

Dear Parents:

Welcome to LCCC Summer Youth Camps

Below is **Very important information** for you and your child.

To ensure you are happy with the program, and your kids have a fun summer experience, please take the time to read each important point below:

Important things to do **before All Summer Youth Camps classes begin:**

- Please check each Youth Camps individual course description for drop off, lunch and pick up information, as well as, any other specific class details.
- The Youth Camp Liability Waiver **must** be signed by you and returned to LCCC by **Friday, May 31<sup>st</sup> at 4:00 p.m. for June Camps and by Friday, June 28<sup>th</sup> at 4:00 pm for July Camps.** **Until the forms are received, your child is not completely registered for Classes and may be dropped.** If these forms are not received by the due date, we are unable to let your child attend their classes until the form has been completed. **We cannot issue refunds.**
- A 100% refund is available if Class/Camp is dropped **no later than registration/refund deadline published on the inside front cover of Summer Youth Program Guide. Classes/Camps dropped after registration/refund deadlines are not eligible for a refund.**
- **If you have an emergency and are unable to pick up your child on time, call the Life Enrichment Office at 778-1236.**

**Below are Important SEEK Specific class details:**

**New** for this year is a revised pick up and drop off schedule for both June and July SEEKS.

**Please note the changes from previous years for ease of drop-off and pickup during SEEK Weeks.**

#### **MORNING SEEK SCHEDULE:**

8:00 AM **NEW:** All morning session students must be dropped off and signed in at the Multipurpose Room (MPR) in the Recreation and Athletic Complex (RAC) no later than 8:30 AM. (Students should not be dropped off at classrooms.)

8:30 AM All students will be picked up by their teachers at the MPR.

**NO CHILD MAY BE LEFT ALONE IN A CLASSROOM TO WAIT FOR THEIR TEACHER.**

9:00 AM Morning Session SEEK classes begin

11:55 AM All students will walk with their teacher to the MPR for lunch or pick-up by family. Morning session only students will be in RAC room 108 (Gym) for pick-up. If you prefer to pick your student up from the Classroom please sign them out by 11:55 AM. All remaining students must go to the RAC with the teacher at this time.

## Lunch:

12:05- Morning only students must be picked-up and signed out from  
12:15 PM RAC 108 (Gym).

Please remember all-day SEEKERS will need to bring a sack lunch and there are no refrigerators or microwaves.

## Afternoon classes and Dismissal:

12:00 PM **NEW:** All afternoon session students must be dropped off and signed in at the Multipurpose Room (MPR) in the Recreation and Athletic Complex (RAC) no later than 12:30 PM. (Students should not be dropped off at classrooms.)

12:30 PM All afternoon session students will be picked up by their teachers at the MPR.

**NO CHILD MAY BE LEFT ALONE IN A CLASSROOM TO WAIT FOR THEIR TEACHER.**

1:00 PM Afternoon Session SEEK Classes begin

4:00 PM SEEK Day ends. Parents pick-up and sign-out at classroom no later than 4:10pm. We appreciate your help with this.

4:10 PM Any students who are remaining after 4:10 pm may be picked-up and signed out from CCI 130. **We ask that all children be picked up for the day no later than 4:15 pm.**

If you have an emergency and are unable to pick up your child on time, call the Life Enrichment Office at 778-1236.

*Special accommodations can be made on a case-by-case basis for students who are unable to follow the above drop off and pick up schedule. Please contact the Life Enrichment Office no later than the Friday prior to the start of SEEK.*

## Important rules to know:

- Due to safety concerns we are asking that students **do not wear Flip Flops** during SEEK.
- Please be sure to check your SEEK class description to ensure your student has everything they need to fully participate in their class.
- All students need to be signed in at drop off and out at pick up.
- **The use of electronic devices during SEEK is not permitted, this includes our lunch time.** Cell phones are permitted for use to call parents during the day, but otherwise must be left in the student's backpack or provided SEEK bag. Students caught using electronic devices will be able to pick up their device from the Life Enrichment office at the end of the SEEK day.

Thank you for your participation in our programs and adherence to these policies. The policies are in place to ensure that your child has a wonderful, safe summer experience. We're really excited about SEEK and our Youth Camps this summer and we look forward to a fun program with your child!

Sincerely,

*Christie Goertel*

Christie Goertel  
Program Manager, Life Enrichment