

Things Parents Should Know

THE BASICS

Welcome!

After registering for InZone, visit harpercollege.edu/inzone and download your InZone Welcome Packet. The packet includes a welcome letter, extra waivers and behavior contracts, and a lunch menu. The 2019 packet will be available by May 15. Questions? Email khahn@harpercollege.edu or inzone@harpercollege.edu.

Days, Dates and Hours

InZone programs are scheduled in **one and two-week sessions, Monday through Friday, with classes offered from 9 a.m. to 4:10 p.m.**, including a lunch period. Choose from a variety of programs to create a half-day or full day of activities. **Before and After Care** is also available from 7 a.m. to 6 p.m.

Location

All programs begin at Harper College's main campus at 1200 West Algonquin Road in Palatine. As noted in class descriptions, some classes include InZone-staffed transportation to/from other area facilities.

The Amazing Voyage through STEM Camp takes place entirely at District 214 Community Education located at 2121 S. Goebbert Rd., Arlington Heights, IL. Transportation is not provided to this camp.

Drop-Off/Pick-Up

Drop-Off/Pick-Up Site and Procedure

InZone's **only designated and supervised drop-off/pick-up site is in the circular drive, in front of the Student Center (Building A)**, accessible from the Algonquin Road entrance. Note that Harper College does not allow parking or waiting by the fountain located near the drop-off and pick-up area.

Drop-off/Pick-Up Times

For safety reasons, children are not to be on campus unless accompanied by an adult or registered for InZone programs. Additionally, Harper College policy states that students cannot be on campus more than 15 minutes prior to their first class, and they must be picked up within 15 minutes after dismissal of their class.

Late Pick-Up Procedure and Offenses

Participants not picked up will be escorted to After Care in Building M, and remain until a parent/guardian comes in to pick him/her up. **NOTE: Repeated late pick-up offenses will result in termination from InZone without a refund.**

Avoid late pick-up issues! For your convenience, supervised Before and After Care is available.

Inclement Weather Policy

During inclement weather, InZone staff will coordinate with the Harper College Police to ensure the safety of your child. 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 pick-up time, the InZone program will be in lock-down mode inside of the Student Center, Building A or the Health and Recreation Center, Building M if the student is in a sports program. We ask that during these situations parents come into the building to pick up their child(ren). Children will not be released outside during lock-down mode without a guardian present. There will be designated staff members near the pick-up location to provide information during these situations.

KEEPING YOU SAFE AND IN TOUCH

Safety: Program Aides Lead

We are committed to creating a positive experience for all students, and your child's safety is our number one concern. InZone program aides are at the forefront of keeping your child safe and happy during camp. Encouraging your child to take questions, concerns or problems to an aide and to look to aides for instructions will help us better meet your child's needs.

Harper College is an open campus during the summer. To maintain the safety of your children, InZone aides are strategically placed around campus to monitor InZone students as they travel between classes, during drop-off and pick-up, and alongside instructors during classes. All aides are easy to spot! Look for their official InZone t-shirts and identification badges.

Contact Information

Help us keep in touch! Make sure we have your current email address and phone numbers. Call 847.925.6300 to update.

Emergency Text Alerts

In the event of a campus emergency, it is vital that we contact you as quickly as possible. Sign-up for Harper Emergency Text Alerts on our website, harpercollege.edu, to receive real-time information, in a text message, sent to your cell phone.

- Your name and phone number will not be shared outside of this system.
- Participation is voluntary and open to the public.
- You can cancel the service at any time.
- The service is free. (Consult your cell phone carrier. Standard message rates may apply.)
- Questions about Emergency Text Alerts? Contact the Student Service Desk.
- Emergency updates are also communicated via Harper College's general phone number 847.925.6000 and notices on harpercollege.edu.

Emergency Evacuation Plan

In the event of an all-campus evacuation during program hours, InZone, in coordination with the Harper Police Department, has an evacuation plan, available in detail at: harpercollege.edu/inzone.

ADDITIONAL CLASS OPTIONS

Before and After Care Supervision

Register for Before Care and After Care at the same time you register for InZone classes. Supervision is provided Monday through Friday, from 7 to 9 a.m. and/or 4:10 to 6 p.m. Students should be dropped off in front of Building M and will be escorted to the meeting location by InZone staff members. Attendance is taken in After Care and children must be signed out. Parents must report any changes in a child's After Care schedule to our student absence number: 847.925.6941.

Lunch Program

We offer three options:

- Order a prepaid meal plan.
- Bring a brown bag lunch.
- Bring money (recommended: \$6-7 daily) to purchase a lunch of your choice in the cafeteria.

Supervision during lunch is provided free, regardless of lunch option, however students who elect to bring a lunch or money for the cafeteria must sign up for Cafeteria Attendance. See page 23.

Things Parents Should Know

Relaxation Station

With a special supervised area featuring a variety of activities, from board games and videos to arts and crafts, Relaxation Station is just the thing to fill time-slots between scheduled classes. Students are allowed to register for up to one Relaxation Station period per day. See page 23 for details.

WHO WE ARE

The InZone Team

The InZone staff is passionate about providing a welcoming, safe camp that inspires and cultivates everyone's interests. Our qualified, caring and competent instructors and program aides believe that offering an innovative, active education is key to enriching a child's mind, body and spirit.

InZone instructors are teachers or professionals in their field. Program aides are college students who have participated in extensive orientation and training workshops, and many plan to pursue careers in education. The aides support instructors in creating an inclusive environment with opportunities for individualized instruction.

Employee Background Check

All InZone instructors and staff have passed a statewide criminal background check.

POLICIES TO HELP US HELP YOU

Ages

Students must be **eight years old before September 1, 2019 in order to participate in InZone**. The InZone curriculum is designed to be age-appropriate. It is the responsibility of a parent or guardian to ensure that his or her child is placed in an age-appropriate class. Select courses are open to students younger or older than InZone's standard 8-14 range. In most cases, students will be placed in sections according to skill. **Children must turn six years old by September 1, 2019 in order to participate in the InZone Junior Explorers Camp.**

Class Capacity and Cancellations

In keeping with our mission to provide individualized instruction, InZone enrollment is limited to maintain our **8:1 ratio of kids to adults**. As a non-profit organization whose programs are self-supporting, InZone also requires a minimum number of enrolled students in order to run a class. To avoid inconvenience to students, InZone staff will cancel a course with low enrollment one full week in advance of the start date and offer students alternate classes, Relaxation Station or a full refund. Avoid disappointment and register early!

Release Waiver: Required for Every Camper

All campers must submit a signed InZone Medical and Student Conduct Waiver before attending any InZone programs. Beginning the second week of May, all InZone registrants will receive emailed release waivers to complete, sign and return electronically. For additional waivers, please email us at inzone@harpercollege.edu or call 847.925.6876.

Absences and Extended Illnesses

Attendance is taken daily in all programs. If your child will be absent, call: 847.925.6941 or email: inzone@harpercollege.edu. Parents should report absences no later than one hour before the start of a program. Calls will be made to parents for any unreported absences. **There are no make-up classes.**

Medication / Special Health Needs

Please let us know in advance if your student requires medication during InZone programs. Call 847.925.6454 to notify us and obtain further information.

Students with Disabilities

In accord with federal and state law, Harper College makes every effort to provide reasonable accommodations to qualifying students with disabilities. To inquire about the process for receiving accommodations for InZone, please contact Access & Disability Services (ADS) to schedule an InZone intake appointment at 847.925.6266 voice or 866.327.1630 videophone. An ADS staff member will review medical and/or educational documentation and discuss with students and parents what possible accommodations may be reasonable. Personal services such as restroom assistance, support with mobility around campus, or direct one-to-one supervision are not provided. On rare occasions, it may be determined that requests for accommodation within InZone cannot be met if they pose a serious health or safety risk, or significantly alter the intent of the course or program. For additional information, contact ADS at 847.925.6266 voice or 866.327.1630 videophone, or Continuing Education at 847.925.6300.

Tax Credit

An employed parent or legal guardian may qualify for a tax credit for child care/dependent care for his/her child who attends InZone programs. As the law has specific regulations, interested parents will need to consult their tax advisor for details. Our Federal Tax ID number is 36-2582782.

We are not responsible for lost or stolen items.

DROPS AND WITHDRAWALS: A student must drop a class no later than 24 hours before it begins to receive a full refund. If it is less than 24 hours before the class begins or it has already begun, a student may still withdraw; however, there are no refunds for withdrawals.

Drop or Withdraw Three Ways:

online: my.harpercollege.edu, select My Registration on the My Harper tab.
by phone: 847.925.6300

on campus: Registration Desk, Wojcik Conference Center Lobby (Bldg W).

Questions about drops or withdrawals: email inzone@harpercollege.edu

CANCELLATIONS AND REFUNDS: There is a 100 percent refund given for canceled classes. If Continuing Education cancels a class for any reason, a full refund will automatically be granted to reflect the customer's original payment method. There are no refunds for withdrawals. Appeals to the refund policy may be submitted via email to ce.harpercollege.edu.

GET TO KNOW INZONE!

Attend an Orientation Tour

Free campus tours are available to all InZone campers and their families. Tours are strongly recommended for all new campers. An InZone representative will conduct each hour-long tour.

InZone Tours are available:

Wednesday, May 29, 6 p.m.

Monday, June 3, 6 p.m.

Wednesday, June 5, 6 p.m.

Tours meet in Building Z, Room Z102. (Parking in Lot 3)

InZone Junior Explorers Orientation:

Monday, July 1, 6 p.m.

Orientation meets in Building M, Lobby. (Parking in Lot 1)

Learn more and RSVP online at harpercollege.edu/inzone.