



S.T.E.A.M Passport Adventure

Summer Enrichment Program 2019



WELCOME PACKET

HOME OF THE PRANCING PEACOCKS



S.T.E.A.M Passport Adventure Summer Enrichment Program 2019

The summer has finally arrived and what better way to celebrate than a trip around the world in 10 weeks? We are elated you have chosen our program and this year's camp promises to be one of our best yet, with all new themes, classes and activities. Thank you for signing up and providing your child with the summer experience of a lifetime!

Now, a few things you may want to know before we start this amazing summer. KTA Summer Passport Adventure will offer weekly themed quests through multi-cultural endeavors designed for campers Pre-School through Eighth Grade determined by your child's completed grade in the 2018-2019 school year. It is crucial that campers be placed in the appropriate grade level groups to ensure similar age and maturity. Our S.T.E.A.M Summer Camp is your child's chance to explore the world through interactive games, activities and fun filled surprises along the way all without leaving the comforts of camp. Our weekly themed sessions are a great way for your child to explore a variety of interest from technology to theater, science, athletics, computers, robotics and more from all around the world. The program offers a well-rounded summer camp experience by blending technology education with the activities and benefits of traditional summer camps. Our summer program accepts campers ages 4 to 13 and runs the full summer in weekly increments from May 28th to August 2nd. Each week we will explore a different country through their individual customs, traditions and discover what makes them unique. Our center is open extended hours from **6:30 am to 7:00 pm**, and camp begins at 8:30 am for those who require breakfast and activities end at 5:30 pm. However, all campers are welcomed for our extended operational hours at no additional cost!

This year camp will include for all ages (3-13) daily access to our full-size gym and game room, daily theme associated S.T.E.A.M classes, cooking lessons, art projects, daily meal plan, in school field trips (Wednesdays), and recreational swimming in our on-site pool (Fridays). For campers rising to First through the Eighth grade we offer *weekly off-site field trips as well as **FREE** swimming lessons*. All of this and so much more are included in camp for the affordable weekly rate of ***\$175** per camper.

To provide the very best summer camp experience while maintaining a safe, fun and educational environment for each camper; we have included a section of Important Things to Know (page 8-10). There you will find information regarding medication, accommodations, behavior expectations and camp specific policies and procedures. Brief descriptions of each week are also enclosed as well as, daily classroom schedule and enrollment application (please return to center pages 4-7 & 12). However, if at any time you have additional questions please feel free to contact the center.

We look forward to an amazing summer and we're so excited to welcome you to the Kids Tech Family!



DAILY SCHEDULE

SCIENTIST

4TH TO 8TH GRADE

6:30-7:00	Rise & Shine Early Care
7:00-8:00	Children are greeted warmly and assisted in storing personal belongings
8:00-8:30	Technology Time & Opportunities to rest quietly or play in free choice learning areas
8:30-8:30	Outside Activity or Mini Lab (in inclement weather)
8:30-9:00	Breakfast
9:00-10:00	Gym Time
10:00-11:30	Extracurricular Activity (see schedule below & calendar)
11:30-12:00	Game Room Retreat
12:00-12:30	Lunch, restroom breaks & clean up procedures
12:30-2:00	Rest Time (Children will be allowed to lie down on cots, watch a movie, or play with table toys)
2:00-2:30	Snack
2:30-3:00	Reading Time (Teacher reads aloud for 15 mins. and children read book of choice 15 mins.)
2:30-3:30	Outside Activity or Mini Lab (in inclement weather)
3:30-4:30	Afternoon STEAM activity (See calendar)
4:30-5:00	Gym Time
5:00-5:30	Game Room Retreat
5:30-6:00	Table Activities (manipulatives, reading, writing, etc.) campers will have a chance to finish Afternoon STEAM activity
6:00-6:30	Technology Time
6:00-7:00	Extend Hours After-Care

EXTRACURRICULAR ACTIVITIES SCHEDULE

Mondays: S.T.E.A.M Passport Explorer: Each Monday will be a formal introduction to the week's themes. We will cover various subjects using multiple principles and discuss skills, abilities and customs through hands-on demonstrations of what it is like in different cultures using multiple engineering, art, math and science fields such as chemical, electrical, civil engineering and Lego Robotics.

Tuesdays: Swimming Lessons: monitored by certified life guard in 30-minute sessions of groups of 10

Wednesday: In-Camp Field Trip each week we will have different activities planned for the campers that will come to us including but not limited to a magic show, reptile petting zoo and make your own pizza bakery. See calendar for specifics.

Thursday: Field Trips each week between the hours of 9:00 am to 2:00 pm campers will explore the world around them through various field trips relating to the weekly theme and a few that are just for fun! See calendar for specifics

Friday: Recreational Swim monitored by certified life guards through the Red Cross in 1-hour sessions
(Private or Group Lesson available at an additional cost)



SUMMER ENRICHMENT PROGRAM 2019

PHONE: 678-661-KIDS | MAIL: 291 JENKINS ROAD, TYRONE GA. 30290 | WEBSITE: WWW.KIDSTECHACADEMY.ORG

Questions?

Executive Director: Ana Ramodiya (678) 907-4184
Program Director: Kimberly Statham (404) 218-0878

CAMPER INFORMATION

New Enrollment Returning Camper

Child's Name (last, first, middle initial)

Child's Nickname Gender Age Birth date (mm/dd/yyyy)

Home Address (Street Address, City, State and Zip Code)

() Primary Telephone Number School attending (school age children only)

GUARDIAN INFORMATION

() Mother's Cell Telephone Number () Father's Cell Telephone Number

Mother's Name/Home Address if different from child's Father's Name/Home Address if different from child's

Mother's Place of Employment/Address of Employment () Business Number with extension

Father's Place of Employment/Address of Employment () Business Number with extension

Are there any custody arrangements for your child? _____ If yes, please inform the Director of circumstances
(A court order with supporting documentation describing custody arrangements and restrictions must be provided.)

Mother's Email Address _____ Father's Email Address _____

Child's Legal Guardian(s) [] Both Parents [] Mother [] Father [] Other

PICK-UP/DROP OFF AUTHORIZATION

My child may be released to the person(s) signing this agreement or to the following:

Name	Address (include complete street address, city, state and zip code)	Telephone	Rel. to child

EMERGENCY CONTACT

Persons to contact in case of an emergency when parents cannot be reached. These people are authorized to make medical decisions concerning my child.

Name	Address (include complete street address, city, state and zip code)	Telephone

Guardians Signature: _____ Date: _____



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FAMILY AGREEMENT

PLEASE READ CAREFULLY

Please Initial the following as agreement of understanding and compliance:

Child's anticipated arrival time daily _____ Child's anticipated departure time daily _____

___ I understand that a non-refundable registration fee is due at time of enrollment and annually for Summer Camp Enrollment.

___ I agree to pay \$ _____ Every Week for summer camp services for the above-mentioned child. I understand that all tuition and fees must be paid in advance prior to services being rendered.

___ I hereby give consent for my child to be transported and supervised by the operation's employees for emergency care to **Piedmont Fayette Hospital, 1255 Highway 54 Fayetteville Georgia 30214, phone number (770) 719-7000.** Should my child become ill or suffer an accident of any nature during their time in Kids Tech Academy's care the school agrees to contact me immediately and is authorized to secure medical attention for my child when necessary. (I as the parent/guardian will assume financial responsibility)

___ I understand that transportation is provided to and from school and on planned field trips with parent/guardian permission only. A separate form and signature are required for this service. All school-age transportation agreement form must be signed each year and when any information changes. A field trip agreement must be signed for each trip.

___ I understand in case of late pickup, I must call the school at **(678) 661-5437, NO LATER THAN 6:00P.M.** The phone call allows the Director to reassure my child that she/he has not been abandoned. During Summer Camp the late fee is **\$5.00** per minute starting at **7:00pm**. These fees are **non-negotiable** and must be paid before your child can return to the center. **Please be advised that calling and informing the center that you will be late does not excuse you from the late fees. Chronic lateness will result in your child being dismissed from the program. This policy will be strictly enforced.**

___ I understand the school agrees to obtain written authorization from me before my child participates in routine transportation for field trips, special activities away from the facility or water-related activities occurring in water that is more than two (2) feet deep.

___ I understand that my child will be provided with breakfast, lunch and a snack daily based upon their hours of attendance which follow the United States Department of Agriculture and Bright from the Start guidelines. Breakfast ends daily promptly at 8:50 am. I understand that I am responsible for any special diet requirements my child has and agree to provide substitute meals which meet USDA guidelines in the event my child has medical reasons for a substitution and a physician's statement (authorized paperwork required).

___ I understand before any medication is dispensed to my child, I will provide a written authorization, which includes: date, name of child, name of medication, prescription number, if any; dosage; date and time of day medication is to be given. Medicine will be in the original container with my child's name marked on it.

___ I understand my child will not be allowed to enter or leave the facility without being escorted by the parent(s), person authorized by parent(s), or facility personnel.

___ I give permission for my child to be photographed and videotaped for use by or on behalf of the facility for educational, training, curriculum, marketing and similar purposes.

___ I understand the school agrees to keep me informed of any incidents, including illnesses, injuries, adverse reactions to medications, exposure to communicable disease, which include my child.

___ I understand Kids Tech academy will be closed in accordance with the following national holidays in the summer months (1) Memorial Day-May 27th & (2) July 4th 2

___ I give ___ do not give ___ my consent for my child to participate in Water Activities: check all that apply
sprinkler play ___ splashing/wading pools ___ swimming pool ___ water table ___

___ **I understand Kids Tech Academy does not provide refunds on any childcare services or registration fees.**



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VEHICLE EMERGENCY MEDICAL INFORMATION

Child's Name _____ Date of Birth _____

Address _____

Father's Name _____

Cell Phone _____ Work Phone _____

Mother's Name _____

Cell Phone _____ Work Phone _____

Person to notify in the case of an emergency and parents cannot be reached:

Name _____ Phone _____

Child's Doctor _____ Phone _____

Medical facility the center uses Piedmont Fayette Hospital

Address 1255 Highway 54 W, Fayetteville GA 30214

Child's Allergies _____

Current prescribed medication _____

Child's special needs and conditions _____

In the event of an emergency involving my child, and if Kids Tech Academy cannot get in touch with me, I hereby authorize any needed emergency medical care. I further agree to be fully responsible for all medical expenses incurred during the treatment of my child.

Child's Name _____

Signature (Parent/Guardian) _____

Witness By _____ Date _____



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MEDICAL INFORMATION	PLEASE FILL IN ALL BLANKS
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Pediatrician or child's primary health care source name	(____) _____ Telephone number
Dentist name	(____) _____ Telephone number

**Our school does not exclude children with special needs if we can provide a safe environment.
The following information is requested to help us plan services for your child.**

Does your child have any allergies or food restrictions? _____ If yes, please describe and attach care plan: _____

Does your child have any diagnosed special needs, medical or mental conditions? _____ If yes, please describe: _____

Are your child's activities restricted by any special needs, developmental disabilities, medical or other conditions? _____

If yes, please describe: _____

My child requires the following special accommodation(s) that may be required to most effectively meet my child's needs while at this school: (circle one) NONE YES if YES please describe _____

My child is currently on medication(s) prescribed for long-term continuous use and/or has the following pre-existing illness, allergies, or health concerns unmentioned above: (circle one) NONE YES if yes please describe _____

MEDICAL INSURANCE INFO	PLEASE FILL IN ALL BLANKS
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Insurance Carrier _____ Insured's Name _____

Primary Care Physician Name _____ Telephone (____) _____

ID or Policy # _____ Member Service Number (____) _____

Special needs of Guardians (e.g. inability to climb stairs, difficulty lifting child, hearing, vision): _____

IMPORTANT THINGS TO KNOW

WELCOME TO KIDS TECH S.T.E.A.M PASSPORT ADVENTURE SUMMER CAMP 2019!

Our goal is to provide a positive educational experience for all campers in a safe and fun environment.

Our camp is state-certified and adheres to camp regulations and standards set out by the Georgia Bright From the Start.

HOW TO REGISTER & TUITION/FINANCIAL AID

See page 11 for ways to register including online, mail, by telephone and in person.

HOURS OF OPERATION

Camp Hours: 8:30 a.m. – 5:30 p.m.

Extended Hours: 6:30 a.m. -7:00 p.m.

COMMUNICATING WITH US

At Kids Tech we have an open-door policy and are here at your convenience to discuss all of your childcare needs and concerns

Office: (678) 661-5437 After-Care Cell: (404) 218-0878

If you have an emergency and cannot reach us, please call (678) 907-4184

MANAGING YOUR CAMPERS ACCOUNT ONLINE

For your convenience we have made an easy “donate” online feature for registration and weekly payments. Simply log on at Kidstechacademy.org and select the weeks your camper would like to attend.

All tuition payments should be made on the Friday before the week of service or Monday at drop off. A late fee of \$25 will be assessed to those payments made after Monday at the close of business.

REQUIRED PAPERWORK

Bright from the Start requires we have the following forms and or information for each camper:

- Camper Identifying Information, Parent and Emergency Contact, Emergency Transportation Form and Compete Health Information
- Evidence of age (birth certificate) and appropriate immunization records

All required forms can be completed on our website through the download section.

HEALTH INFORMATION

Our goal is to provide a safe environment for each camper to enjoy a summer full of fun and enriching activities. For your camper’s safety, the director must be aware of your camper’s medical needs and the approved protocol to follow. If your child has a health concern, note it on the health history section of the application and inform the director. Examples of health concerns include: medicines taken daily, asthma, diabetes, epilepsy, seizures, heart defects and or other diagnosed mental or physical conditions.

All medication must be given to the Director and accompanying prescription/ physicians’ instructions to be dispensed through the facility.

HEALTH CONCERNS

“WHEN SHOULD MY CAMPER STAY HOME SICK”

Per state regulations, a child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a one hundred one (101) degrees Fahrenheit or higher oral temperature and another contagious symptom, such as but not limited to, a rash, diarrhea or a sore throat. When a child shows symptoms of illness during the day, the child shall be moved to a quiet area away from other children. If their condition worsens their parents or emergency will be notified immediately an expected to have them picked up within one hour of call.

NUT ALLERGIES

Kids Tech Academy is peanut free facility. We do not serve or allow any food or related products that contain nuts.

MEDICATIONS

Kids Tech will only dispense those medications by prescription that accompany a physician’s note and with the completion of the Authorization for Medication Form. Please Note: Kids Tech Academy does not dispense medication on a “as needed” basis.

- If your camper requires an EpiPen or rescue inhaler, you will be given an authorization form that must be completed and returned to the Director.
- Each prescription medication must be in the original container labeled by the pharmacist or physician.
- Medications must be in a sealed plastic bag with the camper's name clearly labeled on the front.

IMPORTANT THINGS TO KNOW

WHAT TO EXPECT ON THE FIRST DAY OF CAMP

Kids Tech Staff are excited and in place ready to show your camper the joys and wonders of a Summer Camp at KTA. A few reminders once you get here:

Please pull all vehicles up as far as you can go under the awning as to be courteous and make room for other families.

Please have someone come in that is 18 or older to sign your child in at the front desk (and remember this must be done daily).

All required paperwork and tuition payments must be completed and turned in before your child can be left in the care of KTA staff.

DROP-OFF PROCEDURES

All Summer Campers should arrive daily no later than 9:00 am to ensure accurate accounting for our extracurricular classes, ratios and field trips. An adult age 18 or older must escort the camper(s) into the building and sign them in daily. Many field trips will depart at 9:00 am SHARP therefore if your child(ren) arrive after 9:00 am they may not be eligible to attend the days' field trip. We will make every effort possible to inform parents of departure and return times in advance.

PICK-UP PROCEDURES

Summer Campers will only be released to those person(s) listed on the enrollment forms authorized pick-up/drop off authorization list. Please update all information in case of emergencies. Someone 18 or older must escort and sign your camper(s) out of the center daily.

LATE FEES

Camp activities begin at 9:00 am and end at 5:30 pm daily. Kids Tech Academy is open from 6:30 am to 7:00 pm for your convenience at no additional charge. **However, the center closes promptly at 7:00 PM nightly and there is a late fee PER MINUTE of \$5.00 during summer camp. All late fees must be paid for your child to attend camp the next day and calling in does not excuse anyone from being late. Charges will be effective upon first offense.**

MEAL PLAN

Included in your summer camp fee is breakfast, lunch and afternoon snack daily adhering to the state regulated portion size and components. Weekly menus are posted online and in the front of the center on Mondays. Should a change be made, we will update all postings immediately.

BREAKFAST LUNCH & SNACK

Breakfast starts promptly at 8:30 am and ends at 8:55 am daily. No camper will be served after 8:45 am due to our catering regulations and scheduling. Please have those campers arriving after 8:45 fed and ready to begin the day's activities. Please check the weekly menus online and note should a change be made, we will update the site immediately. Campers are permitted to bring in their own lunch and extra snacks. For Campers at the center past 5:30pm additional snacks are highly encouraged although please no chewing gum or candy.

FIELD TRIPS

Transportation will be provided for all students in the Kids Tech Buses. Field Trip Permission forms will be required for attendance. The **Astronauts & Scientist** class will go on ONE field trip a week (occasionally two-please see calendar of events). The following are a list of expectations for each camper to follow with on field trips:

- Campers are expected to remain with their assigned group.
- Campers are expected to follow the instructions given the first time.
- Campers are expected to remain seated and buckled on bus.
- Eating and drinking on the bus is not permitted.
- Excessive noise is not permitted.
- Disruptive behavior is not allowed and puts others at risk.
- A disruptive camper may be required to have parental supervision on all future field trips or will remain at the center.
- Campers are required to wear Kids Tech T-Shirts on every field trip.
- Campers will not be required to bring money on any field trip. To keep down confusion and at risk of being lost we ask all parents to refrain from putting money in camper's pockets, purses or bookbags.
- We will have **Outside Pay Field Trips** this Summer that will be additional to the tuition cost for that week. These field trips are optional, and we will have staff on hand at the center for those who do not wish to attend.

IMPORTANT THINGS TO KNOW

BEHAVIOR

As campers enjoy their summer activities, they must be mindful that there are multiple classes going on at the same time. Campers need to respect the rules and demonstrate appropriate behavior and language at all times.

Campers are expected to:

- Always display good behavior, behave in a friendly, cooperative and reasonable manner towards other peers, instructors and staff.
- Respect the ideas and property of others.
- Be able to work independently as well as in groups.
- Be able to focus on a task to completion.
- Understand teasing, foul language, hitting, fighting, throwing of objects, defacing of property and any other such behaviors are subject to immediate removal from the program. If a child receives several warnings parents will be notified and your child could also be removed from field trip days. Every effort will be made to correct a child's behavior before this action takes place.

CELL PHONES AND OTHER TECHNOLOGY

We strongly encourage campers to turn their ringers off and refrain from texting during camp. Although we are a technology-based facility cell phones and other personal technology devices will only be allowed during designated "technology times". Campers can bring in their own technology devices **AT THEIR OWN RISK!** Kids Tech Academy **will not accept any responsibility** for any lost, damaged, or stolen items. Kids Tech Academy will provide students with iPads, SmartBoard and or computer access during technology time and for any activity requiring such technology.

RECREATIONAL SWIMMING & LESSONS

Each Friday campers will be allowed to recreationally swim in our on-site pool for 1 hour in groups with their class (see class schedules for times). We also offer private/group swimming lessons at an additional cost throughout the summer. The pool is 3 feet on each end and 6 feet in the middle. Swimming test will be given to all students in order to swim in the deep end. Final decisions on swimming ability for the deep end of the pool will be determined by lifeguard and Director.

FREE SWIMMING LESSONS

Included this year are weekly swimming lessons with each paid registration. This lesson will be on Tuesdays for 30-minutes in groups of 10. Campers must attend and pay for camp each week that they intend on receiving a lesson. Missed classes cannot be made up and one lesson per camper per registration payment will be honored. **In case of rain, lessons or recreational swim will not be rescheduled.**

DRESS CODE

All campers should dress for the weather. Camp activities can be messy, so please dress your child to have fun in older clothes you don't mind having stained or dirty. Campers will play outside each day. We suggest you send your camper with a sweater or light jacket as some of our classrooms are very cool.

Kids Tech Campers will receive 1 shirt with completed registration. Additional Kids Tech t-shirts will be available to purchase at a cost of \$8.00 per shirt and must be worn on all weekly field trips and on Tuesdays and Thursdays by other students to show school spirit.

Closed toed comfortable shoes must be worn daily. Please refrain from wearing flip flops or sandals of any kind. Some of the issues that arise each summer are broken flip-flops and no other footwear is available, campers scraping toes or stepping on bees and overall ability to participate in many if the activities are limited.

Kids Tech requires all campers to wear closed toed shoes daily. Campers not wearing closed toed shoes will not be permitted to remain at camp.

SUPPLIES

Generally, all supplies are provided but specific materials may be requested for certain projects. Instructors will send a notice regarding special materials in a timely manner.

FRIDAY VENDORS

Kids Tech will host a variety of different vendors (ice cream, funnel cake, donuts etc.) every Friday. Prices may vary from \$1-\$10. This is an additional cost allotted for throughout the summer. Campers may bring in their own money or it may be given to the front desk for distribution when the vendor arrives.

SAFETY AND SECURITY

Kids Tech Academy is committed to providing a safe and fun learning environment for all of our students.

Kids Tech Academy: S.T.E.A.M Passport Adventure adheres to all Bright from the State regulations for youth camps and is self-regulating according to the regulations set up by the state of Georgia.

All staff, volunteers and outside vendors undergo background checks and mandatory fingerprinting required by Bright from the Start.

Parents must sign their camper in and out of camp each day. Campers are escorted to and from all activities by instructors and volunteers.

Parents needing to change pickup plans must speak with or inform director via phone at **(678) 661-5437**. Parents must also email specifications AFTER conversation that must include first and last name of new pick up, phone number, address and a number where they can be reached. Campers who have been left past 7:05 with no word from parents, 911 will be contacted.

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Questions?

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FININCIAL AID & TUITION

PLEASE READ CAREFULLY

PAYMENT METHODS

1 WEBSITE

ITS FAST. IT'S CONVENIENT. ITS SECURE.

It's available to both new and returning students. Go to <http://www.kidstechacademy.org/> Click on the Summer Camp 2018 tab and select the week you would like to attend. This page will lead you to the PayPal portal please remember to add your campers name to each payment.

2 MAIL

using a check or money order guardians can mail a copy of the camper's information, vehicle emergency contact form and family agreement to:
KIDS TECH ACADEMY
 291 JENKINS ROAD
 TYRONE, GA 30290

3 TELEPHONE

Payments may be made using a debit or credit card to one of our friendly staff member at **(678) 661-5437** between the hours of **10 a.m. - 5 p.m.**

4 IN PERSON

Using ATM Debit card, credit card, check, money order or cash. Payments may be made with the front office staff between the hours of 9 a.m. – 6 p.m. daily. We highly encourage using our online payment services for convenience and flexibility.

PLEASE NOTE: ALL TUITION PAYMENTS ARE DUE THE FRIDAY BEFORE THE WEEK OF SERVICE, YET NO LATER THAN THE CLOSE OF BUSINESS MONDAY. A \$25 LATE WILL BE ACCESSED TO THOSE ACCOUNTS DELINQUENT AS OF TUESDAY MORNING.

Questions?

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Parents or Guardian’s Notice of No Liability Insurance and Acknowledgement

I understand that I am being informed in writing by signing this acknowledgement that this facility **Kids Tech Academy** does not carry liability insurance sufficient to protect my children in the event of an injury, etc.

Parents or Guardian’s Signatures

Parent or Guardian (Print Names)

Date

Child(rens) Names

Date