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**Kids’ College Registration Form
Summer 2019**

Please complete **all** sections of this registration form. There are two sides to this form.
This form should be submitted for proper registration **prior** to payment. Your child will not be in the system until this form is submitted.

**Student Information**

First Name: Middle Initial: Last Name:

Social Security #**:**  T-Shirt Size (Check One): Child [ ] S [ ] M [ ]  L [ ]  XL Adult [ ] S [ ] M

Gender: [ ]  Male [ ]  Female Birthdate: Entering Grade Level:

Local Address: City: State: Zip Code:

**How did you hear about Kids’ College?** [ ]  Newspaper [ ]  School [ ]  TV [ ]  Internet [ ]  Friend/Family [ ]  Other:

**Ethnic Origin:** [ ]  American Indian/Alaska Native [ ]  Asian [ ]  Black/African American [ ]  Hispanic/Latino

[ ]  White/Caucasian [ ]  Other:

**Contact Information**

Guardian Name: Phone #: Email:

Emergency Contact Name: Phone #:

**Course Information**Register early to make sure your child has 1st choice in the class sections. Seating is limited!

**Week:**

| Time | Selection |
| --- | --- |
| 8am-9am | Breakfast (Optional): [ ] Yes [ ]  No |
| 9am-12pm | Class:  |
| 12pm-1pm | Lunch (Optional): [ ] Yes [ ]  No |
| 1pm-4pm | Class:  |

**Week:**

| Time | Selection |
| --- | --- |
| 8am-9am | Breakfast (Optional): [ ] Yes [ ]  No |
| 9am-12pm | Class:  |
| 12pm-1pm | Lunch (Optional): [ ] Yes [ ]  No |
| 1pm-4pm | Class:  |

**Payment Information**

Payment Options: [ ]  Cash [ ]  Credit Card [ ]  Check (Please make checks payable to Pueblo Community College)

For Credit Card & Cash Payments: Please go to Cashier's Office in SC 230 or call at 719.549.3212

**Food Permission/Allergies**

We request your permission to serve your child food during Kids' College sponsored through Pueblo Community College. The food may be served during your child's class. All parents are required to sign this form. If your child has any food allergies and should not participate please note all allergies on this form.

[ ]  My Child has Permission to Participate [ ]  Please **do not** let my child Participate

Please list food allergies: [ ]  Eggs [ ]  Tree Nuts [ ]  Milk [ ]  Peanuts [ ] Wheat [ ]  Soy [ ]  Other:

**Photograph Permission**

PCC's Pueblo Corporate College and Communications department takes photos of classes for use in the promotion of future courses for advertisement in flyers, class schedules, tabloids, television, and the PCC website.
By registering for these courses you grant permission unless otherwise noted.

[ ]  Please do not Photograph my child.

**STUDENT CONDUCT FORM**

Pueblo Community College Kids’ College and the Pueblo Corporate College are committed to providing an educational atmosphere that is an enjoyable learning experience. We do not expect any problems to arise. However, this information sheet will cover a few items to prevent any misunderstandings later on.

**Please initial each box after reading.**

 **BREAKFAST AND LUNCH**

All children under the age of 18 attending full and half day classes are welcome to eat breakfast and/or lunch. These meals will be supervised and provided free of charge through the Summer Food Service Program. Breakfast will be served from 8:00 am - 9:00 am and lunch will be served from 12:00 - 1:00 in Pueblo Joe’s, located on the first floor of the Student Center. Family and parents are welcome to join their children for these meals - please indicate number of attendees on front of registration form. Various options will be available in Pueblo Joe's for anyone who does not qualify for the program.

 **DROP OFF AND PICK UP**

The best location to drop off and pick up your child is the back parking lot of the Mike Davis Academic Building; this is the building where most classes are held. The parking lot is located behind the AB building on Arthur Street next to the tennis courts. Pueblo Corporate College will have staff directing students and signs will be posted. If you are going to be late picking your child up, please contact (PCC) at (719) 549-3320 so your child can wait in our office. The office is located in the Gorsich Building Room 201B.

 **STUDENT CONDUCT**

We do not anticipate any problems; however, if a serious situation does occur the following guidelines will apply: If a youth is removed from the program because of disciplinary action, all fees for the classes the student is currently participating in will be forfeited. Fees, for any classes that have not yet commenced, will be returned. Students may be removed from classes for the following reasons: abusive or explicit language, disruptive behavior, destruction of property, any act that may cause harm to self or others.

 **LIABILITY WAIVER**

I allow my child to attend and hereby waive and release all claims against the Community Colleges of Colorado and Pueblo Community College (PCC), their agents and employees, for any injury, damage, claim, delay or expense incurred by me during the course of the class. Also, I release the Community College of Colorado and Pueblo Community College and their agents and employees from any liability for any damage or injury to any person or property of others that my child may cause while in the class. I agree to pay all expenses relating thereto and release the College from any liability for any actions.

Please sign below to verify that you have read and understand all of the above.

Signature: Date:

Please submit this signed form to:

Pueblo Corporate College • 900 West Orman Avenue, Suite GC 201B • Pueblo, Colorado 81004

Phone: 719-549-3320 Fax: 719-549-3462 Email: alejandra.deanda@pueblocc.edu

**PUEBLO CORPORATE COLLEGE REFUND POLICY**

For Pueblo Corporate College classes, a student must drop the class three (3) business days before the class meets to receive a refund less a cancellation fee of $15; otherwise, he/she will be held financially responsible for the class.
Full refunds will be made in the event a class is cancelled. Please allow 1 to 3 weeks for delivery of refund.

**PUEBLO CORPORATE COLLEGE CANCELLATION POLICY**

Please be advised that Pueblo Corporate College may cancel classes up to 3 business days before the start date, due to low enrollment. Full refunds will be made in the event a class is cancelled. Please allow 1 to 3 weeks for delivery of refund.

**NON-DISCRIMINATION STATEMENT**

Pueblo Community College is an equal opportunity educational institution and will not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices required by Title VI, Title IX, Section 504, Age Discrimination Act, and Title II of the ADA. The College has designed the Director of Human resources to be its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 900 West Orman Avenue, Room CA 210, Pueblo, Colorado 81004, telephone and TDD (719) 549-3220; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, Colorado 80204, telephone (303) 844-2981, TDD (303) 844-3417.