ASK Wonder Explore STEM Camp 2023

Grownups Handbook

Welcome to AWE STEM Programs! We are excited to have your family join for camp and/or homeschooling. Please read this document in full as this will prepare you for our program and then your child or children can enjoy an amazing experience. Please note that site specific information will be found on the AWE website at www.askwonderexplore.com. This information is posted as it becomes available so check back often.

**Meet and Greet (Summer Only)**

For those parents who would like to meet and speak with staff, STEM Camp will be hosting a virtual meet and greet SATURDAY May 27th from 11am-12pm CST. You will be sent a Google Calendar invite.

**The First Day of Camp**

The first day of camp is a very exciting and a very busy day. We encourage you and your child to arrive a bit early (we suggest between 8:00 am and 8:30 am) on the first day only. This will allow parents and children to acquaint themselves with the drop off/ pick up location. Arriving early also allows you an opportunity to meet everyone. **NOTE: Parents will are allowed in the facility the first day for purpose of touring and becoming acquainted with the space.**

It is important that all explorers come prepared for a full day of great activities and fun. To help with this we have provided the following checklist:

**Checklist of what to bring:**

* Lunch and snacks (there are two breaks when campers are welcome to enjoy a small snack) are provided by the Grownups, but can be provided by AWE for an additional Fee ($40 per week). We encourage parents to pack nut free lunches (we are a nut aware camp, not a nut free camp) and snacks when possible. Be sure to read the section on allergies and restrictions later in this document. There is absolutely no sharing of food allowed at AWE STEM Camp.
* Water bottle (reusable preferred and **labeled with Explorer’s name-** we have a Kentwood water filling station)
* Facial coverings optional



* Weather appropriate clothing
* Extra set of clothes for explorers aged 4 (**labeled with Explorer’s name**)
* Closed toe and heel shoes must be worn to comply with camp safety rules

**Optional Items:**

* Sunscreen (in summer, but optional)
* Bug spray (in summer, but optional)
* Hat and sunglasses (as weather dependent)
* Any doctor prescribed medications (AWE STEM Camp staff will not administer medications except in the case of a life-threatening situation such as administering an epi pen which is provided by you)

**Other important things to be sure to complete prior to the first day of camp:**

* Read this Parent Handbook in its entirety and include your children in its review
* Reviewing dates, times and locations is the responsibility of the parent. This information is available on our website.
* Camp location is at 417 S. Cortez St. New Orleans, LA 70119
* Address any questions or concerns by contacting Sam at 504-252-2984

**Drop Off and Pick Up Times:**

Camper Drop Off and Sign In (Summer Break): 8:30 a.m.

Camper Pick Up and Sign Out (Summer Break): 3:00 p.m.

Early Drop Off (extra purchase - available summer only): 7:30 a.m.

Late Pickup (extra purchase - available summer only): 6:00 p.m.

**Late Arrivals or Early Departures:**

If your child will be late to camp (arriving after 8:30 am) parents should contact Sam (504-252-2984).

In the event that a camper needs to leave camp early, parents should inform **Sam** in the morning at drop off or via texting Sam (504-252-2984). **REMEMBER YOU MUST SHOW GOVERNMENT ISSUED ID WITH YOUR PICTURE IN ORDER TO PICK UP YOUR CHILD. YOU ALSO MUST BE ON THE APPROVED PICKUP LIST REGARDLESS OF YOUR RELATIONSHIP TO THE CHILD. YOUR CHILDREN ARE IN OUR CARE AND THEIR SAFETY IS OUR NUMBER ONE PRIORITY. IT IS FOR THE SAFETY OF YOUR CHILD AND WE TAKE THIS RESPONSIBILITY VERY SERIOUSLY.**

**Sign In and Sign Out Procedure:**

To ensure their safety, all campers must be signed in at the time of drop off and signed out at the time of pick up by a parent/guardian. Parents/guardians must indicate the names of the authorized persons for pickup on their online registration form and everyone must show identification in order to sign out a child. Should a parent wish to add an authorized person(s) to the approved pick up and drop off list for their child they may call Sam (504-252-2984).

If a parent is not available, an **authorized individual** will be permitted to sign a camper in and out upon presentation of a government issued photo ID (driver’s license, passport, etc.).

**Allergies and Restrictions**

AWE STEM Camp is a peanut & nut product aware camp.

Although AWE STEM Camp encourages nut free products in all of our camps this is NOT mandatory. Please note the camp facilities is Sam’s home where nut products could be in the building. Those campers with a peanut or other food allergy are strongly encouraged not to share or trade packed lunch or snack items.

**Dress Code and What Not to Bring**

All campers are required to wear closed toe and heel shoes (preferably running shoes) and clothes in which they can move freely and a facial covering in order to comply with the camp safety policy. Many experiments conducted at camp are safer with closed toe and heel shoes. Campers should be prepared for light physical activity and ensure that they have appropriate footwear for their recreation breaks. Activities during recreation breaks may include outdoor field activities. It is a good idea to bring a hat, sunglasses, sunscreen, water bottle and appropriate clothing for the weather. Please do not bring toys to AWE STEM Camp. Do not bring cell phones. If you need to get in touch with your child call Sam (*504-252-2984*) and we will relay any message or make arrangements for your child to call you.

**Lost and Found:**

All lost and found items will be kept at camp until the end of the last week of camp at which time they will be donated to a local charity if unclaimed. Please send your Explorer with their names on their belongings.

**AWE Class Rules:**

1. One mic
2. Strive
3. Have love in your heart

**Appropriate behavior for campers and grownups includes:**

* Encouraging fellow Explorers and sharing of creative ideas
* Displaying an eagerness to learn and asking lots of inquisitive questions
* Helping fellow Explorers whenever you can
* Only using devices for AWE STEM Camp approved activities
* Participation in all activities and willingness to make new friends
* Displaying a friendly disposition to all Explorers, staff and public
* Resolving differences respectfully without yelling or name calling
* Outside the box thinking

**1 - 2 - 3 Strike Policy**

It is important that all campers have a safe, fun and happy camp experience. Therefore, should unacceptable behavior be displayed, AWE STEM Camp staff will enforce the Three Strike Policy.

Strike 1: Camp staff notifies the camper exhibiting inappropriate and/or unacceptable behavior. The camp staff provides a verbal warning that consequences will be given. The incident will be documented and parents are notified (during the day or at pickup depending on circumstances). The parent will be asked to sign the incident report after discussing the incident with Ms. Sam. Parents and staff should work together in the spirit of cooperation to resolve a situation.

Strike 2: Camp staff notifies the camper exhibiting inappropriate and/or unacceptable behavior. The camp staff provides a second verbal warning of consequences. The incident is documented, and the parent is notified (during the day or at pickup depending on circumstances). The parent will be asked to sign the incident report after discussing the incident with Ms. Sam. Parents and staff should work together in the spirit of cooperation to resolve the situation.

Strike 3: Ms. Sam contacts parent who must pick up their camper and the child will not be permitted to return to camp that week. No reimbursement will be provided in this situation. It will be at the discretion of AWE STEM Camp to allow the camper to enroll in a separate week.

**Inappropriate behavior includes (but is not limited to):**

* Preventing or interfering with another camper’s experience
* Threats, bullying, harassment of any kind, intimidation, abuse or fighting
* Attending camp under the influence or in the possession of drugs or alcohol
* Possession or use of tobacco, marijuana, vapes or alcohol
* Not taking care of equipment belonging to AWE STEM Camp or another camper or the house
* Vandalism or theft of property belonging to AWE STEM Camp or another camper or the house. If the camper causes damage to the house it will be the responsibility of the parent to pay for the cost of repair.
* Possession or use of prohibited items such as weapons or harmful objects (knives, lighters, matches etc.)

**Note**: If AWE STEM Camp determines that a camper’s involvement in the camp is disruptive, a health and safety concern or risk, or detrimental to any other participants, the camp staff, the public, any third party or to the camper, AWE STEM Camp may withdraw the camper from the remainder of the camp without refund or liability. AWE STEM Camp reserves the right to immediately remove a camper at any time without adhering to the three-strike policy should AWE STEM Camp deem it necessary to do so.

**Parent/Guardian Behavior:**

AWE STEM Camp believes that everyone is entitled to be treated with respect and that differences can be resolved peacefully and respectfully. We encourage parents to discuss situations of concern with Sam. However, just as parents would expect their children or themselves to be treated with respect, AWE STEM Camp staff also deserve the same consideration. If parents are deemed to be disrespectful to staff either in person or on the phone, AWE STEM Camp staff will interpret this as a bullying situation and issue a warning that the interaction will be terminated if it does not improve and reserve the right to do so if the parent is disrespectful in any way. In particular, threats, yelling and name calling will not be tolerated. AWE STEM Camp may decide to terminate your involvement with our organization at this point without issuing a refund. Disrespect is not consistent with AWE STEM Camp values.

**Inappropriate Behavior Definitions:**

Vandalism & Theft

The parent of campers involved in any theft, loss of, or damage to AWE STEM Camp or the house property will be held financially responsible.

Bullying

AWE STEM Camp takes bullying very seriously. Bullying includes, but is not limited to, actual or threat of physical, emotional and/or psychological abuse, stalking/e-stalking, and deliberately excluding others from participating in any activity or inciting hatred towards others in any form.

Prohibited Items

Items that are deemed hazardous must not be brought to camp. Such items include, but are not limited to matches, knives, lighters, drugs, alcohol, cigarettes, marijuana, illegal substances, and weapons. If any of the above items are found, the item will be confiscated, and disciplinary action will be taken. In certain circumstances security or appropriate authorities may be contacted.

**Care Of Equipment**

AWE STEM Camp staff will assign and monitor the usage of equipment as required for each activity. Campers are expected to follow all instructions regarding the care of equipment as provided by the AWE STEM Camp staff.

Please talk with your Ms. Sam if a child attending camp reports unacceptable, inappropriate or concerning behavior during the course of the camp activities.

**What happens if my child is sick the morning of camp?**

1. Call/Text **Ms. Sam 504-252-2984** to let her know. We will work together to determine a make-up day that works with space in camp and with you.
2. Keep your explorer home, allow them plenty of rest.
3. Explorer can return when their symptoms have subsided, and they have been fever free for 24 hours

**What happens if my child falls ill while at camp?**

1. Your child will be comfortably separated from the other explorers.
2. Your child will be provided basic medical care with your permission.
3. If your child has thrown up or has a fever above 100 degrees Fahrenheit, you will be immediately contacted to come pick them up.
4. They will need to stay home for the following day.
5. Explorers can return to camp after being fever free for 24 hours.
6. If your explorer has COVID symptoms, a COVID test will be requested to be given to the explorer. Ms. Sam has extra tests should you need one.
7. If your child does test positive for COVID, parents/guardians of other explorers will be notified while protecting the confidentiality of your child.
8. Areas will be sanitized effectively.

**Refund and Cancellation Policy**

AWE STEM Camp reserves the right not to offer refunds under any circumstances including, but not limited to:

1. Inclement weather or unforeseen facility closures
2. A camper is removed from AWE STEM Camp as a result of the three-strike policy or as a result of parental bullying of AWE STEM Camp staff
3. A health or safety situation, including situations resulting from a pandemic, epidemic or other health-related matter
4. Your decision not to send them for any reason at any time

**Sample Schedule - Summer**

7:30 a.m. Early drop off (purchased at time of enrolment)

8:30 a.m. Regular drop off / activities

9:00 a.m. STEM activities

10:15 a.m. Recreational activities and snack

10:45 a.m. STEM activities

12:00 p.m Lunch

12:30 p.m. Recess

12:45 p.m. Art

1:30 p.m. STEM activities

3:00 p.m. Explorer pick up / activities while waiting

3:30 p.m. Recreational activities and snack

5:00 p.m. Late pick up (purchased at time of enrolment)

**COVID**

The COVID pandemic has wreaked havoc around the world. We are mindful that this has affected your family in ways that we cannot know. Due to this please note the following:

What is your refund policy?

AWE STEM Camp is introducing its “**NO RISK REFUND POLICY**” in 2023 as a result of the pandemic. Families can obtain a full refund (**minus admin fee of $50 plus 4% of the transaction**) for ANY reason if that request is made by email to [askwonderexplore@gmail.com](mailto:askwonderexplore@gmail.com) by May 26, 2023. As of May 29, 2023 no cash refunds will be granted for any reason (with the exception that the government prohibits day camps from operating), however, full summer camp credits will be issued. You may also switch your week at any time for another week provided spots are available.

Do I get a refund if the government makes an announcement that day camps are not allowed to open?

Yes. In (what we feel will be an unlikely event this year) the case where AWE STEM camp is forced not to operate because of a government order, families will receive a full refund (minus the convenience or processing fee) for summer camp, including those families who rolled over from a previous year. This document was drafted in April 2021 based on the information that is available to us at this time. Check our website for any updates or call our office if you have questions. We will publish updates to this handbook if they apply leading up to camp.

**Camp Today**

Camp Today refers to the opportunity for parents to view pictures or videos of activities at camp. Each day, camp staff uploads pictures and/or videos as well as short descriptions of activities and anticipated learning outcomes on our social media pages (IG: AskWonderExplore, FB: AskWonderExplore). Parents will be able to view the Camp Today section on Instagram and our Facebook page. Think of Camp Today as a Junior Scientists Logbook and please like, share and save the pics!

**Feedback**

We welcome your feedback: positive and constructive. Please address any concerns with Ms. Sam.

Contact Information

Website: www.askwonderexplore.com

Email: [askwonderexplore@gmail.com](mailto:askwonderexplore@gmail.com)

Phone: (504) 252-2984

Camp Director: Sam Kreuscher (She/her/hers)

Instagram: askwonderexplore

Facebook: askwonderexplore

Thank you for joining the AWE Community!