



Kids' College

PARENT HANDBOOK

▶ Guide for a successful *flight*





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Kids' College Offices

▶ Leesburg Campus

Lake Hall, Room 129
Phone: (352) 787-3747

▶ Clermont Campus

Building 2, Room 102
Phone: (352) 787-3747

Offices are only staffed during Kids' College semesters on Monday – Thursday from 8:00 A.M. – 4:00 P.M.



KIDS' COLLEGE PROGRAM

Welcome, Mission, and Important Dates

Welcome to the 2026 Kids' College Program!

Our mission is to provide an enriching academic summer experience for school-age children, thereby expanding their knowledge, introducing new skills, and offering opportunities for exploration and discovery.

Camp Goals and Benefits

We are committed to providing opportunities for every camper to:

- **Belong:** Participate actively in a community where they are accepted for who they are.
- **Grow:** Receive guidance and support in setting and achieving new goals.
- **Learn:** Acquire new skills and explore a variety of subjects, from science and math to language arts and history.
- **Express:** Unleash their creativity with art, music, and drama activities.
- **Thrive:** Increase self-awareness, self-confidence, and self-esteem.
- **Connect:** Develop healthy, supportive relationships with peers and mentors.
- **Respect:** Respect the rights and dignity of all campers and staff.

Date	Event	Location
June 2	Kids' College Orientation	Clermont Campus
June 4	Kids' College Orientation	Leesburg
June 8	Kids' College Semester A Starts	Both Campuses
June 18	Field Day/Performance Day & Semester A Ends	Both Campuses
June 22	Kids' College Semester B Starts	Both Campuses
July 1	Field Day/Performance Day & Semester B Ends	Both Campuses
July 2	Observance of Independence Day (College Closed)	Both Campuses
July 3	Observance of Independence Day (College Closed)	Both Campuses
July 6 - 16	Kids' College Semester C Starts	Clermont Campus
July 13 - 16	Healthcare Exploration Camp	Leesburg Campus
July 16	Kids' College Semester C Ends	Clermont Campus
July 20 - 23	Healthcare Exploration Camp	Clermont Campus





KIDS' COLLEGE PROGRAM

Enrollment and Program Information

Camp Locations & Program Dates

Campus	Address
Leesburg Campus	9501 US Hwy 441, Leesburg, FL 34788
Clermont Campus (South Lake)	1250 N Hancock Rd, Clermont, FL 34711

Semester Information

Semester	Dates	Campuses Offered
Semester A	June 8 - June 18	Leesburg & Clermont
Semester B	June 22 - July 1	Leesburg & Clermont
Semester C	July 6 - July 16	Clermont Campus Only

Important Note: Kids' College classes run Monday through Thursday only. There are no classes on Fridays.

Kids' College Office Hours

The Kids' College Offices are staffed **Monday – Thursday from 8:00 a.m. - 4:00 p.m.** only during active Kids' College semesters.





KIDS' COLLEGE PROGRAM

The Camp Day

▶ Camp Attire

- **Required T-Shirts:** Each student will be issued two (2) Kids' College T-shirts. All students are required to wear the issued T-shirts during the program at all times.
- **Additional T-Shirts:** Additional T-shirts can be purchased for \$18 each.
- **Footwear for Safety:** For your child's safety, only closed-toe shoes are allowed in outdoor and gym classes. Cleats are not permitted for any sports classes.
- **Distribution:** T-shirts will be handed out at orientation or on the first day of camp.



▶ Sample Daily Schedule

Time	Activity
7:30 a.m. - 8:30 a.m.	Early Care
8:30 a.m. - 8:45 a.m.	Morning Drop-off
9:00 a.m. - 10:30 a.m.	1st Period
10:45 a.m. - 12:15 p.m.	2nd Period
12:15 p.m. - 12:45 p.m.	Lunch (Camper-Provided)
12:45 p.m. - 2:15 p.m.	3rd Period
2:30 p.m. - 4:00 p.m.	4th Period
4:05 p.m. - 4:30 p.m.	Afternoon Pick-up
4:05 p.m. - 5:15 p.m.	Late Care



KIDS' COLLEGE PROGRAM

Daily Drop-Off/Pick-Up Procedures

Please help us ensure a safe and smooth process by following these guidelines:

- **Location:** Follow the clearly marked signs to the designated drop-off/pick-up area when entering the campus.
- **Staffed Hours:** Staff will be available to assist with car doors during the following periods:
 - *Early Care Drop-Off:* 7:30 - 8:00 a.m.
 - *Morning Drop-Off:* 8:30 - 8:45 a.m.
 - *Lunch Arrivals/Departures:* 12:20 - 12:35 p.m.
 - *End-of-Day Pick-Up:* 4:10 - 4:25 p.m.
 - *Late Care Pick-Up:* Please sign out your child in the office before 5:15 p.m.
- **Required for Pick-Up:** Please have your child's barcode or Student ID readily available when picking up your child.
- **Early Checkout Policy:** Early checkouts are not permitted after 3:30 p.m.

Special Activities

- **Programmed Schedule:** The camp schedule is fully programmed every day. Campers will participate in multiple activities each day.
- **Weather Policy:** Outside classes will be moved inside for a different activity during inclement weather.
- **Performance/Field Days:** These events showcase student accomplishments and are held on the last day of each semester (see Important Dates). Parents and families whose child's class is participating will be invited. Agendas are subject to change.





KIDS' COLLEGE PROGRAM

Health and Medical Information

Lake-Sumter State College is committed to providing a safe, healthy, and supportive environment for every camper. Please review this section carefully. You will be prompted to electronically sign the official versions of these forms during the online application process.

1. Required Medical Forms and Application Agreement

All necessary health provisions, including the Emergency Medical Release and Hold Harmless Waiver, are integrated into the online Kids' College application. **Submission of the application constitutes necessary authorization and consent.**

- **Emergency Medical Release and Hold Harmless Waiver** – By submitting the application, the parent/guardian affirms that they have reviewed and agree to the terms of the Emergency Medical Release and Hold Harmless Waiver, which includes authorization for staff to seek necessary medical treatment and waives liability for accidental injury.
- **EpiPen Authorization Selection** – For campers with allergies requiring an EpiPen, parents must select one of the following options on the application: **N/A** (not applicable), **Yes** (child is authorized to carry the EpiPen on their person), or **No** (the child will not carry an EpiPen at camp). Selecting 'Yes' means the child is authorized to carry and self-administer medication.
- **Medical Conditions:** All existing medical conditions and specific medical notes, **including any medication the camper will be bringing and self-administering**, must be clearly listed and detailed in the designated section of the application form. This ensures our staff is fully aware.

2. Camp Health Procedures

- **Health Supervision:** Camp staff are trained in First Aid and CPR and will manage minor incidents. *Please note: Kids' College does not employ full-time medical personnel.*
- **Minor Illness/Injury:** For minor issues (e.g., cuts, scrapes, mild colds), staff will administer immediate first aid. Parents/guardians will be notified of any illness or injury, regardless of how small or minor it is. This ensures open communication and transparency.
- **Serious Illness/Injury:** In the event of a serious illness or emergency, staff will administer immediate first aid, contact local emergency services, and notify the parents/guardians immediately.





KIDS' COLLEGE PROGRAM

Health and Medical Information

3. Medication Administration: Camper Self-Administration

- **Self-Administration Requirement:** Camp staff will not administer any form of medication. Campers bringing prescription medication to camp must be fully capable of administering their own medicine as directed by their physician.
- **Prescription Medication Requirements:** All prescription medications must be kept in their original containers with the camper's name, the name of the drug, and dosage clearly marked.
- **Medication Documentation:** Parents/guardians must list all prescription medicines that the camper will be bringing and self-administering in the Medical Needs/Notes section of the application form.
- **Over-the-Counter (OTC) Medication:** Campers are strictly prohibited from bringing any Over-the-Counter (OTC) medication (e.g., pain relievers, cold medicine, vitamins) to campus.

4. Allergies and Dietary Needs

- **Meals and Packed Lunches:** Campers are responsible for bringing their own packed lunch each day. Parents must pack lunches free from any ingredients to which their child has an allergy, as staff cannot monitor the contents of every packed meal.
- **Severe Allergies:** Parents of campers with severe allergies (food, insect, medication, etc.) must clearly document the allergy in the Medical Information section within the application.
- **Dietary Restrictions:** Since campers provide their own meals, parents are responsible for accommodating all general dietary restrictions (e.g., vegetarian, gluten-free, dairy-free) in the packed lunch. Please detail all restrictions and intolerances on the health forms so staff are aware should any food be provided by the camp.

5. Camp Code of Commitment

Lake-Sumter State College is dedicated to providing a safe, secure, and enjoyable summer experience where all participants can learn and grow. This Code of Commitment outlines the shared expectations for every camper and staff member, fostering a positive environment built on respect, responsibility, and integrity.

We believe that every camper is capable of making great choices. We expect all participants to practice good judgment and common sense as we navigate our daily activities together.





KIDS' COLLEGE PROGRAM

Our Shared Commitments

Commitment	We Commit To:	Unacceptable Behavior (May Result in Dismissal)
Respect & Kindness	Treating all peers and staff with kindness, courtesy, and dignity. Following all instructions promptly.	Fighting, threatening physical harm, or any form of assault (verbal or physical).
Positive Communication	Using language and gestures that are appropriate, encouraging, and respectful.	Indecent, sexual, or offensive remarks or gestures.
Integrity & Property	Being honest in our words and actions, and respecting personal belongings and college property.	Dishonesty, theft, or unauthorized possession/use of property.
Safety & Boundaries	Always remaining with a designated group or staff member. Following the buddy system.	Leaving designated camp areas or going anywhere on campus alone.
Environment Care	Maintaining a clean environment and treating all college property/equipment with care.	Destruction or damage to college property or creating unsanitary conditions.
Weapon-Free Zone	Maintaining an absolutely safe environment.	Possession of weapons of any kind, regardless of size, is strictly prohibited.

Accountability and Dismissal

When a camper fails to adhere to these commitments, Lake-Sumter State College views it as an opportunity for learning and course correction. We will implement a structured process to address the behavior, which ensures clear communication and consistent application of these rules.

Persistent failure to meet these guidelines, or a single incident involving a major safety violation, may result in disciplinary action, up to and including immediate dismissal from the program.

Important Contact Information

Contact Type	Campus:	Phone Number	Purpose
TRUE EMERGENCY	ALL	911	Ambulance, Fire, Police
Main Camp Line	Leesburg	(352) 323-3610	For emergencies involving your child.
Non-Emergency Inquiries	Clermont	(352) 787-3747	For general questions or minor incident follow-up (during office hours).
Campus Security	Leesburg	(352) 516-3795	Non-emergency security concerns.
Campus Security	Clermont	(352) 516-5074	Non-emergency security concerns.



KIDS' COLLEGE PROGRAM

Leesburg Campus Map



Gymnasium

All students should be dropped off and picked up at the **gymnasium (Building #7)**. To get there, please enter the campus at the **purple arrow**. Then, follow the **blue arrows** until you reach the **orange circle**, which is the designated drop-off and pick-up zone. When exiting, parents should follow the **red arrow** path. This will lead you back to College Drive, or you can continue on the path to reach U.S. Hwy 441.

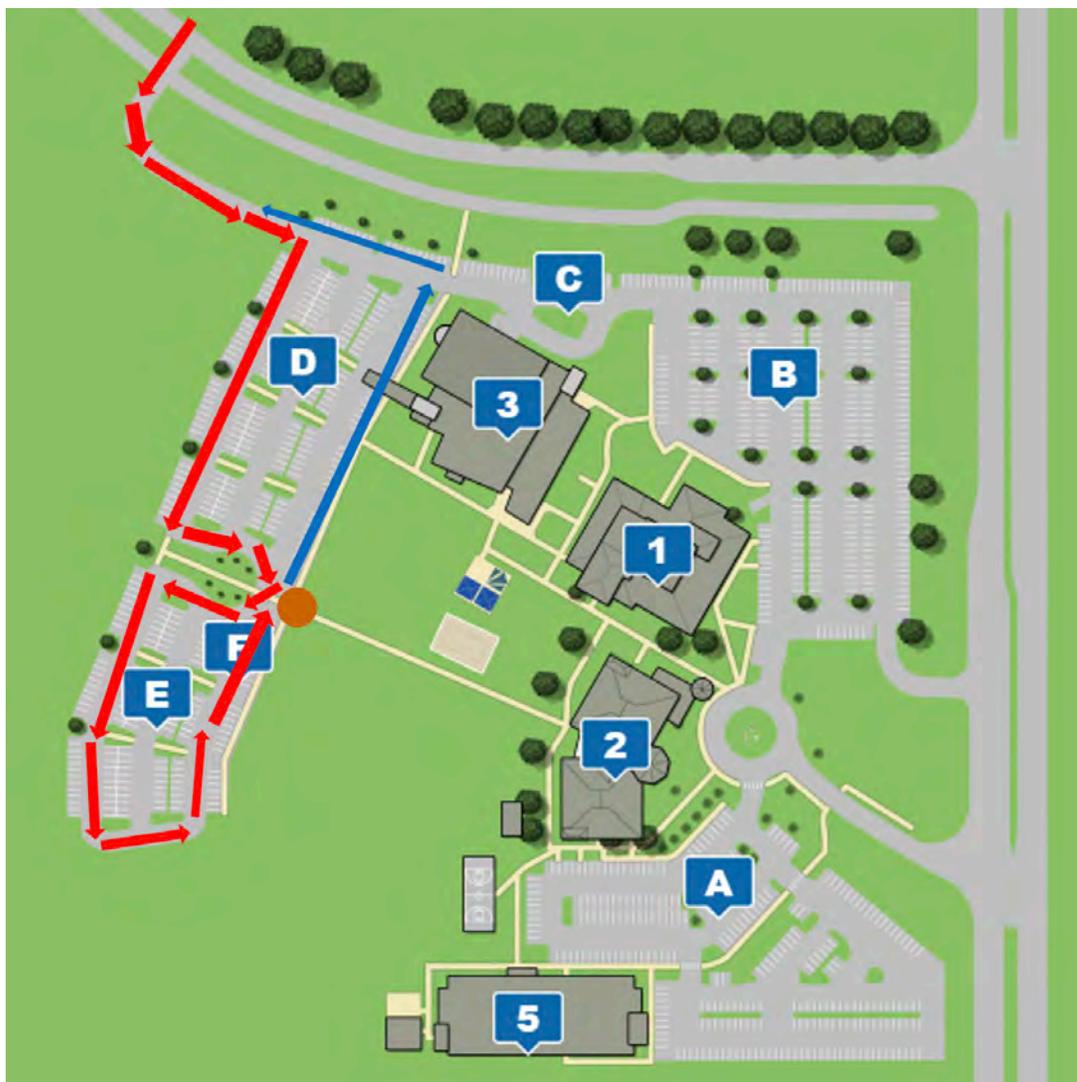
Legend

-  Entrance
-  Directions to drop-off/pick-up area
-  Drop-off/Pick-up Location
-  Directions to Exit



KIDS' COLLEGE PROGRAM

Clermont Campus Map



All students should be dropped off and picked up at the **end of the sidewalk leading out of Building 2**. To reach this location, please enter campus from **Oakley Seaver Drive** where the **red arrow** begins. Continue following the red arrows until you arrive at the orange circle, which is the designated drop-off and pick-up zone. To exit the campus, simply follow the **blue arrows**, which will lead you back to Oakley Seaver Drive.

Legend

-  Directions to drop-off/pick-up area
-  Drop-off/Pick-up Location
-  Directions to drop-off/pick-up area



KIDS' COLLEGE PROGRAM

Frequently Asked Questions (FAQ)

General Operations & Schedule

What are the official Kids' College operating hours?

Kids' College classes and scheduled activities run Monday through Thursday from 9:00 a.m. to 4:30 p.m. Early Care begins at 7:30 a.m. and Late Care ends at 5:15 p.m. for pre-registered students.

Are there classes on Fridays?

No. All Kids' College classes, including Semesters A, B, and C, run exclusively from Monday through Thursday.

Can I register for ONLY one week of a 2-week semester?

No. Registration is only available for the full 2-week semester. Days are not prorated.

Is there a sibling discount available?

No, unfortunately, we do not offer a discount for registering siblings.

Do you offer financial assistance?

In most years, a limited number of scholarships will be available. If you wish to apply for financial assistance, the scholarship application form will be available on the website when registration officially opens.

Will I receive a confirmation when I register online?

Yes. We will send a confirmation to the primary email address listed on the account after the registration deadline for the specific semester(s) you've registered for.

What is your cancellation/refund policy?

To receive a refund, you must submit a written notice to YD@lssc.edu at least seven (7) days prior to the program's start date.

Is there a cancellation fee?

Yes. Due to the processing time involved, a \$50 cancellation fee will be retained from the refund amount if you choose to withdraw your child from the program.

Will there be any reimbursement if my child misses a day?

No. Days missed from summer camp semesters, whether due to illness, late arrival, or other reasons, are not prorated or reimbursed.

Can I make a change to my child's schedule once I have registered?

Schedule changes may be requested through the first week of a semester if the student is unhappy with their class choice. Due to the administrative work involved, a \$25 processing fee applies to any class change after registration. No changes will be made during the second week of the semester.

Drop-off, Pick-up, & Daily Logistics

What do I need to check my child out each day?

Each student will receive an arm bracelet with a bar code that they must wear daily. Parents will be issued two ID cards associated with the child. You must present one of these ID cards to be scanned by staff to check your child out.

What if I need a friend or relative to pick my child up from camp?

If another adult (friend or relative) is picking up your child, you must provide them with one of your authorized parent ID cards.

Can I bring my child to camp late?

Yes. However, please note that groups move to their classrooms promptly at 8:45 a.m. If you arrive after this time, please head to the Kids' College Office to check your child in. Our team will make sure all students get to their class and catch up with their group quickly.

Does the camp provide lunch?

No. Campers must bring their own packed lunch and snacks each day. Since we cannot monitor the contents of every meal, parents are responsible for accommodating all dietary needs and packing a lunch that is free from any severe allergens their child may have.



KIDS' COLLEGE PROGRAM

Frequently Asked Questions (FAQ)

Can my child use a backpack to transport their belongings each day?

Yes, it is highly recommended. Students should bring their own backpack for carrying snacks, drinks, and lunch (if staying all day). Please ensure the student's name is clearly marked on all belongings.

Are cellphones/electronic devices allowed at camp?

We do not recommend bringing valuable items to Kids' College. Students are expected to be engaged in activities and should not use electronic devices unless specifically directed to do so by the instructor for a class activity.

What should my child wear to camp?

All students are required to wear the issued Kids' College T-shirt at all times. They must also wear closed-toe shoes for safety in all classes, including gym and outdoor activities.

Where do I drop off and pick up my child?

Please follow the clearly marked signs to the designated drop-off/pick-up area on campus. Our staff will be available to assist with car doors during the scheduled windows. You must have your child's barcode or Student ID ready for afternoon pick-up.

Can I pick up my child early?

Yes, please report to the Kids' College office for early checkouts. We request that you adhere to the scheduled pick-up times. Early checkouts are not permitted after 3:30 p.m.

Staff & Safety

Tell me more about your summer staff. How are they trained and are they background checked?

- **Kids' College Coordinators:** Coordinators are aspiring or experienced public school administrators/teachers who are continuously trained for student interaction and are background checked.
- **Kids' College Instructors:** Most instructors are experienced public school teachers. They are continuously trained and are background checked. We also hire trained college students in fields relevant

to their Kids' College position.

- **Kids' College Leaders-in-Training (LITs):** LITs are high school student volunteers (entering 10th - 12th grades) participating in a leadership program. They assist instructors in class, help ensure an inclusive environment, and help students complete tasks/projects while earning community service hours.

Will camp staff administer my child's medication?

No. Camp staff will not administer any medication, including prescription or over-the-counter drugs. If your child requires prescription medication, they must be fully capable of self-administering it. All prescription medication must be kept in its original container.

Can my child bring over-the-counter (OTC) medicine to camp?

No. Campers are strictly prohibited from bringing any OTC medication (e.g., Tylenol, cold medicine, vitamins) to campus.

What happens if my child is injured or gets sick?

For minor injuries, staff will provide immediate first aid, and the parent/guardian will be notified. In the event of a serious injury or emergency, staff will contact Campus Security, 911 (if necessary), and then notify the parent/guardian immediately.

What is the policy for severe behavior issues?

We view all behavior issues as learning opportunities. However, persistent failure to follow the Camp Code of Commitment, or a single incident involving a major safety violation, may result in immediate dismissal from the program without refund.



KIDS' COLLEGE PROGRAM

Frequently Asked Questions (FAQ)

Contact Information

Who should I contact before camp begins?

All questions about youth camps prior to the start date should be directed to the Youth Outreach office.

- **Hours:** Monday - Thursday from 8:00 a.m. - 5:00 p.m.
- **Phone:** (352) 323-3610
- **Email:** YD@lssc.edu

Who should I contact once camp begins?

All questions about youth camps, once the camp has started, should be directed to the Kids' College office at the desired campus.

- **Hours:** Monday - Thursday from 9:30 a.m. - 3:30 p.m.
- **Phone:** (352) 787-3747





Lake-Sumter
State College

THANK YOU!

