

# Computer Camp Policies and Procedures



A staff member will be in the lobby area from 7:45 until 8:30 every morning. Campers may be dropped off at the front of the Computer Technology building as early as 7:45 but must be in the classroom by 8:30. **ALL Campers must be signed in by a parent or guardian.**

Campers will get a snack and have use of the restroom mid-day and mid-afternoon. At lunch, campers will be walked to the Bistro in the El Dorado Conference Center where they will be able to choose from the lunch specials, a sandwich, salad or pizza and get a drink.

**Any dietary restrictions must be noted on the information sheet.**

Campers are free to bring their own lunch, snacks and/or drinks, however this will not reduce the cost of the program. After lunch they will be walked back to the classroom in the Computer Technology building.

Campers are responsible for their own personal belongings and should not bring anything valuable. Campers will use headphones that will stay in the lab and will be exclusively used by your student. If a camper would like to bring their own, that is permitted however, the college is not responsible for those headphones. Please label all personal items.

The bathrooms are located at the building entrance.

There are machines for drinks and snacks located past the bathrooms, in the open student area where campers may purchase additional snacks. Open food and drinks are not allowed in the lab area. If you get a bottled drink, you must keep it closed. Canned drinks will not be permitted in the lab.

The computers that the campers will build and program were purchased with state funds and are the property of the college. However parents or guardians who wish to purchase a set may do so from the KANO website.

Campers must have permission from an instructor or staff person before leaving the classroom or recreational areas for ANY reason. They will not be allowed to leave the building without being accompanied by an authorized adult.

**Offensive speech or actions are strictly prohibited.** Campers should contact their instructor or staff members if they have problems with other campers or staff. Campers should not intentionally harm themselves or cause harm to another camper or staff member.

**Inappropriate behavior:** This includes but is not limited to touching other campers or their work, constantly talking out of turn, yelling or running in the hallways, not respecting other's or

# Computer Camp Policies and Procedures



the college's property, inappropriate bathroom behavior, and any other behavior that is disruptive to the learning environment.

**Inappropriate language:** This includes but is not limited to the using of foul language, verbally harassing another student, and any other language that is inconsistent with general camp rules.

**Refusal to participate:** This includes but is not limited to refusing to participate in a classroom activity without a legitimate reason (i.e. not feeling well vs. "because I don't want to"), refusing to accompany the group when moving to a different location or leaving the building, and not following the instructions or directions when working in the classroom.

In the event that disruptive behavior occurs, the following steps will be taken;

1. You will be notified of their behavior by staff when you pick them up.
2. You may be called if their behavior is too disruptive.
3. Once you have been notified of your child's behavior, if it continues such that the camper needs constant supervision or redirection, your child may be asked to leave camp.

Campers may be picked up early. However ALL Campers MUST be picked up by 5:30 unless other arrangements have been made. Campers will be waiting in the lobby area beginning at 5:00. **Parents and guardians MUST sign for their camper.**

If there is a question or concern, you can email me at [charrell@southark.edu](mailto:charrell@southark.edu) or you may call or text my cell phone (870)310-2087.

Thank you for letting your student participate in the Summer Computer Camp at SouthArk!

---

I have read and understand the camp policies and procedures listed in this document. I will take responsibility for seeing that my camper complies with these policies and procedures.

I give my permission for media in which my child may appear to be used for South Arkansas Community College publicity purposes. (circle one)      Yes      No

I will ensure that my camper has transportation according to the stated drop off and pick up schedules. Pick up after 5:30 may result in additional charges.

---

Parent/Guardian Signature

---

Date