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Starport Camp Parent Handbook

Purpose of Program
It is really important that you understand the purpose of the NASA Starport Day Camp, and goals for the campers in our care. Each camp is designed to offer a fun and safe indoor/outdoor experience for our campers. Below are the fundamental objectives for Starport Camps:

- Building meaningful relationships with positive role models
- Developing social skills
- Learning new and fun skills
- Participating in experiences that are new, different, and fun
- Improve their physical skills and fitness
- Learn a process for solving problems and working cooperatively in groups
- Experience a variety recreational activities
- Learn and practice ethical behavior

Camp Description
NASA Starport Science, Technology, Engineering, Art, and Mathematics (S.T.E.A.M.) Camps operate for youth ages 6 - 12. Campers will be divided into groups based on age and skill levels. Other specialty and sports camps ages range from 5-17.

We will be utilizing the Gilruth Center gymnasium, classrooms, sports fields, and pavilions for all camp activities. Campers will not be leaving the premises of the Gilruth Center.

Camp Registration
All campers must be registered prior to the first day of each session of camp. Payment is due at the time of registration.

All campers must have the following on file:
- Registration form
- Parent/Guardian Authorization
- Acknowledgements form read and signed
- Starport Waiver Release, and Hold Harmless Agreement
- Agreement acknowledging all shot records are current

Refund Policy
All refund requests must be submitted in writing and received by NASA Exchange Program Manager by the dates below (summer camps only**).
<table>
<thead>
<tr>
<th>Refund Amount</th>
<th>Date request must be received</th>
</tr>
</thead>
<tbody>
<tr>
<td>100%</td>
<td>April 15th by 5pm**</td>
</tr>
<tr>
<td>75%</td>
<td>April 16th – May 15th by 5:00pm**</td>
</tr>
<tr>
<td>50%</td>
<td>After May 16th: No later than 15 business days before** purchased session begins</td>
</tr>
<tr>
<td>25%</td>
<td>Within 15 business days of purchased session</td>
</tr>
<tr>
<td>0%</td>
<td>No refund after the first Monday of session or week</td>
</tr>
</tbody>
</table>

Camp Fees paid by credit card will be credited immediately, upon approval by NASA Exchange Program Manager, but may take 3-5 business days to show on account. Registration fees paid by check or cash will be refunded by check within 15 to 30 business days after approval by NASA Exchange Program Manager. Refunds will be made only to original payee or credit card holder. Online processing fees are non-refundable.

**Camp Supervision**

NASA Starport S.T.E.A.M & Sports Camp staff will consist of instructors who have the desire and knowledge to work with youth and enrich their camp experience. All camp instructors will be over the age of 18, CPR/AED and First Aid certified, have completed program training, and will have passed a background check.

**Camper Drop-Off and Pick-Up**

Camper drop off begins 10 minutes prior to session starts. Campers cannot be dropped off on Starport property unattended before the program starts. Extended Care is available for an additional fee. All parents or guardians of participants must sign in upon arrival at the Gilruth Center daily. All campers must be signed out by a person authorized to pick up the child. Proper identification is required. If you need to add additional authorized persons to pick up, please complete a Camp Pickup Authorization Form during sign in/out prior to pick up date and time. TELEPHONE OR EMAIL AUTHORIZATION WILL NOT BE ACCEPTED.

**General S.T.E.A.M. Camp Schedule:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:50am - 9:00am</td>
<td>Camp Drop-off</td>
</tr>
<tr>
<td>9:00am - 11:30am</td>
<td>Program Activities</td>
</tr>
<tr>
<td>11:30am -12:30pm</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:30pm - 1:30pm</td>
<td>Program Activities</td>
</tr>
<tr>
<td>1:30pm - 2:30pm</td>
<td>Snack and Gym Time</td>
</tr>
<tr>
<td>2:30pm - 3:00pm</td>
<td>Program Activities/Camper Pickup</td>
</tr>
</tbody>
</table>

**Extended Care**

Extended Care is available for an additional fee during the following times:
- 7:30am – 9:00am (Before Care)
- 3:00pm – 4:30pm (After Care)

The drop-off location for Before Care is the Gilruth Center Gymnasium (RM 1000). Before Care will consist of general free play. The pick-up location for After Care is the Mars Room (RM 204). After Care will include a movie, board games, and coloring/drawing materials.
Behavior/Discipline
Parents and campers need to be aware there are rules that each child is expected to follow every day at camp. A behavior warning procedure will be exercised and will be maintained for all progressive program violations. If discipline problems arise, the following steps will be taken to correct the problem: speak to the child with a warning, timeout from activities, notify the parent/guardian of the problem (and possibly come retrieve their child from the program), meet with parent/guardian to create an action plan, and if this process is unsuccessful and behaviors are not corrected, dismissal from the program. Any child dismissed due to behavioral issues will forfeit registration fee.

Camp Rules
A camper may be released from camp, without refund, for the following behavior while participating in the program:

1. Leaving designated group or area without permission
2. Using foul language, fighting, being rude, bullying or discourteous to staff and other campers
3. Verbal or written threats to staff or other campers
4. Defacing Starport property or facilities
5. Public displays of affection
6. Stealing or defacing another camper’s property
7. Refusing to follow basic rules of safety
8. Horse playing or running in hallways

Disciplinary procedure
- First incident - Parent notified by phone and or in writing
- Second incident - Disciplinary write-up
- Third incident - The action taken at this point is at the discretion of the NASA Exchange Program Manager after consultation with parent. Removal from the program without refund.

What to Bring to Camp
Drinks: Campers need to bring plenty of fluids (no sodas), and refillable water bottles are encouraged. Children will be outside a portion of the day (sports camps), so hydration is important.

Lunch: Please do not send lunches that need to be reheated or refrigerated. Lunches will be kept in a climate-controlled environment. A snack will be provided in the afternoon.

Clothing: Please see that your child dresses appropriately. Take into consideration that the campers will spend a portion of their day outside during sports camps.

Shoes: Tennis shoes or closed-toe shoes only. Socks must be worn to avoid blisters throughout the day.

Sunscreen: Campers will be outside for sports camps, so sunscreen is required. Please apply prior to drop-off.

Bag/Backpack: Campers may bring a bag/backpack to keep their items.

PLEASE LABEL ALL ITEMS WITH YOUR CHILD’S NAME.

What Not to Bring to Camp
Hand held gaming devices such as Nintendo DS’s
Cell phones
IPods/MP3 player
Toys
Electronics
Trading Cards
If your child would like to bring a specific book or game to share, please get approval from a camp counselor first. Staff is not responsible for items brought from home that are lost, stolen, or damaged.
Medical Care
Should your camper need medical attention, the camp staff will try to notify you immediately for incidents that need treatment beyond basic first aid. All camp staff is certified to provide basic first aid and CPR as needed. Parents are asked to notify the NASA Exchange Program Manager immediately of any change of address or telephone numbers. If parents cannot be reached, the Camp staff has the authority to seek medical attention at the parent’s expense. If the situation is a major medical emergency, the Camp Staff will call 911 immediately. The parents will assume fees for the emergency transportation. All medical issues will be logged and documented for parent’s review.

Medication Policy
Camp staff will not be allowed to administer prescription or nonprescription medication. Medication should be administered by parent or guardian prior to drop off. If medication is required during scheduled camp time, parents must make arrangements to have an authorized individual administer medication. See program manager for more details. Children will not be allowed to self-administer medication, children who require rescue inhaler must provide a doctor’s note with self-administration instructions.

Water Activities
Campers participating in water activities need appropriate swimwear (one-piece swimsuit for girls and basic swim trunks for boys), a towel, sunscreen and plastic grocery bag for wet clothing. Water days or activities may be cancelled if weather conditions are unfavorable.

Water activities are optional. Campers not participating in water activities may choose to participate in other games or activities during scheduled water activities. Water activities are only held during Starport Yard Wars Summer Camp.

Specialty Camps
Specialty camps are designed to enhance the overall camp experience. Specialty camp curriculums includes: sports, engineering, technology, arts, leadership, etc. Specialty camp fees and ages vary based on program, supplies and length of camp. Camps may be taught in a class room or sports setting. Ratios for specialty camps my range from 1:10 to 1:25 depending on camp and curriculum. Specialty camps may require sports specific equipment or auxiliary technology apparatuses. Starport is not responsible for damaged, lost or stolen equipment used during specialty camp. All technology devices must be pre-approved by NASA Exchange Program Manager before brought to camp. Specialty camp equipment may not be used during extended care hours or rec camp. Specialty camps may be consolidated, rescheduled or cancelled due to low registration. Online processing fees are non-refundable.

Frequently Asked Questions
1. Are camps open to children whose parents are not employed at the Johnson Space Center?
   Yes, camps are available to the community outside of the Johnson Space Center.
2. How do I register for camp?

   Registration may be completed at the Gilruth Center’s Member Services Desk, by phone, or online at https://starport.jsc.nasa.gov. A minimal processing fee will be charged for all online registrations.

3. For S.T.E.A.M summer camp, do I have to register my child for all summer, or can I just pick certain sessions to register them for?

   You do not have to register your child for all summer. You can register for as many or as little sessions as you like.

4. If I want to register for multiple sessions during the summer, do I have to pay now, or can I pay the week before the session starts?

   Payment is due at the time of registration for each session you are registering your child. The fee for each session is will vary. There is no “registration fee”. You may “pay as you go”, however, we cannot guarantee that the session will not fill up and we cannot hold any spots.

5. Who supervises campers?

   Campers are supervised by staff with a minimum of 1-year experience in a child care environment. All staff is required to pass a NASA background check and drug test in addition to having current CPR/AED and First Aid.

6. Does my child need to bring a lunch?

   Yes, each camper will need to bring a lunch. Lunches are kept in a controlled environment but will not be refrigerated or reheated. We will provide an afternoon snack.

7. Will extended care be available?

   Yes, Extend Care is available for an additional fee during the following times:
   - 7:30am – 9:00am
   - 3:00pm – 4:30pm

8. Will the campers be outside a lot?

   Campers will be outside a portion of the day in which the sun is at its lowest point or earliest time of day, typically before 10:00am during sports camp. All precautions will be taken, and we will plan accordingly for extreme weather days.

9. Will campers attend field trips offsite?

   No, all field trips will be hosted in the form of in-house special presentations at the Gilruth Center.

10. What will my child be doing every day? Is there a schedule I can see?

    Please see website for individual program description.
Camp Contact:

NASA Exchange Youth Programs Lead: 281-483-4109
Athletics Director: 281-483-8049
Gilruth Front Desk: 281-483-0304
Website: https://starport.jsc.nasa.gov