



COLLEGE *for* Creative STUDIES



2025

Summer Youth and Teen Handbook

College for Creative Studies

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Welcome to CCS

Youth and Teen Summer Camps

We are thrilled to welcome you to CCS this summer! This handbook of introductory information has been prepared to help answer questions that you may have while you are participating in the summer youth and teen program

Within this document, you will find helpful information and CCS policies. All attendees are responsible for understanding the College and PCSE program policies, and adhering to them while participating in CCS summer camps.

QUESTIONS

If you have questions or concerns about any part of the enclosed information, please do not hesitate to call us (313) 664-7456.

We look forward to meeting you in person!

Jane Stewart
Director
Precollege and Continuing Studies
College for Creative Studies

Contact Information

PRECOLLEGE AND CONTINUING STUDIES STAFF

Jane Stewart, Director
Erin Ellis Swilinski, Assistant Director
Faith Serio, Operations Manager
Angel VanDerHeyden, Department Administrator

PRECOLLEGE AND CONTINUING STUDIES OFFICE

Precollege and Continuing Studies
College for Creative Studies
Taubman Center for Design Education
460 West Baltimore, room 602
Detroit, MI 48202-4034
AM- 4:30 PM
Email: pcs@collegeforcreativestudies.edu
T. 313-664-7456

Office Hours: Monday-Friday 9:00 AM- 4:30 PM

Email: pcs@ccsdetroit.edu

T. 313-664-7456

Detroit Summer Youth and Teen Classes Locations

CCS FORD CAMPUS CAMPS

All Youth and Teen Camps will take place at the Ford campus except three teen camps listed below

201 East Kirby
Detroit, MI 48202

All Classes sign in and out of the WB Ford Building, North entrance* Park in the lot in front of the WB Ford Building on Frederick St. or in the parking structure off Brush.

CCS TAUBMAN CENTER TEEN CAMPS

460 West Baltimore
Detroit, MI 48202

June 23 - 27 “Design and make your own leather bag”

June 23 - 27 “Graphic Design and Branding”

June 23 - 27 “Fashion Design and Basic Pattern Making”

All teen courses offered at the Taubman Center will sign in and out in the lobby of Taubman Center.

See Maps pg 13

Next Steps

Online Orientation Meeting

Wednesday, June 5th 2025, 6:00pm - 7:00pm

Join us live over zoom for an online orientation meeting. The program directors will present an overview of the program and answer any questions that you may have.

Join Zoom Meeting

<https://collegeforcreativestudies.zoom.us/j/91076808662>

Meeting ID: 910 7680 8662

CampDoc.com

You will receive an invitation to join CampDoc.com via email. Please accept this invitation and fill out the health and release forms online by the designated date.

Program Information

Daily Schedule Youth Ages 8-13

Youth Lunch A

8 a.m. – 9:00 a.m.	Optional Morning Enrichment
9:00 a.m. – 11:30 a.m.	Morning Session
11:30 a.m. – 12:15 p.m.	Lunch
12:15 p.m. – 3 p.m.	Afternoon Session
3 p.m. – 6 p.m.	Optional Afternoon Enrichment

Youth Lunch B

8 a.m. – 9 a.m.	Optional Morning Enrichment
9 a.m. – 12:15 p.m.	Morning Session
12:15 p.m. – 1 p.m.	Lunch
1 p.m. – 3 p.m.	Afternoon Session
3 p.m. – 6 p.m.	Optional Afternoon Enrichment

Daily Schedule Teens Ages 14-18

Teen Lunch A

8 a.m. – 9:30 a.m.	Optional Morning Enrichment
9:30 a.m. – 11:30 a.m.	Morning Session
11:30 a.m. – 12:15 p.m.	Lunch
12:15 p.m. – 3:30 p.m.	Afternoon Session
4 p.m. – 6 p.m.	Optional Afternoon Enrichment

Teen Lunch B

8 a.m. – 9:30 a.m.	Optional Morning Enrichment
9:30 a.m. – 12:15 p.m.	Morning Session
12:15 pm – 1 pm	Lunch
1 p.m. – 3:30 p.m.	Afternoon Session
3:30 p.m. – 6 p.m.	Optional Afternoon Enrichment

Pick-up and Drop-off Information

Parent/Guardian Photo ID Required

All students must be signed out by a parent or guardian with a photo ID.

Photo ID Requirement Exceptions

Parents may designate additional authorized adults through CampDoc.com. Parents may sign a document stating their child is over the age of 16 and may sign themselves in and out. Parents may also sign a statement that their children are using public transportation and can sign themselves in and out. Forms are available on CampDoc.com.

Student Arrival - Ford Campus

Students ages 8 - 13 should arrive by 8:45 a.m. to check in. Mondays can be extra busy. Teens should arrive by 9:15 a.m. to check in. Both age groups should check in at the WB Ford Building located on the Ford Campus. 201 East Kirby, Detroit MI 48202

Parents and guardians may use the 15 minute parking lot off Fredricks street or the parking structure off Brush Street. No parking pass is required for parents of youth and teen students.

Please do your best to get your student to class on time.

Student Arrival - Taubman Center

Students ages 14-18 taking one of the following classes should arrive at the Taubman Center by 9:15 a.m.

June 23 - 27 "Design and make your own leather bag"

June 23 - 27 "Graphic Design and Branding"

June 23 - 27 "Fashion Design and Basic Pattern Making"

The Taubman Center is located at 460 West Baltimore, Detroit, MI 48202. Parents and guardians are welcome to use the parking structure across the street from the Taubman Center building. Please inform the attendant that you are here for summer camp.

Student Departure

Young artists ages 8-13 should be picked up at 3:00 pm from the WB Ford Building unless they are enrolled in the Enrichment program. Teens ages 14-18 should be picked up at 3:30 pm from the WB Ford Building unless they are enrolled in the Enrichment program. Students must be signed in and out daily by a parent, guardian, or authorized adult indicated on the health and release forms provided by CampDoc.com with photo ID.

Teen Classes at Taubman Center

Teens taking a class at the Taubman Center should be dropped off by 9:15am in the Taubman Center lobby and picked up by 3:30pm. There will be an informal final presentation on Friday in the studio. Parents should arrive by 3pm on Friday to observe the final presentations.

Enrichment

Students under the age of 16 must be enrolled in Before and After Enrichment if they arrive earlier than 8:45 a.m. and stay later than 3:30 p.m. Before and After Enrichment is free to parents and guardians who work in the city of Detroit. Please use the code ENRICHMENT at checkout to receive the discount.

Students participating in the Enrichment program at the Taubman center will not receive additional instruction. Students will be provided with art supplies to work independently.

Late Pick Up

Students age 8-13 who are not picked up by 3:15 p.m. will be sent to the Enrichment PM class and a fee of \$25 will be assessed per student for every late day. Students participating in Enrichment who are not picked up by 6:00 pm will be assessed \$20 per half hour after 6:00 p.m. All late fees are due no later than 9:30 am the following morning. Students will not be allowed to attend classes until all late fees are paid. Enrichment instructors will be required to report the late pick-ups to the Office of Precollege and Continuing Studies on a daily basis.

Campus Tours for Parents and Guardians

There will be a tour of the CCS Ford Campus every Friday at 2:30pm the tour will last approximately 30 minutes and end at the student exhibition at 3pm.. Please

meet the tour in the WB Ford lobby near the security desk at 2:15pm.

Student Exhibition*

Every Friday there will be a student exhibition of the work created on the Ford Campus from 3 p.m. - 3:30 p.m. in the lower level of the WB Ford Building.

Students taking courses at the Taubman Center will have an informal final presentation in the studio on the last day of class. Families who would like to observe the final presentations should arrive by 3:00 pm.

Student Exhibition Schedule*

3 p.m. Exhibition open to parents who have signed out their students

3 p.m. Youth (ages 8-13) arrive in gallery

3:15 p.m. Teens (ages 14-18) arrive in gallery

*There will be an informal presentation in the studio for classes taking place at the Taubman center.

What to Bring to Class

Students must bring a water bottle and bag lunch to camp. No lunch is provided. All art supplies will be provided by CCS with a few exceptions for optional items. Exceptions are listed below and are not required. Students may choose to bring their own supplies, but do so at their own risk. CCS is not responsible for art supplies brought from home.

- Students may want to bring their portfolios and personal preferred art supplies for:
Drawing for a Winning Portfolio
- Students taking fashion or costume design classes may wish to bring their own fabric and notions.
- Students will be invited to upload all digital work to a shared class google drive folder. Students may also wish to bring an 8GB USB Flash Drive for the following digital classes:

Digital Youth Ages 8-13

Students have the option to bring a USB drive to archive their work.

- Be a YouTube Star!
- Beginning Animation
- Characters and Animation
- Design your own Brand
- Digital Illustration
- Fun with Graphic Design
- Game Design
- Graphic Novels and Cartoons
- Green Screen Video

Photography
Stop Motion Animation: Legos and Clay

Digital Teen Ages 14-18

Students have the option to bring a USB drive to archive their work.

2D Digital Animation
3D Character Design with Blender
Concept Art
Digital Character Design
Digital Illustration
Game Design: Unreal Engine
Graphic Design and Branding
Graphic Novel and Web Comics
Hand Drawn Animation
Street and Studio Photography

What NOT to Bring to Class

Skateboards, Bicycles, and Scooters
Cigarettes, E-Cigarettes
Illicit Drugs
Alcohol
Weapons

Lunch and Snacks

There is no lunch service available. Please pack a bag lunch and a water bottle. Snacks are optional.

Students with Disabilities

Please contact the Director of Precollege and Continuing Studies if you wish to share information about your student's disability and request reasonable accommodations. (313) 664-7456.

CCS Restrooms

CCS is an inclusive campus community, and provides both gendered and non-gendered restrooms. Students are not always accompanied to bathrooms, and may use either the gendered or non-gendered bathrooms. Single occupancy, non-gendered restrooms are available near the Ford Cafeteria in the Kresge Ford building. Please note that CCS restrooms are not reserved exclusively for our summer students, and that CCS college students and other adults may be using the bathrooms at the same time. The entry doors to the restrooms will be propped open when camps are in sessions. June 16 - August 1, 2025

Inclusive Campus

Students, Instructors and TAs are free to choose which pronouns they will use during the duration of the summer program. The subject of pronouns may or may not come up during the summer camp. Instructors will not be required to stop or redirect a discussion as long as it is respectful of all participants.

Refund Policy

A full refund will be issued to students who withdraw from a class four days (Thursday) before the first class starts on Monday. Official withdrawal requests must be made by phone, email or in person at the Precollege and Continuing Studies (PCS) office. A student who withdraws three or less days prior to the first class will be refunded the cost of the class or camp minus a \$50 cancellation fee. There are no refunds available after the second day of class begins. It may take up to 7-10 working days for a refund to be processed on the credit card used at the time of registration.

Please contact Ms. VanDerHeyden
avanderheyden@ccsdetroit.edu
313-664-7456
or in person at the WB Ford Building lobby check in and out tables

Clothing

Please dress appropriately. Students will be working with art supplies that may get on clothing. Please wear closed toe shoes to protect your feet.

Phones and Personal Devices

Youth Ages 8-13: Phones and personal devices remain in bags during class and lunch. Phones can be accessed during arrival, dismissal, and in-class breaks.

Teens Ages 14-18: Phones can be used for reference/music during designated work times. Phones should be silenced during class and headphones are required when listening to music.

Morning and Afternoon Enrichment

Our Lunchtime and Afternoon Enrichment programs are taught by professional artists and Art Education Students. Please note, students under the age of 16 are not allowed on campus unsupervised at any time. Students who need to be on campus prior to class start or after class will need to be enrolled in our daily Enrichment courses. They will begin and/or end each day creating art focusing on projects separate from their weekly program. Before and After Enrichment is free to CCS Alumni and parents and guardians who work in the city of Detroit.

The enrichment program costs \$95 per week, per student (includes materials and an afternoon snack.) Before and After Enrichment fees are in addition to any tuition and fees for weekly courses and covers both the AM and PM enrichment sessions.

- Morning enrichment is 8 a.m. - 9 a.m
- Afternoon enrichment for young artists ages 8-13 is available from 3 p.m -6 p.m.
- Afternoon enrichment is available for teens ages 14-18 from 3:30 p.m.-6 p.m.
- Students not picked up by 6pm will be charged a late fee.
- Students must be pre registered for enrichment.
- There is no discount available on Enrichment for multiple students.
- Students must be signed out daily by a parent or guardian with a photo ID.

Classroom Expectations

1. Use kind words with yourself and others.

2. Respect one another's ideas, space, and artwork.
3. Do not touch other people, artwork, or items that do not belong to you without asking.
4. Listen carefully to directions: focus on the instructor while they are giving instructions or demonstrating something new.
5. Use materials safely and appropriately.
6. Help keep our studios tidy and pick up after yourself.
7. Ask the instructor or TA to leave the room and do not go anywhere without a buddy.
8. **Youth:** phones remain in bags during class and lunch. Phones can be accessed during arrival, dismissal, and in-class breaks.
Teens: phones can be used for reference/music during designated work times. Phones should be silenced during class and headphones are required when listening to music.
9. All artwork, computer / internet use, and music must be school appropriate.
10. Have fun, be creative, and leave a little sparkle wherever you go!

Program Rules and Policies

All student participants of the College for Creative Studies Summer Youth and Teen Programs are subject to and required to follow the CCS Student Code of Conduct during participation in the programs, on or off campus.

Students will also be required to follow any rules put in place before or during the dates of the applicable Program(s) in which they are participating. Students will be notified of any modifications or new policies and/or rules that they will be subject to and required to follow.

There are NO exceptions to the following the CCS Student Code of Conduct or applicable policies and rules. Any student found to be in violation of the CCS Student Code of Conduct or applicable policies or rules will lead to appropriate disciplinary action and may include issuance of a demerit or expulsion from the PCSE or the Programs without refund. Demerits may be considered appropriate disciplinary action in some cases. Three demerits constitute grounds for expulsion.

CCS Student Code of Conduct

The Code of Student Conduct is in place to ensure students are aware of the behavior expected of them as members of the CCS community. The purpose of this Code of Conduct is to create an environment that fosters civility, personal responsibility, and mutual respect of others and their differences. Any student who commits a violation of the Code of Student Conduct is subject to discipline, up to and including dismissal/expulsion from CCS. The following actions/behaviors shall constitute violations of the Code of Student Conduct:

1. Violating published CCS policies, rules, or regulations including, but not limited to, the policies on nondiscrimination, sexual harassment, smoking, drugs/controlled substance and alcohol.
2. Violating federal, state or local laws on CCS premises or while in attendance at CCS sponsored, approved, or supervised events/programs or committing off-campus violations of federal, state or local law that cause a substantial disruption of CCS, a CCS community member (as defined below) and/or CCS' education and/or operational activities, or have an adverse effect on CCS, the pursuit of its objectives and/or a CCS community member (defined as, but not limited to: administrators, faculty, staff, students, guests, visitors, vendors or contractors).

3. Committing acts of sexual assault (including but not limited to stranger, date, or acquaintance rape), or other forms of coerced sexual activity.
4. Engaging in acts of physical abuse and/or actions that intimidate, bully, harass, threaten, coerce, or otherwise endanger the health and safety of one's self or another.
5. Engaging in fighting or disorderly conduct, which is defined to include, but is not limited to, behaviors which are viewed as intoxicated, lewd, indecent, obscene, slanderous or threatening to others.
6. Interrupting or disturbing the day-to-day academic and operational functions of CCS or committing intentional acts that obstruct, disrupt, or physically interfere with the use of CCS premises, buildings, or passages.
7. Possessing, duplicating, or using keys/IDs to any CCS building or facility without authorization by appropriate CCS officials or committing an act of unauthorized entry into or use of CCS buildings or facilities by use of key, ID card or force.
8. Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of CCS owned or leased property, equipment, computer programs, or materials, or that of any CCS community member.
9. Posting, affixing, or otherwise attaching unauthorized written or printed messages or materials, e.g. posters, signs, handbills, brochures, or pamphlets. Posting, affixing, or otherwise attaching authorized aforementioned materials on or in unauthorized places including but not limited to trees, shrubbery, sidewalks, buildings, and lawn areas without permission from the appropriate CCS official.
10. Engaging or participating in unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances. Weapons, explosives, and other hazardous objects or substances covered by this regulation shall include, but not be limited to, the following:
 - a. all handguns, rifles, and shotguns;
 - b. all longbows, crossbows, and arrows;
 - c. all knives having a blade length of three inches or more that are not solely used for the purpose of creating art or for the preparation and eating of meals;
 - d. all BB guns, pellet guns, air/CO2 guns, blow guns, paint guns, splat balls and altered toy guns;
 - e. all fireworks;
 - f. all explosives, laboratory chemicals, dangerous compounds, gunpowder, firearm ammunition, and flammable petroleum fuels;
 - g. any martial arts weapons, e.g., nunchucks and throwing stars;
 - h. any substance that is considered poisonous;
 - i. any item used as a weapon in the commission of a crime; and/or
 - j. any operative animal trap or other device that is used to ensnare animals.
11. Committing acts of arson, creating a fire hazard, or possessing or using, for purposes other than academic, flammable materials or hazardous substances on CCS property, or failing to properly store, use, clean-up and dispose of hazardous substances that have been approved for academic use.

12. Committing acts that endanger the property of CCS (including but not limited to altering or misusing any firefighting equipment, safety equipment, or emergency device).
13. Making false reports of a fire, bomb threat, or other dangerous condition; failing to report a fire or interfering with the response of CCS or municipal officials to emergency calls.
14. Failing to comply with the directions of CCS officials acting in the performance of their duties and/or failing to positively identify oneself to a CCS official or law enforcement when requested to do so. The preferred form of identification shall be a current, valid CCS identification card.
15. Aiding and abetting another person in committing an act that violates the Code of Student Conduct.
16. Committing acts of dishonesty including but not limited to the following:
 - a. engaging or participating in cheating, plagiarism, or other forms of academic dishonesty (students committing acts of academic dishonesty are also subject to academic sanctions);
 - b. furnishing false information to any CCS official/office or outside source regarding CCS or a CCS community member;
 - c. forging, altering, or misusing any CCS document, record, or instrument of identification;
 - d. tampering with the election of any CCS-recognized student organization; e. attempting to represent CCS, any recognized student organization, or any official CCS group without the explicit prior consent of the officials of that group; and/or f. Gambling on CCS property or engaging in unauthorized canvassing or solicitation.
17. Engaging in acts of theft, misuse or abuse of the CCS computer network[MJS1] , or violation of the CCS Technology Use Agreement, including but not limited to:
 - a. unauthorized entry into a file, to use, read, or change its contents; b. unauthorized transfer, deletion or storage of a file(s);
 - c. unauthorized use of another person's login/password;
 - d. use of computing facilities/networks to interfere with the work of another;
 - e. use of computing facilities/networks to send inappropriate or obscene messages; and/or
 - f. use of computing facilities/networks to interfere with the normal operation of CCS.
18. Possessing, distributing or being under the influence of cannabis (marijuana) or any State or Federally controlled substance except as expressly permitted by law.
19. Possessing, distributing or being under the influence of alcohol except as expressly permitted by law and CCS policy.
20. Engaging or participating in abuse of the campus judicial system, including but not limited to:
 - a. falsifying or misrepresenting information before a CCS official; b. disrupting or interfering with the orderly conduct of a judicial proceeding; c. instituting a judicial

- complaint knowingly without cause;
- d. attempting to discourage an individual's proper participation in, or use of, the judicial proceeding;
- e. attempting to influence the impartiality of a CCS official prior to, during, and/or after a judicial proceeding;
- f. harassing (verbal or physical) and/or intimidating a CCS official prior to, during, and/or after a judicial proceeding;
- g. failing to comply with the sanction(s) imposed under the Code of Student Conduct; and/or
- h. influencing or attempting to influence another person to commit an abuse of the campus judicial system.

21. Planning, directing, or committing acts of hazing/bullying, defined as any activity which willfully or recklessly endangers the physical or mental health of an individual or subjects an individual to ridicule, embarrassment, or unlawful activity for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, an officially or unofficially recognized group or organization.

22. Committing violations of rules and regulations duly established and promulgated by other CCS departments.

23. Desktop (non-portable) vaporizers (including e-cigarettes or vape pens/devices) are not permitted to be used inside CCS Academic Facilities or Residence Halls. Portable vaporizers are permitted to be used in common areas of the building provided that they do not create a distraction or nuisance to the educational environment or other CCS community members.

Additional Rules for Summer Youth and Teen Programs

Smoking and Vaping

Michigan state law prohibits minors under the age of 21 from smoking and vaping. Any student participant violating these laws will be subject to discipline, up to and including dismissal/expulsion.

Illegal and Controlled Substances or Materials

No student will possess illegal or controlled substances, which include tobacco, marijuana, alcohol, narcotics, drugs prohibited by law, and prescription medications not prescribed for use by the student. All prescribed medications must be listed on the Student Medical History form. Sharing prescription medication is illegal and dangerous. Students found providing or sharing, or suspected of providing or sharing, their prescription medication with any person will be expelled without refund. Students found consuming or sharing, or suspected of consuming or sharing, medication not prescribed to them will be expelled without refund.

Field Trips

Students are expected to stay with the group and participate in field trips as part of their program. Students will be supervised in a 10:1 student to adult ratio. Students will walk to all field trips in and around the Detroit Cultural center unless indicated on the field trip permission slip when students will travel to points of interest via yellow school bus.

Visitors

No person under the age of 16 is allowed on CCS campus unattended at any time. CCS

summer youth and teen program students are not allowed visitors on campus. No student should bring friends, siblings, etc. to campus with them at any time. Parent(s)/Guardian(s) wishing to visit students should make arrangements with the Summer Youth and Teen Program Coordinator or the PCS office ahead of time for permission.

Recording Devices

Cameras and other digital recording devices are not allowed in showers, restrooms, locker rooms, and other areas where privacy is expected by participants.

Additional Information for Parents and Guardians

Contacting or Visiting your Child

If you need to contact or visit your child during a summer youth or teen program, please call the PCS office at (313) 664-7456 ahead of time.

Picking Up Your Child Early

If you wish to pick-up your child early, please make arrangements with the CCS Youth and Teen Program Coordinator or the PCS office. A teaching assistant will escort your child to the WB Ford Lobby where a parent, guardian, or authorized adult listed on the CampDoc form may sign them out with a photo ID. Please call the PCS office at (313) 664-7456 to make arrangements.

Map to Ford Campus



Map to Taubman Center

