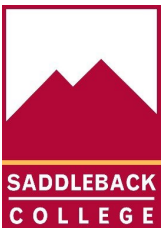


PARENT HANDBOOK POLICIES & PROCEDURES



SADDLEBACK COLLEGE | COMMUNITY EDUCATION

28000 Marguerite Parkway, Mission Viejo, CA 92692

(949) 582-4646

sccomed@saddleback.edu

www.saddleback.edu/ce

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FOREWORD

Dear Parent or Guardian,

Welcome to Saddleback College Community Education!

The College For Kids program (CFK) is designed for children to experience the rigor of college experience including academics, life skills, study skills, and fun. This handbook is a quick reference for many of the questions you may have regarding the details of program information, policies, and procedures.

Saddleback College Community Education and its partners strive to provide fun, enriching activities aimed toward increasing your child's intellectual, social, and recreational needs. The program offers art, computer, cooking, science, sports, and academic enrichment classes taught by credentialed teachers and professional experts. Our goal is to provide age-appropriate activities for your child in a safe and fun environment, under the leadership of caring, competent, and trustworthy program staff.

To view or print the current brochure and/or catalog and to register for College For Kids offerings, please visit the Saddleback College Community Education website at www.saddleback.edu/ce.

We welcome any questions or comments you may have. We are excited to have your child as part of our program. For concerns, questions, or feedback, please call Saddleback College Community Education at (949) 582-4646 or send email to sccomed@saddleback.edu.

OFFICE INFORMATION

Address:

Saddleback College Community Education
28000 Marguerite Parkway
Mission Viejo CA 92692

Contact Information:

sccomed@saddleback.edu
(949) 582-4646

Regular Office Hours:

Monday – Thursday | 8:30 AM – 4:00 PM
Friday | 8:30 AM – 12:30 PM

Summer Office Hours:

Monday, May 23, 2022 – Friday, August 12, 2022
Monday – Thursday | 8:30 AM – 4:00 PM

MISSION STATEMENT

Saddleback College Community Education strives to be a forward-thinking department serving the needs of the South Orange County community by providing an array of high-quality programs and activities that promote life-long learning and personal success.

REGISTRATION

All students must be pre-registered to attend.

Your child's name must be on the roster to attend the class. Registration is available online at <https://saddleback.augusoft.net/> or in person in the Community Education Office located at Saddleback College, in Parking Lot 1 (Avery Entrance). On-site registration during the camp can be completed in our Office, located in Parking Lot 1, for your convenience.

[Online registration closes at midnight the day the class begins, however, registration for classes is ongoing by calling our office at Saddleback College Community Education \(949\) 582-4646.](#) Classes that do not reach a minimum enrollment, by the week before, will be cancelled.

A separate student profile must be created for each individual who wishes to be enrolled in a class. Profiles can also be created using our "Household Profile" option with the parents' name as the primary user, and additional children added in. The profile must contain the child's name and information as this is the name that will appear on the class roster. There is no prorated fee for late registrations.

Parent(s)/guardian(s) must verify that they have read and understand the **NEW Registration and Release of Liability Form (2022)**, as well as our cancellation policy. These are available through our website or in the Community Education Office.

ENROLLMENT

Enrollment in College For Kids is open to all students ages 3 to 17. Enrollment is on a first-come, first-served basis, and spaces are limited. Register early to ensure your child's seat in a class!

PAYMENT, CANCELLATION, & TRANSFER POLICIES

Payment: Class fee and material fee are due in advance of the class/activity start. Once the class has started, there are no credits or transfers. Material fees are not refundable.

Cancellation: A withdrawal from a class or activity must be made at least three (3) full business days prior to the start date of that class or activity. Regardless, material fees are not refundable. Rather, a credit voucher for the class fee will be issued and remain on a parent/guardian's account for one (1) year to apply toward a future registration. Withdrawals made less than three (3) full business days prior to the class start date will forfeit any, and all fees paid. If your child does not attend any classes, you will NOT receive a credit voucher or be eligible for a transfer. Accounts that default for any reason (e.g. NSF) will be assessed a \$20 fee.

Transfer: A withdrawal from a class or activity made at least three (3) full business days prior to the class start date may qualify for transfer to another class or activity. Please call the Community Education office at (949) 582-4646 to discuss or request a transfer. Students must be registered for a class prior to attending. If the request for withdrawal is NOT made in accordance with the above requirements, the cancellation does NOT qualify for transfer.

COLLEGE FOR KIDS

Hours of Operation

Program Dates: June 6, 2022 – August 4, 2022

BLOCK Schedule: Eight (8) sessions, One (1) week program
EDGE Schedule: Four (4) sessions, Two (2) week program

All classes will run Monday through Thursday. College For Kids is not in session on Fridays, district-observed holidays, and the week of July 4th.

Attendance | College For Kids

Parents are responsible for late or absent children. If weather prevents a class from being held outside, the class will continue indoors (except Premier Aquatics Swim). There are no makeup classes.

Attendance | Premier Aquatics Swim

Parents are responsible for late or absent children. Youth swim lessons will run, rain or shine. However, if the weather prevents lessons from being held outside or if there are biological accidents, the class may be cancelled without credits, refunds, or make-ups.

Contact Premier Aquatics at (949) 716-3333.

Parking

Parking on the Saddleback College Campus is free for Summer 2022.

College For Kids Student Drop-Off: Parking Lot 1
Premier Aquatics Swim Drop-Off: Parking Lot 4

Be sure to follow directional signs for College For Kids parking and drop-off, as well as when walking your child(ren) to and from classes. Be safe and drive carefully in the parking lots, as children are present!

Mandatory Escorts

All children participating in College For Kids activities in different areas of the campus are required to have, and will be provided a Guide to escort from one activity to another, regardless of age. Students will not be escorted between classrooms that are in the same area or building. Students will not be escorted to or from the pool.

Your child must not have a break between classes while on campus. All children enrolled in a full day of classes must enroll in our Supervised Lunch Bunch.

We are not responsible for children who are left on campus unattended.

Supervised Lunch Bunch

Send your child with a sack lunch for our new Supervised Lunch Bunch from 12:00 PM to 12:45 PM for no additional charge. Students will gather on the grass to enjoy their lunch, meet new friends, and continue their fun and immersive college experience. Registration is mandatory for students enrolled in a full day of classes. Students must be registered through our website on a weekly basis to attend. The Supervised Lunch Bunch will run from June 6 to August 4, and is available for students enrolled in a full day of classes ONLY.

Nutritional Snacks and Food Allergies

College For Kids does not provide snacks but we realize your child may want a snack during their activities, so they may have their snacks in between classes or request a snack break outside the classroom.

Candy, gum, or sodas should NOT be brought as snacks to College For Kids. Parents or guardians may send snacks ONLY for their own child(ren). Due to allergies or other diet restrictions that may be unknown for other students, instructors will not permit the sharing of snacks.

For your child's safety, if he or she has any food allergies or dietary restrictions due to allergies, please call the Community Education Office at (949) 582- 4646. It is the parent/guardian's responsibility to communicate any allergy information or other concerns to both the Community Education Office and the child's instructor(s). A visit to the Saddleback College Student Health Center (SSC-177) may be required for your child's safety.

PICK UP PROCEDURES

College For Kids students must be picked up on time after their last class of the day. We do not provide a Guide to stay with your child until you arrive, as we are not responsible for children who are left on campus unattended.

LATE PICK-UP POLICY

Students are expected to be picked up as per the pick-up procedures. If a student is picked up late on two occasions, the student automatically will be dropped from the program without a refund or credit.

CLOTHING REQUIREMENTS & SUN PROTECTION

College For Kids adheres to the school site dress code and does not permit students to wear clothing that is not allowed during the regular school day. During winter months, please be sure your child comes to class with adequate warm clothing.

Many programs require closed-toe shoes or other special attire. Please send your child with appropriate clothing for their activities.

OPEN COMMUNICATION

Our first priority is to place as much time and focus on students as possible. To focus more time on students, we request that parents/guardians limit conversations with program staff and instructors to subjects involving their child.

If an issue with a program staff arises, we request that the parent/guardian speak directly with the program staff member. If a solution cannot be reached after discussing the matter with the program staff, the parent/guardian should contact the Saddleback College Community Education Office so we can assist the program staff and parent/guardian in reaching a solution.

Community Education maintains an open-door policy. Please feel free to direct any questions or concerns you may have to us at any time.

STUDENTS WITH DISABILITIES OR SPECIAL NEEDS

If a student needs special accommodations for any activity, the parent/guardian must contact Saddleback College Community Education at (949) 582-4646 upon registration. Staff and instructors will work to provide reasonable accommodations for participants with disabilities or other special needs.

STUDENT WELL-BEING & SAFETY

All students are expected to behave in a manner that promotes the safety and well-being of themselves, other students, and other persons. If a student displays concerning or unusual emotional or physical behavior, the student's parent/guardian will be notified immediately.

BEHAVIORAL EXPECTATIONS

College For Kids is committed to providing a safe, fun, and enriching environment for all participants. In order to maintain this standard, all students are expected to behave in a respectful manner that promotes the safety and well-being of themselves and others. All Saddleback College policies, procedures, and rules will be upheld.

In cases when a rule is broken and a student is unable to manage him or herself, consequences will be:

STEP 1: Warning: The student will receive a verbal warning of what rule was broken or what behavior was inappropriate. The student will be given instruction on how to correct the inappropriate behavior. Students will be given reminders and redirection to encourage positive behavior.

STEP 2: Parent/Guardian Notification: The student MAY receive a written warning, which MAY be sent home with the student for the parent/guardian. A phone call will be made to the parent/guardian about the behavior. When Step 2 is reached, a student will be placed on probation.

STEP 3: Dismissal from class: If a student persists in being unable to manage themselves, upon reaching Step 3, the student will be disinvited from the program. Program staff focuses on helping all students to benefit from and enjoy the Program. A repeated behavior issue takes time away from other students. When Step 3 is reached, it is determined that the Program is not a good fit for the individual student.

We expect all students, program staff, parents, guardians, and other adults to show social responsibility and respect for one another. In cases when this rule is not followed, the child and/or adult may be removed from the program.

Saddleback College maintains "zero tolerance" for bullying and/or physical harm. Any student behavior that endangers the safety of any person, impedes the rights of others, disrupts the operation of the program, or damages property will not be tolerated.

Saddleback College policies involving alcohol, tobacco, drugs, or weapons of any kind will be upheld. Any major behavioral infraction, including, but not limited to those listed above, will lead to immediate dismissal from College For Kids and suspension from program re-enrollment for one year.

These procedures help to ensure a fun, safe, enriching environment for everyone.

CELL PHONES, ELECTRONICS, & PERSONAL BELONGINGS

Saddleback College Community Education and its partners are not responsible for lost, stolen, or damaged items, including cell phones, electronic devices, or other personal belongings. Program staff, while not responsible for these items, will do their best to make sure students' belongings are safe. Please monitor the items your child brings to school on days he or she attends class(es).

Cell phones, if in possession, are expected to be turned off and not in use during the program.

Cell phone photography, text messaging, or video recording during class is not permitted. Students who want to call or text message their parent/guardian may do so after checking in with the instructor so it is known the child is communicating with the parent or guardian.

ILLNESS

Students who become ill during the program must be picked up. In the event of an acute illness or accident, every effort will be made to notify the parent or guardian right away to pick up the child. If the parent/guardian is not available, the emergency contact will be called to pick up the student.

All College For Kids Guides are CPR and first-aid certified. However, in the event of an emergency that needs immediate attention, 911 will be called and the student may be transported by ambulance to a hospital. In addition to seeking emergency treatment for the student, the parent or guardian will be called immediately.

Students attending College For Kids must be well enough to attend class and must not have any contagious condition such as: head lice, rash, eye ailment, fever, vomiting, or diarrhea. Students must be well and fully recovered before returning to College For Kids.

MEDICATION & MEDICAL CONDITIONS

Saddleback College staff members are NOT permitted to administer medication to students. If your child needs medication, please be sure to work out the appropriate medical attention or plan with your child's medical practitioner (i.e., Pediatrician, School Nurse, etc.) ahead of time, so that your child is able to obtain his or her medication before coming to the program.

If your child has a medical condition that requires special attention (severe allergies, diabetes, etc.) it is important that you verbally communicate your child's medical needs to your child's instructor(s). It is the parent or guardian's responsibility to alert Saddleback College Community Education about any medical condition of which they may need to be aware.

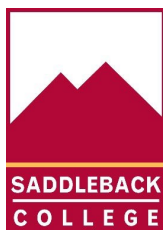
MANDATORY REPORTING & CONFIDENTIALITY

In accordance with California-mandated reporting law, instructors are required to report cases of suspected child abuse to Child Protective Services (CPS).

Information shared with staff is treated with confidentiality and sensitivity unless there is an inherent need to disclose such information for the safety and well-being of a child.

EMERGENCY DISMISSAL PROCEDURE

In case of a campus emergency, College For Kids adheres to Saddleback College emergency procedures. College For Kids will be closed in the case of any unexpected event that impacts the safe use of the college campus.



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REGISTRATION & RELEASE OF LIABILITY FORM (2022)

By registering for a Community Education class or activity, you have agreed to the terms of following Registration and Release of Liability.

Acknowledgement of Voluntary Participation

Participant voluntarily wishes to participate in the above referenced Saddleback College Community Education class(es) and chooses to do so despite the possible dangers and inherent risks.

Code of Conduct

Participant fully understands that he/she is to abide by all rules and regulations, including and not limited to District policies and procedures governing conduct during participation in the above referenced class(es). Any violation of these rules and regulations may result in participant's dismissal from the class with any expenses incurred being participant's responsibility.

Internet Usage

Participant or Parent/Legal Guardian of Participant understands that South Orange County Community College District, Saddleback College Community Education is not liable for any actions resulting from the misuse of computers. Any misuse of computers must be reported to the Saddleback College Community Education Manager/Dean.

Medical Consent

In the event of an emergency and participant is injured or becomes ill during his/her participation in the above mentioned Community Education class(es), participant or Parent/Legal Guardian of Participant hereby authorizes and consents to x-ray, examination, anesthetic, medical, dental, or surgical diagnosis or treatment, emergency medical treatment, and hospital care from a licensed physician and/or surgeon, as well as emergency transportation as deemed necessary for my safety and welfare. Participant understands that all resulting expenses will be his/her responsibility. In addition, participant asks Saddleback College Community Education to call his/her emergency contact listed above.

Photograph/Video Release

Participant understands that Saddleback College Community Education may take photographs and/or video of participant during his/her participation in this Community Education class, which may be used for the purposes of marketing and/or publicity of the program in print or on any social media platform.

Release of Liability

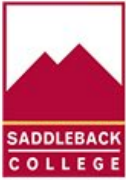
In consideration of participant's request for voluntary participation and registration in the above referenced Saddleback College Community Education class(es), and to the extent permitted by law, participant, his/her heirs, executors, administrators or assigns hereby agree to release, defend, indemnify, and hold harmless South Orange County Community College District, its Board of Trustees, officers, agents, employees, and volunteers from any and all claims, action, demands, damages, costs, losses, or expenses, including reasonable attorney's fees of any kind or nature whether related to bodily injury, property damage, or loss of life, except to the extent that such loss or damage is caused by the negligence act or omission and willful misconduct of South Orange County Community College District, its Board of Trustees, its officers, agents, employees, and volunteers and no negligence on the part of the participant.

PARTICIPANT OR PARENT/LEGAL GUARDIAN OF PARTICIPANT FULLY UNDERSTANDS THE ABOVE TERMS AND THE LEGAL CONSEQUENCES OF SIGNING THIS REGISTRATION AND RELEASE OF LIABILITY FORM. PARTICIPANT OR PARENT/LEGAL GUARDIAN OF PARTICIPANT SIGNS THIS FREELY AND VOLUNTARILY.

BLOCK Schedule College For Kids, Saddleback College 8 Sessions, 1-Week Programs Mon – Thu, 9:00 AM – 12:00 PM and/or 12:45 PM – 3:45 PM		
SESSION	PROGRAM DATES	
Session 1	June 6 – June 9	
Session 2	June 13 – June 16	
Session 3	June 20 – June 23 (No Class June 20)	
Session 4	June 27 – June 30	
Session 5	July 11 – July 14	
Session 6	July 18 – July 21	
Session 7	July 25 – July 28	
Session 8	August 1 – August 4	
EDGE Schedule College For Kids, Saddleback College 4 Sessions, 2-Week Programs Mon – Thu, 10:15 AM – 12:00 PM and/or 12:45 PM – 2:30 PM		
SESSION	PROGRAM DATES	
Session 1	June 6 – June 16	
Session 2	June 20 – June 30 (No Class June 20)	
Session 3	July 11 – July 21	
Session 4	July 25 – August 4	
Summer Experience, CUSD School Sites 10 Sessions, 1-Week Programs Mon – Thu, Session Times May Vary		
SESSION	PROGRAM DATES	
Session 1	June 6 – June 9	
Session 2	June 13 – June 16	
Session 3	June 20 – June 23	
Session 4	June 27 – June 30	
Session 5	July 4 – July 7 (No Class July 4, Make-up July 8)	
Session 6	July 11 – July 14	
Session 7	July 18 – July 21	
Session 8	July 25 – July 28	
Session 9	August 1 – August 4	
Session 10	August 8 – August 11	
Youth Swimming Premier Aquatics, Saddleback College 5 Sessions, 2-Week Programs Mon – Thu, Session Times May Vary <i>*Saturday Lessons available from June 10 – August 13</i>		
SESSION	PROGRAM DATES	
Session 1	June 6 – June 16	
Session 2	June 20 – June 30 (No Class June 20)	
Session 3	July 5 – July 14	
Session 4	July 18 – July 28	
Session 5	August 1 – August 11	
Jr. Bobcat Swim Team Premier Aquatics Saddleback College 5 Sessions, 2-Week Programs Mon – Thu, Session Times May Vary		
LEVEL	PROGRAM DATES	PROGRAM TIMES
Bronze	June 6 – July 28	3:30 PM – 4:10 PM
Silver	June 6 – July 28	4:10 PM – 5:00 PM
Gold	June 6 – July 28	5:00 PM – 6:00 PM

SADDLEBACK COLLEGE CAMPUS MAP

28000 Marguerite Parkway, Mission Viejo, CA 92692 • 949.582.4500



SCAN THIS QR CODE TO ACCESS OUR DIGITAL CAMPUS MAP



BUILDING KEY

- AGB** Administration and Governance Building
- ATAS** Advanced Technology and Applied Science*
- BGS** Business and General Studies
- CDC** Child Development Center
- CE** Community Education
- CP** Campus Police
- FA** Fine Arts Complex♦
- FMO** Facilities and Maintenance
- GRH** Horticulture Greenhouse
- HS** Health Sciences
- LRC** Learning Resource Center and Library
- M1/M2** Automotive Technology
- OBV** Observatory
- OC** Outreach Center
- PE** Physical Education
- SCI** Sciences
- SM** Science and Mathematics
- SSC** Student Services Center
- TAS** Technology and Applied Science
- VIL** "Village" Classrooms
- W** "W" Building (Communication Arts)
- WH** Warehouse

* Building opening 2022

♦ McKinney Theatre is located in FA 300
Studio Theatre is located in FA 300