

# Kids On Campus Registration Form

Please complete all information (incomplete forms cannot be processed). PLEASE PRINT NEATLY

Student ID#: (for returning students only) \_\_\_\_\_

Student Name: (Last) \_\_\_\_\_ (Full First Name) \_\_\_\_\_

Student-Chosen First Name: \_\_\_\_\_

KOC Parent/Guardian Email Address: \_\_\_\_\_

Address: (Street) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Home Phone: \_\_\_\_\_ KOC Parent Cell Phone: \_\_\_\_\_

KOC Parent Business Phone: \_\_\_\_\_

Student Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Student Gender: ☐ Male ☐ Female

☐ Check if information has changed since last registration.

- Are you of Hispanic or Latino origin? Yes ☐ No ☐
- What is your race? Select one or more of the following categories:
  - ☐ American Indian or Alaska Native ☐ Asian
  - ☐ Black or African American ☐ White
  - ☐ Native Hawaiian or Other Pacific Islander(For race definitions, visit [HowardCC.edu/CategoryDefinitions](http://HowardCC.edu/CategoryDefinitions))

## COURSE INFORMATION:

COURSE NO. (SAMPLE) XK-120 1382	TITLE (SAMPLE) PERSONAL FINANCE	START DATE/AM or PM (SAMPLE) 6/24/2025/AM	TUITION + FEES (SAMPLE) \$229

Out-of-county Maryland residents add \$10 per course.  
Residents outside Maryland add \$20 per course.



**TOTAL**

Students who register by mail will receive an email registration confirmation; valid email required (printed confirmations no longer mailed).

I certify that the information I have provided on this form is accurate and complete. By proceeding with this registration, the registered student above and I agree to abide by all HCC and KOC policies. I understand and agree that I am responsible and obligated to pay for all KOC courses and fees for the above student. Past due balances are subject to collection and fees.

\* Parent/Guardian Signature

\* Date:

\*required

## CREDIT CARD INFORMATION:

(check one) ☐ Visa  ☐ Mastercard  ☐ AmEx  ☐ Discover 

Card#: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name (Please print legibly): \_\_\_\_\_ Signature: \_\_\_\_\_

\*Students who receive more than half of their financial support from others should list the address of such person(s) if different from student's home address.

# Kids On Campus Consent Form 2025

\* = Required Information

Online consent form also available at [HowardCC.edu/KOCCConsentForm](http://HowardCC.edu/KOCCConsentForm)

Student Name\* \_\_\_\_\_

Parent/Guardian Name\* \_\_\_\_\_

Student Birth Date\* \_\_\_\_\_ Age\* \_\_\_\_\_

Student Home Address: (Street)\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_

Parent/Guardian Preferred Phone Contact Number\* \_\_\_\_\_

Valid Parent/Guardian Email\* \_\_\_\_\_

## EMERGENCY CONTACT INFORMATION – Alternate person to contact in the event of an emergency (two required)

Name of Alternate Emergency Contact\* \_\_\_\_\_

Alternate Emergency Contact Daytime Phone\* \_\_\_\_\_ Relationship\* \_\_\_\_\_

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Alternate Emergency Contact Daytime Phone\* \_\_\_\_\_ Relationship\* \_\_\_\_\_

## HEALTH INFORMATION FOR THE STUDENT

Name of Physician or HMO\* \_\_\_\_\_

Physician Phone Number\* \_\_\_\_\_

Are there any health problems including physical, psychiatric, or behavioral problems of which we need to be aware?

(If yes, notify us at [KOC@HowardCC.edu](mailto:KOC@HowardCC.edu), see pg. 40 for more information on Special Accommodations)\*

☐ No ☐ Yes, explain: \_\_\_\_\_

Are there any medications, dietary restrictions, allergies, or special needs that we need to be aware of to ensure that your student's KOC class experience is positive? (see Health Information Policy on pg. 40)\*

☐ No ☐ Yes, explain: \_\_\_\_\_

## SCHOOL INFORMATION

Is your student currently enrolled in a public or private school in the U.S.?\* ☐ Yes ☐ No

Full name of school to be attended (2025-26)\* \_\_\_\_\_ Grade Level 2025-26\* \_\_\_\_\_

School Address\* \_\_\_\_\_

City\* \_\_\_\_\_ State\* \_\_\_\_\_ Zip\* \_\_\_\_\_

For students who currently reside within the United States, a United States territory, or the District of Columbia: Does the student have any immunization exemptions because of a parental or guardian objection or medical contraindication:

☐ No ☐ Yes, list: \_\_\_\_\_

For students who reside outside the United States, a United States territory, or the District of Columbia: Attach or submit a record of vaccination or immunity in English on Department form MDH-896.

***(continued on back)***

# PARENTAL CONSENT/RESPONSIBILITIES

*Please check box to indicate that you have read these policies.*

☐ I am the parent/legal guardian of the student named above. I have read the Kids on Campus policies and procedures and agree to the following:\*

**I/We will abide by the policies and procedures of Howard Community College and Kids on Campus.** Policies and procedures (pages 36–37) are subject to change. Refer to the Kids on Campus web page (HowardCC.edu/KOC) for the most up to date information.

**I authorize the release of my student's grade level and directory information to Howard Community College.** This information is needed to verify either past or current enrollment in honors, gifted and talented, advanced placement, accelerated courses, or above grade level classes. This information will be submitted to the Maryland Higher Education Commission along with other enrollment data.

**I take responsibility for my student's compliance with appropriate student behavior.** I understand that disruptive and inappropriate behavior will not be tolerated and will result in **non-refundable dismissal**.

**I acknowledge the risk of being exposed to certain illnesses.** I understand the risk of contracting an illness may arise despite the college's best efforts to implement and require compliance with prevention and mitigation measures. I understand that if certain risks evolve, the college may take additional precautions to protect the health and safety of students, faculty, and staff.

**I/We understand and voluntarily assume all risks inherent in the nature of this activity and I/we waive and release all claims, costs, liabilities, expenses and judgements against Howard Community College and release HCC and its representatives arising out of my student's participation in the activity at Kids on Campus.** HCC and KOC are not responsible for personal items brought or left on campus. Electronic devices and cell phones may not be used during class hours without instructor permission.

**I take financial responsibility for my student's tuition and fee payment to HCC.** I certify that I am registering a student for a Kids on Campus course and that the student has resided at the provided address **with a parent or legal guardian** for at least three months.

**I certify the information provided on registration and consent forms for the student named above is true and correct to the best of my knowledge.** I understand that it is my responsibility to notify the Records Office of any change in contact information. Submit change of information form to the office of Workforce, Career, and Community Education.

**Media Release** I hereby give my permission and consent for Howard Community College ("the College") and its representatives to use my student's name, likeness, biography, voice, performance, written documents, or other content for purposes related to the mission of the College. The purposes include, but are not limited to, promoting, marketing, advertising, and communicating about the College and any programs or services through websites, social media, television, or other communication channels.

**My student will be supervised after class according to Kids on Campus (KOC) dismissal policies.**

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**THIS FORM MUST BE SIGNED AND DATED TO BE OFFICIAL  
IN ORDER FOR STUDENT TO BE REGISTERED.**

\*\*\*\*\*

Parent or Legal Guardian Signature\* \_\_\_\_\_ Date\* \_\_\_\_\_

Parent/Guardian Name (please print legibly) \_\_\_\_\_

## PROGRAM ELIGIBILITY

To ensure all students have a safe and enjoyable experience at Kids on Campus and get the most out of this opportunity, they must be able to meet the following requirements. Students who do not meet the requirements and expectations below may result in exclusion from activities or dismissal from Kids on Campus.

**THE STUDENT MUST BE ABLE TO: Self-regulate behaviors** without frequent or consistent prompting (e.g., vocalizing, tapping, pacing, etc.).

- One verbal or nonverbal prompt is allowed.
- Follow and implement expected behavior without needing repeated instructions or clarification.
- Participate in typical classroom activities independently, without direct support from the teacher or assistant to initiate or complete tasks. This includes, but is not limited to:
  - Engaging in class-wide or small group discussions.
  - Completing written assignments independently.
  - Follow a set of instructions from the teacher, including both academic and behavioral instructions.
  - Be able to collaborate in small groups to create a product to which the student has made an active contribution.

**STUDENTS ARE EXPECTED TO adhere to the HCC Code of Conduct**, maintaining high standards of honor and good citizenship by conducting themselves in a responsible manner that reflects positively on themselves and the college. This includes respecting the rights of others and contributing to a learning environment free from harm caused by inappropriate behavior. Students should demonstrate appropriate behavior and language, following HCC and KOC policies and procedures (see [HowardCC.edu/StudentConduct](http://HowardCC.edu/StudentConduct)).

- Behave in a friendly, cooperative manner toward peers, instructors, and staff.
- Show respect for the ideas, persons, and property of others.
- Work independently and remain focused on tasks until completed.

**Failure to adhere to the above expectations** may result in exclusion from activities or dismissal from Kids on Campus, particularly for behaviors such as:

- Bullying
- Disrupting the learning environment
- Jeopardizing the safety of oneself or others
- Leaving the assigned area without staff supervision
- Stealing or vandalizing college or personal property
- Using profanity

**Note: For students unable to meet the program eligibility expectations, continued program participation will be reviewed on a case-by-case basis.**

## POLICIES AND PROCEDURES

**ACADEMICALLY GIFTED AND ADVANCED OVERRIDES** – Students who are in advanced classes or classes beyond their grade level may request an override to register for academic classes above their age level. Official documentation of advanced status will be required.

**ACCOMMODATIONS** – HCC is committed to providing an accessible education and supportive learning environment for all students. To help us meet this goal, parents/guardians of students with documented disabilities who require special accommodations must submit a letter to the Kids on Campus program manager indicating the student's needs and the type of accommodation that may be required. You must contact the KOC program manager each time the student enrolls in a class even if you have received an accommodation in the past. The KOC program manager must receive the letter at least 30 days prior to the start of class in order to provide time to assess and arrange for reasonable accommodations. Inadequate notice may result in your student not being able to attend class. All information will be kept confidential. HCC does not provide personal medical assistants, care attendants, or aides of any other type. **Only registered and fully paid students may attend class.**

**ARRIVAL/LATE ARRIVAL** – Students should be brought to the Hickory Ridge Building no earlier than 10 minutes prior to the start of the class. Classroom assignments will be posted at the Hickory Ridge Building. Students changing building locations during the day will be escorted by KOC staff.

Students arriving after the start of class should be signed in by their parent/guardian in HR-100. Parent/guardian will escort the student to class.

**CANCELLATIONS** – Please register early. Class size is limited. Courses with insufficient enrollment one week prior to the start of each class session will be canceled. You will be notified by phone or email if a class is canceled.

**DISMISSAL** – Parents/Guardians should park and pick their student up by the cones at the Hickory Ridge Building at the end of their student's class. No sign out will be required. Students taking classes in other locations will be escorted back to the Hickory Ridge Building by KOC staff. Parents should notify KOC in writing at [KOC@HowardCC.edu](mailto:KOC@HowardCC.edu) if your student will walk, drive, bike, or take a bus home immediately at dismissal without parental supervision.

- A.M. classes: Students should be picked up promptly at noon for 8:30 a.m.–12 p.m. classes. Those not picked up by 12:15 p.m. will be placed in a supervised lunchroom. They will be enrolled in lunch. **A flat fee of \$10 will be charged.**
- P.M. classes: Students should be picked up promptly at 4:30 for 1–4:30 p.m. classes. Students not picked up by 4:45 p.m. will be escorted to After Care. **A late fee of \$20 will be charged.**
- After Care: Students in After Care should be picked up no later than 6:30 p.m. **Students picked up after 6:30 p.m. will be charged a late fee of \$5 per every 15 minutes.**
- Inclement weather: When there is inclement weather at dismissal time, parents should pick their student up from their classroom. If KOC classes are to be dismissed early due to inclement weather, parents or guardians will be notified by email.

**DROPS AND REFUNDS** – If your student cannot attend a course, please notify us immediately. If notification is received by the Monday two weeks prior to the class start date, 100% refund of tuition and fees will be issued. For cancellations received within two weeks prior to class start date, tuition will be refunded, fees will be withheld. **No refunds will be given on or after the class start date.** Refunds will not be made for non-attendance. **Parents/Guardians are responsible for any tuition/fee difference resulting from a student transfer.**

Drop requests must be made in writing to [KOC@HowardCC.edu](mailto:KOC@HowardCC.edu). You can also drop by using the "Drop a Course" option in the online registration system. Requests for drops left on voicemail or communicated via phone will NOT be processed.

**EARLY PICK-UP** – If you need to pick up your student early, sign your student out in the Hickory Ridge Building, Room 100. You will be given a leave slip to take to your student's instructor. You will be asked to show picture ID.

**FEDERAL TAX ID#** – Use this number for your federal income tax return or dependent care credit: **#520900106.**

**HEALTH INFORMATION** – HCC does not administer medications to students. If medication must be taken while the student is on campus, the parent/guardian is responsible for coming to campus to administer the medication. Written permission from a physician is required for those who are able to self-medicate. Call 443-518-4110 or email [KOC@HowardCC.edu](mailto:KOC@HowardCC.edu) for a required form. In an emergency, trained staff will administer EpiPens or inhalers provided by students. Kids on Campus cannot guarantee a nut-free environment.

**KITCHEN AND LAB CLASSES** – Students taking kitchen and/or lab classes must wear **closed-toe shoes** to class.

**LATE ARRIVAL** – Students arriving after the start of class should be signed in by their parent/guardian in HR-100. Parent/guardian will escort the student to class.

**LUNCH** – You provide the lunch, we provide the supervision. From 12 –1 p.m., students will eat lunch with their peers. Use section numbers listed on page 62 to register for the matching supervised lunch. All students under 16 staying on campus for both morning and afternoon courses must register for this supervised lunch hour. The fee covers supervision and facilities. **NON-PERISHABLE BAG LUNCHES ARE REQUIRED. NO REFRIGERATION OR MICROWAVE IS AVAILABLE.**

**PARKING** – Parents are expected to park in the designated area at the Hickory Ridge Building and walk their student to the supervised area beyond the cones or to the classroom. There is no student drop off line. Visit our website at [HowardCC.edu/KOC](http://HowardCC.edu/KOC) for parking information.

**PERSONAL BELONGINGS** – HCC and KOC are not responsible for personal items brought or left on campus. HCC and KOC are not responsible for lost, broken, or missing items. Check the Lost and Found bin in the Hickory Ridge Building for missing items.

**REGISTRATION** – Registration and consent forms must be completed and accompanied by payment. Parents/guardians are financially responsible for the student's tuition and fees to HCC. Outstanding balances may be sent to collections. Students may not begin class until Consent Form is complete and payment has been made in full.

**Registration opens on January 23, 2025.** Visit our website at [HowardCC.edu/KOC](http://HowardCC.edu/KOC) for information, class availability, and updates.

**SCHOLARSHIPS** – Scholarships may be available for Howard County residents who meet certain income criteria. See the website for details.

**SNACK** – A 15-minute class break is scheduled every day. Students may bring their own snack, or they may purchase a drink and snack from the vending machines. Students should bring \$1 bills or small change (no pennies) for the vending machines. Staff is unable to provide change for the vending machines.

**SUPERVISION** – Students under the age of 16 may not be left unattended on campus. Students with other dismissal arrangements (bike, walk, bus, drive, etc.) must leave campus immediately after dismissal.

**WAITLIST** – To join a waitlist for a full class go to: [HowardCC.edu/KOCWaitlist](http://HowardCC.edu/KOCWaitlist). You will be notified if a spot becomes available. Register for another class in the event the class remains full.