families. We look forward to providing your family with an exciting summer filled with memorable moments.

This handbook has been created as a reference guide for both parents and children. Please take the time to read and review the entire handbook prior to the start of camp. For questions not answered within this handbook, please contact the Kids on Campus office at (850) 729-6086.

Kids on Campus faculty and staff are looking forward to a terrific summer full of fun, learning, and new friends!

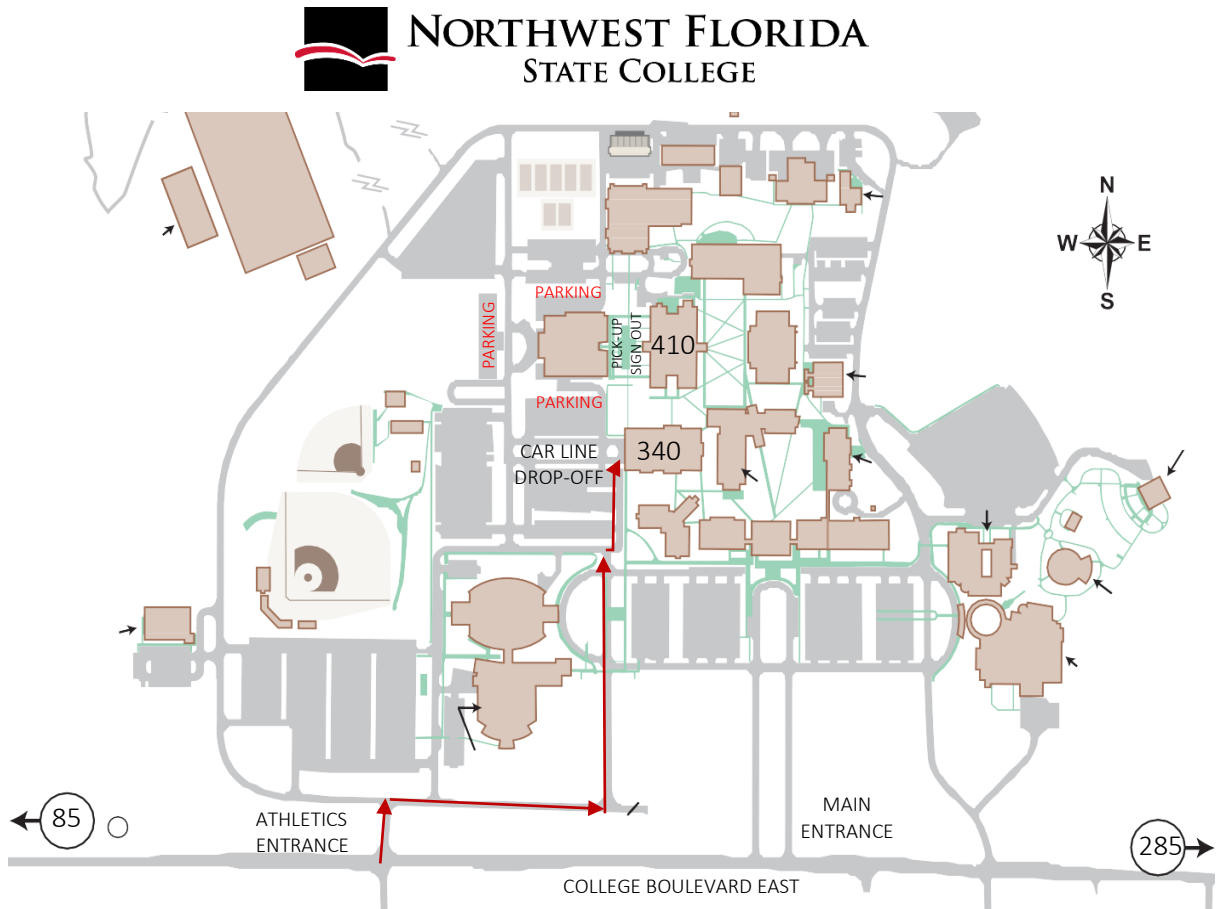
## PROGRAM INFORMATION

### GENERAL INFORMATION

- In response to the ongoing COVID-19 pandemic, Kids on Campus has made a few updates to ensure a safe in-person environment for our KOC students, instructors and volunteers. All classes have limited enrollment. Registration is on a first-come-first-served basis.
- Classes will be offered in 1.5 hour increments.
- Each session is one full week (Monday through Friday).
- KOC students are encouraged to wear face covering in classrooms and public spaces on campus.
- Prior to registering for a class, please read the class description carefully so you are aware of the camp requirements.
- Click here to view [Kids on Campus Brochure](#).

## KIDS ON CAMPUS LOCATION

All Kids on Campus classes will take place at:  
Northwest Florida State College, Niceville Campus, 100 College Blvd E, Niceville FL 32578.



## IMPORTANT DATES

The Northwest Florida State College Kids on Campus program will begin:

**Session 1: Monday, June 28 through Friday, July 2, 2021**

**Session 2: Monday, July 12 through Friday, July 16, 2021**

Kids on Campus will be CLOSED July 5<sup>th</sup> through July 9<sup>th</sup> there will be no program on these days.

## PROGRAM HOURS & DAYS OF OPERATION

Camp Session 1 Day 1 – June 28, Monday	9:00 AM – 5:00 PM
Camp Session 1 Day 2 – June 29, Tuesday	7:30 AM – 5:00 PM
Camp Session 1 Day 3 – June 30, Wednesday	7:30 AM – 5:00 PM
Camp Session 1 Day 4 – July 1, Thursday	7:30 AM – 5:00 PM
Camp Session 1 Day 5 – July 2, Friday	7:30 AM – 3:30 PM
Camp Session 2 Day 1 – July 12, Monday	9:00 AM – 5:00 PM
Camp Session 2 Day 2 – July 13, Tuesday	7:30 AM – 5:00 PM
Camp Session 2 Day 3 – July 14, Wednesday	7:30 AM – 5:00 PM
Camp Session 2 Day 4 – July 15, Thursday	7:30 AM – 5:00 PM
Camp Session 2 Day 5 – July 16, Friday	7:30 AM – 3:30 PM

## REGISTRATION

Online registration opens on June 1, 2021. Go to [www.nwfsc.edu/koc](http://www.nwfsc.edu/koc). Follow the link for registration. Complete all form and submit. Kids on Campus will finalize registration and send you a copy of the schedule and payment information.

## COSTS PER SESSION

Extended Care AM	7:30 AM – 8:55 AM	\$ 20	Tuesday through Friday
Morning Segment	9:00 AM – 11:55 AM	\$ 85	Choose 2 classes
Lunch Plan	12:00 PM – 12:25 PM	\$ 35	Daily lunch
Afternoon Segment	12:30 PM – 3:25 PM	\$ 85	Choose 2 classes
Extended Care PM	3:30 PM – 5:00 PM	\$ 30	Monday through Thursday

Payment should be made a week before Camp Session starts. **Cash:** Payment can be made at any NWFSC Campus and Center. **Check:** Send to NWFSC Kids on Campus, 100 College Blvd E, Niceville, FL 32578.

**Credit Card:** Log on to RaiderNet at [www.nwfsc.edu](http://www.nwfsc.edu) to pay with credit card (2.75% fee).

**IMPORTANT** Include student's name and student ID# in payment method.

**Last day for registration and payment**  
**Session 1: June 22, 2021 | Session 2: July 6, 2021**

## STAFF

Northwest Florida State College takes pride in our Kids on Campus program and strives to hire qualified instructors to serve your student and your family. Our staff encourages open communication to ensure that your child has a great camp experience.

Our Kids on Campus Volunteers are high school students working towards Volunteer & Community Service hours for various scholarship programs. These volunteers are here to assist instructors and KOC students move in between classes.

## CLOTHING

Send your students in comfortable clothing. Shorts, t-shirts, sneakers and hats. **No flip flops.**

Students will receive their nametag on the first day of camp. Bring and wear it **every day**. The nametag will have the student's class schedule and is color-coded to match the student's classroom.

We encourage students to bring a backpack. Backpacks are needed to hold their drinks, snacks, lunch, class projects, etc. Storage is available for guitar and tennis rackets. Students are allowed to bring umbrellas. We recommend bringing a water bottle daily, especially for anyone taking a sports class.

Kids on Campus t-shirts are available for purchase at NWFSC Barnes and Nobel College Store, Niceville. Contact the College Store with any questions at (850) 729-5384.

## LUNCHES AND SNACKS

Students may bring sack lunches or register for the lunch plan. Registering for this plan will provide students with a daily boxed lunch. See lunch plan daily menu below:

<b>Monday</b> Chicken Tenders Pasta Salad Mandarin Orange Cup M&M Pack & Water	<b>Tuesday</b> Raider Burger with Cheese Potato Chips Apple Slices Oreo Cookies & Water	<b>Wednesday</b> Turkey Club Sub Potato Salad Fruit Cup M&M Pack & Water
<b>Thursday</b> Chicken BBQ Sandwich Coleslaw, Lays Potato Chips Apple Slices Oreo Cookies & Water	<b>Friday</b> Hotdog Ranch Macaroni Salad Mandarin Orange, Doritos Chips Chocolate Chip Cookies & Water	<i>This menu is subject to change</i>

The vending machine in Bldg 400 will be available in between classes and during lunch. If students plan to use these machines, please use exact change. Sharing of lunch and snacks is not permitted.

## LOST AND FOUND

Kids on Campus will maintain a lost and found area at the facility. Please adhere to the following guidelines:

1. Label everything your child brings to the campus with their full name
2. Do not send expensive equipment. (No video games, iPad, etc.)
3. Have your child leave all toys, games, cards, etc. at home unless otherwise notified
4. We are not responsible for the loss or damage of items that your child may bring to the campus
5. Lost and Found items not claimed within a reasonable amount of time will be discarded

## PROCEDURES

### DROP-OFF

Students can be dropped off starting 7:30 AM. Enter the College campus at the West (Sports) Entrance and follow the signs for Kids on Campus. Continue to Bldg 340 (Collegiate High School) where you will drop off your child. Only students will be allowed to exit vehicles.

Kids on Campus staff and volunteers will escort your child to class. All students must have a signed [Waiver of Liability and Hold Harmless Agreement](#) on file.

### PICK-UP

For the safety of your child(ren), all persons authorized to pick up students must be listed during online registration.

Enter the College campus at the West (Sports) Entrance and follow the signs for Kids on Campus. Continue to Bldg 410 (Activities Center) and park vehicle. **Follow signs for pick-up.** Show ID and sign your child out.

- Half Day or Morning Segment Students – pick-up by 12:15 PM
- Full Day or Afternoon Segment Students – pick-up by 3:30 PM
- Extended Care PM – pick-up by 5:00 PM

If you need to pick-up your child early from camp, complete an [Early Release Form](#). Bring this form to Bldg 400 (Raider Central) to request from Kids on Campus staff. Staff or volunteer will retrieve the student from the classroom. Please allow ample time for checkout process.

## BEHAVIOR MANAGEMENT

Proper standards of conduct are necessary to protect the health, safety and well-being of all students. Kids on Campus promotes a warm, welcoming and friendly environment for all.

Expected behavior include:

- ✓ Respect staff and others
- ✓ Respect others, their belongings, and space
- ✓ Follow directions
- ✓ Interact appropriately in group settings

Unacceptable behaviors include:

- × Being disruptive
- × Habitual use of profanity or obscene comments
- × Leaving the class or room without permission
- × Theft or damage of campus property

## DISCIPLINE PROCEDURE

Kids on Campus staff will take steps below when a child displays inappropriate behavior.

1. Verbal warning will be given when clearly identifying inappropriate behavior.
2. If behavior continues, a second warning will be given with consequences such as time-outs.
3. If behavior continues, staff shall discuss the problem with Program Director and parent/s.
4. Ongoing behavioral issues will result in disenrollment from the program.

## ADULT CODE OF CONDUCT

Kids on Campus asks that all adults abide by appropriate NWFSC Rules of Conduct. NWFSC Campus is a drug-free and tobacco-free work place. If Kids on Campus staff or faculty suspect a parent/guardian is under the influence of alcohol or drugs, or witness child abuse, the NWFSC Campus Police will be called.

## HEALTH & SAFETY

### SAFETY PROTOCOL

The safety of our students, staff, volunteers and their families is our top priority. We've implemented safety procedures in alignment with the latest guidance from by Northwest Florida State College, Okaloosa County Department of Health and CDC.

1. Students are encouraged to wear a face covering which covers both nose and mouth (with the exception of sports classes) in classrooms and public spaces on campus. Students will need to provide their own masks/cloth face coverings.
2. Social distancing will be observed, keeping the students in small groups and spacing them out.

3. Significant disinfecting of supplies and activity areas throughout the day.
4. Requiring parents/guardians to sign out and provide a valid ID each day for pick-up.

## WELLNESS

If your child shows any signs of illness, rash, high temperature, diarrhea, infection or any contagious disease, the parent/guardian or other authorized person will be called and required to pick up the student. Children must be symptom/fever free for 24 hours before returning to camp.

## MEDICATIONS

Kids on Campus staff will not be responsible for administration of any medications to campers. Please make own arrangements if medication is required during camp hours. We request that you list this upon registration to inform the staff. If campers will be carrying their own medication and/or inhaler, EpiPen, etc., it must be noted on the medical release portion of the Consent Form.



**NORTHWEST FLORIDA  
STATE COLLEGE**

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