

# Scientopia Camp Information & Rules – Summer 2010

## Sign In & Out

An authorized parent or guardian must sign the child in and out each day. In the morning you will sign in at the front desk and in the afternoon you will sign out with one of the teachers in the class room. **Sign in will be available beginning at 8:50 each morning, no earlier.** Please notify us if someone else will be picking up your child. If someone else will be picking up your child they must be on your authorized persons list. The first time someone new picks up your child we will ask for identification. For your child's safety, we need your written consent to release your child to anyone. You are responsible for picking up your child at 3:00 pm. Please arrive no later than 3:10 pm. We may have afternoon enrichment classes and need to have all the children picked up on time.

Please plan to arrive a few minutes early the first day of the camp so that you can help settle your child in.

## Enriching Lessons

Each week of camp has a different theme to it with a variety of enriching lessons. See our schedule for specifics. Our lessons and projects will generally fall under the topic of the week. We also add in lots of hands on science and special projects. All the projects your child(ren) make will be sent home when they are complete. Each day will be filled with activities and wonderful projects, developmentally appropriate for your child, and reflecting the curiosity and hands on abilities of your children. Connecting information that builds on a theme gives every opportunity to enjoy and remember the activities. Your child will come home remembering their favorite thing that happened that day and looking forward to another exciting day of socially and developmentally fun things to do.

## Staff

Teachers Eileen Butz and Joey Hernandez will be running the summer program with help from our dedicated Scientopia staff. Eileen Butz is a preschool teacher at Presbyterian Day School and Joey Hernandez is the former director of the After School Program at Shearer Elementary. Both Eileen and Joey have extensive experience planning and providing excellent programs for ages 4-6 and above and have an excitement and enthusiasm that is as contagious and it is excellent.

Eileen is a Child Family Studies major and a member of the Phi Theta Kappa International Honor Society. She has taught at PDS since 2006, previously with First Christian School and formerly in Vacaville at Bethany Lutheran School. Eileen's oldest son is a U.S. Marine and her next oldest is a sophomore at Napa High School.

Joey was the director of Shearer Elementary school for their afterschool program until recently and worked for the Napa Parks and Recreation program for the past 7 years. He is a father to his wonderful son, Damien who is 3 years old.

## Snacks and Lunches

Scientopia will provide a healthy morning snack. This typically consists of apple juice, fruit, graham crackers, pretzels, raisins, etc.. Please pack additional snacks if you think your child needs it. If your child has any food allergies, please let us know. We are happy to accommodate kids with food allergies, we just need to know about them so we can properly prepare. **Parents are responsible to provide a lunch for their child each day.** Please do not pack any candy, glass bottles or breakable dishes. In general try to use a cold pack to keep things cold or pack things that do not require refrigeration. Please pack bottled water for your child or a re-usable water container or cup. We will refill it as necessary.

## Schedule

Each week we will provide a schedule of activities to be expected throughout the week. Our schedule of activities will remain the same each day for the most part to give the children some consistency. If you plan to pick up your child early, please do it before or after the lunch not during lunch time. We typically try to break the lessons up into ½ sessions with play time in between. In some instances the group is broken up into 2 or 3 smaller sub groups to give the children more individual attention or to customize a lesson plan to their specific learning styles.

The general schedule each week will be something like this:

9:00 – 9:45 – arrival time for kids and general play time in Scientopia

9:45 – 10:00 – snack time

10:00 – 10:30 – designated activity – craft, science, garden time, etc... this varies daily

10:30 – 12:00 – more structured activities, guest speakers, outside play time and free choice activities.

12:00 – 12:30 – lunch time

12:30 – 1:00 – outdoor play time (weather permitting) / activities / guest speakers

12:50 – 1:00 – get kids ready for 1:00 pm pick-up for those who are leaving early

1:00 – 2:00 – optional art projects

2:00 – 2:30 – play time

2:30 – 3:00 – winding down the day, reading and wrapping the activities up

## Illness

If your child has had a fever, diarrhea or vomiting please **wait a FULL 24** hours before bringing them back to camp. Also, if your child is taking antibiotics you must wait 24 hours from the start of the antibiotics. If your child was sick at any time during the previous camp day, please keep them home for full recovery.

If your child is not feeling well or vomits during the day you will be called and expected to pick them up immediately. **No exceptions.** In the mean time, we will do our best to comfort your child and make them feel better until a parent/caregiver is able to arrive. **Please be sure to give us a phone number where we can reach you in case we need to contact you quickly.**

## Payment of Camp Fees

You must complete a Camp registration for each child who is attending camp. The camps run in 1 week sessions and full payment is due according to the schedule on the registration form. **Because there is a theme to each week with consecutive lessons your child will get more out of it if they are able to complete the full week.** If your payment has not been received your space will not be held for you and may be given to the next person on the waitlist. A reminder message about payment will go out prior to forfeiting your space.

## Cancellation

We require a 2 week cancellation to receive a full refund. If for any reason you have to cancel, please let us know as soon as possible so that we may try to fill your child's place. If we have less than a 2 week notice and we are unable to fill your child's space you are responsible for payment. If there is space available in another week you will be allowed to switch weeks.

## **Clothing**

Children may wear shorts, tank tops, dresses (with bike shorts), and jeans. Tennis shoes are great. Safe comfy shoes are required. **Crocs, sandals without a backing over the ankle, and flip flops are not appropriate for summer program.** With our new circle cycle exhibit we'd rather not have these types of shoes on our campers as they are much harder to manage and there is increased likelihood for injury. There will be messy play and painting during the course of the week so please dress your children accordingly. All paints and products used are "washable" but some are harder to clean than others. Therefore we ask for more casual clothes! 😊 Since part of the time will be spent outdoors in the children's garden it is important you apply sun block to your child prior to drop off. Please leave additional Sunblock in your child's bag and instructions/permission if it needs to be re-applied. Hats are recommended as well. Tennis shoes and sandals are acceptable shoes, just be sure they fit your child well. Flip flops should remain at home. Anything you leave in their cubbies during the course of the week should be cleaned out on Friday or the last day of camp for your child. Your child must have socks to participate in the PB&J's field trip. In the event of wet, messy play, or accidents we like to be prepared.

## **Attendance**

**If your child is unable to make it to camp for any reason, we are unable to issue a refund. We can credit your payment toward another session if there is availability but we are unable to offer any cash refunds.**

## **Discipline**

It is important for your child to behave while at camp. We'd like your child to enjoy their time with us. If they are having problems with kicking, hitting, biting name calling or any behavior that seems to indicate they are not happy with us, we would like to talk with you about problem solving. If there are any underlying issues we should know about please take a moment to let us know so we can better serve your child. If there is any inappropriate behavior (kicking, hitting, biting, name calling, etc...) the teacher will give your child a warning and gently let them know what behaviors are not acceptable. If there are any incidents with your child during the day, our teacher will take a moment to go over it with you. If the problem persists a parent/teacher conference may be called for to brainstorm on ways to improve the situation. We reserve the right to cancel additional weeks if our teachers are unable to resolve disruptive behavioral issues.

Our protocol is as follows when an inappropriate behavior occurs:

1. Talk to the child about the incident
2. Redirect the child to another activity
3. Talk to the child again
4. One on one time with teacher for 10 or more minutes to regroup

If the behavior persists:

1. The child will be brought to the classroom or garden for an alternate activity for 10-15 minutes
2. We will check with the parent or caregiver to problem solve

### **Concerns**

If you or your child have any concerns during the course of the camp please see Marcy or Jonathan Deeds so that we may address the problem promptly. If your child is sad or asking for you we will do our best to determine if they truly wish to go home. In general we will do our very best to engage each child and make sure they are enjoying themselves. We will only call if we have any questions, are concerned or need guidance on cheering up your child. If all of our measures and attempts fail to persuade your child to stay we may call you for a pick up.

### **Field Trips**

During the course of the week we may be taking field trips to PB&J's and the park. Our teacher and counselors will be with our campers at all times. If for any reason you do not want your child to attend you are welcome to have them stay at Scientopia and be supervised by our on- site staff. You need to notify us at drop off on Monday if your child won't be going on the field trips. Each field trip will consist of about 1 hour offsite plus the time to walk back and forth. We will be going to PB&J's, Rotary Park and the Napa Valley Opera House (July 16<sup>th</sup> only).