



WELCOME TO KIDS ON CAMPUS

Thank you for choosing to be a part of Northwest Florida State College Kids on Campus 2023 Summer Program! We want 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 student an exciting summer with memorable moments.

This handbook has been created as a reference guide for parents and children. Please take the time to read and review the entire manual before the start of camp. For questions not answered within this handbook, please contact the Kids on Campus office at (850) 729-6085.

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

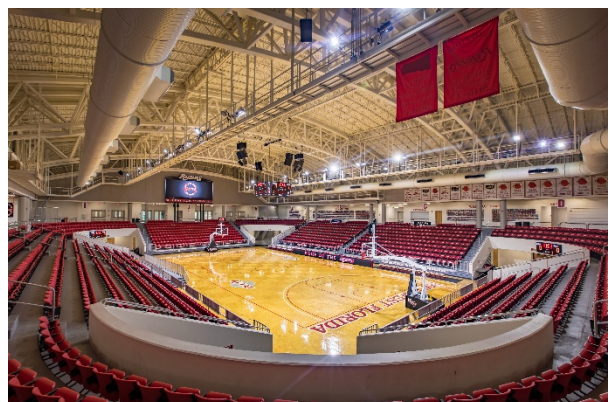
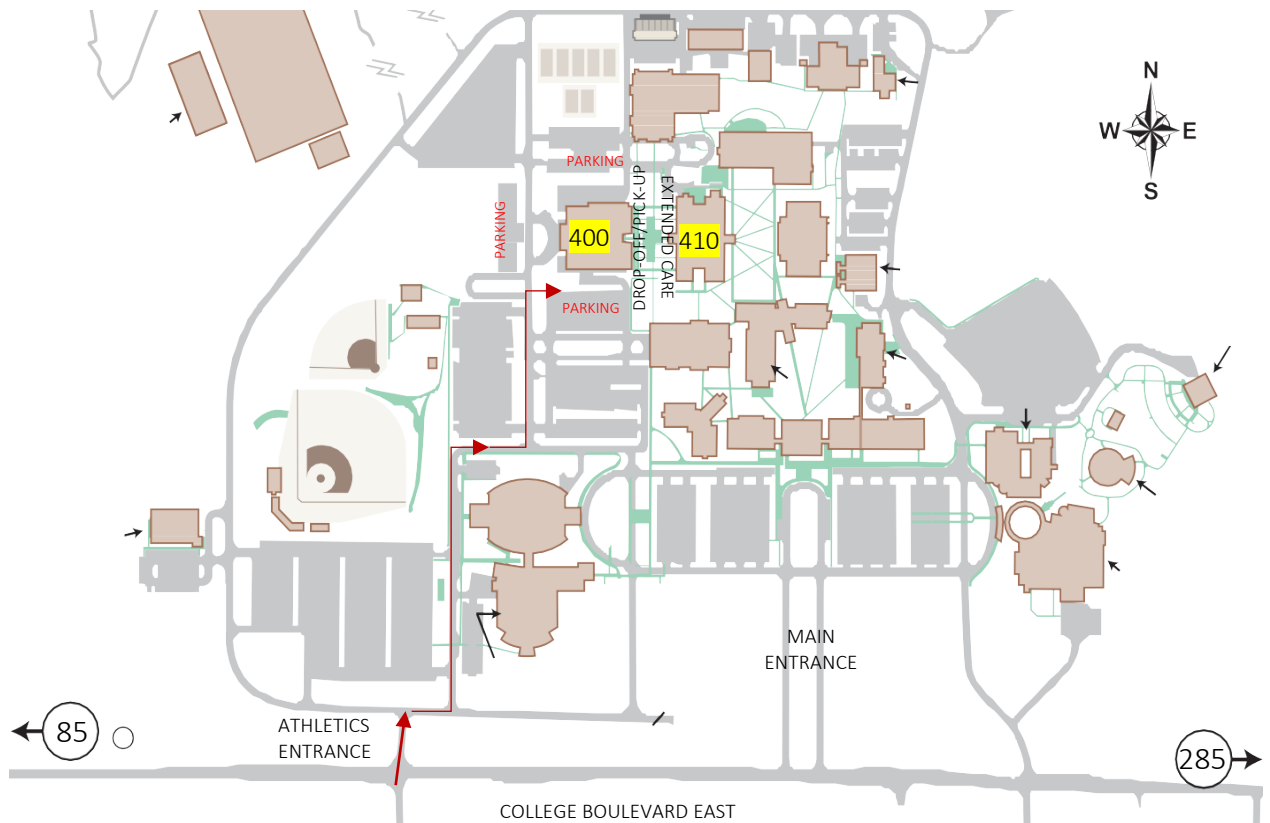
PROGRAM INFORMATION

GENERAL INFORMATION

- All classes have limited enrollment. Registration is on a first-come, first-served basis.
- Classes are in 1.5-hour increments.
- Each session is one full week (Monday through Friday).
- Camp is open for students entering grades 3rd through 8th for the school year 2023-2024.
- Before registering for a class, please read the class description carefully to know the camp requirements.
- If the first choice class is full, your student will be placed in the second choice. If both first and second choice is full, your student registration will be put on hold.
- All notifications will be emailed from koc@nwfsc.edu. Please add our email address to your address book to prevent emails from ending up as spam or being moved to the junk folder.

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 26 through Friday, June 30, 2023

Session 2: Monday, July 10 through Friday, July 14, 2023

Kids on Campus will be CLOSED from July 4th through July 8th. There will be no program on these days.

PROGRAM HOURS & DAYS OF OPERATION

Camp Session 1 Day 1 – June 26, Monday	9:00 AM – 5:00 PM
Camp Session 1 Day 2 – June 27, Tuesday	7:30 AM – 5:00 PM
Camp Session 1 Day 3 – June 28, Wednesday	7:30 AM – 5:00 PM
Camp Session 1 Day 4 – June 29, Thursday	7:30 AM – 5:00 PM
Camp Session 1 Day 5 – June 30, Friday	7:30 AM – 3:30 PM

Camp Session 2 Day 1 – July 10, Monday	9:00 AM – 5:00 PM
Camp Session 2 Day 2 – July 11, Tuesday	7:30 AM – 5:00 PM
Camp Session 2 Day 3 – July 12, Wednesday	7:30 AM – 5:00 PM
Camp Session 2 Day 4 – July 13, Thursday	7:30 AM – 5:00 PM
Camp Session 2 Day 5 – July 14, Friday	7:30 AM – 3:30 PM

REGISTRATION

Online registration opens on April 24, 2023. Go to www.nwfsc.edu/k12. Follow the link for registration. Complete all forms 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 – 9:00 AM	\$ 35	Tuesday through Friday
Morning Segment	9:00 AM – 12:00 PM	\$ 85	Choose 2 classes
Lunch Plan	12:00 PM – 12:30 PM	\$ 50	Daily lunch
Afternoon Segment	12:30 PM – 3:30 PM	\$ 85	Choose 2 classes
Extended Care PM	3:30 PM – 5:00 PM	\$ 35	Monday through Thursday

Payment is due one week before Camp Session starts. **Cash:** Payment can be made at NWFSC Niceville Campus Bldg 400 Business Office. **Check:** Send to NWFSC Kids on Campus, 100 College Blvd E, Niceville, FL 32578. **Credit Card:** Log on to RaiderNet at www.nwfsc.edu to pay with a credit card (2.75% fee).

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

Last day for registration and payment

For Session 1: June 15, 2023 | Session 2: June 29, 2023

STAFF

Northwest Florida State College takes pride in our Kids on Campus program and strives to hire qualified instructors to serve your student and their family. Our staff encourages open communication to ensure 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 assist instructors and KOC students in moving 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 color-coded to match the classroom.

Parents and Guardians will also receive **two pick-up cards** for their student upon arrival on the first day of camp. To **expedite** pick-up procedure, please bring when getting your student at the end of the day. If pick-up card is not available, please have license available.

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

Kids on Campus t-shirts are available for purchase at NWFSC Barnes and Noble 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 from our culinary staff. See the lunch plan daily menu below:

Monday Chicken Tenders Pasta Salad Mandarin Orange Cup M&M Pack & Water	Tuesday Raider Burger with Cheese Potato Chips Apple Slices Oreo Cookies & Water	Wednesday Turkey Club Sub Potato Salad Fruit Cup M&M Pack & Water
Thursday Chicken BBQ Sandwich Coleslaw, Lays Potato Chips Apple Slices Oreo Cookies & Water	Friday 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 between classes and during lunch. If students plan to use these machines, please use the 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

The first day of camp session – all student drop-off at Bldg 400 Room 132/133 and starts at 8:15 AM.

Extended Care students' drop-off begins at 7:30 AM from Tuesday to Friday. Enter the College campus at the West (Sports) Entrance and follow the signs for Kids on Campus. Continue to Bldg 410 (Activities Center) Room 119 (The Hangar).

All other students' drop-offs start at 8:30 AM. Enter the College campus at the West (Sports) Entrance and follow the signs for Kids on Campus. Continue to Bldg 400 (Raider Central) Room 132/133.

PICK-UP

For the safety of your child(ren), all persons authorized to pick up students must be listed during online registration. **Parents and Guardians** will also receive two pick-up cards for their student. To **expedite** pick-up procedure, please bring pick-up card when getting your student at the end of the day.

Extended Care students pick up at Bldg 410 (Activities Center) from Monday to Thursday. All other students pick up at **Bldg 400** (Raider Central). Find your student's last name table and show pick up card for your student (expedited) or show ID and make sure to 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, please come to Bldg 400 (Raider Central) Room 132/133 to request from Kids on Campus staff. A staff or volunteer will retrieve the student from the classroom. Please allow ample time for the checkout process.

BEHAVIOR MANAGEMENT

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

Expected behavior includes:

- ✓ 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 identifying inappropriate behavior.
2. If the behavior continues, a second warning will be given with consequences such as time-outs.
3. If the 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 workplace. If Kids on Campus staff or faculty suspect a parent/guardian is under the influence of alcohol or drugs, or witnesses child abuse, the NWFSC Campus Police will be called.

HEALTH & SAFETY

WELLNESS

If your child shows any signs of illness, rash, high temperature, diarrhea, infection, or any contagious disease, the parent/guardian or another 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 administering medications to campers. Please make your arrangements if medication is required during camp hours. We request that you list this upon registration to inform the staff. If campers carry their own medicine, inhaler, EpiPen, etc., it must be noted on the medical release portion of the Consent Form.



**NORTHWEST FLORIDA
STATE COLLEGE**

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