Summer Academy 2018

Moving & Thinking Program
Parent Information Packet
Welcome

We look forward to providing a quality summer day camp experience for your child. This guide is designed to provide you with basic information about our program and the guidelines under which we operate. We believe that we have designed a program that will be satisfactory 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 unless prior accommodations have been made with Michelle Pancoast at michellepancoast@boisestate.edu.

Credit/debit card payments may be made online.

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. 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 provided on our website at: http://csi.boisestate.edu/summeracademy/required-forms/. Each form needs to be reviewed, signed and returned to our office no later than June 6th. (Extra forms available at the meeting.)

☐ Participation Release Form
☐ Consent to Medical Treatment

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 program begins Monday, June 11 and ends Thursday, July 12. This program meets Monday through Thursday.

We begin each day of camp at Foothills School of Arts and Science 618 S. 8th St. Boise (see map 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. If your child will arrive after 8:30 a.m. you must call the coordinator to confirm the location of the group that morning. For your child’s safety, please ensure your child has located their group before you leave.

At the parent meeting our lead teachers will provide information about specific planned activities for this year’s program. On exceptionally hot days, we may change our schedule to have more indoor fun educational activities or play in the water. Please remember that activities are always subject to change due to inclement weather or 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. Each day at camp is filled with fun activities and outdoor exercise; you can expect your child to be tired at the end of each day!

All students must be picked up by 5:30 p.m. Please contact the coordinator 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, you must notify staff in advance of their arrival to make arrangements.

Absences

If your child will be absent due to illness, notify the lead teacher 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.
Clothing

The program involves a variety of ACTIVE indoor and 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 other comfortable walking shoes. “Jellies,” “flip-flops,” or other sandals are not allowed because of 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), reading book, and packed lunch.

PLEASE NO ROLLING BACKPACKS AS THEY HAVE BEEN A SAFETY ISSUE.

Lunch, Snacks, Water

Lunch and snacks will be not provided during the camp. Please send your child with a packed lunch and 2 snacks from home each day. Please ensure that your child has a good source of nutrients every day to sustain their activity. Students do not have access to refrigeration, so please consider this when planning their lunches. Soda is not allowed at camp, and please do not send money for vending machines.

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.

Some activities may include food. If your child has food restrictions, please check with the coordinator to discuss accommodations.

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 coordinator. 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.

Staff are 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 that 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 coordinator will carry a first aid kit at all times.

**Discipline and Behavior Management**

Physical punishment will not be used under any circumstances. Listed below is our procedure for behavior management.

1. Dismiss minor misbehavior.
2. Meet with the student, talk over the situation.
3. Redirect the student’s behavior to an acceptable alternative.
4. Praise and encourage desirable behavior.
5. If prolonged or severely disruptive behavior occurs:
   a. Teacher intervention with request for an immediate end to the misbehavior.
   b. Verbal reprimand and removal from the activity.
   c. Parents contacted; support and resolution sought.
   d. Removal from the program without refund. (If removal occurs during the first week of camp, a pro-rated refund may be considered.)

**Parent Volunteers**

Parents are welcome to visit and offer volunteer assistance. Parents have an opportunity to sign up for volunteer activities at the Parent Information Night. You may also contact the coordinator to volunteer your services.
## Contact Information

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Coordinator (Primary Contact)</strong></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><strong>PE Teacher Contact</strong></td>
<td>Melissa Champion</td>
<td>512-917-4983</td>
<td><a href="mailto:melissaachampion@gmail.com">melissaachampion@gmail.com</a></td>
</tr>
<tr>
<td><strong>Math Teacher Contact</strong></td>
<td>Lauren Lucas</td>
<td>702-301-9256</td>
<td><a href="mailto:lauren.lucas@boiseschools.org">lauren.lucas@boiseschools.org</a></td>
</tr>
<tr>
<td><strong>Curriculum Director</strong></td>
<td>Joe Champion</td>
<td>512-971-4088</td>
<td><a href="mailto:joechampion@boisestate.edu">joechampion@boisestate.edu</a></td>
</tr>
<tr>
<td><strong>Administrative Assistant</strong></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>
Parent Information Night
June 6, 2018 6:00 PM
Student Union Building Jordan Ballroom A & B,
Boise State Campus
(Parking available in Lincoln Garage)
Map for Foothills School of Arts and Sciences
618 S. 8th St. Boise