



2024

SUMMER CAMPS

**PARENT HANDBOOK
POLICY GUIDE**

go.dtcc.edu/camps



DELAWARE TECH LOCATIONS



DOVER

Workforce Development and Community Education

100 Campus Drive
Dover, Delaware 19904

Ms. Kristen Yencer

Director, Workforce Development and Community Education

terry-workforcedevelopment@dtcc.edu

(302) 857-1400

8:30 a.m. - 4:30 p.m., Monday - Friday
(excluding holidays)



GEORGETOWN

Workforce Development and Community Education

21179 College Drive
Georgetown, Delaware 19947

Dr. Christopher Moody

Director, Workforce Development and Community Education

Owens-kidsoncampus@dtcc.edu

(302) 259-6330

8:30 a.m. - 4:30 p.m., Monday - Friday
(excluding holidays)



STANTON

Workforce Development and Community Education

400 Stanton-Christiana Road
Newark, Delaware 19713

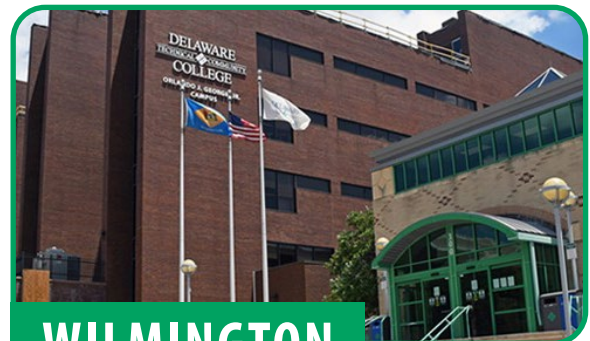
Dr. Kristen Doughty

Director, Workforce Development and Community Education

stanton-workforcedevelopment@dtcc.edu

(302) 454-3956

8:30 a.m. - 4:30 p.m., Monday - Friday
(excluding holidays)



WILMINGTON

Workforce Development and Community Education

300 N. Orange St.
Wilmington, Delaware 19801

Dr. Rachel Anderson

Director, Workforce Development and Community Education

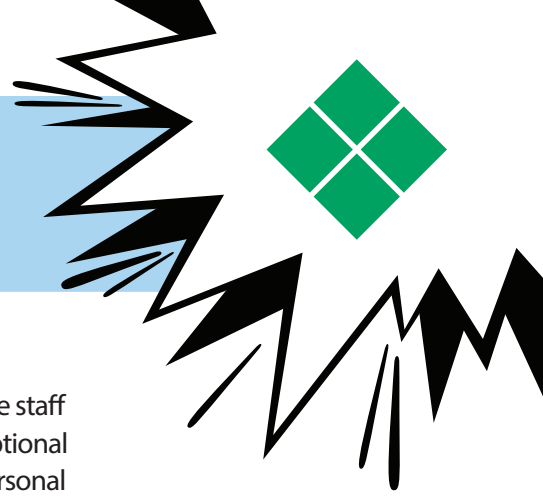
wilmington-workforcedevelopment@dtcc.edu

(302) 830-5204

8:30 a.m. - 4:30 p.m., Monday - Friday
(excluding holidays)

2024 SUMMER CAMPS

go.dtcc.edu/camps



Delaware Technical Community College, through the Workforce Development and Community Education Division, offers various camps and pre-college activities. College staff provide mentoring, education, enrichment, and motivation to Delaware’s youth. Exceptional programs are developed and delivered to empower and guide youth as they reach personal goals and achieve academic and professional success. In-school, after-school, and summer programs. We look forward to welcoming your child to Delaware Technical Community College for a summer of learning, creativity, and fun!

Table of Contents

A Message from the College	3
Camp Hours	3
Parent Communication	4
Staff Information	4
Registration	5
Financial Assistance	6
Payment	7
Drop Off/Pick Up	8
Summer Camp Policies	8
Bus Field Trips	12
Medical Policies	14

Stanton Campus Program Hours

STANTON CAMP hours are Monday through Friday, 9 am-4 pm. Extended Care is available from 7:30-9 am and from 4-5:30 pm. Campers not signed up for Extended Care can be signed in at 8:45 am to ensure your child hears all announcements.

Dover Campus Program Hours

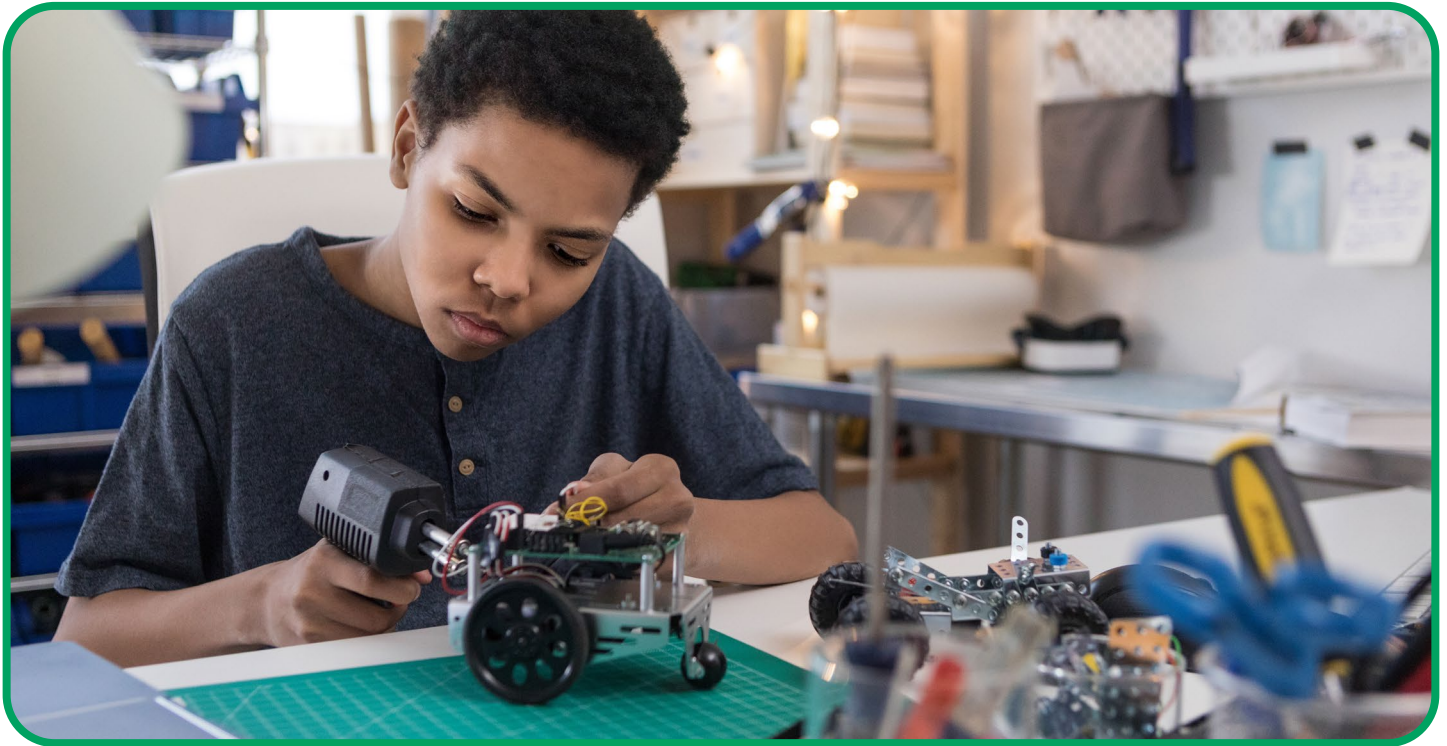
DOVER CAMP hours are Monday through Friday, 9 am-4 pm. Extended Care is available from 7:30-9 am and from 4-5:30 pm. Campers not signed up for Extended Care can be signed in at 8:45 am to ensure your child hears all announcements.

Owens Campus Program Hours

Georgetown CAMP hours are Monday through Friday, 9 am-4 pm. Half Day Camps is daily from 9 am - Noon or 1-4 pm. Extended Care is available from 8-9 am and from 4 pm-5 pm. Campers not signed up for Extended Care can be signed in at 8:45 am to ensure your child hears all announcements. Extended Care hours are from 7:30-9 a.m. and 4 - 5:30 p.m.



Delaware Tech youth camps are authorized and licensed by the State of Delaware Department of Education Office of Childcare Licensing.



PARENT COMMUNICATION

You will receive weekly emails with activity schedules and reminders. Our staff will inform you of your child's successes and challenges. A Camp Manager is available by phone or in-person to answer any questions.

STAFF INFORMATION

Our staff is highly qualified, with a strong desire to make a positive difference in a child's life. Delaware Technical Community College recruits team members who live in this community and the surrounding communities. These community members include students from Delaware Technical and Community College, the University of Delaware, and Wilmington University. It also includes private and public school teachers.

Our team is selected based on strict criteria.

These strict criteria require Youth Workers to be at least 18 years old before being hired. They undergo a background check and Stewards of Children Training. The Human Resources Department of Delaware Technical Community College verifies all background checks and clears the individual for hire. Once hired, all camping staff members undergo strict training throughout the Program.

Part of this training includes learning to play age-appropriate games and handling different situations that may arise during the day.

Many of our team members have been with our Program for years; they understand and enjoy the high energy and playful nature of supervising, playing, and interacting with your children.

Our team members receive training through Stewards of Children's Darkness to Light Training. All team members receive certification for identifying child abuse and neglect through knowledge of Child Abuse Reporting and Prevention laws.

2024 SUMMER CAMPS

go.dtcc.edu/camps



As caregivers, the counselors and supervisors are mandatory reporters of child abuse. If any team member suspects child abuse (physical, sexual, or neglect), or if a child tells a counselor or staff member they are being abused, they are obligated to place a call to the necessary authorities.

Delaware Tech follows state guidelines for the counselor/camper ratio. Therefore, 11- to 13-year-olds will have a 1:10 ratio; 8- to 10-year-olds will have a 1:10 ratio; and 5- to 7-year-olds will have a 1:8 ratio. Each team member will be responsible for approximately 5-10 children daily, depending on the age group.

REGISTRATION

Before any child can begin attending the Delaware Technical and Community College Camp Program, a registration form must be completed and returned with the registration payment. The most efficient way to register for the Camp Program is at dtcc.edu/continuing-education/youth-programs

If online registration does not work for you, please feel free to complete the paper documents and submit them along with payment to the Camp Office, Workforce Development, of the campus your child will be attending. Please do not leave any areas blank; if an area does not apply, please indicate N/A.



Please submit an individual registration form for each child attending Camp and a copy of their immunization record.

NON-DISCRIMINATION CLAUSE

The College does not determine eligibility for admission based on race, sex, religion, national origin, or disability. The Workforce Development and Community Education Division will make reasonable accommodations to provide equal access to all programs and services.

CONDITIONS FOR REGISTRATION

Children must have completed kindergarten to participate in the 5-7 age camps.

1. The non-refundable deposit fee of \$25.00 per child per week will be due at registration. This payment can be processed online or at the Camp Office.
2. Only custodial parents/guardians can register a child for the Program. Only a custodial parent/guardian can add or change the authorized people on the pickup form.
3. You must submit a copy of your child's current immunization records at registration. The Delaware State Health Department requires this submission.
4. Please list all your child's medical conditions on the Registration Form. Please include food allergies and any insect sting allergies.
5. All fees must be paid in full within ten business or weekdays before your child(ren) attends Camp each week. For example, if your child is attending the week of June 19th, payment in full is due by June 5th. You can make payments online through the registration system, in person at the Camp Office, or you can call the Camp Office to pay over the phone with a credit card. Payments are due every Friday by the close of business. Failure to pay on time will result in the forfeit of your child's space. Delaware Technical Community College will NOT approve Refunds of Deposits.
6. **The Camp Office requires a ten-day written notice for program cancellation. There are no refunds or credits for days missed WITHOUT this notification.**
7. Campers must be in good health with no communicable diseases.

CHILDREN WITH SPECIAL NEEDS

Delaware Tech welcomes all children regardless of ability and adheres to all ADA (Americans with Disabilities Act) provisions.

We ask that parents list any special needs on our enrollment forms and contact our camp directors to develop a plan to best support your child. The following questions may be asked to develop a supportive plan.

- Can the child withstand heat, the outdoors, and environmental change?
- Can the child perform toileting functions independently?
- Does the child frequently hide or run from adults?
- Does the child exhibit aggressive tendencies to solve conflict?
- Does the child require 1 on 1 attention?

FINANCIAL ASSISTANCE

Delaware Technical Community College offers financial assistance to support families.

The availability of funds varies from year to year and is income-based. Only completed applications with the required documents will be considered.

To apply for financial assistance, a parent or guardian:

- Must complete the financial assistance form, and
- Enclose your child's camp registration forms
- Approved applicants will be required to make a \$25 non-refundable deposit per camper

2024 SUMMER CAMPS

go.dtcc.edu/camps

Please note:

- Financial assistance is awarded on a first-come, first-served basis.
- There is a maximum per child
- Please refer to your campus for the deadline for submission of all the required documentation for summer camps.
- Financial assistance is awarded in early June for Summer Camp.
- Please submit all forms as early as possible.

PAYMENTS

Payments are due ten (10) days before the start of camp. Tuition can be paid by cash, check, credit card, or money order at the Camp office. All Camp tuition/fees must be payable to "**Delaware Technical Community College.**"

You can also pay your Camp tuition online or over the phone using your credit or debit card. If payments are not received ten (10) days before the start of the camp week, you will forfeit your placement.

Paying on time will prevent campers from losing their placement. **Failure to make on-time payments will result in the forfeiture of your child(ren)'s placement.**

REFUNDS

Delaware Tech will only issue a refund when you have canceled in writing a minimum of ten (10) days before your camp start date. The \$25 deposit will be retained and not refunded. **There are no refunds or credits for days missed WITHOUT this notification.** Delaware Tech will not issue a refund if your camper is dismissed from the Program due to disciplinary problems. Refunds are not issued for missed or sick days.

LATE PICK-UP FEES

Delaware Technical Community College Youth Program will place your child(ren) in Extended Care if they arrive before 8:45 am and are not picked up by 4 pm. This admittance to the Extended Care program will last for a week, and a **\$35 per child charge will be due at the time of drop-off and pickup.**

If your child(ren) are registered for Extended Care and are not picked up by the close of that campus's camp hours, a \$1.00 per minute fee will be charged. All payments are due immediately upon late pickup.

If your child(ren) is not picked up by the close of the campus's camp hours and the camping staff cannot connect with a parent or emergency contact, the supervisor will contact Child Protective Services.

DROP OFF AND PICK UP

Parents and authorized adults should make every effort to arrive at camp by 8:45 am each day. If a child arrives after 9:15 am, please follow the procedure of your campus.

Parents/authorized adults are expected to sign their children in upon ARRIVAL in the morning and sign them out before LEAVING in the afternoon. A SIGN IN/SIGNOUT pre-printed sheet is available as you enter the Program.

All authorized adults signing children in/out must be at least 18 years of age. We cannot release minors to minors. A driver's license must be presented to the staff before the child can be released.

We will only release the child(ren) to those authorized on the child permission registration form.

No child will be permitted to meet an adult in their car. This requirement is for the safety of your child.

If the authorized adult picking up the child(ren) appears impaired, we will suggest you allow us to call someone to drive you and the child(ren) home. Please be aware that we will notify the proper authorities to protect your child(ren) and ourselves if alternative transportation is refused.

SUMMER CAMP POLICIES



FOOD AND NUTRITION

Please provide your child(ren) with a refillable water bottle and an insulated lunch bag/cooler daily. NO GLASS BOTTLES ARE PERMITTED! We do not provide refrigeration for lunches.

Make sure to mark all belongings with your child's name. If your child is allergic to anything, please inform your counselor immediately (Please indicate this information on the registration form).

You may send an extra snack for your child. Please supply the utensils needed, napkins.

WHAT TO BRING TO CAMP

Please bring the following items to Camp daily:

1. Sunscreen – for when they are outside playing
2. Hat/visor to cover the head when outside. (Must have their names on it)
3. Refillable Water Bottle (to be filled throughout the day). Please talk to your child about drinking water throughout the day. It is essential; it helps them avoid getting dehydrated, having headaches, and being sick.

2024 SUMMER CAMPS

go.dtcc.edu/camps

4. Extra change of clothes (for those who have accidents)
5. Lunch guidelines as above.
6. To make it easier for your child to maintain their personal belongings, each child should have a backpack to keep all their belongings in. The backpack should be clearly labeled with your child's name on it.
7. **Please note: Camp will not be held responsible for any items lost or missing while your child(ren) is there.** If they bring anything personal to Camp, they are responsible for the care and whereabouts of that item.

WHAT NOT TO BRING TO CAMP

Electronics, cell phones, and toys are not permitted at camp.

Please do not allow any toys, video games, iPods, or cell phones to accompany your child. This eliminates fights, theft, and/or lost items that we cannot be responsible for.

If your child(ren) brings these items to Camp, the staff will tell the child to put the item away. If the child does not or, after complying with the Camper, bring the item out again, the team will take it and return it to the parent/guardian at pickup.

DRESS CODE

- Campers should wear comfortable and appropriate clothing for indoor and outdoor activities.
- CLOSED-TOED SHOES MUST BE WORN AT ALL TIMES. No flip-flops or sandals. Please send campers in sneakers.

GENERAL RULES

- Hands, feet, and objects are kept to yourself
- No fighting, kicking, pinching, hitting, or horseplay
- No vulgar words, name-calling
- Respect School Property, other people's belongings, and camp equipment.
- Responsibility – You are responsible for all of your belongings
- You cannot get into any other camper's belongings anytime during Camp!
- All campers must always stay with counselors

ALWAYS ask permission to go anywhere

- Respect counselors and follow the rules set by them
- Be kind and considerate to our camp friend

Camper Conduct Policies

Please ensure that you and your child are entirely familiar with these policies. We realize that when dealing with children, we cannot list every rule; we have listed the most serious ones here that will result in a dismissal from the Program. The supervisors may suspend or terminate a child's participation in the Program for the following reasons:

- Disobedience (refusing to listen or follow instructions)
- Disruptive Behavior (Behavior that interferes with or prohibits others from hosting or participating in the Program)
- Profanity (cursing or using inappropriate language)
- Use of racial slurs/remarks
- Vandalism (damaging facilities or property of others) – especially during a field trip
- Theft (stealing from the school, staff, or other students) – especially during a field trip
- Verbal threatening of another child or staff (statement of intent to cause harm)
- The written threat of another child or staff (statement of intent to cause damage)
- The battery of another student (beating, hitting, biting, pushing, kicking, choking)
- Leaving the site without permission (refusing or failing to remain within designated areas)
- Sexual harassment (repeated unwelcome verbal, visual, or physical sexual advances)
- Use or possession of weapons
- Use or possession of drugs, alcohol, or tobacco
- Engaging in fighting as the only means to solve a problem
- Intentionally injuring another child or staff member
- Refusing to remain with the group during outings
- Refusing to follow the basic rules of the Program
- Refusing to stay seated on the School Bus
- Theft while on a field trip, either a walking or bus trip
- Throwing any objects or placing any body parts out of the vehicle windows
- Parent(s)/guardian(s) or authorized person not showing ID when picking up the child
- Parent(s)/guardian(s) fail to pay promptly, refusing to pay any imposed late fees.
- Parent(s)/guardian(s) harassing staff members
- Parent(s)/guardian(s) refusing to follow Policies in Parent Handbook will result in your child's dismissal from the Program.
- Parent(s)/guardian(s) refusing to follow check-in and out procedures

BULLYING POLICY

The Camp has a zero-tolerance policy for any sort of bullying (this may include but is not limited to name calling, singling out, hitting, shoving, and aggressive behavior).

Zero Tolerance means that your camper may have to be picked up immediately if bullying occurs.

This zero-tolerance policy includes parental behavior towards staff. The camper may not be allowed at camp if there is poor behavior from anyone (including parents/ guardians)

DISCIPLINE POLICY

Respect for your child will always be demonstrated, and the same respect will always be expected from your child to their peers and camp staff. Reasonable efforts will be made to guide the child (ren) to appropriate behavior. When disciplinary action is necessary, age-appropriate methods will be implemented.

2024 SUMMER CAMPS

go.dtcc.edu/camps

Although we will make every effort to provide positive discipline for your child, we cannot serve children who display chronically disruptive behavior.

Sample RECOGNITION FOR POSITIVE BEHAVIOR

- Smiles and praise from the staff
- Positive talks with the parents
- Camper of the week awards

A system of "TIME-OUTS," redirection and suggestions from parents on what they have discovered works well at home, will be used. Corporal punishment is forbidden.

On occasion, our staff will identify behaviors that require disciplinary action. If a child should exhibit an inappropriate behavior while under the supervision of a staff member, the following sequence of actions will be taken:

- The counselor with the child will first address the behavior.
- If the inappropriate behavior continues, the counselor will COMPLETE THE FIRST STEP, notify the Camp Manager and the situation will then be discussed with the parent.

Consequential steps for continued behavior issues follow:

FIRST STEP

Warning

Discipline Report Written IF BEHAVIOR RISES TO LEVEL OF IMMEDIATE REPORT and/or 2nd behavior incident.

Timeout, loss of privileges, staff counsel, parent notification

SECOND STEP

Two-day suspension – Discipline Report Written

Timeout, loss of privileges, staff counsel, parent notification, and parent conference required

THIRD STEP

One-week suspension – Discipline Report Written

Timeout, loss of privileges, staff counsel, parent notification, and parent conference required

FOURTH STEP

Dismissal from Program

Cannot participate in the Program for one year

If a child cannot adjust to the program setting and behave appropriately, they may be discharged from the program.

If a child's behavior jeopardizes their own safety or that of others, the Step Policy can be ignored, and the child may be removed from the program immediately.

All violations are subject to immediate dismissal at the Administration's discretion. There are no refunds or credits for dismissed campers.

PARENT CONDUCT

Delaware Tech understands the parent's desire for their camper(s) to experience a pleasant and fun environment. Respect for every child, parent, and staff will be demonstrated. Parents are expected to always display themselves in a reasonable manner while participating in Summer Camp.

If it is found that parents are exhibiting inappropriate behavior, disciplinary action will be taken. CHILDREN CAN AND WILL BE DISMISSED FROM ANY CAMP BECAUSE OF THE BEHAVIOR OF THEIR PARENT.

GRIEVANCE PROCEDURE

In our communication with families, we strive to resolve issues that may come up. However, if at any time a parent feels that an issue has not been addressed or resolved and it may need to be pursued further, we are here to support that process by providing several opportunities for recourse. Please communicate with the Camp Manager. If the issue is not resolved, the next point of contact is the Camp Manager's supervisor. Please contact the Director of Workforce Development and Community Education if further communication is needed.

If the Program suspends or dismisses your child(ren) from the Program due to discipline problems, a meeting can be requested. This process will allow parents and Delaware Tech administration to discuss the situation. The grievance process does not guarantee the reinstatement of your child into the Program, but it will allow all parties to discuss the situation in more detail.

BUS FIELD TRIPS

Bus field trips may be offered at select campuses.

Parents will be notified of each bus trip's place, departure, and return time through the weekly newsletters dispensed through email the Friday before each week.

Please drop your child off promptly on the morning of a bus trip. All campers must be at camp at the specified time. If a child arrives late on a field trip day and the group has left, the child will not be able to attend camp that day. Campers cannot meet the Camp at the field trip location.

Parents may wish to send money for snacks or souvenirs. Your child will be responsible for their own money; counselors will not handle children's money.

There may be times when we cancel a field trip due to weather conditions. There will be no rescheduling for canceled trips.

MEDICATION & EMERGENCY CARE

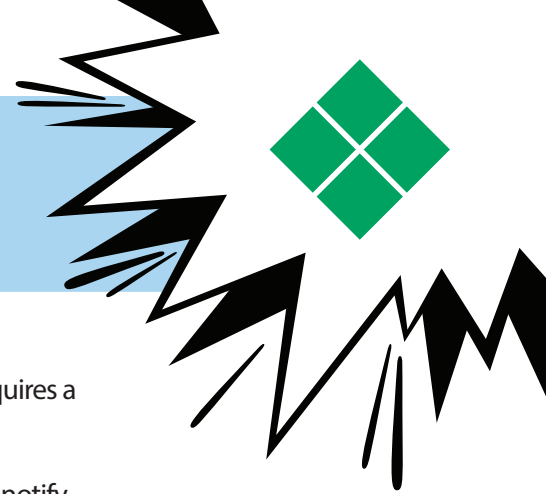
All participants are required to have their health and hospitalization insurance. The College will not pay the medical expenses for any injury or illness incurred by participants in this Program.

All campers will receive medical attention while in the care of the camp staff. In case of a significant injury, Delaware Tech's Camping staff will call 911.

The Camping staff will administer first-aid care for minor cuts and bruises. Camping staff will attempt to reach the parent(s)/guardian(s) in severe illness or injury cases. Delaware Technical Community College will activate the emergency contact list if we cannot reach the parent(s)/guardian(s).

2024 SUMMER CAMPS

go.dtcc.edu/camps



The Camping staff will complete an Incident Report for injuries or sickness. This form requires a signature from the person picking up the child; you will receive a copy for your records.

Any child exhibiting signs of illness will be isolated until they leave the premises. We will notify parents, if necessary, to pick up their child immediately. Any child running a temperature of 100 degrees must be picked up from the Program as soon as possible. If a parent/guardian receives this call, the expectation is that you will come as quickly as possible or contact someone who can. Camping staff will complete an incident report, and the person picking up the child must sign the report and provide a copy.

Please communicate to program staff any significant incidents, such as lack of sleep or unusual excitement at home and anticipation of Camp, which might affect the Behavior of your child(ren).

If any pertinent information, new separation or divorce of parents, death in the family, disabilities (physical or mental.), asthma, or attention deficit disorder, be sure to list this information on the registration form. The staff must know vital information. In cases of acute medical problems, we will make every effort to contact the parent(s)/guardian(s) immediately. In an emergency, the child may be taken by ambulance to the nearest hospital and accompanied by the Camp Supervisor if we cannot contact the proper individuals.

For this reason, it is essential that all contact information contained on the registration form be up to date and correct concerning names and phone numbers, including work, home, and cell. If your phone number (work, home, or cell) changes or your contact person/people change, please report it immediately to the Camp office; we will need to change the information on the registration forms.



MEDICAL PROCEDURES AND EMERGENCIES

1. Camping staff will notify the parent(s)/guardian(s) when a child is vomiting or has a temperature of 100 or over. They will also request that the Camper go home.
2. In cases of a minor or major injury or illness, staff members will notify the supervisor and assist with an emergency contact.
3. The Camping staff will fill out an incident report at the time of the incident and provide a copy to the parent during pickup.
4. In emergencies, we will call the parent(s)/guardian(s) and 9-1-1 and notify the Program Manager. The child is released to the parents or taken to the hospital, depending on the situation.
5. If Camp staff cannot locate the parent(s)/guardian(s) through all numbers provided on the registration forms, we will activate the emergency contact list on the child's registration form.
6. If staff cannot locate a parent, a staff member must accompany the child to the emergency room at the hospital and take the child's registration form and medical authorization. Staff will record the incident report and provide a copy to the parent(s)/guardian(s)
7. Delaware Technical Community College relinquishes the responsibility of accompanying the child to the hospital if the parent/authorized adult arrives at the program site before the ambulance departure

MEDICATION INFORMATION

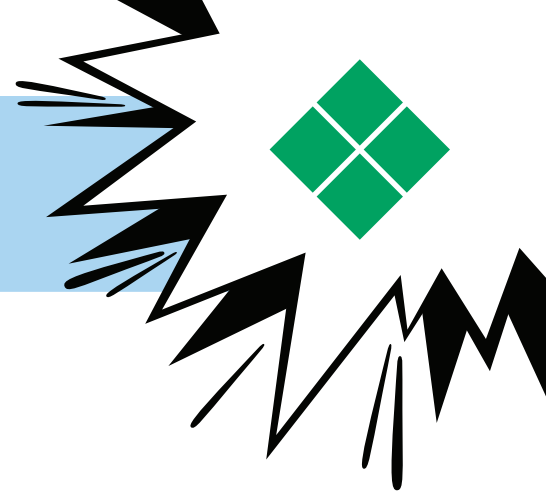
1. **Medication release form must be completed.**
2. Parent(s)/guardian(s) must turn in all medication at the check-in table. Please do not allow your child to bring any medicine in their backpack.
3. Each medication should be clearly labeled in separate bottles, with the Camper's name, medication name, doctor's name, and dosage.
4. All medication should be in plastic bags with the Camper's name written clearly on the outside.
5. Please provide only a five-day supply.
6. The Camp requires the Medication Release Form to be complete and signed by the parent(s) or legal guardian. The signed and completed form will be in the bag with the medication.
7. UNDER NO CIRCUMSTANCES are campers to take their medications or have any medicines in their possession. Please do not send any over-the-counter drugs to your child unless your physician approves.
8. Please have your Camper take the medication needed for motion sickness 30 minutes before a bus trip.
9. If possible, PLEASE give morning medications before dropping off campers.

COMMUNICABLE DISEASES

1. Please notify the Camp Office if your child was in contact with any communicable diseases (Chicken Pox, Lice, Ringworm.) We will inform all parents. Please note that Delaware Tech will not publicize the identity of you and your child(ren). We also will not disclose the identities of the parent(s)/guardian(s) reporting the incident.
2. Our well-trained staff will observe all children entering the Program for signs of communicable diseases.
3. The Program will take the following precautions for children suspected of having a communicable disease.
 - a. The supervisor will notify the parent(s)/guardian(s) of the child's condition.
 - b. A child with the following conditions will be immediately isolated and discharged to their parent/guardian.
 1. Diarrhea
 2. Severe coughing causes the child to become red in the face or to make a whooping sound.
 3. Difficult or rapid breathing.
 4. Yellowish skin or eyes.
 5. Conjunctivitis.

2024 SUMMER CAMPS

go.dtcc.edu/camps



6. A temperature of 100 degrees.
7. Untreated infected skin patches.
8. Signs of meningitis - stiff neck

c. A child with any of the following signs of illness will be immediately isolated from other children but not discharged without further observation or discussion with the parent. The child will be carefully watched for the addition of symptoms listed in the above section and will be removed from the Program by the decision of the supervisor and parent should these symptoms become apparent.

1. Unusual spots or rashes.
2. Sore throat or difficulty swallowing.
3. Elevated temperatures below 100 degrees.
4. Vomiting.
5. Evidence of lice, scabies, or other parasitic infections.

***If there is evidence, parents must provide a medical release from the doctor indicating the child is no longer infectious.**

d. A child isolated due to a suspected communicable disease will be:

1. Cared for in an area away from other children.
2. Within sight and hearing of an adult at all times.
3. Observed for worsening condition.
4. Discharged to parent or guardian upon the decision of supervisor.



DELAWARE
TECHNICAL  COMMUNITY
COLLEGE

Dover | Georgetown | Stanton | Wilmington

dtcc.edu



Delaware Technical Community College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, religion, sex, national origin, age, disability, genetic information, marital status, veteran status, sexual orientation, gender orientation, gender identity or pregnancy, or any other classifications protected by federal, state, and local law.

Reports of sexual misconduct and/or discrimination, involving any student or employee of Delaware Technical Community College should be directed to the Title IX/Civil Rights Coordinator or Section 504 Coordinator, at civilrights@dtcc.edu, (302) 857-1903. Reports may also be mailed in writing to Delaware Technical Community College, P.O. Box 897, 100 Campus Drive, Dover, Delaware 19904.