



## **MoLab, Inc.'s Camp Spark – Igniting Knowledge!**

### **Summer Session**

June 1 – August 14, 2015

**REGISTRATION BEGINS March 24**

*Camp Spark makes learning fun and links Science, Technology, Engineering, Art, and Mathematics (STEAM) concepts to the real-world.*

#### **ABOUT**

MoLab, Inc.'s Camp Spark – Igniting Knowledge! is offered when students in Leon County are on school breaks for the winter, spring, and throughout the summer. Sessions are presented at a local school or organization. The Summer Camp Spark session will be held at two convenient locations: **Saint Paul's United Methodist Church located at 1700 North Meridian Road, Tallahassee, FL 32303** during **weeks 1-4** and **10-11**. For **weeks 5-9**, Summer Camp Spark will be located at **Cornerstone Learning Community located at 2524 Hartsfield Road, Tallahassee, FL 32303**.

Summer Camp Spark will offer students 5 years old through the 8th grade the opportunity to participate in art and science activities in a fun, interactive, and safe environment. Each weekly session will present campers the opportunity to explore science through creative play, experimentation, and inquiry-based learning experiences. The sessions present age-appropriate curriculum and are designed to provide students with engaging educational activities that are both informative and entertaining.

Camp sessions are staffed by certified school teachers and/or MoLab, Inc. educators. MoLab, Inc. conducts Level 2 background screenings on all employees/volunteers and maintains at least a 1:9 adult to child ratio. Weekly sessions are offered by rising grade level and each day will present a new experience with age-appropriate activities.

#### **CAMP HOURS AND DAYS**

- **Camp Sessions** will be held **9:00 a.m. - 4:00 p.m., Monday through Friday**, with sign-in beginning at 8:45 a.m. and sign-out until 4:15 p.m.
- Campers will have a supervised lunch from 12:00 p.m. -1:00 p.m.

#### **LOCATION**

- Campers will be dropped off and picked up at **Saint Paul's United Methodist Church** located at **1700 North Meridian Road, Tallahassee, FL 32303** during **weeks 1-4** and **10-11**. Parking is available behind the building and is accessible from Tharpe Street or the Lake Ella entrance. For **weeks 5-9**, campers will be dropped off at **Cornerstone Learning**

**Community** located at **2524 Hartsfield Road, Tallahassee, FL 32303**. Parking is available in front of the west building where camp is located.

#### **FIRST-DAY-OF-CAMP CHECK-IN & DAILY CAMPER SIGN-IN/SIGN-OUT**

- **Parent(s) must sign camper(s) in and out of camp every day.** For safety reasons, campers may not be dropped-off. Parent(s) must accompany camper(s) to the sign-in/out table, each day.
- For campers needing to arrive before 8:45 a.m., please refer to the *Extended Care* section for pre-camp information.
- **All campers must have an Authorization to Pick Up Camper form on file** (form available at [www.tallymolab.org](http://www.tallymolab.org)). Only individuals who are listed on the form will be permitted to sign-out a camper, and a form of picture identification will be required.
- For campers needing to stay beyond 4:15 p.m., please refer to the *Extended Care* section for post-camp information.
- **A late fee of \$1 per minute will be charged for late camper pick-up, past 12:15 p.m. for morning camps, 4:15 p.m. for afternoon or all-day camps, or 6:00 p.m. for post-camp extended care.**

#### **EXTENDED CARE**

- Extended care is available for campers needing to arrive before 8:45 a.m., or stay beyond 4:15 p.m., but must be pre-arranged (form available at [www.tallymolab.org](http://www.tallymolab.org)) to ensure appropriate staffing levels.
- For campers needing to arrive before 8:45 a.m., pre-camp care is available 7:45 a.m. – 9:00 a.m. for \$5/day or \$20/week.
- For campers needing to stay beyond 4:15 p.m., post-camp care is available 4:15 p.m. – 6:00 p.m. for \$5/day or \$20/week.
- Pre-campers must be signed-in, and may arrive anytime between 7:45 a.m. and 9:00 a.m., but no earlier than 7:45 a.m. **Doors will not be opened before 7:45 a.m.**
- Post-campers may be signed-out anytime between 4:15 p.m. and 6:00 p.m., but no later than 6:00 p.m. **Parents will be charged a \$1 per minute late fee for every minute that post-camp staff must stay beyond 6:00 p.m. due to a late camper pick-up.**

#### **FEE PAYMENT, CAMP CHANGES, CANCELLATIONS, & REFUNDS**

- Complete payment for June camp sessions is due by June 1, 2015. This includes all camp tuition fees and extended care fees for weeks 1-4.
- Complete payment for July camps sessions is due by July 1, 2015. This includes all camp tuition fees and extended care fees for weeks 5-9.
- Complete payment for August camps sessions is due by August 1, 2015. This includes all camp tuition fees and extended care fees for weeks 10-11.
- Campers may switch camp selections no later than two weeks prior to the first day of the scheduled camp session depending on session availability.
- All deposits are non-refundable, and remaining tuition balance becomes non-refundable two weeks prior to camp session date.
- Each camp session is self-supporting and must meet minimum enrollment requirements. If a camp session must be cancelled, affected campers will have the option of enrolling in an alternative session with space available or receive a full payment refund.

## LUNCHES & SNACKS

- All campers will receive a morning and afternoon snack.
- All campers will have a supervised lunch.
- **Lunches are included in the cost of camp** (form available at [www.tallymolab.org](http://www.tallymolab.org))  
Campers may select a pizza lunch (up to 3 slices of pizza and a water) from *Marco's Pizza* or a *Subway* bag lunch (a sandwich, chips, and a water).
- For campers choosing to bring a lunch, please send food not requiring refrigeration in a labeled lunch bag or box with child's first and last name.

## MEDICATIONS

- Prescription and non-prescription medicine will only be administered with a completed Authorization to Administer Medication form on file. Please note that only oral medications can be administered. Forms are available on MoLab, Inc.'s website at [www.tallymolab.org](http://www.tallymolab.org) or by request. Forms will also be available on the first day of camp.

## PERSONAL BELONGINGS

- All personal belongings must be labeled with the camper's first & last name.
- MoLab is not responsible for lost or stolen items. Classrooms are not locked when campers are out of the classroom. Personal items may only be used during free time.

## CAMPER CONDUCT

- MoLab is dedicated to providing a safe and amicable environment for our campers. We assume that all campers are attending camp because they want to be at Camp Spark. Should any irresolvable behavioral issues arise; the parent/guardian will be contacted. Following all reasonable recourse to correct the matter, MoLab reserves the right to request that the camper not be eligible to continue participation. In this event, parent/guardian will be asked to pick up the camper.

## PARKING

- Parking for **Saint Paul's United Methodist Church**, during **weeks 1-4 and 10-11** is available behind the building and is accessible from Tharpe Street or the Lake Ella entrance. For **weeks 5-9**, parking for **Cornerstone Learning Community** is available in front of the west building where camp is located.

Please contact Aimee Hills for more information, questions, or to request a brochure at [aimee@tallymolab.org](mailto:aimee@tallymolab.org) or 850-591-6362.

*Campers will ignite knowledge as they explore the art of discovery!*