



**Ruby Bridges
After School Program
2018-2019**

Program Handbook

Welcome to the Camp EDMO After School Program at Ruby Bridges Elementary. We are excited to have you joining us for the 2018-2019 school year. This program handbook will provide you with all of the information you will need for this program as well as some information on Camp EDMO.

Our Mission: To create equitable, high-quality STEAM and SEL (Social Emotional Learning) programs that cultivate curious, courageous and kind humans.

Company Overview

At Camp EDMO, a 501(c)(3) educational non-profit, we create high-quality, high-access science, tech, maker, and nature programs that foster intellectual, social, emotional, and physical intelligence in all children. By partnering with top Bay Area museums and educational thought leaders, our unique framework incorporates the latest and most scientifically proven methods of whole-child development. Camp EDMO is a local force in the national movement to reduce Summer Learning Loss, build 21st Century Learning Skills, increase Social Emotional Learning Skills, and save hands-on learning in schools.

We know the importance of high-quality, high-access STEAM (Science, Technology, Engineering, Arts, and Math) programs, but we also know the importance of hearing the Oohs, Ahs and Ah-has while you're at it! We make learning an adventure by partnering with top Bay Area museums like the [California Academy of Sciences](#) and the [Children's Creativity Museum](#) as well as [educational thought leaders](#) to give kids the latest scientifically proven methods of whole-child development.

Program Information

The Camp EDMO After School Program will run from the first day of school on August 20, 2018 to the last day of school on June 7, 2019. This program runs daily from the end of the school day until 6:00pm each day. As a highly subsidized program funded by a state grant, it is required that all students attend the program for the full duration each day. If for any reason your child is unable to attend the program for the full length on any day, you **MUST** fill out a waiver (attached to this handbook and also available in person at the program). The program will be off on the following dates to allow for staff professional development: Friday, 11/16/2018; Friday 12/21/2018; Friday 3/29/2019.

Contact Information

Below you will find the contact information for all of our Camp EDMO employees associated with the Ruby Bridges After School Program. If you have any questions about the on-site logistics or to report an absence, please reach out to the on-site coordinator.

Helena Ortiz-Site Coordinator

Email: helena@campedmo.org

Phone: 510-693-7107 or 510-925-3277

Kendra Watkins-School Year Programs Manager

Email: kenra@campedmo.org

Phone: 650-542-1277

Sia Magadan-Equity Program & Development Manager

Email: sia@campedmo.org

Phone: 415-282-6673

Camp EDMO Office-Enrollment Assistance

Email: info@campedmo.org

Phone: 415-282-6673

Behavior Expectations

We believe that all students in our program have a right to enjoy the program without other students detracting from their learning and fun. In accordance with this, we expect students to think of others in the program and engage with all students and staff in a responsible and respectful manner. If a student displays disruptive behavior in the program, we will address the issue the first time it happens and bring it to the attention of the student's family. If the behavior continues, Camp EDMO staff will work with the family and the student to develop an Action Plan that will outline clear expectations and guidelines for the student to remain in the program. If the behavior persists even after the Action Plan is in place, the student may be asked to leave the program.

Snack Information

A daily snack will be provided by the Alameda School District. This snack will be healthy and free of nuts. If you would like to provide your own snack, please let us know so we can make adjustments with the district provider.

Program Communication

Camp EDMO will be sending out a monthly newsletter with information about the program. This newsletter will include information on the topic students have been working on during enrichment as well as a peak into the topic for the following month. This newsletter will be emailed to the primary email on the account as well as available in printed form during pick up from the program.

Check-Out Information

Please note, Camp EDMO will require any person picking up a student from the program to show a photo ID when picking up. In order to pick up a student from the program, the individual picking up must be on the authorized pick up list. If you need to add a person to the authorized pick up list, please reach out to Helena Ortiz. Students will be checked out from the grass field or their classrooms. Upon arrival to the school, please check the whiteboard at the front gate for up to date information on each grade level location.

Attendance Waiver

2018-2019 Camp EDMO

If your child does not attend the full length of the program on any day, you must fill out this waiver.

Please note: Constant late arrival, early release, or absences may result in removal from the program.

Date: _____

Child Name: _____

Please select an option:

- Late Arrival (more than 15 minutes after the end of school)
- Early Release (before 5:45pm)
- Absence

Reason for not attending the full program:

- Illness
 - Another program or sport
 - Weather concern (for students who walk home)
 - Family emergency/Family need
 - Medical appointment
 - Other (please explain)
- _____

Will this be a recurring late arrival, early release or absence? YES / NO

If yes, please select the days:

Monday

Tuesday

Wednesday

Thursday

Friday

Time your child attended the Camp EDMO program (mark n/a if this is an absence):

_____ to _____