



CFK Student Handbook

- **CFK Program Information**
- **CFK Program Code of Conduct Rules Acceptance Form**
- **CFK Emergency Contact Information Form**

Summer 2024

Week I: July 8th - July 12th, Monday – Friday, 9 am – 4 pm
Week II: July 15th - July 19th, Monday – Friday, 9 am – 4 pm
Week III: July 22nd - July 26th, Monday -- Friday, 9 am – 4 pm

College for Kids Office

Room: A-028 during CFK Camp | Phone: 352-395-5398
(Staffed only during CFK Program at 8:30 am-4:15 pm, Monday-Friday)
Please call the Community Education office at 352-395-5193 at other times.

*SFC's tax identification number is **59-1207627**. If you need a receipt for tax purposes, please email us at comm-ed@sfcollge.edu with the student's name.*



Santa Fe College welcomes you to **College for Kids 2024**, a program that is dedicated to helping you develop the joy of learning in a safe and nurturing environment! For over 20 years, Santa Fe College's Community Education has brought College for Kids programs to our community. This year we are offering three weeks of camp running Monday thru Friday, 9 am – 4 pm, with full and half day options.

CFK 2024 SESSION DATES:

- Week I: July 8th - July 12th, Monday – Friday, 9 am – 4 pm
- Week II: July 15th - July 19th, Monday – Friday, 9 am – 4 pm
- Week III: July 22nd - July 26th, Monday -- Friday, 9 am – 4 pm

DROP/ADD/CHANGE

- The last day to drop a camp weekly session for a full refund is **June 28th**. After that time, refunds will be on a petition basis.

LUNCH OPTION

A lunch option has been created just for CFK (all day campers ONLY). Students with the lunch option will select a 6-inch sub, chips, cookie, and water from Subway daily. The cost for this lunch option is \$45 per week of camp. Your child may also alternately choose to bring his/her lunch if preferred. Campers are always supervised by CFK staff at all times; they will eat lunch together in R-01 (room adjacent to SF Food Court).

FACIAL MASKS, T-SHIRTS, SHOES, ETC.

- Facial Masks/coverings are optional. Visit the SF website for updated COVID-19 information at <https://www.sfcollge.edu/covid19/>.
- Each student will be issued two CFK Camp T-shirts. **Students are required to wear the issued camp t-shirts DAILY; T-shirts may not be altered in any way.** T-shirts will be handed out the 1st day of camp. Additional t-shirts are available for \$10 each.
- Shorts must be finger-tipped length; leggings are not allowed unless worn under shorts.
- For safety purposes, **only closed-toe shoes are allowed. Cleats are not allowed for any of the sports classes.** Athletic shoes are recommended.
- Please provide your child with a poncho for rainy days. Umbrellas are not allowed.

FORMS & PROCEDURES

- Please sign the enclosed student and family contract, which states that you and your child understand our behavior policies and will abide by them.
- Please review the photo release form carefully, as it has been updated. If you do not want your child photographed, do not sign the form/return.
- Please fill out the emergency contact form.
- Please complete and sign the Minor Student Information & Liability Waiver Agreement.
- All completed paperwork may be emailed to Rosalind.roberts@sfcollge.edu or turned in on the 1st day of camp. *Students will not be able to attend camp without completing the required paperwork.*

COLLEGE FOR KIDS (CFK) GENERAL INFORMATION

1. **Parents will be required to park their car and walk their child to his/her individual camp classroom for check-in/check-out.** Students/Campers are to be dropped off in camp classroom no earlier than 15 minutes before camp starts; Campers should be picked up immediately when the program is over (12:15 pm for Morning Camp; 4:15 pm for Afternoon Camp).



2. Campers will be supervised by CFK staff at all times.
3. Bathroom breaks will be held between classes and during assigned breaks.
4. Each student/camper will be issued two CFK Camp T-shirts. **Campers are required to wear the issued CFK T-shirts during camp; T-shirts may not be altered in any way.**
5. If a student/camper should suffer any injury or illness, please report it immediately to your camp instructor or CFK personnel.
6. Parents may pack healthy snacks for their children. Water bottles are recommended. Use of SF College vending machine is strongly discouraged.
7. Parents/legal guardians are responsible for student transportation to/from the NW campus.

Morning/AM & FULL DAY Camps Drop-off: At student's camp classroom:

- Morning Half-Day and FULL DAY Campers may be dropped off beginning at 8:45 am at their camp classroom and must arrive by 9:00 am.
- Half-Day Students must be picked up by 12:15 pm from their camp classroom.

Afternoon/PM Camp Drop-off for HALF-DAY Campers/Students:

- Afternoon half-day campers/students may be dropped off beginning at 12:45 pm at their camp classroom and must arrive by 1 pm.

Afternoon/PM Camp & FULL DAY Camps Pick-up:

- Students/campers will be picked up from their PM camp classroom by 4:15 pm.
****Please note that students/campers not picked up by 4:30 pm., will be taken to the SF Police Station on NW Campus & assessed a charge of \$15 ****

Early pick-up: From the CFK office in A-028

- If a student/camper needs to be retrieved early during the day, please have the parents call the College for Kids office at 352-395-5398 at least 15 minutes prior.

CONSEQUENCES TO STUDENT/CAMPER DISCIPLINARY INCIDENTS

Santa Fe College requires that all participants adhere to the following rules of the college and Community Education/College for Kids (CFK) program. Therefore, students who have a disciplinary within the CFK Program, will have their parent's/ guardian notified immediately. To ensure that disruptive behavior will not be repeated the CFK coordinator and parents will take the appropriate measures. If a second behavior problem occurs, the parent/guardian will be notified, and the student will be expelled from the CFK program **without a refund**.

RULES & REGULATIONS:



Proper standards of conduct are necessary to protect the health, safety and well-being of all CFK and SF students. The following actions will **NOT BE TOLERATED**:

- Disruptive behavior of any kind.
- Discourtesy to fellow students, staff or the public.
- Disregarding the instructions of the program coordinator, instructors, or other staff members.
- Making indecent or sexual remarks or gestures to anyone.
- Fighting, threatening to fight with, or assaulting others verbally or physically.
- Dishonesty and/or unauthorized possession of college property, or the property of others.
- Going **ANYWHERE** on campus unescorted by a CFK staff member.
- Destruction of property or equipment. This includes, but is not limited to, writing on walls or anywhere in the building, tearing out pages of books, carving into desks or any other property belonging to Santa Fe College.
- Carelessness or the unnecessary waste of materials.
- Horseplay of any kind, whether it results in injury or damages. This includes but is not limited to: yelling in any hallways, running, pushing, or throwing of objects.
- Sleeping during class hours.
- No foods, gum, drink, or candy is allowed in the classroom. (Water is allowed in a sealable container.)
- **No headphones, cell phones or tablets are allowed in the classroom.** (If a student is caught using these items in class, it will be removed from his or her possession and the parent/guardian may retrieve the item from the College for Kids office at the end of the day.)
- No profanity!
- No weapons of any kind or of any size.

ACCEPTANCE OF CFK PROGRAM CODE OF CONDUCT RULES

I, the student, and I, the parent/guardian, certify that I have received a copy of, read, and have been given the opportunity to ask questions about the rules and regulations of the Santa Fe College CFK program. We agree to comply with said rules and regulations. We understand that the student's participation may be terminated if the student fails to follow the rules and regulations, and that I, the parent/guardian, will be responsible for all expenses incurred by the student's behavior, including travel, medical, and attorney's fees.

Student's Printed Name & Date

Student's Signature

Parent/Guardian Signature & Date



STUDENT EMERGENCY CONTACT INFORMATION FORM

Which school do you attend? _____

Student Name:

| | | |
|------|-------|--------|
| Last | First | Middle |
|------|-------|--------|

Address: _____

Emergency Contact/Relationship with Student:



Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Email: _____

Emergency Contact/Relationship to Student:

Daytime Phone: _____ Evening Phone: _____

Cell Phone: _____ Email: _____

Known Allergies:

Please note that we expect students to stay away from foods that cause allergic reactions, to take any needed medications at home, and to let the program coordinator know if they have any problems.

People with parental/guardian permission to pick up student:

Name Phone Relationship

Name Phone Relationship

Name Phone Relationship



Santa Fe College Audio/Video and Photography Release

I, the undersigned, grant to Santa Fe College ("SF") and its District Board of Trustees, and all of its agents, trustees, employees, designees, legal representatives, and all persons acting under their permission or authority (hereafter "Releasees"), the unrestricted, irrevocable, and perpetual right to use – including, without limitation, copyright, publish, re-publish, broadcast, transfer, alter, distribute, display, perform, reproduce, and incorporate into other works – any photograph, video, digital file, or other likeness (hereinafter collectively the "images") of me in SF's possession or control in any medium now known or in the future invented, for any purpose, including without limitation, trade, solicitation, promotional, advertising, and marketing, without compensation, prior inspection, or further permission from me.

I consent to each and every use by Releasees of each image of me, and I understand I will not be compensated for same. Such uses may include use in a program, catalog, schedule, newspaper, brochure, advertisement, or other publication or recording that describes, portrays, publicizes, or advertises SF or any College operation, and every reproduction, replication, or other re-use of the same.

I am fully aware that my likeness may appear in materials available to students, parents, faculty, or staff of SF, and individuals outside of the SF community. I further understand that SF is under no obligation to use the images and has made no representations to me in this regard.

I release, hold harmless, and agree not to bring any legal action against any and all Releasees with regard to all claims and liability relating to the audio/video/photograph, including, but not limited to, any claims for defamation, invasion of privacy, invasion of right of publicity, misappropriation of likeness, infliction of emotional distress, negligence, any right, title or interest in the images, or any other physical or monetary injury, and including any blurring, distortion, alteration, optical illusion, or use in composition form, whether intentional or otherwise, that may occur or be produced in taking of said photograph or likeness or in any subsequent processing of same, or any publication or uses of same.

If 18 or older:

I, _____, Student ID # _____, am 18 years of age or older, and I acknowledge and consent to and agree to be bound by the terms and conditions set forth above.

Signature: _____

Print Name: _____

Date: _____ Phone: _____ Email: _____

If younger than 18:

I, _____, Student ID # _____, am younger than 18 years of age, and I acknowledge and consent to and agree to be bound by the terms and conditions set forth above.

I, _____, am the parent/guardian of the minor child listed above, and, on my own behalf and on behalf of said minor child, I acknowledge and consent to and agree to be bound by the terms and conditions set forth above.

Minor Signature: _____

Print Name (Minor): _____

Parent/Guardian Signature: _____

Print Name (Parent/Guardian): _____

Santa Fe College, 3000 NW 83rd Street, Gainesville, Florida 32606



**SANTA FE COLLEGE
ASSUMPTION OF RISK, RELEASE OF LIABILITY, INDEMNIFICATION,
AND HEALTH CARE AUTHORIZATION**

As the parent or legal guardian of the above student, who is a minor child under the age of eighteen (18) (hereinafter "my Child"), and in exchange for the benefits to be derived by my Child's participation in Santa Fe College's College for Kids ("Program"), I hereby agree, on behalf of myself and my Child, to the following:

ASSUMPTION OF RISK: I hereby grant my permission for my Child to participate in the Program, which will include classes and sports. I understand that I am responsible for all transportation. I am fully aware of the risks connected with my Child's participation in the Program, and hereby elect to allow my Child to voluntarily participate in the Program, knowing that the Program may pose risks, including the risk of serious physical injury, temporary or permanent disability, and death, as well as economic and property loss. On behalf of myself and my Child, I _____, VOLUNTARILY ASSUME ALL RESPONSIBILITY FOR ANY RISKS OF LOSS, PROPERTY DAMAGE, OR PERSONAL INJURY, that may be sustained by my Child, or any loss or damage to property owned by myself or my Child, as a result of my Child being engaged in the Program, WHETHER CAUSED BY THE NEGLIGENCE OF SANTA FE COLLEGE, ITS EMPLOYEES, VOLUNTEERS, AGENTS, or otherwise.

RELEASE OF LIABILITY: On behalf of myself and my Child, as well as our respective estates, heirs, administrators, executors, and assigns, I hereby RELEASE and DISCHARGE the District Board of Trustees of Santa Fe College, Florida, and the State of Florida and their respective trustees, employees, agents, and assigns (hereinafter "RELEASEES") from any and all liability, arising out of any loss, damage, or injury, including death, that may be sustained by me, or my Child, to any property belonging to me or my Child, including but not limited to any claims, demands, actions, causes of action, judgments, damages, expenses and costs, including attorneys' fees, which arise out of, result from, occur during or are connected in any manner with my Child's participation in said Program, including such loss, damage, injury or death that may result from RELEASEES' own negligence or otherwise, and I further WAIVE any right I might otherwise have and COVENANT NOT TO SUE said RELEASEES in connection with any such liability.

INDEMNIFICATION: I further hereby AGREE TO INDEMNIFY, DEFEND AND SAVE AND HOLD HARMLESS the RELEASEES and each of them, from any loss, liability, damage or costs, including court costs and attorneys' fees, they may incur as a result of any claims, demands, actions, causes of action, damages, or judgments, which arise out of, occur during, or are in any way connected with my Child's participation in the Program or any related travel or activities.

LAW AND VENUE: I hereby further agree that this document shall be construed in accordance with the laws of the State of Florida, and that venue shall be in Alachua County, Florida. If any portion hereof is held invalid, the balance hereof shall continue in full force and effect.

HEALTH CARE AUTHORIZATION: I authorize Santa Fe College to perform any acts which may be necessary or proper to provide emergency health care to my Child in the event that I and/or the emergency contact listed above cannot be reached, including consent to and authorization of medical procedures by qualified, licensed physicians, dentists, hospital or other emergency medical personnel, as they, in the exercise of their profession and in their sole discretion, may deem necessary. I understand that I am responsible for all costs and expenses of such medical treatment.



**SANTA FE COLLEGE
ASSUMPTION OF RISK, RELEASE OF LIABILITY, INDEMNIFICATION,
AND HEALTH CARE AUTHORIZATION *continued***

In signing this agreement, I acknowledge and represent that I have read and understand it; that I sign it voluntarily and for full and adequate consideration, fully intending to be bound by the same; and that I am at least eighteen (18) years of age, fully competent, and the legal parent or guardian of my Child.

Child's Printed Name/Date of Birth: _____/_____

Child's Signature: _____

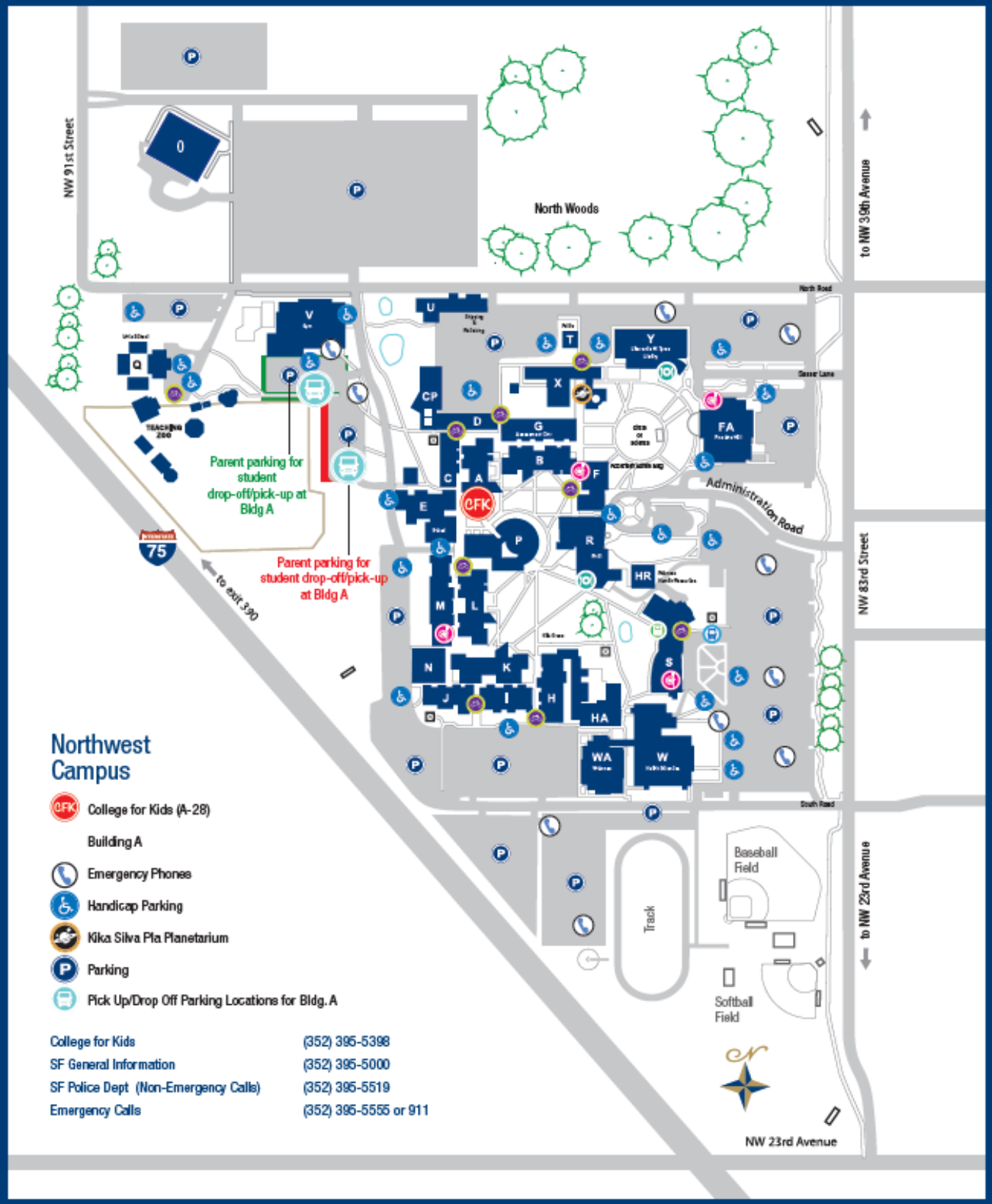
Parent's Printed Name: _____

Parent's/Guardian's Signature: _____

Date: _____

SANTA FE COLLEGE

COLLEGE FOR KIDS



Northwest Campus

- College for Kids (A-28)
- Building A
- Emergency Phones
- Handicap Parking
- Kika Silva Pla Planetarium
- Parking
- Pick Up/Drop Off Parking Locations for Bldg. A

| | |
|---------------------------------------|-----------------------|
| College for Kids | (352) 395-5398 |
| SF General Information | (352) 395-5000 |
| SF Police Dept. (Non-Emergency Calls) | (352) 395-5519 |
| Emergency Calls | (352) 395-5555 or 911 |

