

PROCEDURES:

Drop Off / Pick Up:

1. Camp starts at 8:30 a.m. and ends at 5:00 p.m. each day. You may drop off your child from 8:00 – 8:30 a.m. and pick up between 5:00 – 5:30 p.m. Any times **before or after** those times must be communicated and arranged prior to the start of camp with the Camp Director. A fee may apply.
2. We are flexible. If you need to pick up early just let us know. We have left the 4:00-5:00 p.m. hour open for group activities, not defined workshops, so leaving early won't cause your child to stress over missing something.
3. **DROP OFF:**
 - a. **FIRST DAY:** Parents must come into the lobby of the Advanced Technology Center the first day of camp for final registration of the camper. Additional consent forms and lunch orders (and payment) must be submitted at that time.
 - b. **OTHER DAYS,** an adult will be stationed at the front of the building to check in campers. Parents may drive to the front of the building and drop off your child. If an adult is not outside for check-in, please walk your child into the building.
4. **PICK UP:**
 - a. Come in to the building to pick up your child(ren). Your child will be assigned to a team (Alpha, Beta, Gamma, Delta) at check-in on Day 1. We start and end our day in the Main Training Room (Room 131-34). Two hallways lead to this room. Two teams will dismiss from the first hallway on the right, and two teams will discuss from the second hallway on the right. Watch for signage.
 - b. Campers will be dismissed to a parent or to those listed on the information sheet submitted at the beginning of camp. Late additions or changes should be communicated to the Camp Director via in person or email as early as possible.

Medicine / First Aid:

1. Any **medications or items for allergic reactions** that should/could be dispensed during camp hours must be placed in a Ziploc bag with directions included. The child's name must be on the bag. Items will be checked in and out by the Camp Director and will kept in a locked area during the duration of the camp.
2. We have college staff that are certified in first aid, CPR, and AED usage. A **First Aid kit and an AED unit** are located on the first floor of the Advanced Technology Center. We have procedures in place to shelter-in-place if the need arises. We will make the children aware of this on day 1.
3. Any issues or events that require medical attention will include a call to the parent and will be noted on an incident report with a copy given to the parent.

Contact Information: Melissa Thompson 304-205-6734, melissa.thompson@bridgevalley.edu

Advanced Technology Center - front desk – 304-205-6741; BridgeValley Campus Police: 304-205-6630

STEAM Academy Policies and Procedures - 2018



Nametags / Lanyards:

Campers are issued a nametag on a lanyard on Day 1. Campers are to wear the lanyards while they are in camp. Lanyards may include a USB. Campers are to leave their nametag/lanyards on the designated table in the lobby at the end of each day. Campers can take the lanyards home on the last day of camp.

Allergies:

Please be aware that there are individuals with peanut and tree nut allergies in attendance. Plan accordingly if you send items from home.

Payment:

Payment for registration was due prior to attending the STEAM Academy camp. Notifications were sent to ensure payment and thus a commitment to attending the camp. Cancellations were allowed up to two weeks prior to the first day of the respective camp with a full refund. Any full or partial refunds due to cancellations after that day are at the discretion of the camp director.

Note: The following pages contain policies outlined by the STEAM Academy staff to ensure we have a productive and safe environment for all involved

The following policies are included below:

1. Discipline Policy
2. Internet Usage Policy
3. Bring your own device (BYOD) Policy
 - a. updated in 2017 to include a note about fidget spinners etc.

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POLICIES:

1. Discipline Policy

STEAM Academy camp participants are expected to exhibit appropriate behavior at all times while at camp. In order to provide all campers and staff with a camp experience that is safe and enjoyable, the following guidelines have been developed. A caring and positive approach will be taken regarding discipline. Camp staff will reinforce appropriate behavior through positive reinforcement, firm statements and redirection of activity. All campers must understand and follow the guidelines set forth. Please review these guidelines with your child.

- Talk in a pleasant manner. Foul language, putdowns and bullying will not be accepted.
- Be safe! Always obey camp rules and the direction of the staff and adults present.
- Treat all equipment and supplies with proper care and respect.
- Show respect to fellow campers, guest speakers, instructors, and camp staff.
- Running and excessive shouting while indoors is not allowed.
- Behavior that is threatening to the child or others will not be permitted at camp.
- Have a positive attitude and have fun!

Listed below are the discipline procedures for campers who are exhibiting unacceptable behavior.

Step 1: - Verbal Warning

Step 2: - Time away from the group. During a “time out” a camper may have to sit out from activities including workshops, activities, or a special event, and meet with the Camp Director if needed. Parents may be notified with a note.

Step 3: - Written Warning given to Parent if a child persists in unacceptable behavior, a written warning will be issued. The Camp Director/Asst. Director will speak with the child and his/her parent/guardian. The parent/guardian will be required to sign the written warning. If the issue warrants immediate action, the parent will be contacted via phone.

After receiving three written warnings the child will be asked to leave the STEAM Academy for the remainder of the camp. No refund will be given. Registration at a future STEAM Academy camp must receive prior approval. Any physical contact meant to induce harm to another camper or staff member by a camper will result in immediate notification of the parents, and possible if not immediate removal of camp.

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2. Internet Usage Policy

During camp your child may need to have access to the Internet during STEAM Academy camp hours. Keep in mind that internet access is necessary in some workshop sessions, and will be monitored closely by adults present. Internet access will be limited to academic purposes only. The children will be instructed to not use the internet for personal use. Not obeying this instruction will be considered as a failure to follow the camp rules and will result in disciplinary action according to the STEAM Academy Discipline Policy.

3. Personal Property Policy - (BYOD)

B.Y.O.D. stands for “bring your own device.” Devices can be used for much more than gaming and text messaging. In our STEAM Academy, we give permission to students to bring these devices to camp.

List of Acceptable Devices: Smart Phones (e.g. iPhones, Androids), iPod Touch, Tablets (e.g. iPads), eReaders (e.g. Kindles, Nooks)

NOTE: Fidget spinners and other fidget devices are deemed as toys, and should not be a distraction to others while at camp. If an item becomes a distraction or causes any issues, it will be confiscated and returned to the parent at the end of the day.

Expectations: Please Note - **Students will never be required to bring your electronic devices to camp, this is optional.** If the following guidelines are difficult for students to follow (or for parents to agree to) students will still have access to technology. Students who are unable to follow these expectations will be asked to leave their devices at home.

1. Devices are to be used for academic purposes only. The teacher must approve game playing for academic purposes before playing.
2. Devices are to be 'OFF' when they are not being used.
3. Students are not permitted to share personal devices with other students at any time.
4. **Any student owned device brought to camp is the responsibility of the student.** This includes both storage and care. (STEAM Academy will not be locking up any devices for students.) BridgeValley CTC takes no responsibility to search for lost or stolen devices nor is there any financial responsibility for damaged, lost or stolen devices.
5. Students must use the BridgeValley's Wi-Fi. Students may NOT use 3G or 4G at camp. Students may not use their device to make phone calls, instant message or text, at any time during camp hours.

Ultimately, every camper is responsible for his/her own property while at camp, and should maintain possession of their property at all times.

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