



100 Scarlet Oaks Drive  
Cincinnati, OH 45241  
513.612.5786  
www.iSPACEstem.org

## C-STEM GIRL Camp - Get Ready!

We are eagerly awaiting the arrival of the 2018 campers!

### PRIOR TO CAMP

Log on to your account at <https://campsself.active.com/iSPACE> and make sure all your camper's information is correct, especially any contact information for "parents/guardians" and others listed as "allowed to pick up your child" in the camp system before noon on Wednesday of the week prior to your child's camp start date. There is a link to the login on the iSPACE Summer Day Camp page.

### WHAT TO BRING

- Snack/Lunch: All campers should bring a water bottle, a healthy snack, and a sack lunch/drink with them each day. Please be sure to label snacks, water bottles and lunches with your child's first and last name. Refrigeration is not available, so please pack non-perishable items or use a lunchbox with ice packs.
- A light jacket or sweatshirt is strongly suggested since classroom temperatures may vary throughout the day.
- Campers receive a T-shirt on their first day of camp. We recommend that campers wear this shirt as often as possible for easy identification and to show camp spirit.
- A positive attitude and willingness to be a part of the TEAM (Together Everyone Achieves More)!

### WHAT NOT TO BRING

iPOD's, video games, toys, etc. are not permitted at camp. iSPACE is not responsible for any valuables or money that may be lost or stolen. PLEASE leave these types of items at home. We strongly suggest that campers do not bring LEGO pieces and/or robots as well. It is difficult to keep a camper's personal LEGO pieces separated from all the other LEGO items at camp!

Cell phones are permitted. However, cell phones are not to be used during camp instructional sessions. Cell phones must be turned off or set to silent mode during these times. We encourage campers to leave their phone at home or keep it in a pocket or in a backpack or lunchbox during camp hours. An instructor may take the cell phone during the camp session and return it at the end of the day to a parent/guardian if these guidelines are not followed.



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### **BEHAVIOR CODE** (As agreed upon when registering)

Campers are expected to demonstrate respect for all persons and property at all times. We reserve the right to dismiss any child from camp who is disruptive, disrespectful, or who jeopardizes his/her own safety or the safety of any other camp participant and/or staff.

### **CAMP RULES** (Please review with your child.)

1. Speak for yourself and not for anyone else.
2. Listen to others and then they'll listen to you.
3. No put downs - who needs them?
4. Participate in the group activities and stay with the group.
5. Show respect! (Respect for the other campers, instructors, facility, and equipment is a must!)
6. Take charge of yourself - you are responsible for you!
7. Follow all safety rules.
8. Have Fun!

We ask for your cooperation and patience during all the drop-off, check-in, and check-out procedures so we may do our best to ensure the safety of all campers. Your camper is very important to us as well!

### **DROP OFF**

**PLEASE NOTE: In June 2016, we moved from the Scarlet Oaks High School to building 100 (Instructional Resource Center – IRC) on the same Great Oaks/Scarlet Oaks Campus. Please check the directions at the end of this packet.**

- On Day 1, beginning at **7:45 a.m.**, campers and their parent/guardian/other-designated adult must park and enter the building. Staff will greet you at check-in with some preliminary information. You will then go to the classroom with each child to meet their instructor and check the sign-out sheet to ensure the pick-up names are correct.
- Earliest time to drop off a camper is **7:45 a.m.** On Days 2-5, campers may be dropped off in the lane created near the entrance. If you choose to drop your child off, you must not do so until a camp staff member is stationed outside to greet your child. Camp staff members will be wearing iSPACE staff shirts. Staff members will be available to assist younger children in exiting the vehicle and will also escort them to their room if needed. Alternatively, you may park in the visitor lot and walk in with your child. Please do not park in the drop-off lane at any time!
- iSPACE will notify by email if there are any changes to the procedure.



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## PICK UP

- Camp ends at 3:00 p.m. After Camp runs from 2:00pm to 5:00pm (since our other camps end at 2:00pm). **Make sure you register (for a fee) your camper separately for After Camp if you desire for them to stay at iSPACE until 5:00pm.**
- A driver's license or state issued photo ID will be necessary to check-out a camper each day.
- A parent/guardian (or other adult registered under pick-up/emergency contacts) must come to the classroom to check-out each camper in person with the instructor at the end of the camp session every day. The only people to whom your child will be released are those that you have listed in the online registration system as parent/guardians, as well as others designated as those allowed to pick-up your camper.
- If the person picking up your child is not on our list that is created from the information you supply in your camper's registration, we will attempt to call you to verify. Please be sure that all camper and/or pick-up information has been updated in the registration system by the Wednesday of the week before your child's camp session begins.
- iSPACE will send notifications by email if there are any changes to the procedure.

## FREQUENTLY ASKED QUESTIONS

### Can I see what my camper is doing at camp?

We may not be having many items on display at the camp closing session, since our staff has much to do to prepare for the next week's camps. However, we know family members love to see what their camper has been working on and the campers enjoy showing off their work to family members as well. Therefore, family members are welcome to come to the classroom for the last 15 minutes of each day's session to visit and see what the campers have been doing.

On Friday of camp week, families are invited to attend a closing ceremony. Times for this will be communicated in a future email.

### What is the procedure if a camper will be absent?

Please call 513-612-5786 or 513-612-5704, before 7:45 a.m. and leave a message if your child will be absent. Please be specific, stating your child's full name and their camp group. If we do not receive a message from you, we will attempt to verify the absence by phone.



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### **What if a camper is arriving late or needs to be picked up early?**

Please call 513-612-5786 or 513-612-5704 and we can let you in or bring the camper out to you.

### **What if there is an emergency or late pick-up?**

- If there is an emergency in which no one on your list can pick up your child, the primary parent/guardian must call 513-612-5704 or 513-612-5786 and speak with an iSPACE staff member to allow another adult to pick up your child.
- During camp hours, the camp director may be teaching, so please leave a message. Messages will be checked periodically during the day. Non-urgent messages may not receive a response until after camp hours.
- If an emergency arises that causes a delay in picking up your child, please call us so we can reassure them that you are on your way.
- Repeated late pick-ups could result in termination from the program.

### **What if the camper becomes ill or is injured?**

If a camper becomes ill or injured at camp, we will notify parent/guardians listed on the registration as soon as possible so you may pick up your child if necessary. If you are not available, we will call the emergency contacts. Please keep this information current. In an emergency, we will call 911.

### **What if the camper has special needs?**

Please be sure we have been notified about any special needs or allergies (food, latex, etc.) If your child has an allergy, please indicate on the registration form if it is contact, ingestion, airborne, etc.

### **What if the camper needs medication(s)?**

- Please notify the C-STEM Camp Affiliate Director in advance of your child's camp session(s) by phone or email that your child may need medication during the camp session.
- **NO MEDICATION CAN STAY WITH YOUR CHILD IN THEIR CLASSROOM.** (Exception - EpiPen's will stay with the individual instructor. Please let us know if the EpiPen can remain at camp for the week or if it needs to be returned at the end of each day.)
- ALL medications must be given to camp staff upon arrival at the check-in table. Only the Camp Director(s) may administer a camper's medication. Prescription medication must remain in original packaging, indicating the patient's and prescribing physician's name, date of prescription, dosage, and the name of the medication. Also, please indicate the time(s) and any special instructions for administration of the medication.
- Over-the-counter medications will be administered only with the written consent of the camper's parent or guardian. Be sure to clearly indicate the dosage, time(s) and any special instructions for administration of the medication. Over-the-counter medications must be in original packaging.

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- If you have any questions or concerns about the medication policy, please contact the C-STEM Camp Director, Sue Hare (share@iSPACEstem.org), at least a week in advance of your scheduled camp session.

### **Can I stay on campus during the camp day?**

While we welcome you during check-in, drop-off, pick-up and closing ceremony times (see previous sections), parents/guardians are not permitted to stay on campus. It is very important that we are able to maintain a safe and secure environment for our campers and staff at all times. We also find that some campers will separate from a parent much more easily if there is a quick drop-off in the morning. Encourage your child to use the drop-off service during the mornings on Tuesday through Friday to help them transition smoothly into camp mode. Please be assured that we will contact you immediately if a camper has any concerns or becomes ill during camp. It is imperative that your online camper registration information is current with a valid phone number where someone can be reached during camp hours. You can update this information online through your camp account. If you make any changes after a camp session has started, please notify us or we may not see those changes. All changes should be made no later than the Wednesday of the week before your camp session begins.

### **Can I speak with the camper's instructor?**

We welcome questions and input; however, please wait until check-out is over to meet with the individual instructor so that the check-out process runs as smoothly and quickly as possible. Also, please keep in mind that most questions can be answered by the Camp Director via a phone call or email.

### **How do I access my online camp account?**

Go to: <https://campsself.active.com/iSPACE>

### **Who do I contact if I have questions or forgot to update my account before the deadline?**

Changes made to account information **after** Wednesday of the week prior to your child's camp must be reported to the Camp Director by phone or email. Please understand that a response may not be given until after camp hours since all our staff assists with teaching sessions from time to time. Contact Sue Hare: 513-612-5704 or share@iSPACEstem.org.



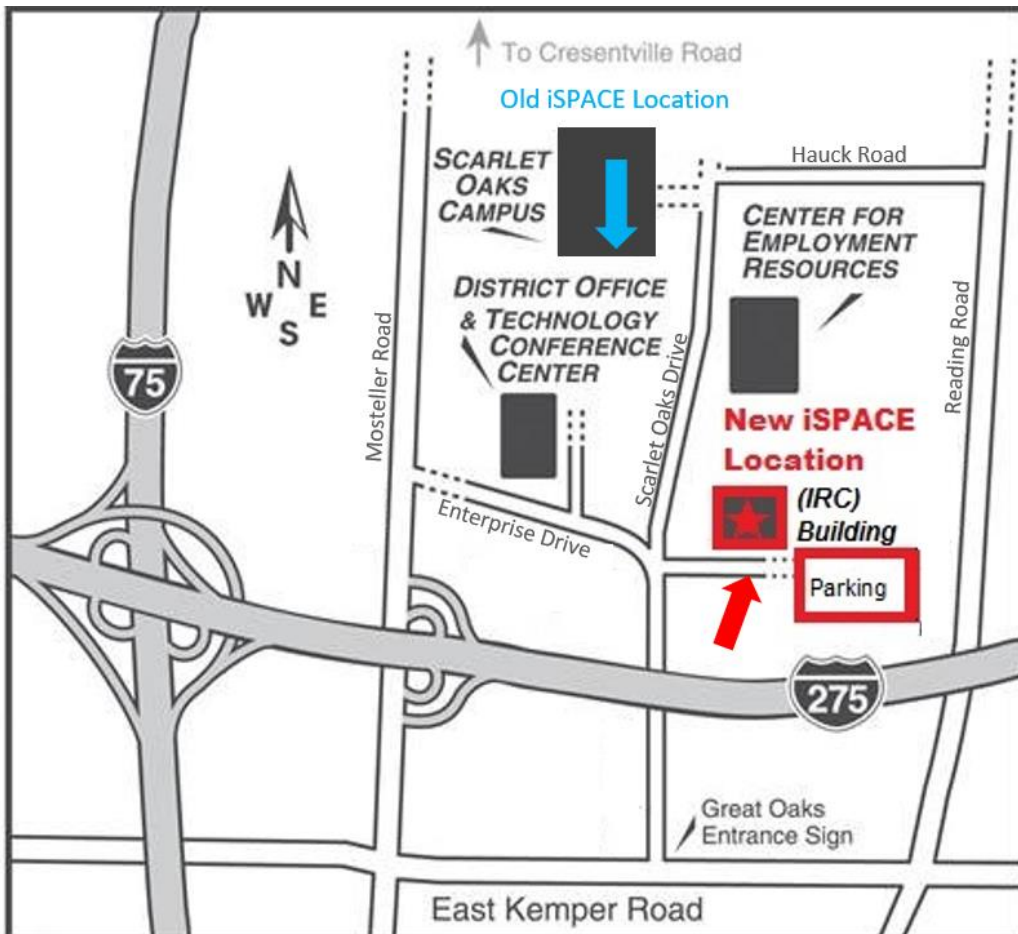
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### How do I get to iSPACE?

100 Scarlet Oaks Drive, Cincinnati, OH

**NOTE: Unfortunately, some computer map programs do not find this location correctly (they will take you to the Great Oaks District Office or an address in Clermont County). Scarlet Oaks Campus is located off East Kemper Road in Sharonville, east of Watson's Warehouse #2 and west of Kaffenbarger. Look for Great Oaks-Scarlet Campus sign. It is red, black & gray. Also, look for street signs for "Enterprise Drive."** Please refer to the directions below instead:

- From I-71: Take I-275 West to Mosteller Road Exit, Exit #44
- From I-75: Take I-275 East to Mosteller Road Exit, Exit #44
- Turn left (south) onto Mosteller Road
- Turn left (east) at the traffic light, onto East Kemper Road
- At the second traffic light (0.7 miles), turn left (north) at Enterprise Drive
- Take the first right (just after you pass under the I-275 overpass) at the iSPACE sign.





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## KEY REMINDERS

### NEW LOCATION FOR iSPACE IN 2016:

Same Campus (in Sharonville, OH) – New Building  
Building 100 – Instructional Resource Center (IRC). For those of you that haven't been here for a couple of years, we are no longer in the Scarlet High School Building.

### DROP OFF:

Day 1: Please park in the visitor lot and enter via the covered walkway at the iSPACE entrance.

Days 2-5: Campers may be dropped off in the lane created near the iSPACE entrance. Please do not park in the drop off lane! It is extremely important that you do NOT drop off any campers unless an iSPACE staff member is present, starting at **7:45 a.m. for C-STEM GIRL Camp ONLY** (other camps start drop off at 8:45 a.m.).

### PICK UP:

Campers must be picked-up in the classroom every day at the scheduled end time for the camp session which is 2:00pm. If they have been enrolled separately in the After Camp program they can stay from 2:00pm to 5:00pm. For your child's safety, the person picking up a camper will need to be listed on your registration form and present a driver's license or state issued photo ID to the instructor.

### SUMMER DAY CAMP CONTACTS

C-STEM GIRL Camp Affiliate Director, Sue Hare: 513-612-5704 • [share@iSPACEstem.org](mailto:share@iSPACEstem.org)

iSPACE 2018 Summer Camp Director, Beth Taylor: 513-612-5774 • [btaylor@iSPACEstem.org](mailto:btaylor@iSPACEstem.org)

General Information: 513-612-5786