

XCELERATE your summer!

To Campers and Families:

We are so excited to have you join us for Waubensee Community College's Xcelerate summer camps 2018!

With summer just around the corner, we wanted to remind you of a few important items to keep in mind. Please read through this entire packet which will help address many of the questions you may have about your Xcelerate experience. We've included information about registration, drop-off and pick-up changes, as well as the required waiver and release forms.

If you have additional questions about Xcelerate, please contact the Community Education office at **(630) 466-2630** or at **communityed@waubensee.edu**.

Looking forward to another great summer!
The Community Education Team

General Information

Dates and Times

The majority of Xcelerate sessions are one week, Monday through Friday. Notable exceptions are Horseback riding which is a three-day experience, operating Tuesday - Thursday, and Theatre Arts Academy which is two weeks in length and has additional performance dates and times (see full schedule for details).

Please see the calendars below for full Xcelerate dates.

June						
Su	M	T	W	Th	F	Sa
					1	2
3	Week 1: June 4-8					9
10	Week 2: June 11-15					16
17	Week 3: June 18-22					23
24	Week 4: June 25-29					30

July						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	Week 5: July 9-13					14
15	Week 6: July 16-20					21
22	Week 7: July 23-27					28
29	Week 8: July 30– Aug. 3					Aug 4

All Xcelerate camps are 1/2 day sessions. Morning sessions run from 9:00 a.m. - 12:00 p.m. Afternoon sessions run from 1:00 p.m. - 4:00 p.m.

If you would like your child to have a full day camp experience, you may register them for Relaxation Station which runs from 12:00 p.m. - 1:00 p.m. For flexible drop-off and pick-up times, you may register your child for Early Care which runs from 8:00 a.m. - 9:00 a.m. and Extended Care which runs from 4:00 p.m. - 5:30 p.m.

Preschool camps are only offered in the morning session.

Camp Locations

Xcelerate camps meet at one of the following locations:

Sugar Grove Campus
Rt. 47 at Waubensee Drive, Sugar Grove

Aurora Fox Valley Campus - Medical Careers Camp only
2060 Ogden Avenue, Aurora

Huntoon Stables - Horseback Riding Camp only
507 Oak Street, North Aurora

Specific buildings and rooms for each camp will be listed on the Camp Location Sheet. This will be available at www.waubensee.edu/xcelerate.

Registration

For general questions regarding registration, please contact the Waubensee Records and Registration office at (630) 466-2370.

The youth registration form along with registration instructions can be found at www.waubensee.edu/xcelerate. Please note that all campers must be registered prior to attending any Xcelerate programs. Instructors cannot accept registrations in class or admit children who are not on their roster.

Registrations for camps that have already started will not be accepted.

If you FAX a registration late Friday, Saturday, or Sunday for a program that begins on Monday, please contact Registration prior to the start of camp to ensure that your registration forms have been received and processed, then inform the Community Education office at (630) 466-2360 so we know to expect your child. Community Education staff will need to confirm enrollment before your child can be left at Xcelerate.

Waiting List

At this time, Waubensee Community College cannot accommodate a waiting list for Xcelerate sessions that have filled. If your desired session is already filled, it is recommended that you continue to check for availability as students may drop the course and leave availability in the course.

Camp Cancellations

Every effort is made to avoid the cancellation of Xcelerate camps. However, camps may be cancelled due to low enrollment, instructor illness or other unavoidable issues. Camps with low enrollment will be cancelled at least four calendar days prior to the start date. A full refund is provided if a camp is cancelled in advance of the start date by Waubensee Community College. A pro-rated refund is provided if a currently running camp is cancelled by the college, and it is unable to be rescheduled.

Refund Policy

If a student drops an Xcelerate session four or more days prior to the start of the session, a full refund will be issued.

If a student drops an Xcelerate session less than four days prior to the start of the session, a written Student Appeal form must be submitted. The form will be reviewed by committee to determine whether or not a refund will be granted. The appeal form can be found on the Waubensee website. If a student drops a course less than four days prior to the start of the session due to a medical emergency, a written doctor's note is required for a refund.

Pro-rated refunds cannot be given to students who miss one or more class sessions for personal or other reasons.

Required Waiver, Agreement, and Release - Changes for 2018

The general liability waiver is contained within the Community Education Youth Programs Registration Form found online at www.waubonsee.edu/xcelerate.

For students to participate in the Xcelerate program, students must return the detailed student information form, photo release, and medical waiver that are included at the end of this packet. If you have any questions about the information included in these forms, please contact the Community Education Department at (630) 466-2360.

Health and Safety at Xcelerate

Drop-Off and Pick-Up Policies and Procedures - Changes for 2018

Parents, guardians, or a designated adult are required to escort their students directly to and from their Xcelerate classrooms.

Adults will be required to sign their student in and out of their Xcelerate session. If you would like your student to be able to sign themselves in or out of Xcelerate, please contact the Community Education office at communityed@waubonsee.edu for the Drop-Off/Pick-Up Waiver.

If there are individuals who are **NOT** authorized to pick-up your student. Please inform the Community Education department at communityed@waubonsee.edu or (630) 466-2360.

Students may be dropped off up to 10 minutes before the start of their camp start time. Students who need to be dropped off sooner will need to be registered for an extended hours session. Students must be picked up by 10 minutes after the completion of their Xcelerate session. Students who need additional time for pick-up must be signed up for an extended hours session.

If your child is registered for any of the extended hours sessions (Early Care, Relaxation Station, or Extended Care), your student will be escorted by staff to or from their Xcelerate classrooms. The Instructor for these sessions will serve as the designated adult to sign your student in or out of their Xcelerate sessions.

Special Needs and Accommodations

It is our goal to try to accommodate and include students of all abilities in Xcelerate. Please include any helpful information on how we can support your student on the required Student Information Form at the end of this packet. You are also welcome to contact the Community Education Department at communityed@waubonsee.edu or (630) 466-2360 to discuss your child's needs in more detail.

While every effort is made to provide reasonable accommodations for students, please note that personal assistance with mobility around campus, eating or using the restroom cannot be provided by Waubonsee staff or instructors.

Conduct and Behavior Expectations

Students are expected to behave in ways that help maintain a safe and positive experience for all. Students are expected to follow instructions and guidelines that are outlined by the Instructor. Other general rules include treating others with respect, following directions, being responsible for and in control of your behavior and actions.

If a camper exhibits behavior challenges, the instructor will first work with the camper to try to correct the behavior. Ongoing or extreme behavior will be discussed with the parent/guardian and may result in expulsion from the program if the situation cannot be resolved.

The following behaviors are not acceptable and may result, at the sole discretion of the Dean for Community Education or designee, in immediate expulsion from the Xcelerate program without advance notice or refund: endangering the health and safety of self or others, theft or damage to the property of others (including Waubonsee equipment), bullying behavior (includes physical, verbal, or emotional), and/or obscene behavior or language.

Frequently Asked Questions

Q: What should my child wear for Xcelerate?

A: Camps are scheduled in air-conditioned classrooms that may be cool, but many camps will take advantage of nice summer weather and spend time outside as well. We suggest dressing in layers and wearing comfortable play clothes and shoes. A free Xcelerate shirt is given with every camp session and can be worn every day. Please note that some of the science and art camps can get messy. Please also note any specific clothing requirements for specialty camps such as Horseback Riding or Xcelerate Ninja Warrior.

Q: Can I send my child with snacks or drinks to Xcelerate?

A: Students are allowed to bring a small, non-messy snack or drink (in a bottle or other container with lid) from home, except for preschool camps. Snack times are not offered during the camp day, however students may enjoy their snacks during regularly scheduled breaks. It is recommended that students in high activity camps such as Horseback Riding and Xcelerate Ninja Warrior bring a water bottle every day. Please note that some camp locations, including computer labs, may not allow the consumption of food or drinks in the classroom.

If your child is registered for Relaxation Station, they should be sure to bring a non-refrigerated sack lunch and beverage.

Q: What should my child bring to Xcelerate?

A: Most importantly, every Xcelerate student needs to bring their complete Waiver and Release form that can be found as part of this packet. If a student is registered for Relaxation Station, they should also bring a non-refrigerated sack lunch.

Students should not bring any item with monetary or sentimental value. Unless requested by an Instructor, electronic devices, toys, trading cards, etc. should not be brought to Xcelerate. Cell phone usage is not permitted while in the classroom. Please note that Community Education is not responsible for lost or stolen property.

Q: My child is feeling a little under the weather. Can they still come to Xcelerate?

A: For the protection of all students, any child that exhibits signs of fever, vomiting or any communicable disease such as chickenpox, ringworm, lice, pink eye, etc. should not attend Xcelerate. If a student shows any sign of illness, rash, high temperature, infection, lice or any contagious illness, the parent/guardian will be called and asked to pick up the child.

Q: My child needs medication during Xcelerate. Can you give it to them?

A: Waubonsee staff do not administer or distribute any kind of medication during Xcelerate. Staff can remind students to take their medications. Students may carry their own medication with them, but please indicate which medications they will be carrying on the Student Information Form.

Q: My child has a nut allergy. Is Xcelerate a nut-free zone?

A: No. Waubonsee Community College is not a nut-free zone. If your student has a severe nut or other allergy please note it on the Student Information Form. Please also mention it to the instructor so that they can ensure a “nut free” zone during breaks when snacks can be consumed.

Waubonsee Community College

Xcelerate Summer Enrichment Camps – 2018

Please keep this for your own records and sign and complete the Xcelerate Waiver forms prior to the start of your Xcelerate session.
All students must have a signed release waiver to participate.

Forms can be given to the Instructor on the first day of Xcelerate or returned in advance:

Mail to:	Fax to:	Email to:
Community Education Department Waubonsee Community College RT. 47 at Waubonsee Dr. Sugar Grove, IL 60554	(630) 466-9495	communityed@waubonsee.edu

Acceptance of Waubonsee Community College Guidelines: In consideration of my child's participation in youth programs offered through Waubonsee Community College Community Education, I, the undersigned parent/guardian attest that my child is in good health to participate in this activity. I agree that my child/ward will abide by the rules and regulations of Waubonsee Community College and recognize that failure to do so may result in my child's exclusion from the class. I am aware of the risks involved with this activity and assume those risks. I release Waubonsee Community College, its trustees, officers, employees and agents from any and all claims for any injury, loss, damage, accident or expense arising from child's participation in the youth program.

Medical Release: I also authorize the Waubonsee Community College designee to administer immediate or emergency medical treatment. For minor injuries during the Xcelerate program, I understand that staff will administer basic first aid as appropriate and that I will be notified upon the pick-up of my child. If any unforeseen condition shall arise, I understand that every effort will be made to contact me and/or other persons identified as emergency contacts. In an emergency, calling on the judgment of the physician or the designee, I authorize the medical designee to do what is advisable, including calling 911 or other emergency services

Media Release for Photographs and Videos: I grant Waubonsee Community College, its representatives and employees the right to take photographs of my child in connection with the Xcelerate summer enrichment program. I authorize Waubonsee Community College, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that Waubonsee Community College may use such photographs of my child for any lawful purpose, including for example, such purposes as publicity, illustration, advertising, and Web content.

- Waubonsee Community College MAY use my child's photograph
- Waubonsee Community College MAY NOT use my child's photograph

Print Child's name

Parent/Guardian Signature and Date

Acknowledgement of Understanding: I have read this waiver in its entirety and fully understand its terms. I acknowledge that I am signing the agreement freely and voluntarily, and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

Parent/Guardian Print name

Parent/Guardian Signature and Date

Xcelerate Student Information

All campers must return a signed release form no later than the first day of class in order to participate.

Participant's Name (please print)

Camps which Participant will attend (please list CRNs):

Student's t-shirt size: (Please indicate youth or adult and size) _____

1. To help us provide the best possible experience, please specify any past medical treatments, or any current physical, mental, or psychological conditions requiring medication, treatment, or special restrictions or considerations while at Xcelerate. (If none, state none.)

2. Has the participant had any injuries and/or operations or had physical activity restricted during the past year? (yes/no). If yes, please specify any accommodations that should be made.

3. Does the participant take any medication, daily or as needed? (yes/no) If yes, list medications, dosage (mg., teaspoon, etc.) and how many times a day/how often. Will the participant need to take the medicine during Xcelerate hours?

4. Does the participant have any allergies? (medical, food, seasonal, etc.) (yes/no) If yes, list allergies and explain the reactions and what action or medication should be given.

Emergency Contact Information (please print)

Parent/Guardian

Parent/Guardian email address (for Xcelerate information)

Home Phone Number/Cell Phone Number (In Case of Emergency)

Additional Emergency Contact's Name Contact's Phone Number (In Case of Emergency)