

# Policies and Procedures

## *Community Education Mission:*

The mission of the Community Education Division is to provide diverse, high-quality, lifelong learning opportunities for individuals, businesses, and community organizations. We are responsive, cost-effective and innovative in our assessment, teaching, training, and consulting. Our commitment is to exceed our customers' expectations in today's global community.

## REGISTER EARLY

We encourage early registration. Many youth courses fill quickly. To verify course details, space availability, location, and any special instructions visit [www.northampton.edu/poconosummeryouth](http://www.northampton.edu/poconosummeryouth).

## HOW TO REGISTER

### ONLINE

Register securely 24/7

1. Visit [www.northampton.edu/poconosummeryouth](http://www.northampton.edu/poconosummeryouth), click **View Summer Courses**, click **Login** on the top right hand side of the screen.
2. Click "Create a new Customer Account" and create an account for each child
3. See p. 5 for detailed instructions to register online.

### IN-PERSON

In-person registration is available during normal office hours in the Student Enrollment Center on the Bethlehem campus and the Pocono campus to pay with cash or check; or Room 550 at the Fowler Family Southside Center with check or credit card. Please note this may take some time if registering for multiple weeks.

### MAIL REGISTRATION

Complete both sides of the form on page 25 & 26 and mail, with your check or money order payment, to the Records Office. The address is listed on the registration form.

### ASSISTED PHONE REGISTRATION WITH CREDIT CARD

If you don't have access to a computer, you may register by telephone and charge it to your MasterCard, Visa, American Express or Discover credit card. Simply dial 610-861-4553 for assistance in establishing your account and registering for the course(s) of your choice. When registering by phone, you should have at hand all the information requested on the mail-in registration form. Registrations are accepted Monday thru Thursdays, 8 AM-4 PM. Registrations are also accepted Fridays, 8 AM-4 PM until May 17, 2024.

If you have questions regarding registration, call toll-free: 610-861-4120.

## HEALTH AND WELLNESS

Health information is required during the online registration process. **New campers:** See Horizons Health Profile Questions on page 26 for the type of the information you will be required to provide. **Returning campers:** Please review your previous answers when registering for this summer. Make any necessary changes. If registering in person or through the mail complete the Horizons Health Profile Questions on the back of the registration form, see page 26.

How to update your child's Health Profile:

- Go to [northampton.edu/lifelearn](http://northampton.edu/lifelearn)
- Login to your child's account
- Hover on "My Account"
- Click "Update Profile"
- Scroll down to "Youth Contact and Health Profile" section
- Review and update any changes
- Click save

### Sick Policy

- If your child is sick, do not bring them to campus
- If your child becomes ill during the program, you will be notified and will need to pick them up.
- If your child receives a positive COVID test result, you are required to call the NCC health center at 610-861-5365.

## CHILDCARE

Register early, Camp Childcare fills up fast! Additional hours are available to purchase:

- You will see this purchase option during the checkout process at the time you purchase a week of Camp Pocono Childcare.
- If you decided at a later time that you will need additional camp hours, you may still add hours. Here's how:
  - Visit [www.northampton.edu/poconosummeryouth](http://www.northampton.edu/poconosummeryouth)
  - Click **View Summer Courses**
  - Login to your child's account
  - Hover on My Course Information
  - Click Current Sections
  - Find the course code for the week you are looking to change
  - On right, click the Buying Optional Items icon
- If you need to view how many additional hours you have purchased, here's how:
  - Visit [www.northampton.edu/lifelearn](http://www.northampton.edu/lifelearn)
  - Login to your child's account
  - Hover on "My Account"
  - Click "Payment History"

**In calculating the hours needed, please be accurate and purchase the appropriate number of hours needed.**

\*You must be registered for the correct number of hours needed for your child by Sunday night (11:59 PM) or you will be assessed a \$35 penalty in addition to the cost of the additional hours.



## CHILDREN WITH DISABILITIES

Children with disabilities who are in need of specialized accommodations (example: a sign language interpreter or permission to be accompanied by an attendant) must identify themselves to the Horizons for Youth Program by calling 610-861-4120. **Parents will be required to complete an information form and provide current documentation of the disability. If you will be requesting special accommodations, your paperwork MUST be completed and on file in NCC's Disability Services office by May 10, 2024 or 2 weeks prior to the start of class if you register after May 10, 2024.**

**Parent's whose child needs to be accompanied by an aide, TSS or MT are required to obtain and submit to the Horizons for Youth program all state and federal clearances for any staff that will accompany your child.** For a complete list of necessary documents refer to our website [www.northampton.edu/poconosummeryouth](http://www.northampton.edu/poconosummeryouth). Documentation and clearances should be scanned and emailed to [youthinfo@northampton.edu](mailto:youthinfo@northampton.edu). Students that need specialized accommodations and do not contact Horizons for Youth prior to the start of class or submit the required paperwork will not be able to participate in the class until parents/guardians have contacted the office and submitted the necessary requirements. See refund policy.

Don't forget to print your child's schedule. Log in on [www.northampton.edu/poconosummeryouth](http://www.northampton.edu/poconosummeryouth), click My Course Information.

## PICK-UP/DROP-OFF OF CHILDREN

Parents must drop off and pick up at classrooms or camp rooms. You will be emailed details of locations prior to the start of the program. If you are a parent of a 6th-9th grade student and choose not to pick up your child from class, you must send a note giving permission for your child to meet you. Without a note they will not be released from the classroom. If someone other than a parent or guardian is picking up a student, you must send a note informing the teacher/counselor. Pick-up person must be at least 16 years of age. Please make sure that person has a photo ID with them.

Class starts and stops at exactly the times stated. Please be prompt in adhering to this schedule.

In the event of a legal issue, please inform the Horizons for Youth staff immediately.

Pocono HFY: 570-369-1881.

## SNACK POLICY

Please provide a healthy snack for the mid-morning break and afternoon break (if your child attends Camp Pocono). We strongly encourage that you pack a peanut free snack for your child. Some classes visit the vending machine or bookstore. Breaks are taken in the morning in order to allow for water, bathroom and parent provided snacks. Some classes include food as a part of their classroom activities.

# Policies and Procedures CONTINUED

## DISCIPLINE POLICIES AND PROCEDURES

Our program is designed to provide children with an opportunity to participate in unique group learning situations. Students that disrupt another student's ability to learn or who require more individualized attention may not fit into our program. To ensure all students have the opportunity to learn, all classes have rules that must be adhered to. **Please be sure to review our discipline policy at [www.northampton.edu/poconosummeryouth](http://www.northampton.edu/poconosummeryouth).** It will describe what constitutes inappropriate behavior and the consequences that may result. Extreme behavior may excuse your child from the remainder of the class without any refund, and may exclude your child from participation in our summer program in the future.

## COLLEGE POLICIES

**Please note college offices are closed on Fridays between May 24 and July 5, 2024.**

### REFUND POLICY

Students who wish to withdraw must formally request withdrawal with the College and will be eligible for a refund as follows:

**100% Refund:** Withdraw 5 business days prior to the first day of class

**50% Refund:** Withdraw 3-4 business days prior to the first day of class

**0% Refund:** Withdraw less than 3 business days prior to the first day of class

Formal withdrawal must be made by either going into LifeLearn under "My course information" and click Current Sections or by emailing [Youthinfo@northampton.edu](mailto:Youthinfo@northampton.edu).

**Refund Example: If a class starts on a Monday, NCC will issue a 100% refund for anyone who withdraws the Monday before or earlier. Students who withdraw on Tuesday or Wednesday will receive a 50% refund. No refund will be provided to anyone who withdraws Thursday or Friday.**

### COURSE CANCELLATION

Northampton Community College reserves the right to cancel courses when there is insufficient enrollment. If you register for a course which is later canceled, we will notify you of the cancellation. Enrollees with a canceled course will receive a full refund. If you would like to choose another course, you may do so by visiting [www.northampton.edu/poconosummeryouth](http://www.northampton.edu/poconosummeryouth). See page 5 for registration directions.

### NECESSARY CHANGES

Northampton Community College reserves the right to make changes in the staff, fees, rooms, courses of instruction and regulations without prior notice.

### NON-SMOKING CAMPUS

As part of the College's commitment to the health and well-being of the College community, smoking has been prohibited throughout all campus buildings.

## ACCESSIBILITY

Northampton Community College is committed to being accessible to all students. To make requests for special services, students should call 610-861-5342.

The College's Coordinator for the Americans with Disabilities Act can be reached at 610-861-5496.

Northampton Community College values diversity and seeks talented students, faculty, and staff from diverse backgrounds. The College does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, or status as a disabled or Vietnam Era veteran in its activities, programs, or employment practices.

## PUBLIC SAFETY

NCC Public Safety joins all private higher education institutions in the Lehigh Valley, and 75% of campuses nationwide, who have armed police or security staff. The decision to move to a limited armed public safety presence at all NCC locations was made as a key step to better protect our college community and to enhance our response to critical incidents. Our continuing goal is to provide a proactive response to crime prevention and to embody a community oriented approach to public safety with a focus on customer service.

Northampton Community College's Public Safety Office works to ensure a safe environment for students, faculty, staff and visitors. Safety at NCC is a shared responsibility that every member of the college community needs to take seriously. We believe that the key to preventing crime is awareness. If you ever observe any person or activity that appears unusual or suspicious at any NCC location, please report it to the Public Safety Department:

Bethlehem Campus: 610-861-5588

Pocono Campus: 570-369-1911

Fowler Center: 484-390-3240

