



Office of Community Education

1200 West Algonquin Road
Palatine, Illinois 60067

847.925.6300

Dear Parents and Guardians,

This document includes important program information for 2024. This “Welcome Packet” will also be available on the InZone website at harpercollege.edu/inzone and updated as needed.

- If you are new to the InZone program or simply would like a refresher, there are 4 scheduled campus orientation tours throughout the summer. The orientations include a detailed overview of the program and a campus tour to important parts of campus that students will interact with on a daily basis and an opportunity to get any questions answered. The tours are recommended for families new to the InZone program.

Future tour dates are:

Wednesday, June 26

Visit harpercollege.edu/inzone to register and for more information including meeting location and parking. The tours will last around an hour and a half or longer depending on the number of attendees.

- The Pick-up and Drop-off location for all InZone camps is at the circle drive in front of Building A straight ahead after turning onto campus from Algonquin Rd. Please drop-off no earlier than 20 minutes before the start of class. Program Aides are positioned throughout campus before class and during any transition period to guide students to their destinations. Guardians are welcome to personally escort their child to the class location. However, to do this all vehicles must be parked in a parking lot and not along the curb. See the map at the end of this document for more information.
- Drop off for classes in building M will occur in the same drop off as the other classes on campus, but parents are encouraged to pull up closer to building M which is further along in the circle area.
- Parents are responsible for timely pick-up arrangements each day. Please note that Harper College policy specifies that children of all ages must be supervised at all times. Children are not to be on campus unless accompanied by an adult or registered for InZone programs. Before and After Care is available for morning or after camp

supervision. Enrollment minimums are required for these programs.

Waivers

All campers must have a signed release form returned to InZone prior to the start date of a class in order to participate. The link to complete the waiver is below. Please include as much information as needed.

https://harpercollege.formstack.com/forms/inzone_waiver

Attendance

Attendance is taken daily in all our programs. Parents should report absences by 9:15 am.

Calls will be made to parents for any unreported absences.

Please contact Shania Valentine at 847.925.6941 or email either of these addresses: Vs16246@harpercollege.edu; inzone@harpercollege.edu if your child will be absent. Advance notification of absences is acceptable and encouraged.

Inclement Weather Policy

During inclement weather, InZone staff will coordinate with the Harper College Police to ensure safety on campus. In situations of heavy rain, lightning, and severe storms staff will move children to the safest possible location according to the guidelines of the Harper Police Department. When these situations occur during a pick-up time, the InZone program will be in lock-down mode inside of Building A or Building M.

Both locations are near the pick-up area. We ask that during these situations parents come into the building to pick up their children. Children will not be released outside during lock-down mode without a guardian present.

Lunch and Snacks

The cafeteria on the first floor of building A will be closed due to renovations this summer. There will be a kiosk on the 2nd floor of building A serving lunch options for students interested in purchasing their lunches on campus Monday-Thursday. Monday-Wednesday there will be restaurants providing hot lunch options.

Thursdays, the students can pre-order Subway sandwiches. If you are interested in purchasing Subway on a Thursday, please click on the below link for additional information. Students must place an order by Tuesday at noon to receive a sandwich on Thursday.

https://harpercollege.formstack.com/forms/inzone_subway_order_form

There is a separate document attached explaining lunch options for the summer and is also posted on the InZone website. Students may use cash or Sodexo SoGo Cash Cards that are available. Cards can be activated and maintained online. Interested in a Sodexo Cash Card? Ask an InZone staff member or send an email to inzone@harpercollege.edu and we will get you one. Children can also bring their own lunch, refrigeration is not available. Lunch supervision is provided and free. Please register for the InZone Cafeteria Attendance program if staying on campus for lunch, select all dates that align with your child's InZone schedule.

<https://tinyurl.com/w932yftf>

Friday Lunch Options

As mentioned above, the cafeteria will not be serving food on Fridays in the summer, however we will have a lunch option for interested students. On Fridays, we will be serving Lou Malnati's thin crust pizza with a drink and dessert. This option is available to anyone interested. Registration is required. Please register for each Friday you anticipate using this service. Students must be on the roster to receive this provided lunch on Fridays. Registration should be completed by Wednesday by 11am, two days before the day so an accurate order may be placed. This lunch option is called InZone Friday Lunch. The course number is LKD0306, sections 011-020. Select the dates that correspond with your child's schedule. <https://tinyurl.com/mszwenrp>

To keep parents updated throughout the summer, InZone uses Instagram and Facebook. Search for Harper College InZone on each social media platform to get signed up. We will be updating the pages with pictures, videos and program related information throughout the summer.

Please remember that all email updates related to the InZone program are sent to the email address on the child attending InZone student account.

Please review the two documents below, one with important InZone 2024 contact information and another for a detailed drop-off and pick-up location located off of the Algonquin Rd. entrance.

We look forward to a great summer with your children here at InZone!

A handwritten signature in black ink that reads "Kevin Hahn". The signature is written in a cursive style with a long horizontal stroke at the end.

Kevin Hahn
Youth Programming Manager



2024 InZone

Managers and Harper Contact List

General InZone Information: inzone@harpercollege.edu

Kevin Hahn

Program Manager

Office Location: P-127

Phone: 847-925-6876

khahn@harpercollege.edu

Shania Valentine

Program Specialist

Office Location: P-127

Phone: 847-925-6941

vs16246@harpercollege.edu

Jackie Gillespie-Stokland

Safety Specialist

Office Location P-128

Phone: 847-925-6454

gj06244@harpercollege.edu

Osiel Hernandez Cruz

Operations Coordinator

Office Location: P-127

Phone: 847-925-6934

ho28587@harpercollege.edu

Before & After Care

Location: M-2012

Cell: 847-925-6680

CE Registration Office 847-925-6300

Harper Main Campus 847-925-6000

Harper Police 847-925-6330

Social Media:

InZone Instagram: @HarperInZone

Facebook: @harpercollegeinzone

Drop-Off and Pick-Up Area

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