



*TechTerra Education strives to provide a fun and enriching camp experience for all students. TechTerra Education's mission is to help ensure STEM literacy for all.*

## **TechTerra Education Parent Handbook for Camp 2018-2019**

**TechTerra Education**

**811 9th Street, Suite 120, #247**

**Durham NC 27705**

**919-519-9097**

Dear Families,

Welcome to camp with TechTerra Education! We are busy getting ready for hands on, digital fun and we look forward to seeing your child soon.

Our enclosed handbook provides general procedural information, a sample schedule, frequently asked questions, and ways to communicate with the camp administrative team. At TechTerra Education we value and encourage open and regular communication with our families so please let us know how we are doing.

This handbook should provide you with important information. Remember, never hesitate to call our office if you ever need anything.

Thank you!

TechTerra Education Staff

919-519-9097

## **Camp Tuition with TechTerra Education Includes**

### **Summer and After School:**

- Low student teacher ratio
- Personalized and individualized instruction for your student
- Trained and certified teachers
- Take home projects
- Camp TechTerra Education Certificate

**Summer Camp Sessions only:** Free flex hours at no extra cost with free drop off anytime from 8:30-9:00 am and free pick up anytime from 3:00-3:30 pm; Custom t-shirt; Outdoor time; End of Week Showcase for friends and family

### **Before Camp Begins**

To register you can need to complete our online registration form found on the TechTerra Education website. Make sure that if your child needs medication during the day you have completed the TechTerra Education Medication Form. The registration form provides our staff with information that allows us to best meet your child's needs and is required for every student.

### **Maker Art Station - Getting Ready**

One of our most open-ended, hands-on stations is our Maker Art Station. Students begin with the design process, imagining their own creation with pencil and paper. Then they use recycled items to bring their ideas to life.

In preparation for this station, help your child collect recycled items that they can use for their creations. Please send found and recycled items in on the first day of camp if possible. Below is a list of suggested items.

- Lids, containers, caps, corks, CDs
- Fabric, buttons, rubber bands
- Cardboard, shoe boxes
- Miscellaneous paper (craft, newspaper, magazines, etc.)
- Paper towel and toilet paper tubes
- Bubble wrap, egg cartons, packaging material
- Yarn, string, cord, twine

### **Drop Off and Pick Up**

Safety is our first concern at camp. You must sign your child in and out each day when dropping off and picking up your child. For after school sessions students will be escorted to the camp classroom. Parents will need to sign out at the conclusion of the day/session.

On the first day of camp we will have you will list any adult who is allowed to drop off and/or pick up your child. Please let these adults know that we will ask them to sign in and out and we will check photo identification.

To be fair to our teachers and staff, we have a strict late pickup policy for any late pickup. Our late pickup policy is:

- Parents will be charged a late fee of \$10 per child for each 15 minutes, or portion of 15 minutes, that they are late regardless of the reason for being late. Note that for summer this fee does not apply until the conclusion of extended pick-up time.
- Payment of the late fee is due at the time of pick-up.
- The student may not return to camp until the late fee is paid in full.
- A late fee form must be completed upon payment, and a copy of the late fee

form marked as paid will be given to the parent as his/her receipt upon payment.

### **No Discrimination Policy**

Our camp is open to children going into kindergarten up to eighth grade, regardless of political affiliation, religion, race, color, sex, mental or physical disabilities.

### **Parents Always Welcome**

Camp is open to parents at anytime but we require that you check in with our lead teacher for a name tag if you plan to visit. Parents visiting camp act as observers. We do not expect that visiting parents will spend an entire camp day/session observing their child at camp. Camp is a busy place; a short visit will minimize disruption to the day.

### **Medications at Camp**

If your child is going to require medication at camp, these are our guidelines.

- For the safety of all students, no student will be allowed to keep medication in his or her possession. With the exception of inhalers, all medications will be kept in a location identified by the lead teacher and shared with the full staff. Inhalers can be kept with your student with your written authorization on our medication form.

- Prior to the beginning of camp a parent or guardian must sign a current and up-to-date Medication Form. Verbal permission from parents is not sufficient to allow camp teachers or staff to administer, or to oversee self-administration, of medication. Please note that all prescription medications must be in the original container from the pharmacy and labeled with the prescribing doctor's name and with the expiration date of the prescription. Expired prescriptions cannot be administered under any circumstance.

- Parents must provide each medication in a sealed and labeled container along with the Medication Form to the lead teacher.

### **Custody Concerns and Issues**

If a student's parents are divorced or separated, we must provide equal access to both natural parents, custodial and noncustodial, unless there is a legally binding document that specifically removes a parent's rights to access. A legally binding document is a certified court order or other legal paper that prohibits a parent's access to the child. A certified court order is also required if restrictions were placed on when, and where, a parent might contact, visit or pick up a child. If a legally binding document is in place, we must honor that document. However, to enable us to honor such a document, we will need a copy of the document in our files. If we have such a copy, we will flag our drop off and pick up sheet to make sure we have noted - in a discrete manner - any limitations and restrictions that must be honored.

Please be aware that a handwritten note, a telephone call, or comments on the camp registration form are not legally sufficient for us to limit a parent's access to a child at camp. We must have a copy of any certified court order noting any restrictions that apply to contact, visit, or picking up a child. This information is confidential and is shared on a limited basis with those camp staff responsible for your child's welfare.

### **Severe Weather, Fire or Emergency Situations**

We follow the inclement weather procedures provided for our location.

### **Access to Fun and Learning for All**

We want every student to have an outstanding experience full of fun and learning. We are only together for one week/one session at a time and we take great pleasure spending all that time with our students. Our low student to staff ratio allows us to be highly successful in personalizing camp experiences and keeping students engaged.

If your child is struggling to participate or is disruptive to the camp group, we will call you. We want to know if there are additional ways we might help your child have a better camp experience. We will also ask that you speak with your child about positive participation and working with other students. We've only had to take this step a handful of times and typically after a phone call the rest of our time together is terrific.

In the unlikely case that the situation were to occur again, we would call you and ask you to pick up your child for the remainder of that camp day/session. If a third disruption were to occur, we will ask that you pick up your child. At this point your child would be dismissed from the camp. In the history of Camp TechTerra we have never had to take this step. Please note that there is no refund if this situation were to occur.

### **Camp Refund Policy**

All refunds are subject to a 10% cancellation fee. Written notice of cancellation must be received by TechTerra Education by 5pm EST. Refunds are calculated as follows:

- More than 30 days before session start date = 100% refund subject to 10% service fee
- 15 to 30 days before session start date = 50% refund subject to 10% service fee
- 14 or fewer days before session start date = NO REFUND
- No refunds for absences/illness during camp sessions
- No credit or refund due to weather or emergency-related school closing

- Full refund, up until 30 days prior to the camp start date
- No credits or refunds for absences due to illness or otherwise
- No credit or refund due to weather or emergency-related school closing or delay
- No refunds in the case of disruptive behavior (as detailed above in the Access to Fun and Learning for All Camp Policy section of this Handbook)

### **Emergency and Non-Emergency Events Requiring Medical Attention**

In the event of an emergency requiring medical attention, Camp TechTerra staff will rely on the permission you gave in the Medical Emergency section of the registration form you submitted to seek appropriate emergency medical treatment for your student. Camp staff will first call 911 in such an emergency, and will then attempt to contact the parent/guardian. If Camp staff are unable to contact the parent/guardian, they will attempt to contact the emergency contact listed on the signed camp registration form.

In the event of non-emergency illness or similar event, Camp staff will attempt to contact the parent/ guardian, and if unable to contact the parent/guardian, will attempt to contact the emergency contact listed on the registration form for your student.

Your information on the Medication Form needs to be current. You must notify Camp staff, in writing, of any changes to this form or your emergency contact.

## **Summer Camp**

### **Summer First Day Preparations**

- Label everything with your child's name
- Be sure your child is dropped off on time
- Pack a backpack or camp bag with the following
  - Lunch
  - Water bottle
  - 2 snacks (morning and afternoon)
  - Sunscreen and mosquito repellent (Camp TechTerra staff will not apply sunscreen to your student)
- Dress for fun. We recommend your child wear clothing that can get dirty.
- Note- Please do not send your child with any valuable personal items or toys. Please be aware that TechTerra Education is not responsible for the loss of any personal item. We understand that you might want to send your child with a cell phone, but we will ask that cell phones be kept in backpacks or camp bags.

### **Sample Summer Schedule**

**8:30-9 am:** students check in

Ice breaker activities: board games and reading

**9:00 am:** All students meet for our morning meeting to learn about the activities and schedule for the day. students are divided into small groups and begin rotating through Camp TechTerra's STEM (science, technology, engineering, [ +art ] and math) stations

**9:30 am-12:00 pm**            STEM Activity Rotations

**12:00 pm-1:00 pm**        Lunch and outdoor time

**1:00 pm-2:30 pm**         STEM Activity Rotations

**2:30 pm-3:00 pm**         Wrap-up with Journals and Snacks, Pick-up

### **End of Week Showcase for Friends and Family**

At the end of each camp week, we invite families to come and see what their student has been learning and working on! This will take place on the Friday at the end of the camp week at 2 pm.

### **Summer Student Health and Welfare for Outdoor Time**

You can help us protect your child from overexposure to the sun by making sure your child has sunscreen on before they arrive at camp and by discussing the importance of sunscreen usage with them. We cannot apply or provide sunscreen to students during camp. We need you to make sure that sunburn protection is part of your morning routine before you drop your child off at camp. We will contact you in case of concerns regarding sun exposure.

We encourage our students to:

- Wear a hat outdoors
- Wear protective clothing (light colored, loose)
- Wear waterproof sunscreen, minimum SPF 30. (Remember earlobes, tops of feet and neck. Use sunscreen even in hazy, cloudy weather.)
- Wear mosquito repellent
- Stay hydrated — drink water or juice and eat small snacks during the day.

## Parent Q & A

### ***What are your Summer hours of operation?***

Our standard hours of operation are 9 am to 3 pm with free extended drop off from 8:30 – 9 am and free extended pick up from 3 – 3:30 pm.

### ***What age children do you accept?***

Each location and program has different age requirements.

In general our camps are open to children entering kindergarten through 5th and rising 6th through eighth grade.

### ***Are you able to accommodate my child with medical allergies and/or special needs?***

Camp TechTerra is committed to full and equal opportunity for children to enjoy the camp experience and reasonable accommodations will be considered. If your child has serious behavioral, physical, or medical considerations, please discuss student readiness with us through email [info@tehterraeducation.com](mailto:info@tehterraeducation.com) or phone 919-519-9097.

### ***Is there a cancellation or refund policy?***

Camp TechTerra's refund policy is as follows:

All refunds are subject to a 10% cancellation fee. Written notice of cancellation must be received by TechTerra Education by 5pm EST. Refunds are calculated as follows:

- More than 30 days before session start date = 100% refund subject to 10% service fee
- 15 to 30 days before session start date = 50% refund subject to 10% service fee
- 14 or fewer days before session start date = NO REFUND
- No refunds for absences/illness during camp sessions

- No credit or refund due to weather or emergency-related school closing
- Full refund, up until 30 days prior to the camp start date
- No credits or refunds for absences due to illness or otherwise
- No credit or refund due to weather or emergency-related school closing or delay
- No refunds in the case of disruptive behavior (as detailed above in the Access to Fun and Learning for All Camp Policy section of this Handbook)

***Are meals and snacks provided?***

We do not provide meals or snacks. You will need to send a lunch and at least one two snacks with your child every day of Summer Camp. You will need to send one snack with your child every session of After-school Camp.

***What should my child bring to camp?***

Your child will need a labeled lunch and water bottle and two snacks for summer. A hat, labeled, for sunny days is also welcome. Please make sure you apply sunscreen to your child before camp. Please do not send your child with any valuable personal items or toys.

***When can I drop off and pick up my child?***

For summer we offer a free flex time for dropping off your child in the morning from 8:30-9 and picking them up in the afternoon from 3:00-3:30. Please note that late fees do apply after 3:30 pm. You must sign your child in and out of camp each day using our sign in/pickup sheet. If you need to pick up your child early, please try to let one of our teachers know ahead of time.

***What happens during 8:30 am - 9 am and 3:00 pm - 3:30pm?***

During our flex drop off and pick up times, students will engage in board games, small crafting activities, or reading while students are arriving and departing. This is also a nice time for students to get to know their teachers better, as teachers

engage in these activities with the students as well.

***Is outdoor time available?***

Yes. For summer we believe that every child should spend time playing outdoors. Weather permitting, we eat lunch and have free play outdoors for one hour each Summer camp day.

***Who are your educators?***

Our staff includes certified teachers and staff assistants. All of our staff are trained in the TechTerra Curriculum.

***How many students are in a group?***

Group size varies and is constantly assessed. We keep our student to teacher ratio low for personalization and high engagement.

***What sort of activities will my child participate in?***

We teach our curriculum in a series of stations, our Stations of STEM and STEAM. The majority of our learning and lessons are done as small groups in these stations. Each small group rotates through each station. Our stations always include: Coding; making in our Art Station; Robotics; Engineering and Design; Digital Storytelling; Drones and Flight; exploring hands-on technology; creating with 3D Pens; 3D Printing (Summer); Hands-on Science (Summer).