

GORDON STATE

HIGHLANDERS



Junior Highlanders

Parent Handbook 2023

Summer Fun for Junior Highlanders

Welcome Parents, Children and Teens to Gordon State College's Junior Highlanders Camps!

Our focus is to blend academic principles with an active, safe and fun environment. We encourage every camper to have fun and to share their experiences with friends and family.

In order for each student to fully enjoy this learning experience, the enclosed information to parents is extremely important. Please read everything carefully.

Enclosed are:

- Junior Highlander Camps and Activities Examples
- Registration and Refund Information
- Rules, Regulations, and Code of Conduct
- Sign-In and Sign-Out Information
- Camp Details and "What to Bring & How to Dress"
- Campus Map
- Forms to be returned: Follow the link <http://apps.gordonstate.edu/machform/view.php?id=54972%20> to complete all required liability and health information about your camper(s).

The Junior Highlanders Participation Form on our website must be completed before your child can participate in any Junior Highlander Camps. Only one copy of these forms will be needed for each child every year, even if they are registered for more than one camp.

Continuing & Professional Education Office Contact Information

Mailing Address

Gordon State College
Office of Continuing & Professional Education
419 College Drive
Barnesville, GA 30204

Telephone, Email and Website

678-359-5123 (Office Phone)
cpe@gordonstate.edu (Email)
www.gordonstate.edu/community-education
(Website)

Regular Office Hours

Monday - Thursday, 8:00am - 5:00pm
Friday 8:00am - Noon

Junior Highlander Camps and Activities Examples

Basketball Showcase

Swim Lessons

Soccer Camp

Highlander Softball Skills Camp

Performing Arts Camp

STEAM Camp

Football Showcase

For more information on camps and activities listed, please visit our website.

Gordon State College
Continuing & Professional Education
Physical location: 301 Spencer St.,
Barnesville, GA 30204
www.gordonstate.edu/community-education
cpe@gordonstate.edu 678-359-5123

Registration and Refund Information

Registration for the Junior Highlander Camps.

Registration is on a “first-paid first-enrolled” basis. Children will not be guaranteed a place in the camps until the full registration fee is paid. Early Registration for the camps and student waivers are due and will close the Thursday prior to the start date of the camp at 4:00pm.

Enrollment space is limited to a maximum amount of students in each camp. This allows for an appropriate child-to-instructor ratio and a quality experience. The earlier you register your child, the greater the likelihood there will be space and your child’s space will be reserved.

Five ways to register your child for camps:

- Web Registrations - Go to www.gordonstate.edu/community-education and click on the “All Classes” button at the top of the web-page.
- Registering In Person - Register in person in our office, physical address: 301 Spencer Street, Barnesville, GA, 30204.
- Phone Registration - To register for courses by phone, please contact the Continuing & Professional Education office during operating hours at 678-359-5123. You must be paid in full and waivers completed before the registration date closes

Refund Policy for Camps:

There will be no refunds once the selected camp has started. If you should need to withdraw your child from the program, please notify the Continuing & Professional Education office at least one week prior to the start of the camp; you will be given a refund for the camp registration minus the required non-refundable deposit for admin fees, faculty costs and materials encumbered. If a camp is canceled by the Continuing & Professional Education office due to low enrollment or other reasons, you will receive a full refund, minus any non-refundable deposits used for already encumbered materials, etc if applicable. Any materials purchased on your child's behalf in this case will be available for collection in the CPE office.

Rules, Regulations, and Code of Conduct

1. Electronic devices should not be utilized during lessons as it will distract other students from the joining in on the fun. If device is over-utilized they will be confiscated until the end of the day.
2. Campers should have all personal belongings, (towel, change of clothing, etc.) marked with their name. Gordon State College (hereinafter called GSC) and the department of Continuing & Professional Education (hereinafter called CPE) are not held responsible for lost or stolen items.
3. Parents of children whose behavior disrupts the camp will be given one warning. If disruptive behavior persists, the child will be dismissed from the camp without a refund. Violent behavior will not be tolerated and the child will be dismissed from the camp immediately without a refund.
4. Campers must stay with their group at **ALL** times.
5. Be respectful of **ALL** adults, GSC property, and other campers at **ALL** times.
6. If you need to use the restroom, please notify a counselor or camp instructor before walking away.
7. NO Running inside buildings or other areas where you are instructed not to run.
8. Do not drop off or pick up your child without notifying the child's teacher and the CPE office. If you need to sign your child out of camp early, please contact the CPE department before picking up your child. We will contact the instructors and counselor with the information.
9. All individuals picking up their child must be on the approved pick-up list and must present an appropriate form of photo ID.
10. Children with any of the following symptoms should not attend the camp. If your child develops any of these symptoms, the staff will contact a parent or authorized adult to immediately pick up the child.
 - A temperature above 100°F. Temperatures must be a normal (98.6° F) for 24 hours before returning.
 - Vomiting or Diarrhea
 - Exposure to communicable diseases such as severe sore throat, pink eye, lice, ringworm, etc.
11. If your child has to take any medications during camp hours, they need to be retained in the original labeled bottle with the child's name, dosage, and prescription information. Refrigerated medications (such as insulin) will need to be delivered to the CPE staff with a completed medication release form (found online). No GSC employee will administer any medications at any time, the child must be able to self-administer and alert staff at time the dose is needed.
12. If your child needs Epi-Pens, inhalers, or other specified emergency medicines, they may keep the medicine with them throughout the day. Written instructions and a plan for the use of the treatment must be on file before your child may participate in any camp.
13. Please notify our department if your child has any food allergies, so we may inform the dining hall and may be able to prevent exposure when we have large groups eating lunch together.
14. If a parent or guardian would like to eat lunch with their child, they must pay for their own meal. If a parent would like to swim with their child during swim time, the parent or guardian will need to sign a waiver of liability and notify CPE in advance.
15. No weapons will be allowed on campus at any time.
16. Gordon State College is a tobacco and smoke free campus. No tobacco products, e-cigarette, or smoking vapors are allowed on campus at any time, including parking lots.
17. Students must not exchange any personal information, including contact information or social media contacts during camps without parents express permission.
18. Photos will be taken during camps for social media or future marketing, a photo release is included in the waiver form. If you do not wish to have your child's photo taken, please call our office before camp begins.

Sign-In and Sign-Out Information

The entire staff of Continuing & Professional Education's first priority is to make sure that all campers are safe at all times. Please note that the sign-in and sign-out process may change from year to year.

The parking locations and sign-in/sign-out locations will be listed with each camp's detailed information in this handbook. Please contact the Continuing & Professional Education department at 678-359-5123 if you need assistance locating these areas while on campus.

Sign-In begins 15 minutes before the camp begins and ends once camp begins. Staff members will not arrive before this time. If you are arriving late for the camp, please call 678-359-5123 and notify the department of Continuing & Professional Education. When you bring your child to camp, you will need to sign them in and verify that all required forms have been returned to the department of Continuing & Professional Education.

Sign-Out will start at the end of camp, in the last location of the day - often the pool or gym (labeled "BB" on map). You will need to present a valid photo ID proving that you are designated to pick up the camper and sign the child out on our roster. Children will not be allowed to leave with an adult that is not listed as a designated adult that has been approved by the parent or guardian. All campers should be picked up no later than 15 minutes after the camp ends. A \$10 late fee will be assessed for violations of this policy.

Camp Details and "What to Bring & How to Dress"

Please note our camps' detailed information is subject to change.

- Please remember to **label** your child's belongings. We are **not held responsible** for lost or stolen items. We will do our best to keep any found items in the CPE office, they will be held no more than 1 week and it is your responsibility to enquire and describe the item **IF** it is turned in.
- Campers should be signed-in at the location on the map below. Please accompany your child to the building where a Continuing & Professional Education staff member will be waiting. Please do not be late for sign out
- Indicate child's t-shirt size on the waiver forms online.
- **ALL** Campers need to bring a water bottle, sneakers for indoors, swimsuit, sandals, towel, sunscreen, bug spray and something to put their wet swimsuits in. Campers should wear gym clothes; **NO BLUE JEANS**.
- Please notify the Continuing & Professional Education office if you plan to sign your child out before water activities.
- Sack Lunch each day unless lunch in the dining hall is included in the camp. No fridge will be available.
- Campers will be active during the camp, and may get their clothes messy while performing experiments or creating art; clothes should be comfortable and easy to move in.
- **Softball Campers:** will need to bring bat, gloves, catcher's gear, turfs and cleats
- **Soccer Campers:** will need to bring soccer cleats for outdoors, shin-guards.
- **OVERNIGHT** Campers (Ages 10 and up only): Twin bed sheets and blanket (or sleeping bag), pillow, wash cloths and towels, shower curtain, toilet paper, soap, deodorant, shampoo, tooth brush, toothpaste, flip flops (for showering).
- **Swim Lessons** Shower and changing facilities are available if needed. Children should use the restroom before their lessons.
- **Art Camps:** Materials used in art camp SHOULD wash out, but to be safe, have children wear old clothes or bring an old men's shirt to wear as a smock. We are planning a production of your child's performance at the end of the camp week. Information on time and place will be given to your child during the week of camp. Please join us in celebrating our youngartists!

Inappropriate clothing will not be allowed for any camp.





Parents will be asked to take campers home and change clothing before returning to camp.



Please visit our website: <https://www2.gordonstate.edu/machform/view.php?id=54972> or scan this QR code to complete the required waiver forms – these must be completed by the parent for each child **before** camp begins.

To Downtown
Barnesville

Sign-In/Out Locations

-  Softball & Soccer
-  Basketball & Pool Pickup
-  Art/Performing Arts
-  Swim Lessons
-  STEM/STEAM Camps

PARKING
 S.... Student
 F/S... Faculty/Staff
 V.... Visitor
 4.0.... Student 4.0 GPA

