



MoLab, Inc.'s Camp Spark – Igniting Knowledge! Summer Session

May 30 – August 4, 2023

REGISTRATION BEGINS March 8

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 fall, 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 9-10. For weeks 5-8, 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 schoolteachers and/or MoLab, Inc. educators. MoLab, Inc. conducts Level 2 background screenings on all employees/volunteers and maintains 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 AND PARKING

- 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 9-10. Parking is available behind the building and is accessible from Tharpe Street or the Lake Ella entrance. Campers will be dropped off and signed in and out at the Camp Spark table located behind the sanctuary and inside the foyer entrance to Sanders Hall. The doors to the

camp location are on an automatic lock. Parents wishing to drop off after 9:15 a.m. or needing to pick up before 3:45 p.m. will need to call either Camp Director to be let in. Parents of campers enrolled in post camp will also need to call when they arrive. Please contact **Trish at 850-264-6224** or **Aimee at 850-591-6362**.

- For **weeks 5-8**, 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. Please walk up the wooden boardwalk and enter the building on the left through the porch. Campers will be dropped off and signed in and out at the Camp Spark table located inside the first classroom.

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.
- Depending on the Community Transmission levels of COVID-19, campers and their families may be **administered a health questionnaire** and have their **temperature taken with a touchless thermometer** at sign-in.
- 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). 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 camper pick-up past 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) to ensure appropriate staffing levels.
- For campers needing to arrive before 8:45 a.m., pre-camp care is available 7:45 a.m. – 8:45 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 8:45 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 Camp sessions Weeks 1-4 is due by May 26, 2023. This includes all camp tuition fees and extended care fees.
- Complete payment for Camps sessions Week 5-8 is due by June 23, 2023. This includes all camp tuition fees and extended care fees.

- Complete payment for Camp sessions Weeks 9-10 is due by July 21, 2023. This includes all camp tuition fees and extended care fees.
- 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 the camp session date. Please note that the client is responsible for the balance unless the cancelations are received two weeks prior to the start date of that session.
- 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

- Campers should pack their own food and two snacks daily in a clearly labeled container. Please keep in mind that campers will not have access to a refrigerator or heating device.
- Water will be available throughout the day and campers will be encouraged to refill to stay hydrated. Campers should bring their own beverage container.
- Camp families will be notified if there is a camper with food allergies enrolled in their child's sessions.
- Campers may choose to purchase daily lunches. The lunch program is on a weekly basis, and must be arranged in advance. Please refer to our website for additional information.

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 or by request. Forms will also be available on the first day of camp.

COVID-19 HEALTH AND SAFETY PROCEDURES

- Depending on the Community Transmission levels of COVID-19, check-in procedures may include campers to have their temperature taken with a touchless thermometer.
- In accordance with recommendations from the CDC, if COVID-19 Community levels are high, staff and volunteers will wear face coverings. Campers will be strongly encouraged to wear a mask when community levels are high. Otherwise, masks will be optional. If masks are preferred, campers are encouraged to pack extra masks each day in case one needs to be changed out.
- Campers, staff, and volunteers will practice good hygiene and frequent hand washing.
- These safety changes and policies will be available on our website.
- As mandates regarding COVID-19 change we will adjust our policies.

PERSONAL BELONGINGS

- All personal belongings must be labeled with the camper's first & last name.
- MoLab is not responsible for lost, traded, 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.

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

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