

THE UNIVERSITY OF TENNESSEE



# 2025 Parent Handbook



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

CENTER FOR PROFESSIONAL  
EDUCATION & LIFELONG LEARNING



# Kids U Parent Handbook 2025

We look forward to hosting your child(ren) for our Kids U summer camp program! Please carefully read the information in this Parent Handbook as it answers many commonly asked questions we get from parents each year.

We utilize space at the UT Conference Center, on Henley Street, as well as locations across the UT Campus. This quick guide will cover policies and procedures for classes in all locations.

## **Registering for camps**

Registration is rolling and will begin on February 24, 2025.

If a camp is full, it will be noted on the website.

If you wish to be on the waitlist, you may add your name. Should a space become available, you will be notified by a member of our Kids U staff.

Payment will be required to secure the space.

## **Registrations will close at midnight, the Wednesday prior to the camp start date.**

For camps held June 2 – 6, the registration deadline will be Wednesday, May 28

For camps held June 9 – 13, the registration deadline will be Wednesday, June 4

For camps held June 23 – 27, the registration deadline will be Wednesday, June 18

For camps held July 7 – 11, the registration deadline will be Wednesday, July 2

For camps held July 14 – 18, the registration deadline will be Wednesday, July 9



### **Code of Conduct**

You and your child are required to read and sign the Code of Conduct form which gives a detailed list of how your child is expected to conduct themselves while participating in any Kids U camps, as well as the disciplinary actions that will be taken if your child violate the guidelines.

The Code of Conduct is a part of the consent form you completed during registration. Each instructor will review the Code of Conduct at the beginning of the week of camp. If you require a separate copy of the Code of Conduct, please reach out to our office.

### **Medical Information**

In your consent form, you were asked to share any concerns/disabilities your child may have. Having prior knowledge about a learning disability or other disorder (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 reassurances. If you have additional comments or questions regarding medical information for your child, please call our office immediately.

### **Snacks**

We do not provide food or drink for campers and there will be no opportunity to purchase snacks. There is no food or drink allowed in the computer lab. If students bring a water bottle, they may leave it outside the computer lab. For other locations, students will be asked to put their water bottles in a designated spot. The only exception to this, will be the *So You Want to be a Chef* camp. Students in this camp will be eating what they prepare in the kitchen each day.

### **Dress Code**

Please do not allow your child to wear anything they would not be allowed to wear at school. Important note: There are some camps that do require special clothing or closed toe shoes, therefore read camps descriptions completely to be aware. If you have any doubts, please call our office.



### Drop off and pick up at the UT Conference Center:

#### DO

- Utilize the pull through driveway on Locust Street. Kids U staff will be outside to assist with campers getting in/out of cars.
- Follow the directions of the Kids U staff members.
- Check in with Kids U staff outside the building. All campers must check in, receive a name tag and be escorted to their camps by Kids U staff. Parents need to accompany their child to check in.
- Arrive to drop off **no more than 15 minutes** before camp is scheduled to begin.
- Arrive to pick up **no more than 10 minutes** after camp is scheduled to end.

#### DON'T

- Plan to park on the street near the UT Conference Center. There is no street parking available.
- Take your child to their camp without checking in with Kids U staff first.
- Block the intersections waiting to drop off or pick up.
- Be late! Camps start and end on time!

### Drop off and pick up on the UT Campus:

#### DO

- Arrive to drop off **no more than 15 minutes** before camp is scheduled to begin.
- Arrive to pick up **no more than 10 minutes** after camp is scheduled to end.
- Check your email. We will send you details and specific location information with a map for the location of the camp the week before.
- You may walk your child to the location of the camp. A sign will be outside the building with the room location. The instructor and an assistant will be in the classroom.
- Park with the knowledge that all parking on the UT campus requires a permit, 24/7/365, even in the summer. UT Parking and Transportation understands you need 5-10 minutes to drop off campers, so please be efficient to avoid being ticketed for illegal parking. Should you receive a ticket, it will be your responsibility.

#### DON'T

- Be late! Camps start and end on time!



## Payment, Refunds, and Cancellations

All payments are due at the time of registration.

Should a scheduling conflict arise for you, we can transfer registrations from one camp to another, as long as we receive the request **at least 10 business days** before the start date of the camp.

The email should be sent to: [professionaled@utk.edu](mailto:professionaled@utk.edu) with “Cancellation Request” as the subject line.

If you wish to cancel a registration, the request must be received, via email, **at least 10 business days** before the first day of camp to receive a refund, minus \$25 or a three percent processing fee (whichever is greater), for credit card charges and administrative costs, per registration canceled.