



2019 Spring Break Adventures

STUDENT HANDBOOK

Spring Break Adventures Dates

April 23– April 26, 2019

Registration

There are 2 Ways to Register!

Online

- Visit www.cccnj.edu/springbreakadventures
- Complete the online registration using your CHILD's Name.
- View the Online Registration Process PDF for detailed instructions.

Credit card payments will only be accepted.

In-Person

- Visit Workforce Development Department
Office Location: Paula J. Ring Education Center
10 Buck Street, Millville, NJ
Monday-Friday 9 a.m.–4:30 p.m.
Phone: 956-776-2372

Cash, Credit, Check and Money Orders can be accepted.

All required forms listed below need to be signed and returned with completed registration and payment.

1. Kids Academy Registration form for each child Indicate on registration form whether camper is attending
2. Before or After Care
3. Kids Academy Code of Conduct
4. Anti-Bullying Agreement
5. Kids Academy Off Premises Permission Form
6. Student Information Sheet
7. Medical History Report

A receipt will be mailed or provided in person when you register. Our tax ID number is **22-1779135**.

Refund Policy

Refunds will be granted only when written notice of a child's withdrawal is received no later than 5 business days before the start of the program. No refunds will be granted thereafter. A \$25 processing fee will be imposed for withdrawals. No refunds are issued for suspension or expulsion from a Kid's Academy program.

Code of Behavior

In order to create an environment Cumberland County College does not tolerate the following:

- Fighting with another student, staff, volunteer, or parent
- Destruction or theft of any property or materials
- Disrespect towards others
- Use of inappropriate language and/or innuendo
- Racial or sexual harassment (including inappropriate physical contact)

In order to ensure a safe and enjoyable learning environment, campers are required to sign the Anti-Bullying and Kids Academy Code of Conduct Agreement. Failure to abide by the program rules may lead to dismissal from camp with no refund.

All incidents of misconduct are taken very seriously. Disruptive activities will not be tolerated and will be subject to the following disciplinary actions.

- 1st incident – verbal warning and parental notification.
- 2nd incident – a two-day suspension from the program.
The Kids Academy director will require a parent conference.
- 3rd incident – expulsion from program, which includes all activities.

Promotional Release

By signing the Release of Liability Form included in the Student Information sheet, you authorize and give Cumberland County College permission to take, use, publish, and reproduce photographs, videos, and other images of your child for the purpose of promoting the college's programs.

Allergies

Please note that we are not an allergy-free facility.

Dress Code for Children

Parents and or Guardians are responsible for sending children to Spring Break Adventures adequately dressed and prepared for a variety of weather conditions. Children must wear closed toe shoes. Send your child with a sweatshirt or sweater because some buildings are very cool.

Location

Spring Break Adventures pick up and drop off will be on the main campus.

Cumberland County College: 3322 College Drive, Vineland NJ, 08360

Building and Room Location will be communicated to parents prior to the start of the program.

Before and After Care

The Before Care program is from 6:30–9 a.m.

The After Care Program is from 4–6 p.m.

Student Drop Off/Pick-Up

Our concern for camper safety, requires that parents accompany students to the designated drop off area. Parents and or guardians are asked to sign out their child in person at the end of their day. Please remember that we will not release a child without proper identification, so please have it with you.

If you have an emergency and are unable to reach us, call: 856-776-2372.

Lunch and Snacks

Each day, please send lunch and snacks along with a water bottles labeled with your child's name. Vending machines are available for the campers to use. Some days include lunch, advance notice will be given for these days.

Transportation

During travel times, children are required to remain seated with safety belts fastened. Staff reserve the right to assign seats when necessary. Children are expected to follow basic instructions and behavioral guidelines during travel. Instances of "bullying" or other inappropriate behavior may lead to camper dismissal in accordance with our behavior policies.

