



YOUNG
ENGINEERS

YOUNG ENGINEERS TALLAHASSEE SUMMER CAMP

PARENT HANDBOOK

Providing Quality S.T.E.M. Tools and Early Childhood Resources
to School Systems, and Federally Supported Education Programs

Young Engineers Tallahassee

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OVERVIEW

Young Engineers Tallahassee programs are open to anyone who loves to experience, experiment, but especially, enjoy Lego construction. An experimental and challenging learning occasion with games and scientific experiments that visualize natural phenomena and the forces acting around them. Our camps have dozens of innovative and engaging activities.

Young Engineers Tallahassee camps are led by experienced S.T.E.M. educators. Our team approach implements creativity, teamwork, critical thinking, and innovation into each day's activities. Camps are offered by grade completed to children in Kindergarten- 8th graders. Campers will learn the laws and concepts of the world of science, math, and engineering through a combination of learning and challenging construction experience.

Our summer camp includes introductions to historical figures in STEM, storytelling, build motorized Lego models, team building activities, coding, robotics, in-depth independent and critical/creative thinking activities. The full day will also encompass comprehensive introduction of our three different learning methods: Problem Based Learning, Product Based Learning, & Project Based Learning. Masks and social distancing will always be practiced.

Young Engineers Tallahassee summer camp for many young children is an opportunity to be introduced to many various topics of science such as like marine biology, astronomy, or aeronautics. This exploration will instill confidence to embark on a journey through the world of science. Students may use science camp to discover what a specific science-related career would be like, or to meet mentors and role models in the field.

This Parent Handbook is a reference guide for you and your child and should answer many questions about Young Engineers Tallahassee summer camp. Please be assured that your child's safety is our top priority, so we kindly ask that you review all camp rules, procedures, as well as the Discipline Policy with your child prior to coming to camp. We remain committed to providing an enriching and rewarding experience for your child.

Again, welcome to summer camp and we look forward to all of the unforgettable scientific adventures ahead!

MISSION

"I am because we are" is our adopted motto. Young Engineers (YE) Tallahassee exists to make students passionate about innovation and creativity, by encouraging an independent learning experience to ensure a strong and sustainable society. It is our desire to bring S.T.E.M. resources to communities that are lacking access and those with learning disabilities. We seek to unite diverse communities that equally demand a world of opportunity and hope. A world where their dreams are fortified in the scientific and technological strengths of S.T.E.M. which are the pillars of our global society. The greatness of one is rooted in the collective endeavors of all. Together we can forge a brighter future.

PROFESSIONAL INSTRUCTOR

All YET Camp instructor has fingerprint Level 2 Federal background screens required by Florida statute. The YET also conducts reference checks and is a drug free workplace. All camp instructors are experienced educators; some are teachers and others are graduate students from our premier local universities and colleges. In addition, all instructors always maintain current certification in CPR and First Aid certified staff on site.

REGISTRATION POLICIES AND PROCEDURES

Registration

All camp registration must be completed online. Sign up is based on the **grade completed** as of June 1st of every year.

PLEASE inform us if you need to cancel a reservation so that others may take advantage of our programs. Campers are registered on a first-come, first-served basis. If the camp is sold out, email Tallahassee@e2youngengineers.com to get on the waiting list.

DISCOUNT FOR SIBLINGS: Full fee for first child, \$175 camp fee for each additional sibling registered for the same week of camp.

Refunds

A **partial refund** will be issued if you need to cancel within the 2 weeks after the start date of the camp your child is registered for.

No refund will be issued if you need to cancel within 72 hours of the start date of the camp your child is registered for.

Camp Hours

Camp hours are from **9:00 am-4:00 pm**. Early drop off is from 7:30 am to 8:45 am. Late pick up will be from 4:30 pm to 5:30 pm. If you are late picking up your child, then you will be charged \$8 for that day and \$1 per minute for every minute after scheduled pick up time.

Extended care: Children may be picked up by 5:30 pm. Parents will be charged \$1 per minute for every minute after 5:30 pm.

Late Policy

Young Engineers Tallahassee summer camp closes daily at 4:00 pm. If your child is not picked up by closing time, there will be a late fee of \$1.00 for every minute after picking up time per child. Payment is due upon arrival. If you arrive later than 15 minutes, Young Engineers Tallahassee will use all contact information in attempting to arrange for the earliest possible pick up of your child/children.

If your child/children have not been picked up a half-hour after Young Engineers Tallahassee closing time or notification of emergency evacuation, and all attempts to reach me or my designated contact persons have been unsuccessful, Young Engineers Tallahassee staff shall call the Police Department or the Sheriff 's Office (depending on the jurisdiction where the child lives) and request that they assist in locating a responsible adult to pick up the child; if they are unable to locate a responsible adult, Young Engineers Tallahassee staff will immediately call the Department of Children and Families Protective Services and request they arrange to have someone from Protective Services pick up the child from Young Engineers Tallahassee as soon as possible.

Camp Snacks, Breakfast, & Lunch

Breakfast and lunch will be provided from 7:30 am to 8:45 am. We recommend that parents pack a non-perishable lunch, and snacks for their children.

We recommend that you send drinks and a nutritionally balanced, nonperishable lunch to camp as an alternative. Our daily lunchtime is between Noon and 1:00 PM. Also, please provide your child with a snack for regularly scheduled snack time. Please try to avoid foods containing peanuts and/or peanut oil (see Food Allergies Below). Please do not send in glass bottles, soda, or candy. It is important to send in shatter-resistant water bottles with your child's name on them, so they have plenty of water to stay hydrated each day. Please mark water bottles with a permanent marker, name on top. We do not have access to a microwave. We suggest that you do not send in food that needs to be reheated. We will be having some special activities that will include food. You will be notified when these events take place. If you wish to bring in a treat to share with the camp, be sure to let the staff know beforehand.

Sign-in/Sign-out

Parents, guardians, or approved persons must drop off and pick up their child at the front of the school. Dropping off children at the school without checking-in is not permitted and may result in termination of registration without refund. In the afternoon, parents will check in with the admissions clerk to locate their child's camp group. Our staff will request government issued photo ID of any person picking up a child. That ID must correspond with the approved names for pick-up on the child's registration form. No child is allowed to leave the Young Engineers Tallahassee camp site unless picked up by an authorized adult with current photo identification. An authorized adult is **ONLY** someone whose name is listed on the registration form. Your child/children must be picked up **NO LATER** than 30 minutes after dismissal.

Visitors

To protect the safety of all campers, Young Engineers Tallahassee Camp will not permit visitors during camp hours. All employees receive child abuse and criminal history clearances prior to employment. If you would like to visit our camps, you must make an appointment with the Camp staff Director. Please do not come unannounced due to safety precautions for all of our children.

Attendance

Your child is expected to attend the Young Engineers summer camp Monday – Friday from 9:00 am to 4:00 pm for the week that they are enrolled. Regular attendance is necessary for successful completion of the program.

CAMP SCHEDULE

Summer Camp will be from June 13, 2022 – July 22, 2022.

Weekly Camp Schedule

Science Camp Schedule	
Week #	Theme
1	Weird Science June 13, 2022 – June 17, 2022
2	Lego Safari June 20, 2022 - June 24, 2022
3	Under the Sea June 27, 2022 -July 1, 2022
4	By-Week July 4, 2022 - July 8, 2022
5	Aviation July 11, 2022 - July 15, 2022
6	Four Elements July 18, 2022 - July 22, 2022

STANDARD POLICIES AND PROCEDURES

Weather

The safety of our campers and staff is the primary priority of Young Engineers Tallahassee. In the event of bad weather, no persons will be permitted outdoors. Our staff will keep an eye on the weather if storms are in the forecast. At check-in and check-out times during inclement weather, campers will be located in their classrooms. You can ask the admissions clerk at the front desk to verify where your child's camp group is located. Should Governor's Charter be closed due to inclement weather, the Young Engineers Tallahassee summer camp program will be closed as well.

Possession/Electronics

We recognize the importance of electronic devices. However, we do not recommend that your child bring electronic devices to camp. No personal electronics of any kind are permitted to be used during program hours. Young Engineers Tallahassee cannot be held responsible for loss or damage to any electronic devices.

We also ask that your child does not bring toys or any other possession that may become lost or damaged and/or distracting to others. Young Engineers Tallahassee bears no responsibility for any items that are damaged, lost, or stolen.

Dress Attire and What to Bring to Camp

- Breakfast and lunch will be provided. However, Campers have the option to bring a lunch, preferably in a lunch box with an ice pack compartment to keep the food cold as refrigeration will not be available.
- Campers should also bring three water bottles, sunscreen, and shoes daily.
- Sunscreen must be applied before arriving to camp. See above.
- All items will need to have your child's name on it, including backpack, lunch box and any other items brought to camp.
- Due to food allergies, we strongly discourage our campers to share their food with others.
- It is also important to bring enough water daily and to avoid bringing soda or juice due to bees and insects being attracted to these beverages. Three bottles of water are suggested, one frozen and two cold, labeled with your child's name in permanent marker.

Personal Items

Campers should wear comfortable play clothes, socks, sneakers, and sunscreen. Please dress in weather appropriate clothing (sweatshirts, raincoats, etc.). No open-toed shoes, sandals, or flip-flops - for safety reasons. **LABEL ALL YOUR CHILD'S ITEMS SENT TO CAMP.** Please do not send toys, games,

cards, etc. to camp; we cannot be responsible for these items. If you choose to send in electronic devices with your child, please include these items on your homeowner's insurance policy; the camp will not be responsible for the loss or damage of any personal property brought to camp. Firearms, ammunition, weapons, or any item that we deem unsafe, or program disrupting are **NOT ALLOWED!** Lost and found will be put out each Friday at each site at the pickup area. No animals permitted at Camp without prior permission from the Young Engineers Tallahassee Management.

Necessary Items to Bring

Campers should be prepared for changing weather conditions each day. **They are required to wear closed-toed shoes.** (Campers may be sent home if they come without closed-toed shoes.) Campers should bring daily: sunscreen, insect repellent, **refillable water bottle and two snacks.** If the forecast calls for rain, please send a rain poncho or rain jacket.

Parking

Please Park in designated parking areas. Vehicles are not to pull up or park in front of the building unless you are just dropping off your child directly to an adult.

MEDICAL POLICIES AND PROCEDURES

Medical

Young Engineers Tallahassee cannot provide care for sick children. Please do not send your child to camp if he/she feels ill.

We ask that you keep your child home if the following symptoms occur:

- Fever within 24 hours (99° F or higher)
- Vomiting, Diarrhea
- Contagious or Rashes of Unknown Origin
- Congestion with Sneezing, Nasal Drainage and Coughing
- Ear, Eye, Throat Infections - Unless on Antibiotics for 24 hours
- Nits and/or Head Lice (we maintain a 24 hour “No Nit” policy)
- Dizziness or Upset Stomach
- Difficult or Rapid Breathing

We are concerned about the health and welfare of each child. In the event that he/she becomes ill or injured, you will be contacted immediately and are required to pick up your child as soon as possible. Please be sure information on the Emergency Form is completed, accurate and up-to date. Young Engineers Tallahassee utilizes a “24-hour fever free policy.” This policy mandates that any child sent home with a fever (see above) may not return to camp within the next 24 hours. Children sent home with vomiting and/or diarrhea will be sent home or need to stay home until free of symptoms for 24 hours, without the use of medication. If a child leaves for illness or injury and medical attention is needed, a doctor’s clearance must be submitted upon return to camp.

Communicable Diseases

It is imperative that the Camp Program Coordinator be notified if your child contracts a disease: Chicken Pox: Excluded until at least six days after the last outbreak of “pox.” Conjunctivitis, Acute (“Pink Eye”): Excluded until prescribed treatment has been given for 24 hours.

Head Lice: Excluded until treated with a pediculicide shampoo and combed for nit removal. A parent is required to accompany the student to the Camp office with the pediculicide box or container for a recheck after treatment before the student is readmitted to camp.

Impetigo: Excluded until judged non-infective by the child’s physician or the school nurse.

Measles: Excluded until four days from onset of rash.

Mumps: Excluded nine days from the onset or until swelling subsides.

Pertussis (Whooping Cough): Excluded four weeks from onset or seven days from start of antibiotic treatment.

Ringworm: Excluded until judged non-infective by the child's physician or nurse.

Rubella (German Measles): Excluded four days from the onset of rash.

Scabies: Excluded until determined to be non-infective by the child's physician or nurse.

Streptococcal Pharyngitis (Strep Throat and Scarlet Fever): Excluded until 24 hours after treatment has begun.

Other Communicable Diseases Not Otherwise Specified: Young Engineers Tallahassee follows the recommendations of county and federal public health officials.

COVID-19

We are dedicated to providing a safe environment for your child this summer.

- ✓ Masks must be worn indoors.
- ✓ Social distancing will be followed.
- ✓ Sanitizer will be available in all classrooms.
- ✓ All staff and campers will be instructed to use hand sanitizer while in the classrooms.
- ✓ Anyone with a fever will not be allowed to remain at camp. A child's temp is considered elevated at 100.4.
- ✓ Any camper who becomes ill at camp will be isolated from other campers and parents will be called to come pick them up immediately.
- ✓ Staff will assist campers with proper hand washing techniques.
- ✓ Doorknobs and handles are cleaned with a disinfectant throughout the day.

Personal Accommodations

If your child needs an inhaler or an EpiPen you must contact the Site Director and fill out the necessary paperwork. You will need to meet with the Program Coordinator to create a care plan. Please bring any inhalers or EpiPen's to camp in a marked sandwich bag with your child's name and age. Young Engineers Tallahassee Summer Camp follows the state and federal laws and will attempt to accommodate children with special needs to the extent feasible. If any of these services are needed during the camp day, please contact the Young Engineers Tallahassee Management team.

Food Allergies

We work carefully to educate our staff about food allergies. Campers with food allergies should contact Young Engineers Tallahassee Management team for additional information. In an effort to allow all campers to participate fully in all camp activities, we ask that you do not send in any food for snacks or meals that may contain peanuts or peanut oil. Any campers who bring products containing peanuts or peanut oil will be asked to sit in a designated area. Campers with food allergies should complete a food allergy form.

HEALTH AND SAFETY

CHILD ABUSE AND REPORTING: All childcare personnel are mandated by law to report their suspicions of child abuse, neglect or abandonment to the Florida Abuse Hotline in accordance with section 39.201(F.S.) of the Florida State statutes.

DISCIPLINARY POLICIES AND PROCEDURES

Disciplinary Policy

In order to guarantee a safe, positive, and enjoyable environment for each camper, Young Engineers Tallahassee maintains a discipline plan which will be enforced by our camp staff. The following procedure will be followed when children misbehave or break camp rules. We reserve the right to bypass one or more steps in the process if a situation warrants. Please review the rules with your child and make sure they are understood. We believe that you as a parent/guardian will appreciate knowing of any problem that your child may experience. Young Engineers Tallahassee reserves the right to suspend or expel any camper from the program who poses serious continual discipline problems, whether or not all of the steps in our discipline procedure have been completed.

Camper Expectations

- A. Use appropriate language.
- B. Respect the physical and mental wellbeing of themselves, other participants, and staff.
- C. Use equipment supplies and facilities as they are designed to be used.

Definition of Aggressive Behavior

- A. Aggressive behaviors are those actions which may cause potential injury to self, campers or staff, or destruction of property.
- B. Bullying is when one or more people exclude, taunt, tease, gossip, hit, kick or put down another person with the intent to hurt.
- C. Disruptive behaviors are those that include foul or unacceptable language that disrupt, annoy, or irritate others and/or that interrupt or interfere with normal camp activities.

Discipline Procedures

- A. 1st Offense. Verbal Warning - There will be a student conference with teacher and program director, parent notified. The instructor is to make the point clear that the behavior or action was inappropriate and/or unwelcomed.
- B. 2nd Offense. Written Warning - Camper will receive written notice, parent notified.
- C. Written warning will be issued and given to parent/guardian if a child persists in unacceptable behavior. The instructor will speak with the child and their parent/guardian. Written warning will be signed by the camper, parent/guardian, camp instructor and camp director.
- D. 3rd Offense. Suspension- Camper will be suspended from the program, parent notified. Written warning will be issued and given to parent/guardian if a child persists in unacceptable behavior. Camper may be removed from the activity and can be reinstated when the instructor and camper feel that he/she is ready to participate in an appropriate manner. Written warning will be signed by the camper, parent/guardian, camp instructor and camp director. **After receiving two written warnings the camper will be dropped from camp without refund.
- E. 4th Offense. Serious Offense- Should unacceptable behavior continue, further disciplinary action may be taken up to and including termination from the camp, parent notified.

Internet Policy

Cyber-bullying and harassment are not tolerated at Young Engineers Tallahassee Summer Camp. Rude, demeaning, intimidating or vulgar emails, texts, social posts, instant messages, or other such notes, sent to or about other USTWP campers are absolutely unacceptable. Likewise, creating false screen names or accounts to harass members of our camp community, or to spread false and damaging information about them, is unacceptable.

Bullying

Young Engineers Tallahassee recognizes the impact that bullying may have on individuals, and it hurts everyone involved – perpetrators, bystanders, and victims alike. Our staff will address any instance of bullying as it arises. Parents or guardians of all children involved will be notified.

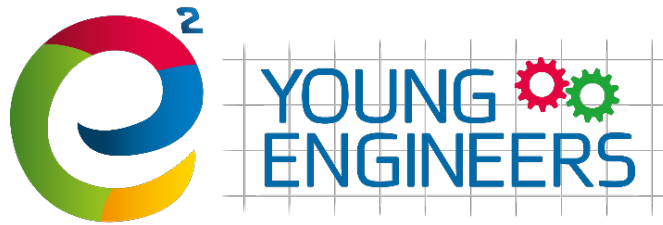
PARENTAL RESPONSIBILITIES

- Value Young Engineers Tallahassee staff members. We employ instructors with valuable training and education in their corresponding area of proficiency. Please always show respect as our instructors will always support the best interest of all children in summer camp.
- Take time to greet Young Engineers Tallahassee staff who are very friendly and devoting time to provide campers with a fun experience in science and technology. They are always prepared to answer questions and offer help.
- Please ensure that your camp fees are paid timely. Without a payment, your seat at the camp cannot be held. All seats at the camp will be reserved for registrations that have been fully paid.
- If your child is sick, please keep them at home until well enough to return to camp. This ensures the safety and wellbeing of other campers as well as Young Engineers Tallahassee personnel. Please see our protocols for COVID-19 precautions.
- Please address all concerns to camp directors respectfully and courteously. We are committed to providing a fun and educational environment for our campers. Our goal is to ensure that all participants have a safe and enjoyable summer camp experience.

REAL DESIRE TO LEARN

- ✓ **We believe** that the best way to educate children is through games. Through games, children learn about themselves and the world around them.
- ✓ **We believe** that conventional-style lessons do not trigger enough interest and curiosity. Curiosity is the primary motivation for the desire to learn.
- ✓ **We believe** that Young Engineers (YE) Tallahassee curricula provides a new platform for children to construct, demonstrate and understand scientific principles through playing games. Our students understand that the theory is important and aids them with their “playing” skills.
- ✓ **We believe** in knowing how to make children enjoy all learning materials, and how to effectively communicate with the child so that they will absorb the subject matter.





Receipt of Handbook

I/We _____ have received and read the Parent Handbook. We agree to comply with all of the procedures as they are outlined in this document and will address any questions to the appropriate recipient.

Child's Name: _____

Parents' Name: _____

Parents' Signature: _____

Date: _____