Summer Academy
2018

Middle Level
Bicycle Adventure Program
Parent Information Packet
Summer Academy 2018
Middle-Level Adventure Program

WELCOME
We look forward to providing a quality summer day camp experience for your child. The information in this packet is designed to provide you with basic information about our program and the policy guidelines under which we operate. We believe that we have designed a program that will be pleasing to both students and parents, and look forward to working with you and your child this summer.

PARENT INFORMATION NIGHT
Our annual Parent Information Night will be held on Wednesday, June 6th, from 6:30 – 7:30 p.m. at Boise State in the Student Union Building, Jordan Ballroom A & B. A campus map is included in this information packet. The map may also be found online at maps.boisestate.edu. The closest parking area to the Student Union Building is the Lincoln Garage.

At this meeting, the lead teachers will present this year’s program and parents will have an opportunity to review the five-week schedule, ask questions, and sign/return any forms that have not already been completed.

Program staff will be onsite beginning at 6:00 p.m. and will stay after the meeting to answer questions and collect forms.

If you are unable to attend Parent Information Night, please contact Michelle Pancoast by email at michellepancoast@boisestate.edu.

TUITION PAYMENT
Full tuition payment must be received by the Summer Academy office by June 6th, or a student’s place in the program will be forfeited without and given to another child on the waiting list refund unless prior accommodations have been made with Michelle Pancoast at michellepancoast@boisestate.edu.

Credit/debit card payments may be made online and are credited to the student’s account immediately.

Checks may be mailed to:
Boise State University
Center for School Improvement & Policy Studies
Summer Academy 2018
1910 University Drive MS 1742
Boise, ID, 83725-1742
If payment is made by check, the check must be received by the deadline date of June 1st. If you have questions about tuition payments, please contact one of the program coordinators. (Contact information is listed on page 5 of this information packet.)

REQUIRED FORMS

The following forms are available online and are to be returned via email (ashleyoram@boisestate.edu) prior to the parent information meeting. There will be some forms available at the meeting if they have not been returned. Each form needs to be reviewed, signed and returned by that night.

- Student Information (*this is the information provided during online enrollment*)
- Participation Release Form
- Informed Consent & Release Form
- Consent to Treatment (St. Luke’s Medical Center)

Any additional forms that may be required during the course of the program will be sent home with your child to be signed and returned.

SCHEDULE

The Adventure Program begins Monday, June 11 and ends Thursday, July 12. This program meets Monday through Thursday. There is NO camp on Fridays.

We begin each day of camp at the Foothills School of Arts and Sciences 618 S. 8th St. Boise. A map is included in this packet. Students may arrive between 7:30 and 8:30 a.m. Students may not arrive prior to 7:30 a.m. Our scheduled activities begin at 8:30 each morning.

From Foothills School we travel on bicycles to each of our activities. If your child will arrive after 8:30 a.m. you must call the lead teacher in order to confirm the location of the group that morning. For your child’s safety, please ensure that your child has located their group before you leave.

Our weekly schedule will be provided at the parent information meeting. On exceptionally hot days, we may change our schedule to play in the water or come indoors for fun educational activities. Please remember that activities are always subject to change due to inclement weather or other unforeseen circumstances.

Our activities end at Foothills School each day at 5:00 p.m. You may arrange with the lead teacher to pick up your child earlier if necessary. All students must be picked up by 5:30 p.m. Please contact the lead teacher immediately if you will be late. There is a $1.00 charge for every minute of overtime after 5:30 p.m. Children of parents who are chronically late will be withdrawn from the program without refund.

At the end of each day, your child will be released only to one of the individuals that you listed on the enrollment form as authorized to pick up your child. If you are sending someone who is not on your authorized list to pick-up your child, notify the lead teacher in advance of their arrival to make arrangements.
TRANSPORTATION

Bicycles! We ride our bicycles to activity locations whenever possible. Each student is required to have their own bicycle, helmet, spare tube, and bicycle lock. Bicycles must be in good condition. Our prior experiences suggest that you put “Slime” in the bicycle tubes to lessen the chance of a flat tire.

There is no bicycle storage space available at Foothills School; students must take their bicycle home each night. We do not accept any liability for bicycles that are left outside the facility overnight.

During field trips that we won’t be riding our bicycles, we’ll travel in school busses.

CLOTHING

The Adventure Program consists of a variety of ACTIVE outdoor activities. Your child will require cool pants or shorts, and shirts that allow freedom of movement and maximum comfort. Campers must also wear sneakers or athletic shoes. Jellies, flip-flops, and other sandals are not allowed due to the active nature of our program. If your child arrives improperly dressed, you will be notified and asked to pick them up, or bring them the appropriate attire.

A small backpack is required for transporting small personal items, such as SUNSCREEN (minimum 30 SPF) and sack lunch.

Bike helmets are required to be worn at all times while we are moving on our bicycles. If a helmet is forgotten, you will be called and asked to bring a bike helmet, or pick up your child for that day. Until they have the helmet, the child will be required to sit and wait with a staff member.

NO ONE IS ALLOWED TO RIDE WITHOUT WEARING A HELMET.

LUNCH, SNACKS, WATER

Your child will bring a sack lunch from home each day. Lunch is not provided at camp. Please ensure that your child has a good source of nutrients every day to sustain their activity. Students do not have access to refrigeration or microwaves, so please consider this when planning their lunches. Soda is not allowed at camp; please do not send money for vending machines.

A nutritious snack, such as crackers and fresh fruit, is provided each afternoon. Students may bring their own snacks if they wish.

Each student is required to bring a full WATER BOTTLE each day. We suggest that you add ice, or freeze half of the water the night before to ensure a cool water supply during the day. We’ll have opportunities throughout the day to refill our water bottles. Do not send large amounts of water; we will have opportunities to refill water bottles throughout the day.

If your child has food allergies, please check with the lead teacher to discuss snacks and food allergies. It may be necessary to purchase appropriate snacks for your child (pre-packaged, portioned snacks work well) for us to have on hand to distribute to him/her during snack time.
ABSENCES

If your child will be absent due to illness, notify the lead teacher(s) before 8:30 am, so we do not become unnecessarily alarmed when they do not arrive as usual.

If you anticipate a scheduled absence, please notify the lead teacher.

HEALTH

In order to protect the health of your child and others, please keep your child home if they are ill. Fever, nausea, vomiting, earache, diarrhea, pinkeye, impetigo, colds, flu, strep throat, sleepless nights, or any contagious illness/virus are all conditions which would preclude attendance. Should your child become ill during our daily activities, we’ll contact you and ask you to pick them up.

If your child has medication that must be taken during camp hours, please notify the lead teacher. Students will be required to be responsible for remembering to take their medication; teachers will not remind them. Students are not to carry or take any medication that parents have not spoken to the lead teacher about.

The Summer Academy staff is not permitted to dispense medicine, including aspirin or other pain reliever.

EMERGENCIES

Although we will make every effort to ensure a safe environment and minimize risk of injury through constant supervision, we do have procedures for emergencies. The first step in this procedure is to ensure the child is safe and attended to while a call for aid is made. Depending on a child’s condition, we will either call 911 or take the child directly to St. Luke’s Emergency Department. In either event, you will be notified immediately. The teacher will file a full written report with the Summer Academy director by the end of the day.

An “Authorization to Consent to Medical Treatment“ form for St. Luke’s Medical Center is included with our forms. If you elect not to fill out this form, the hospital will still receive your child in the case of an emergency and take any necessary life-preserving action. It is important to note, however, that they will wait until you can be contacted before making further decisions regarding your child’s treatment.

The lead teacher will carry a first aid kit at all times.
DISCIPLINE AND BEHAVIOR MANAGEMENT

Physical punishment will not be used under any circumstances. We believe that it is the student’s responsibility to be responsible for their own actions. Minor misbehaviors will be dismissed. The teacher will meet with any student continuing to make bad choices.

The following policy is our contract your child will be required to sign on the first day of camp.

*Three strikes, you’re out!*

**Strike 1**
This is simply a verbal warning.

**Strike 2**
Student will be addressed as to their bad choice. They will be required to sit out for 20 minutes of a fun activity for that day.

**Strike 3**
Parents will be notified by a teacher. The student will write a letter to the parents informing them of what happened and stating that it will not happen again. This letter will be signed by a parent and returned to the lead teacher the following day.

If the student continues with inappropriate behavior after Strike 3, they will be required to leave the program.

PARENT VOLUNTEERS

Parents are encouraged to visit, ride along, and offer volunteer assistance. We especially encourage parents to assist during field trips, but parent help is always welcome. Parents will have an opportunity to sign up for volunteer activities at the Parent Information Night. You may also contact your child’s lead teacher to volunteer your services.
# SUMMER ACADEMY MIDDLE LEVEL CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone Number</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Coordinator</td>
<td>Beth Holt</td>
<td>208-707-1579</td>
<td><a href="mailto:bholt@fruitlandschools.org">bholt@fruitlandschools.org</a></td>
</tr>
<tr>
<td>(Primary Contact)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Teacher</td>
<td>Jeffery Watkins</td>
<td>208-994-1970</td>
<td><a href="mailto:JefferyWatkins7@u.boisestate.edu">JefferyWatkins7@u.boisestate.edu</a></td>
</tr>
<tr>
<td>Counselor</td>
<td>Gillian Futryk</td>
<td>702-497-7944</td>
<td><a href="mailto:gillianfutryk@boisestate.edu">gillianfutryk@boisestate.edu</a></td>
</tr>
<tr>
<td>Administrative Assistant</td>
<td>Michelle Pancoast</td>
<td>208-426-1094</td>
<td><a href="mailto:michellepancoast@boisestate.edu">michellepancoast@boisestate.edu</a></td>
</tr>
</tbody>
</table>
Foothills School of Arts and Sciences
618 S. 8th St. Boise
Parent Information Night
June 6, 2018 6:30 PM
Student Union Building Jordan Ballroom A & B,
Boise State Campus
(Parking available in Lincoln Garage)