

Information for Parents

Enrollment Eligibility

- Children become eligible for Kids College at 5 years of age or who are entering Kindergarten in the coming fall. If a student is within a year at either end of the age range, it is left up to the parents' discretion to decide which age group their child should be placed.
 - For example, if your child will be going into third grade, the parent can decide whether to enroll their child in the K-2 group or the 3-5 group.

Drop Off/Pick-up

- Students are to be dropped off and picked up in the **H building (parking lot side.)** Morning drop off begins at 8:30 a.m., classes start promptly at 9 a.m. Pick up is at 4 p.m.
- Should you need to pick up your child early:
 - Please send an email to meaghan.rivet@bristolcc.edu or provide a note in the morning signed only by an adult who is on the child's pick up list. Include what time and who will be picking the child up.
 - We ask that all early pick-ups happen **before 3:00p.m.**

Student Health/Safety Forms

- All health and safety forms, including student registrations are to be completed online. If you do not have access to a computer and need to fill out a paper copy, please let us know and we will mail copies to you. If you have further questions, call us at 508.678.2811, ext. 3984.
- The student health and safety online form is listed at the Kids College webpage, www.bristolcc.edu/kidscollege.
 - Students who do not have an emergency form on file by the first day of the student's session, will not be allowed to be dropped off, **NO EXCEPTIONS!**

Refund Policy

- Refunds will be given up to two weeks before your child's session begins.
- Only with a physician's note will refunds be considered after the two week/start deadline.
- ***The college reserves the right to cancel any class not meeting minimum enrollment requirements. Students registered in classes which are canceled due to insufficient enrollment, will be contacted to propose a track change first. If this is not a workable solution, a full refund will be issued and participants will not be charged any processing fees.***

What Your Child Should Bring to Kids College

- Lunch or money to buy a lunch in the BCC cafeteria
- A refillable water bottle
- Two/three snacks
- ***Please apply sunblock to your children before they leave home; our staff is not permitted to apply sunblock to any child while attending Kids College.***

What Your Child Can NOT Bring

- Electronic gaming devices, iPads, tablets, cell phones, etc.
 - We cannot be responsible for any electronic items during the day including a student's cell phone.
 - Additionally, not all children participating may have permission to be photographed, by leaving devices at home that have a camera; you help us to ensure the safety of another student.
- All students will be asked to put away any devices including phones during Kids College hours. If a student does not comply, the staff will confiscate the item, a parent or guardian may pick up the item from the Kids College office staff.
- We strongly recommend that students leave toys/games etc. at home. We make every effort to keep your student active and busy while they are with us and cannot be responsible for personal items.

Inclement Weather

We make every effort to continue with activities as planned. However, safety always comes first; there may be occasions that we are unable to be outside due to weather conditions. In this circumstance, an indoor activity will take the place of the originally scheduled class.

Cancelation Policy

In the event Kids College classes are canceled, announcements will be aired starting at 7 a.m. on several radio and television stations. You may also call the main number for cancelations due to the weather at 508.678.2811.

Contacting Parents in the Event of Emergency

- Members of the Bristol Community College community, including current students, faculty and staff now have the ability to subscribe to BEEnotified, BCC's notification system. We strongly recommend signing up to BEEnotified and opt in to notifications.
 - BEEnotified is a powerful system designed to distribute emergency information using a variety of methods including e-mail, voice, and text

messaging. For more information, contact Information Technology Services at 508.678.2811, ext. 2134.

- In the event that we need to dismiss children due to an emergency or unavoidable event on campus (power outage, water break, etc.) students are brought to the pick-up/drop off location while parents are notified.
 - We take our responsibility to keep your child/children safe and accounted for; please do not try to pick up your child/children from their classes.
 - Once all parents are reached, we will follow normal pick-up procedures. All students still need to be signed out by an adult listed on their pick up list.