



# Summer Camps at Greenville Technical College

## Parent Handbook

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## **ABOUT CAMP**

### **Camp Subject Areas**

- Culinary
- STEM
- App & Game Design

### **Camp Locations**

- Northwest Campus, 8109 White Horse Rd., Greenville, SC, 29617

### **Camp Times**

- Sessions are available from 8 a.m. – 12 p.m. and 1 p.m. – 5 p.m.

## **REGISTRATION**

Don't wait until the last minute to register. Make sure your child has a summer to remember!

### **How to Register**

- Visit [www.gvltec.edu/summer-camps/](http://www.gvltec.edu/summer-camps/) to browse program information and links to the registration page.
- Provide the camper's information – name, date of birth, school attended.
- Payment must be made at the time of registration.
- Make sure the college has correct email and telephone number on file when you register. If we need to contact you in event of emergency or cancellation, this is the information we will use.

## **RULES AND POLICIES**

### **Dress Code**

Parents are asked to have their children wear apparel that is appropriate for summer camp activities. We require all campers to wear tennis shoes each day. The dress code requires long pants, closed-toe shoes and hair pulled back (minimal jewelry, please).

### **Waiting List**

No seats in the camp you are interested in? Place your child on the Summer Camps waiting list. The waiting list option will appear in lieu of the "add to cart" option when a class is at capacity.

### **Allergies**

GTC does not guarantee an allergen-free environment, if a student has food or other allergies, please notify the camp administrator or staff.

**NOTE:** Culinary camp recipes may contain nuts, nut oils, shellfish, gluten, dairy, produce and other food allergens.

### **Drop-Off**

- Parents/guardians must escort their children to and from the building and sign them in and out each day.
- Campers should arrive on campus no earlier than 15 minutes prior to the start of the camp. Campers arriving earlier will not be supervised, and parents/guardians must accept full responsibility for their behavior and safety.
- Campers who are able to drive may check themselves in if the parent provides the camper forms ahead of time and indicates that the student will be driving.

### **Pick-Up**

- Parents must pick up children from the lobby and sign them out.
- Each parent must show a driver's license or valid ID when picking up their child.
- If someone other than the parent on the registration form is picking up a camper, an alternate pick-up form **MUST** be sent in/on file. This person must also show ID when picking up.
- Campers should be picked up promptly at 12 p.m. for the morning sessions and 5 p.m. for afternoon sessions.
- A late fee of \$15 for every 15 minutes will be charged for campers remaining more than 15 minutes after their class has ended.
- Please allow ample time for traffic and weather, and if you're going to be late, call (864) 250-8246.
- Campers who are able to drive may check themselves out if the parent provides the camper forms ahead of time and indicates that the student will be driving.

### **Early Pick-Up**

Please notify staff during check-in.

## **Safety and Security**

Do not call or text your children during camp hours because this may disrupt the class or cause an accident. GTC is not responsible for the loss of personal items such as video games and cell phones.

## **Disruptive Behavior**

Campers engaging in disruptive behavior will be sent home after an initial warning and will not be allowed to return. This includes inappropriate behavior, fighting, shoving and inappropriate language.

## **Special Needs**

If a student has any physical, emotional, or educational special needs that would require special accommodations by camp staff, it is the responsibility of the legal guardian to disclose that information at the time of enrollment so camp staff are aware. *Note: GTC does not guarantee all special accommodations can be met, but will attempt to provide reasonable accommodations with advanced notice.*

## **Instructors**

Each summer camp site is managed by a qualified staff of GTC Instructors and Teacher Aides. Summer Camp instructors are highly qualified educators from our local area who are selected for their abilities and expertise. They have years of experience and are excited about working with children and teens, along with providing a creative and stimulating learning environment. All camp staff has completed a screening process that meets the requirements set forth by Greenville Technical College and all staff members are required to attend an in-service training orientation. All staff members have obtained successful criminal background checks.

## **Cancellation/Refund Policy**

- GTC reserves the right to cancel courses due to insufficient enrollment or instructor availability, in which case registrants receive a full refund.
- The college gives no refunds after the course starts.
- No-shows are responsible for the full registration fee.
- If your child cannot attend a camp, please notify the Registration office at (864) 250-8800 or [CE@gvltec.edu](mailto:CE@gvltec.edu) immediately.
- The college grants a full refund to registrants if the cancellation is received 11 or more business days before the course starts, less a \$25 processing fee.
- The college refunds registrants 75 percent of the registration fee if the cancellation is received within 10 business days before the course starts, less a \$25 processing fee.
- No refund will be issued if the cancellation is received less than 10 days prior to the camp start date. We regret that no exceptions can be made, please plan responsibly and accordingly.



# Summer Camps at Greenville Technical College

## Parent Agreement

We strive for a safe and enjoyable camp for all children, and we rely on you as parents/guardians to partner with us to make this happen.

- I have read and understand the policies and rules contained in the Parent Handbook for summer camps. My camper will abide by the dress code policy, and will be picked up and dropped according to the rules explained.
- If my camper has any special needs, dietary or otherwise, I have informed the office of Personal and Professional Enrichment of these needs prior to registration, and by signing below I affirm so.
- I am the parent/guardian of my camper. I will drop them off and pick them up every day of camp or I will designate another person to do so in writing. Campers will be checked in and out and will not be allowed to leave with anyone who is not on the list as designated.

Parent or Guardian Name (print) \_\_\_\_\_ Daytime Phone \_\_\_\_\_

Parent or Guardian signature \_\_\_\_\_ Date \_\_\_\_\_