

THE

Summer Camp

HANDBOOK

AEROSPACE
Center For Excellence



*Get Your Head
in the Clouds*



Lakeland, FL
flysnf.org



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Welcome

Dear Parents/Guardians,

The Aerospace Center for Excellence is thrilled to offer another year of high-quality summer camp for your children. Summer camp is one of a child's most exciting and memorable experiences.

Ensuring that your child's experience is a positive one involves careful planning. This handbook is designed as a guide to help families make sure summer camp is an enjoyable and rewarding experience for your family.

Our staff is trained, dedicated, and excited to provide a summer camp experience that allows your children to learn, grow, and have fun in a safe, caring environment.

We look forward to seeing you this summer!

If you have any questions, comments, or needs, don't hesitate to contact our team at (863) 608-0555 or educate@flysnf.org.

Sincerely,

ACE Education Team



Camp Contact Information

Aerospace Center for Excellence

4075 James C. Ray Drive
Lakeland, Florida 33811

Monday – Friday

9:00 am – 4:00 pm EST

Educate Phone: (863) 608-0555

****There are not dedicated summer camp offices. Our Museum Front Desk serves as the Summer Camp Front Desk.*

Summer Camp Hours

Monday – Thursday 9:00 am – 4:00 pm

Friday 9:00 am – 12:15 pm

Friday Graduation Ceremony 10:45 am – 11:30 am

- Lunch for everyone at 11:30 am -12:15 pm
- Parents are invited to attend graduation and a pizza party with campers at the Skylight Hangar.

Note: Arrival/Departure times are subject to change depending on applicable field trip and flight schedules.

Refund Policy

All requests for refunds must be submitted in writing to the Aerospace Center for Excellence at educate@flysnf.org. A full refund, minus the \$100 non-refundable deposit per week, will be granted provided written notification is received **30 days in advance of the first day of summer camp**. No credit will be issued for missed days. A full refund will be given for verifiable medical emergencies (e.g., doctor's note) prior to the start of the camp week.

Camper and Staff Ratios

Each camp has one lead instructor, one program assistant, and at least one volunteer/counselor during lessons. During drop off and pick up, campers are supervised by staff, volunteers, and/or the camp counselor team. The maximum number of students in our camps is 20 per camp.

Parent Communication

For general questions please email the team at educate@flysnf.org. If you need to contact your child directly while they are at camp, please call using the Education Phone Number and someone will assist you. If you need to speak with an instructor directly, please call and the instructor will meet you during arrival or departure to speak with you.

Educate Cell Phone: (863) 608-0555

On field trip and flight days, a company cell phone number will be provided to the parents for emergencies.

PICKUP AND DROP OFF

Your child's safety is our #1 priority.

You will be provided with a sign to place in your windshield at check-in. If you do not have that sign, please be prepared to show your photo ID. Only those listed on your approved list in UltraCamp will be permitted to pick up your child. Please see map at end of this handbook for location.

Schedule

First Day of Camp Drop Off: Please drop your child off in the Florida Air Museum lobby on the first day of summer camp **only**. Please escort them inside, where you will check-in with our staff, and we can collect any outstanding waivers or monies. **Drop off opens at 8:30 am on the first day.**

Tuesday – Friday Drop-Off: Drop-off opens at **8:45 am**. We use a car line system. Follow the cones & signs to drive up to the Aerospace Pavilion. Our staff will come to your vehicle to check your student in with an iPad. Please do not release your child from the car until you have checked in with our staff. You do not need to escort them inside the building.

Monday – Thursday Pick-Up: Pick up begins at **4:00 pm** and ends at **4:15 pm** at the Aerospace Pavilion. Follow the cones & signs for the carline. Our staff will meet you at your car, and radio for your child to be escorted out to you. **You must have the sign we provided you at check-in in your windshield or be prepared to show your photo ID. Only those listed on our approved list in UltraCamp will be permitted to pick up your child.**

Graduation Day* is on Friday at 10:45am in Hangar A. Signs will direct you to the hangar. Parents are invited to join us for the ceremony & a pizza lunch. Camp will officially end at 12:15 pm. Pick up will end at 12:30 pm, though we hope you will already be in attendance for graduation.

**After dropping your student off on Friday morning, parents are welcome to stay on campus and explore the Florida Air Museum until Graduation begins.*

Arrival Policy

Campers may be dropped off in the car line. Each camper ***MUST*** be signed in with our staff by a parent or guardian that is listed on your approved list in UltraCamp. This is also where you may be given reminders about upcoming camp information. Drop off begins at 9:00 am.

****Campers are not permitted to sign themselves into camp. You MUST sign your child in with one of our staff.**

Dismissal Policy

Only adults on the registered pickup list are allowed to pick up the campers. You will be provided with a camper sign to go in your windshield on the first day of camp. Please place this sign in your windshield so staff can easily read the child's name. If you do not have our sign provided to you in your windshield, camp staff will ask for a photo ID and will check it against the camper's registration information. Once you drive up and check-in with our staff, we will radio to your child's group and they will be escorted out to you.

Late Pick-Up Policy

Any child picked up after 4:15pm will incur a fee of \$1 per minute. If we do not hear from the main adult after 4:15pm, we will assume there is an emergency and start calling the alternate pickup people.

Late Arrivals

Camp lessons begin promptly at 9 am. For your campers to be ready and prepared to participate in the full day of activities, they should arrive by 9 am. If you have an unexpected delay, please call the Educate phone so your camper's instructor can be notified.

Educate Phone: (863) 608-0555

Older Campers Driving to Camp

Teen campers with a valid driver's license are permitted to drive themselves to Aerospace Center for Excellence summer camps. As their parent/guardian, you will need to list your child as a release person, so they are able to sign themselves in and out every day. You can indicate this in your UltraCamp account. Please contact the us at educate@flsynf.org to verify their name is listed as a release person.

CAMP HEALTHCARE POLICY AND PROCEDURES

What to Wear & Bring

Please be advised that the following dress code will be enforced for all individuals attending the camp, including staff, counselors, and chaperones.

1. Clothing: All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for summer camp.
2. Articles of clothing which display profanity are prohibited.
3. Excessively baggy or tight clothing is prohibited.
4. Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see through) are prohibited. Tank tops with straps wider than one inch are permitted. Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, and tube tops are prohibited.
5. Closed toe and closed heel shoes are required. Slip-ons, Crocs, sandals and similar shoes are not permitted for safety reasons.

Accidents & Incident Reports

Slips, falls, and bumps are a natural part of active play. Camp staff are attentive and guide healthy, safe, and kind play. In the event that your camper is affected by an accident that involves more than a light bump, it will be documented by the camp staff. In the event your camper is a part of an incident where someone did not follow safety expectations, it will be documented in the incident report. As a parent/legal guardian, you will be asked to sign the incident report acknowledging you were informed of the incident. The signed form must stay on site, but a copy of the document may be taken by the parent/legal guardian to bring home.

Medical Attention

Staff will administer ice packs and band aids. If your child requires professional medical attention, you will be contacted immediately.

In the event of an emergency, an ambulance will be called to the scene. EMTs will take care of the camper and transport them to the hospital if deemed necessary. The Education Director, Vice President, or staff member will accompany the camper to the hospital. The Education Director, Vice President, or staff member will notify the parents by telephone as soon as possible.

Emergency Procedures if parents/guardians cannot be contacted: If the parents/guardians cannot be contacted, the emergency contact person will be contacted immediately. The Vice

President, or other staff member will remain with the injured/ill person until the parent/guardian arrives at camp or the hospital.

Emergency Procedures when off the premises: The Lead Instructor will administer basic first aid, call 911, and turn over care to the EMTs. If necessary, a staff member will accompany the injured/ill person to the hospital and remain with them until a parent/guardian arrives at the hospital. The parents/guardians or emergency contact person will be called ASAP.

Medications

Camp staff will not administer medicine. If your camper is required to carry an Epi Pen, they must be able to administer it themselves.

If a camper has a known allergy or pre-existing medical condition for which an Epi-pen or inhaler has been prescribed, and they have a prescription for such, the parent/guardian may give permission for the child to self-medicate. The parent/guardian must supply written notification from the child's physician indicating that their child will be carrying said medication and will be self-medicating. This notification must be provided to the Education Director before the start of camp.

Camper Illness

If your camper is ill, please do not bring them to camp. This includes a temperature of 100 degrees or higher, nausea, vomiting, or a severely runny nose. If your camper starts experiencing any of these symptoms during the camp day, the approved guardian will be called and asked to pick up the camper immediately. The Aerospace Center for Excellence may require a doctor's note to return to camp.

Safe & Secure

A Museum staff member or volunteer is always at the Museum's front desk. Staff is trained in emergency procedures, including evacuation. Staff will strictly adhere to the ID policy.

ELECTRONICS

Campers will not be permitted to use personal electronics, including gaming consoles and cell phones, during lesson times. We understand that some families communicate through cell phones around pick-up. Campers will be permitted to check their phones after 4:00 pm. If the camper must be alerted to an emergency, please call the Museum front desk directly at 863-904-6833.

The Aerospace Center for Excellence is not responsible for damaged, lost, or stolen electronics or personal belongings. Bringing these items to camp is discouraged.

BEHAVIOR

Camper Expectations

All summer campers are expected to behave in a respectful, kind, and safe manner while attending any program offered by the Aerospace Center for Excellence. The Aerospace Center for Excellence reserves the right to dismiss any participant when that participant's behavior interferes with the rights and safety of others.

Serious Infractions

Incidents of bullying, teasing, harassment, fighting, and assault will not be tolerated, and will be dealt with immediately. Parents will be contacted and the camper will be dismissed from camp.

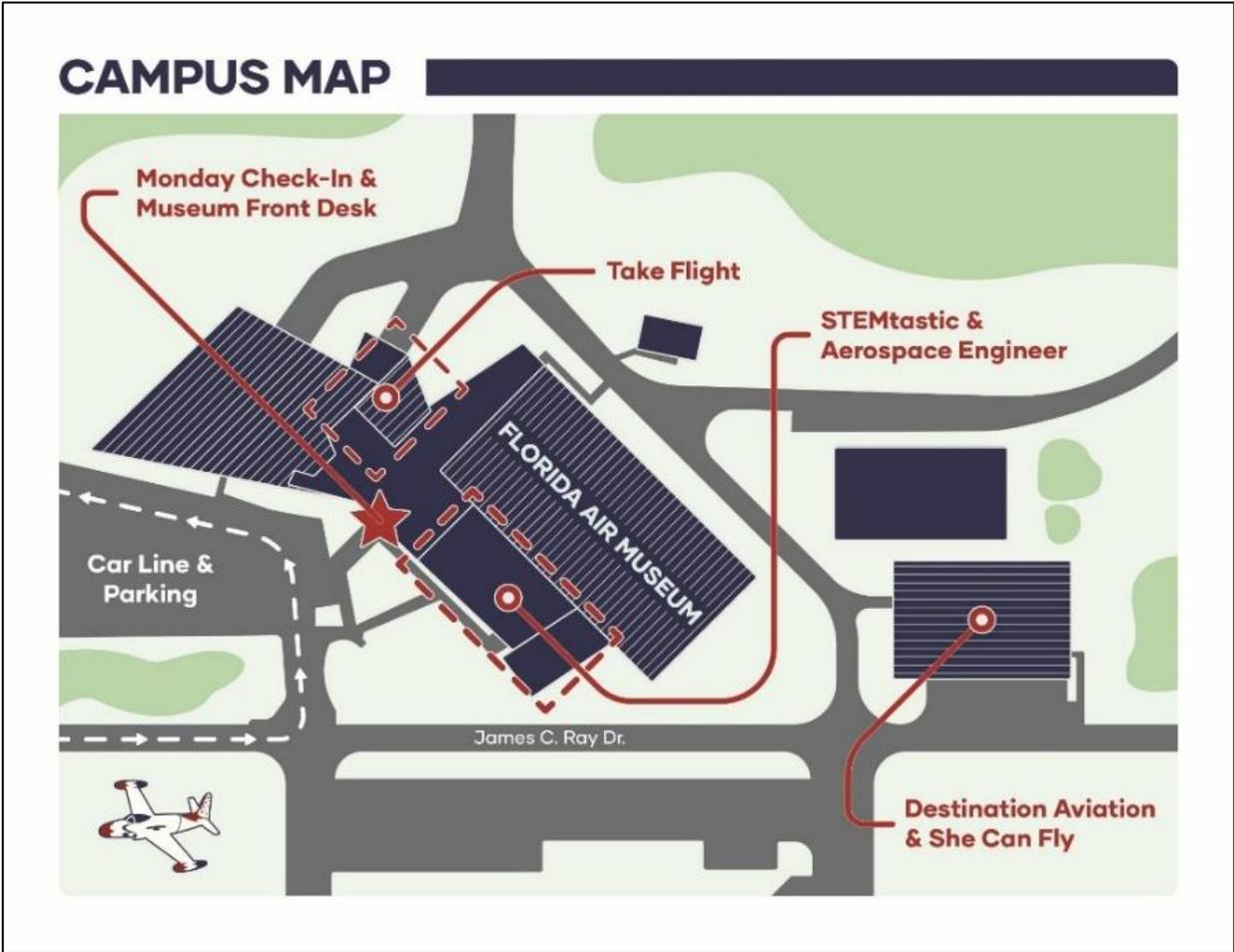
Disciplinary Actions

Depending on the severity of misbehavior, the following disciplinary action will be taken:

1. **First Incident:** Staff will give a verbal warning and redirect the camper back to the activity. Parents will be notified at pick up.
2. **Second Incident:** The camper will fill out or dictate a Think-About-It Form, which will be placed in the camper's file. A member of the staff will speak with the camper's parent/guardian about the behavior/ incident and be informed that if the behavior is repeated, the camper will be dismissed from camp.
3. If there is a **third incident**, the camper is escorted to the Directors' offices and the parent/guardian is called to pick-up the camper. The camper is dismissed from the summer camp.

CAMPUS MAP

Drop Off at Florida Air Museum main parking lot.



See Next Page for Graduation Location

Graduation in Hangar A

CAMPUS MAP

