

**ALLAN HANCOCK COLLEGE
COLLEGE FOR KIDS (CFK) PARENT/GUARDIAN GUIDELINES**

GENERAL INFORMATION

The College for Kids (CFK) program is designed to provide children with an enjoyable learning experience. The program does not provide high school or college credit. Grades are not given. Allan Hancock College is a large campus, so to ensure the safety of your child(ren), it is important that parents follow the check-in and pick-up guidelines explicitly. This program does not receive public funding. The program charges an enrollment fee to remain self-supporting, as required by state law.

CLASSROOM BEHAVIOR /DISCIPLINE POLICY

College for Kids strives to provide a fun, positive, and safe learning environment for young students. In order to maintain an environment conducive to learning, CFK students must meet program standards of good conduct and behavior. Disruptive behavior is not allowed. Failure to follow this code of conduct may result in dismissal from the program.

First Offense: Students will be given a verbal warning.

Second Offense: Parent/guardian will be contacted and student may be sent home. No refunds will be issued.

Third Offense: Student will be dismissed. No refunds will be issued.

AGES

The age requirements for each course vary from 4-18 years. Please consult the schedule carefully to ensure the student's age falls within the guidelines listed. All classes are coed unless otherwise noted.

REGISTRATION INFORMATION

Registration for CFK classes is currently not available online. Submit a paper copy of the Fee-Based & College for Kids Admission and Registration Form by mail, fax, or in-person to Community Education (bldg. S). Students must be pre-registered. No registration is taken in class. Registrations are taken on a first-come, first-served basis. If a class fills, students will be placed on a wait list in the order that their registration form was received. Parents are not allowed to sit-in or audit classes.

TRANSFERS

Please consider carefully when you select classes. Transferring fees to other classes is not allowed.

REFUND POLICY

If we cancel a class before the first meeting, a full credit will reflect on your account.

If you drop a class before the first meeting, you are entitled to a refund ONLY if you request a refund. You will receive a full refund of your class fee and material fees. Exceptions to the deadline may be allowed for extenuating circumstances occurring before the first day

of class. To petition for an exception for a refund after class starts, please submit a letter of appeal and appropriate documentation to the Community Education office. No refunds will be granted for classes that you drop after the first day of class.

To obtain a refund, complete the *Refund Request* and drop forms at the Community Education office (bldg. S) within the established guidelines mentioned above.

SPECIAL NEEDS STUDENTS

Allan Hancock College is committed to assisting children with special educational needs who want to enroll in the CFK program. Please contact Elaine Healy, Coordinator, at 922-6966 ext. 3492 to discuss needs at least 14 days prior to the start of class.

PARKING

Green color 20 minute visitor parking stalls are available on campus. If you need to remain on campus longer than 20 minutes, you are required to purchase a parking permit. Permits may be purchased from parking vending machines located in all parking lot areas.

PICK-UP & DROP OFF

Parents are responsible for picking up their children on time. The parent takes full responsibility for delivering the student to class and picking up the student at the end of the class session. Parents are encouraged to have their child(ren) use the restroom and get a drink prior to the beginning of each class. If a child has permission to leave on his or her own, the parent needs to write and sign a letter giving authorization for the child to leave the class without a parent. Please give this letter to the class instructor and Community Education Office, bldg S.

MEDIA/PHOTOGRAPHY

Our classes often draw media interest and coverage. When you register your child(ren), you agree to permit photographs to be taken—or filming—of the student to be used for such promotional purposes.

MEDICAL INFORMATION

If your child has known allergies or other medical issues, please indicate on the Parent/Guardian Guidelines Form and submit to the instructor the first day of class.



College for Kids – Parent/Guardian Guidelines Form
Parent must take this form to the instructor at the first class meeting.

Student's name – Please print legibly _____
Last Name First Name

Contact telephone number while student is in class (_____) _____

Alternate telephone number while student is in class (_____) _____

Known allergies or other necessary medical information _____

I have reviewed and understand the attached parent/guardian guidelines.

Parent/Guardian Name (Print) Parent/Guardian Signature Date