



# SMARTS SUMMER INSTITUTE HANDBOOK

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## ***Summer Institute Frequently Asked Questions***

For all non-emergency communication please email [info@smartscolab.org](mailto:info@smartscolab.org)

### ***What is the phone number for the SMARTS Summer Institute?***

The summer SMARTS number will be sent to families the week before the program begins.

### ***How should I make the staff aware of car pool arrangements?***

It is very important that as car pools are established, parents/caregivers complete the transportation form that was emailed. If car pool arrangements change at any time, please notify the staff in writing. Please do your best to make children aware of transportation arrangements.

### ***What if I am late picking up my child?***

After 3:45 PM students will be in the library and charged for the After Care Program. The **Before and After Care Program** is run by SMARTS. If you are late to drop off your child in the morning pull up and call the SMARTS summer number.

### ***What should I do if my child can't make it to the program?***

If your child will miss a day of SMARTS due to illness or any other reason, please email [info@smartscolab.org](mailto:info@smartscolab.org) and let us know.

### ***Where should students be dropped off/picked up?***

**Drop off begins at 8:30 AM.** When you arrive at Brennan Middle School, stay to the right and drive around the island into the loop. You will join the line. Drop off is first come first served. Once you are in line you must wait until you pull up to the curb where SMARTS staff is located to let your child/ren out of the vehicle.

**Pick up begins at 3:30 PM.** We ask that you follow the same traffic pattern as the morning. Please stay to the right, drive up to the school and wait. We will ask the name of the child/children you are picking up. **Please make a sign with your child's name on it to hold up when you park in line at the school.**

### ***Where can I buy a SMARTS T-shirt?***

You can purchase a SMARTS T-shirt for \$20 from the SMARTS office at Brennan during drop off or pick up. Paypal or check/cash only. SMARTS drawstring backpacks will be on sale for \$10.

### ***What if my child has allergies and has medication that needs to be sent?***

We do our best at SMARTS to accommodate every child's needs. Children who have severe food allergies have designated tables to sit at during meal times. Emergency medications will remain in their backpacks. On the first day children with those medications/allergies will receive a red tag on their backpack so staff is able to identify their allergy/medication in an emergency situation. If you are sending medication in with your child a medication consent form must be completed before the program begins.

## ***What to Bring***

- Each child must bring their own morning snack, lunch and water bottle. We **do not** serve snacks or lunch. We do sell ice cream during lunch time. If your child will be purchasing ice cream please put money inside the lunch box *not in pockets*.
- For time outside - Sunscreen, towel for sitting outside during meal time, and a hat.
- Preschool, Kindergarten, and Grade 1 children should come with an extra set of clothes in a plastic bag (to be kept in their backpack)
- Send in an old t-shirt with your child's name written on the tag/collar, to use as a smock in art class. Please pack that on the first day. Send a shirt that is OK to get ruined in class.

## ***What to Wear***

No flip flops! Everyone runs and plays games in the gym and outside. Children should wear casual weather appropriate clothing that may get messy from art projects during the day. Also, the school is air conditioned, so children may need a sweatshirt inside.

***Please put your child's name on their belongings.***

## **SMARTS PROGRAM REFUND & CANCELLATION POLICIES**

- For SMARTS Summer Institute an additional \$100 enrollment fee will be withheld from any refunds before June 1st. No refunds after June 1st.
- No refund for missed days of any program.
- No refunds for students asked to leave a program for inappropriate behavior including bringing a weapon to camp, fighting, use of illegal drugs or alcohol, smoking, illegal use of fire, vandalism, stealing, repeatedly displaying an uncooperative attitude or disrespect for others, and any other action that in the director's opinion threatens health, safety, or well-being of any person or the smooth operation of camp.
- In the event of a severe unexpected medical condition, a death in the immediate family, or severe unexpected financial hardship, the enrolled can apply for a refund online. *Note: Application for medical reasons requires a doctor's note.*
- Application for refund does not guarantee a refund.
- Program registration processing fees are non-refundable.
- SMARTS reserves the right to cancel any program due to low enrollment. Programs canceled by SMARTS will automatically be fully refunded.

**We are a nonprofit organization and any forfeiture of deposits or fees will be put in our Scholarship Donation Fund for children in need of financial aid.**

### **SMARTS 2024 Illness Policies**

If your child is experiencing any of the following symptoms you must keep your child home and contact SMARTS to let us know immediately: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea, vomiting, or diarrhea.

If your child or anyone in your household has been in close contact with, been diagnosed with COVID-19 or placed in quarantine for possible exposure to COVID-19 you must notify SMARTS immediately. SMARTS will follow guidance from the CDC and local health departments.

## ***Behavior Policy***

SMARTS is committed to providing a safe, enjoyable and positive camp experience. To ensure this, campers and parents are expected to immediately report any personal offenses or threatening situations to the camp director and/or the program supervisor. All campers are expected to follow the "SMARTS Code of Conduct."

### **SMARTS Code of Conduct**

#### **As a camper I will:**

- Always try to do my best.
- Be kind and respect everyone at camp = all camp staff and my fellow campers.
- Stay with and listen to SMARTS staff
- Know and follow the camp rules.
- Participate in the great activities planned for the day to the best of my ability.
- Keep my hands, feet and teeth to myself.
- Use polite words and communicate in an appropriate manner, which means I will not use abusive or offensive language or gestures or use a mean tone of voice.
- Not bully, gossip, intimidate, tease, horseplay, or demonstrate any other unkind behaviors.
- Refrain from deliberately causing bodily harm to other campers and staff. I will not push, hit, kick, spit, scratch, bite, or fight.
- Solve problems positively.
- Use equipment, supplies and facilities appropriately.
- Respect the property of others
- Be fully responsible for my actions and understand that inappropriate behavior will result in disciplinary action.
- Make new friends, have a ton of fun, share new experiences and have a terrific summer!

#### ***Disciplinary Measures May Include:***

Verbal warnings

Time out from activities

Phone call(s) to parent/caregiver

Parent/caregiver conference

Suspension from camp

Immediate dismissal without a refund

We will make every attempt to make sure your child is participating and enjoying camp. Our policy is to maintain open communication with the parents/caregivers when a discipline problem occurs. A positive approach will be used regarding discipline. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual situation. In extreme cases, it may be necessary to suspend or remove your camper from the program. All disciplinary issues will be documented. If disciplinary issues continue the department may expel the camper from the program with no refund. SMARTS reserves the right to dismiss a participant whose behavior is a direct threat to the safety of themselves, staff members or other campers with no refund. Our highest concern is safety.

**Thank You for your cooperation!**

# SMARTS Summer Institute

## ELECTRONICS POLICY

At SMARTS we unplug from daily life and connect with each other in real time and space. We give our senses a mini vacation from the electronic world as we exercise social emotional fluency and flexibility in and through the arts. SMARTS is a really unique opportunity for us to establish a sense of community, to learn about and navigate social situations while not being constantly connected to and immersed within a digital/virtual world and to form lifelong friendships. In the spirit of creating an atmosphere where everyone is engaged in creative imaginative activities, present with their fellow SMARTS “family” and aware of themselves, here is our policy:

**Electronics should be turned off and remain in bags during all classes.**

Devices may be used by students during Before & After Care and at lunch-time. We will however, highly encourage everyone to unplug, talk to someone, read a book, or go outside to the courtyard during snack and lunch.

**No one is permitted to post pictures from SMARTS on social media if they include images of fellow campers or staff.**

**Students should not make phone calls during the camp day.  
(unless in an emergency and it is OK'd by a teacher or SMARTS office.)**

If a device is used during class-time it will be taken and brought to the SMARTS office where it can be picked up by a parent at the end of the day. If devices are used as part of a creative activity, then the teacher will let students know in advance.

**SMARTS is not responsible for lost, stolen or broken devices.**