



2024 Parent Handbook

THE UNIVERSITY OF TENNESSEE



2024 SUMMER CAMPS



THE UNIVERSITY OF
TENNESSEE
KNOXVILLE

CENTER FOR PROFESSIONAL
EDUCATION & LIFELONG LEARNING

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* UTCC is the University of Tennessee Conference Center

Traffic Rules

UT Conference Center (UTCC)

For camps held at the UTCC, drop-off and pick-up will ONLY be available through the pull-through driveway on the Locust Street side of the building. There is absolutely NO PARKING available on the street or in the parking spaces. During designated drop-off and pick-up times, our staff will be on hand to greet students at the car and help keep traffic moving.

If you would like to park for an extended period of time, we recommend that you park in the Locust Street Parking Garage, located at 540 Locust Street and entered on Walnut Avenue or Locust Street. Parking is free for the first ten minutes; after that, it's \$1 per hour (up to \$7). We do not recommend that you park in the Hilton Garage, located across the street from the UTCC on Clinch Avenue and Locust Street. If you are dropping off or picking up your child at the UTCC, ***you cannot, under any circumstances, park in the road or block the intersection or crosswalk in front of the building.***

Campus

UT Center for Professional Education & Lifelong Learning is not responsible for any parking tickets or other traffic violations you may incur while dropping off or picking up your child from camp on campus or at the UTCC.

Parking

UTCC

Public parking is available at the Locust Street Parking Garage, located at 540 Locust Street and entered on Walnut Avenue or Locust Street. Parking is free for the first ten minutes; after that, it's \$1 per hour (up to \$7). We do not recommend that you park in the Hilton Garage, located across the street from the UTCC on Clinch Avenue and Locust Street.

University of Tennessee Campus Parking Policy

Parking at UT does require a parking permit 24/7/365 (even in the summer). Most parents/guardians choose to drop off their campers. UT Parking and Transportation understands that you need 5-10 minutes to drop off the campers. If campers drive themselves or have a parent staying longer than 5-10 minutes for drop off, you can obtain a \$5.00 daily visitor parking permit at UT Parking and Transportation which is located at 2121 Stephenson Drive (off Neyland Drive at Joan Cronan Way). Hours are 7:30 AM to 4:30 PM, Monday-Friday. When you receive the permit, it will indicate where you are to park.

Drop-Off

UTCC

Please drop off your child **no earlier than 15 minutes** before the start of camp.

Your child's Consent Form must be submitted as soon as you register them for a camp. For camps held at the UTCC, you will need to drop off your child at the pull-through driveway on the Locust Street side of the building. Our staff will be waiting to greet students at the car and walk them to their camps. If you arrive more than 10 minutes late from the start of camp, you must park and walk your child to their classroom; however, you may not enter the classroom.

If your child is attending both a morning and an afternoon camp at the UTCC, they are not allowed to stay in the building between camps. You must pick them up from their morning camp and drop them back off for their afternoon camp.

Campus

Please drop off your child **no earlier than 15 minutes** before the start of camp.

Your child's Consent Form must be submitted as soon as you register them for a camp. It is your discretion whether you drop off your child outside the building or walk them to their classroom; however, you may not enter the classroom. There will be no staff outside the building to walk your child to their classroom. There will be a sign outside the building with the camp name and room number.

Your child is our responsibility while they are at Kids U. No matter their age, they should not be unaccompanied. If your child is over the age of 16 and you wish for them to be able to go to class, go to the restroom, or leave class unaccompanied, they must have written permission.

Pick-Up

UTCC

For camps held at the UTCC, you will need to pick up your child at the pull-through driveway on the Locust Street side of the building. Our staff will wait with your child outside the building and walk them to the car upon your arrival. If you arrive more than 10 minutes before the end of camp, you will need to find a place to park (we recommend the Locust Street Parking Garage). **You are not allowed to park in the road or in the parking spaces at the front of the building; no exceptions.** You must not be **more than 10 minutes late** from the end of camp. If for any reason you need to pick up your child early, you may let one of our staff know; however, you will still be responsible for getting your child from their classroom.

If your child is attending both a morning and an afternoon camp at the UTCC, they are not allowed to stay in the building between camps. You must pick them up from their morning camp and drop them back off for their afternoon camp.

Campus

Please pick up your child from their camp outside the building. Our staff will wait with your child outside the building until your arrival. You must not be **more than 10 minutes late** from the end of camp. If for any reason you need to pick up your child early, you may let one of our staff know; however, you will still be responsible for getting your child from their classroom.

Personal Information

Your child's Consent Form is due as soon as you register them for a camp. Please include each camp your child is attending on one form. If a camp is not listed on the Consent Form, you will have to fill out a new one for that camp. **Please fill out the electronic form at utkidsu.com.**

Please note: If we have not received your child's Consent Form 10 business days before the camp start date, your child will be canceled out of the camp with no refund or transfer available. If you register your child for a camp within 10 business days of the camp starting, we need your child's Consent Form immediately.

Medical Information

Please include any/all disabilities/concerns on your child's Medical Release Form. Having prior knowledge about a learning disability or any other disorder (e.g., ADD/ADHD, Autism, etc.) will make a tremendous difference in helping our staff and instructors be sensitive to your child's need for patience, understanding, and reassurance.

Snacks

We do not provide food or drink for your child, and there will be no opportunity to purchase snacks. There is no food or drink allowed in any classroom.

Students are not allowed to take drinks or snacks provided to the business clients at the UTCC.

Personal Information

Medical Information

Please include any/all disabilities/concerns on your child's Medical Release Form. Having prior knowledge about a learning disability or any other disorder (e.g., ADD/ADHD, Autism, etc.) will make a tremendous difference in helping our staff and instructors be sensitive to your child's need for patience, understanding, and reassurance.

Snacks

We do not provide food or drink for your child, and there will be no opportunity to purchase snacks. There is no food or drink allowed in any classroom.

Students are not allowed to take drinks or snacks provided to the business clients at the UTCC.

Dress Code

Please do not allow your child to wear anything they would not be allowed to wear at school. Please pay attention to the camp descriptions as some camps have required clothing that each child must wear in order to participate.

Discipline

You and your child must read and sign the Code of Conduct Form, which gives a detailed list of how your child should conduct himself/herself while participating in any Kids U camp as well as the disciplinary actions that will take place if your child violates these guidelines.

Payments & Refunds

Payment is required at the time of registration.

If you cancel your child's registration(s) at least **10 business days** prior to the first camp session, you will receive a refund of camp fee(s) minus a \$25 or three percent processing fee (whichever is greater) for credit card charges and administrative costs for each registration canceled.

Please be aware that if you place your child in the wrong camp and must cancel them out, you will be required to pay the cancellation fee. Requests for camp cancellations must be made in writing by emailing professionaled@utk.edu. We are happy to transfer your child from one camp to another, or you may send a substitute in their place; however, because decisions to go with or cancel camps are made in advance, no transfers can be made within **10 business days** prior to the beginning of the camp from which the transfer is requested. If we cancel a camp for any reason, you will receive a full refund. UT Center for Professional Education & Lifelong Learning reserves the right to cancel, postpone, or combine camps and substitute qualified instructors when necessary.

Please note: If we have not received your child's Consent Form 10 business days before the camp start date, your child will be canceled out of the camp with no refund or transfer available. If you register your child for a camp within 10 business days of the camp starting, we need your child's Consent Form immediately.

For students added to a waitlist for a full camp, it is for the current year only. Our waitlists do not carry over from one year to the next.

For all returned checks there is a **\$30 administrative fee added to the camp fee owed to UT Center for Professional Education & Lifelong Learning. The administrative fee increases to \$40 if the check is not redeemed within two weeks of notification.** All returned checks must be paid with a money order, cash, or cashier's check in our office at 211 UT Conference Center Bldg., Knoxville, TN 37996-4137.

Campus Map

