Summer Programs
Parent & Guardian Handbook

Georgia Tech Savannah

CEISMC
Georgia Tech Center for Education Integrating
Science, Mathematics, and Computing

Contact Information
Phone: 912-966-7922
Email: gtsoutreach@gatech.edu

Welcome!

Dear Parents,

Welcome to the Center for Education Integrating Science, Mathematics and Computing's (CEISMC) summer programs. These programs are designed to provide your student with a fun and educational STEM summer experience.

In designing these programs, we have put together a team of local educators, Georgia Tech faculty, and Georgia Tech students. It is our hope that your child will continue to pursue their STEM/STEAM educational goals.

It is always our goal to have a good relationship with all our parent/guardians and to keep you well informed about our policies and procedures. One of the ways we do that is through this handbook that should give you an overview of everything needed to be successful with this program. We ask that all parent/guardians take time to read though the included content and let us know if you have any questions or need further clarification. It is also mandatory that all parents sign and return the attached signature page signifying your understanding and receiving of the handbook. Signed forms must be returned before your student can participate at CEISMC's summer programs.

Once again, welcome to CEISMC's summer programs.

Sincerely,

Timothy Cone

Timothy Cone
Program Director

2024 Program Information

General Information

The Center for Education Integrating Science Mathematics and Computing (CEISMC) at the Georgia Tech Savannah campus is excited to welcome everyone back to campus. While on campus, please remember that we are all here to have a fun and safe summer. To do so, we need everyone to take the time to read this parent/guardian handbook and follow the guidelines included. The following pages will give you everything from driving directions, to campus policies and procedures, and all the other information you will need for your upcoming week on campus. Should you have additional questions after reading this document, please email us at gtsoutreach@gatech.edu or call the campus at 912-966-7922.

Dress Code

CEISMC at Georgia Tech expects student to dress in appropriate attire while on campus. Students should wear clothing that is comfortable and practical for learning. Clothing may not make references to drugs, alcohol, or profane language. Students will be going outside during the day so please dress appropriately for the weather.
While inside students may want a light jacket or sweater as temperatures in the classrooms may be cool.
For safety reasons we encourage students to wear closed toe shoes and shoes that have a back, as we will be working with technology and other materials that may hurt if dropped.

CEISMC Research Study

This summer students in 6th-12th grade may be asked to participate in a research study for our programs. The purpose of the study is to assess the quality and content of our programming from a student perspective. You have the opportunity to read more about the study and indicate whether or not you would like your child to participate during the registration process.
Parents will also have the opportunity to participate through a survey at the end of summer.
If you have any questions about the research or surveys please feel free to email gtsoutreach@gatech.edu.

Inclement Weather and Field Trips

Inclement Weather

Weather and other natural and emergency situations may occur beyond the program's control. An example would be a rainy day early dismissal or late start time to accommodate safe traveling of staff, students, and their families. If there is a weather situation you will be notified via email. Any short term unforeseen weather or other emergencies will not be able to be refunded partially in any form.

Field Trips

Students may be traveling off campus for field trips throughout their program. All behavior and discipline expectations are expected to be followed when off campus. Some locations may have additional dress code requirements, information for these will be sent home the day before with the field trip specifics.
Students are asked to wear their camp t-shirts while off campus.
Field trip consent forms will be emailed to parents a week before the program starts.
Our field trips are experiences within business and industry partner's facilities. These are active working facilities, and as such, field trip dates, times, and locations are subject to be changed without notice.
If you need more information or have questions about field trips for your program please reach out via email at *gtsoutreach@gatech.edu.*

Student Drop Off & Pick Up

Morning Drop Off Procedure

Sign-in begins at 8:30 am, there are no exceptions. If you arrive early please wait with your student in the main lobby area until 8:30 am. All students should be signed in by 9:00 am. Please do your best to arrive on time so that our programs can start on-time each morning. A parent/guardian must sign in and sign out students daily. Students will not be allowed to sign themselves out without prior permission and documentation.

Georgia Tech Savannah is a busy campus. Employees will be arriving to work at the same time you are dropping off your student. We ask that you follow all posted signage and the included map directions to bring your student to the EDRB building and avoid employee traffic. Signage will be posted around campus to help you navigate and locate the program site.

Afternoon Pick Up Procedure

Afternoon pick-up begins at 2:30 pm. Students should be signed out by 3:00 pm, otherwise parents/guardians could be charged with a late fee of $1 for every minute late. All parents/guardians signing out students must show photo identification daily. Only contacts listed in your student's file will be authorized to sign the student out. Changes to authorized pick-ups can be made using the Ideal Logic registration system or utilize the pick-up/drop-off authorization form at least 24 hours in advance. In the case of an emergency, please send an email stating the emergency, the name of the person picking up your student, and an attached copy of the authorized pick-up form.

Student Drivers & Walkers

Drivers

Any student with a valid drivers license will be allowed to park on campus. Students driving themselves to campus will be required to designate on the pick-up/drop off authorization form, included at the end of this packet, that they are of legal driving age. Without this form, students will not be allowed to participate in any summer programs. This form must be signed and either dropped off at campus prior to the start of day 1 of the program or emailed in by you, the parent/guardian. Forms will not be accepted directly from any students or student email addresses. Once signed in, students will not be allowed to leave campus during the programs operating hours. This specifically applies during lunch. If a student leaves early for any reason, they will not be allowed to return to campus that day.

Students who drive will need to park in the lot across the street from the EDRB building. This lot is designated on the map with a star. Students will not be allowed to park in the small lot between PARB and ELAB.

Walkers

Students will not be allowed to walk off campus for any reason, regardless of their age. The closest bus stop is 1.7 miles away and is not an allowable method of transportation to/from campus for our summer programs.

Georgia Tech CEISMC Savannah 2024 Summer Programs

Monday	Tuesday	Wednesday	Thursday	Friday
Schedule: 8:30 AM – 9:00 AM: Sign in 9:00 AM – 10:30 AM: Session 1 10:30 AM – 10:35 AM: Break 10:35 AM – 12:05 PM: Session 2 12:05 PM – 12:35 PM: Outdoor Games/Lunch 12:35 PM – 1:05 PM: Outdoor Games/Lunch 1:05 PM – 2:30 PM: Session 3 2:30 – 3:00 PM: Snack/Pick Up	**Schedule:** 8:30 AM – 9:00 AM: Sign in 9:00 AM – 10:30 AM: Session 1 10:30 AM – 10:35 AM: Break 10:35 AM – 12:05 PM: Session 2 12:05 PM – 12:35 PM: Outdoor Games/Lunch 12:35 PM – 1:05 PM: Outdoor Games/Lunch 1:05 PM – 2:30 PM: Session 3 2:30 – 3:00 PM: Snack/Pick Up	**Schedule:** 8:30 AM – 9:00 AM: Sign in 9:00 AM – 10:30 AM: Session 1 10:30 AM – 10:35 AM: Break 10:35 AM – 12:05 PM: Session 2 12:05 PM – 12:35 PM: Outdoor Games/Lunch 12:35 PM – 1:05 PM: Outdoor Games/Lunch 1:05 PM – 2:30 PM: Session 3 2:30 – 3:00 PM: Snack/Pick Up	**Schedule:** 8:30 AM – 9:00 AM: Sign in 9:00 AM – 10:30 AM: Session 1 10:30 AM – 10:35 AM: Break 10:35 AM – 12:05 PM: Session 2 12:05 PM – 12:35 PM: Outdoor Games/Lunch 12:35 PM – 1:05 PM: Outdoor Games/Lunch 1:05 PM – 2:30 PM: Session 3 2:30 – 3:00 PM: Snack/Pick Up	**Schedule:** 8:30 AM – 9:00 AM: Sign in 9:00 AM – 9:55 AM: Session 1 9:55 AM – 10:50 AM: Session 2 10:50 AM – 11:45 AM: Session 3 11:45 AM – 12:00 PM: Group Pictures 12:00 PM – 12:30 PM: Outdoor Games/Lunch 12:30 PM – 1:00 PM: Outdoor Games/Lunch 1:00 PM – 1:30 PM: Showcase Setup 1:30 PM – 2:30 PM: Parent/Guardian Showcase 2:30 PM – 3:00 PM: Pick Up

Student Drop-off Location in front of EDRB

» Lunch

Lunches

Lunches are provided to students during summer programs.

Completion of the lunch selection form is required to opt-in to receive a lunch.

The lunch selection form is emailed 10 days before your program start date, typically on Fridays. If you do not fill out the lunch selection form your student will not receive lunch and should plan to bring their own non-perishable lunch each day. The lunch selection form includes three different meal options per day for you to select from.

Food Allergies:

For participants that opt-in to the lunches provided by Georgia Tech, we provide 3 different options to select from each day. There will always be at least 1 vegetarian option each day, and none of our meals include peanuts. We cannot adjust our menu beyond these 3 options which are contracted through 3rd party vendors. It is recommended that students with severe food allergies or dietary restrictions bring their own non-perishable lunch each day. Students are not permitted to share/ trade lunches due to food allergies. Please email us if you have further questions.

Mon: Chic fil A
Tues: Catering
Wed: Catering
Thurs: Catering
Fri: Pizza

*The catering menu is on a rotating schedule this summer. Please see your lunch survey for the week's options.

Deliveries:

There are **no** deliveries for students of any kind allowed while on campus including from parents/guardians and/or siblings. This includes all food delivery services such as doordash, GrubHub, etc. If your student forgets their lunch please call us ASAP on the day of to discuss options. Please make sure your student has a lunch each day if we are not providing it.

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What to Bring

Students *should* bring the following to camp:

- » **Non-perishable lunch**
  This is only for students who are opting out of the given lunch options.

- » **Water bottle**
  Please send your student with a refillable plastic bottle. Students will receive a Georgia Tech water bottle on Monday or their program.

- » **Light jacket**
  The building does get chilly, and we want your student to be comfortable!

*Please label your student's belongings for easy identification. All items left behind will be placed in the lost and found. If a lost item is labeled, we can contact you.

Students *should not* bring the following to camp:

- » **Toys, games, playing cards**

- » **Electronics**

- » **Animals**

- » **Any items resembling weapons**

Your student will have a very busy day with little downtime for personal games or devices. The Board of Regents of the University System of Georgia, Georgia Institute of Technology, the Center for Education Integrating Science, Mathematics & Computing Department & Staff will not be held responsible for lost, stolen or damaged electronics devices or personal items brought to CEISMC's Summer Programs.

» Incidents & Emergencies

Incident Reports

Each incident will be reported to parents verbally and using our incident report form.

The incident report will notate the following:

  » **Child's Name**

  » **Time of Incident**

  » **Information about the incident occurrence**

  » **Steps taken to remedy the incident**

  » **Reporters Information**

  » **Signature of Program Coordinator or Director**

  » **Parent Signature**

Parents must sign the incident report and may request a copy to keep.

Medical Incidents

Minor injuries will be treated by our staff on site using First Aid techniques.
In the event of an emergency, we will call 911 first. We will then contact you and coordinate meeting at the hospital.

Contact Information

In the event of an emergency please contact the Georgia Tech Savannah front desk at 912-966-7922.
Our camp email *gtsoutreach@gatech.edu* can be used for non-emergency communication. Email is the best form of communication with program coordinators.

» Behavior Management Policy

Participants are expected to follow the basic rules:

CARE & RESPECT FOR SELF, OTHERS, AND THINGS

1. Keep hands, feet, and objects to yourself.
2. Treat other participants, staff, and visitors with respect.
3. Follow the instructions of your group leaders.
4. Always stay with your group.
5. Be kind to the environment and learning spaces.

Please review these rules with your participants. Staff will use praise and positive reinforcement techniques to encourage appropriate behavior, and all programs will practice the following discipline and behavior management policy:

WE DO...

1. Praise, reward, encourage, and listen to participants.
2. Reason with and set limits for the participants.
3. Provide explanation related to the participant's understanding.
4. Model appropriate behavior.
5. Provide natural and logical consequences for misbehaviors.
6. Use short, supervised periods of time-out.

When participants do not respond to positive behavior management strategies, parents will be expected to work with program staff to encourage more appropriate behavior. For safety reasons, certain inappropriate behavior cannot be tolerated. The following are behaviors, which may result in a participant's suspension or termination from the program:

AVOID...

1. Hurting others or self.
2. Leaving designated area without permission.
3. Destruction of property.
4. Repeated cursing or profane language.
5. Threatening violence.
6. Jeopardizing the health or safety of others.

If such misbehavior occurs, parents will receive a disciplinary action notice, and will be expected to support and work with program staff in order for their participant to return to the program. Thank you for supporting our staff's efforts to ensure the safety and well being of all program participants.

We feel the well being of the whole child is important and will be adding in weekly Social emotional lessons to our schedule. Lessons will be on topics such as empathy, teamwork, kindness, self-confidence, and responsible decision making. If you have more questions regarding SEL lessons please contact us at gtsoutreach@gatech.edu

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» Disciplinary Conduct

Our summer program strives to provide an atmosphere which is conducive to safety and appropriate behavior. Maintaining proper conduct while in the progam is the joint responsibility of the participants, parents, and staff.

We will report to parents the following infractions:
- » Refusing to obey staff
- » Inappropriate physical contact
- » Destruction of property
- » Other disruptive behavior

We will provide you with the redirection that was provided to your student during our program which can include the following:
- » Conference with participant
- » Warning
- » Contact parent/guardian
- » Participant sent home

We will communicate in specific comments and detail the infraction that was performed that led to a discipline issue. Additionally, we will outline a development plan in specific detail how we, the participant, parents, and program staff will move forward to avoid further disciple actions.

We believe in providing students the opportunity correct their behaviors.
- » 1st offenses are documented and followed up with a phone conference with the parent/guardian
- » 2nd offense are documented and an in person conference with the parent / guardian
- » 3rd offense are documented and they student may be withdrawn from the program

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Program: _____

Discipline Form

Participant Name: _____

Dear Parent/Guardian:

The _____(program name) is a privilege. We must strive to provide an atmosphere which is conducive to safety and appropriate behavior. Maintaining proper conduct while in the _____ (program name) it is the joint responsibility of the participants, parents, and program staff. Because of your child's recent behavior, it is our responsibility to report the following:

INFRACTION
___ Refusing to obey staff
___ Inappropriate physical contact
___ Destruction of property
___ Other

DISCIPLINE ACTION TAKEN BY STAFF
___ Conference with participant
___ Warning
___ Contact parent/guardian
___ Participant sent home

Comments/Details (be specific): _____
_____
_____
_____
_____

Development Plan (be specific): _____
_____
_____
_____
_____

_____   _____
Participant Signature   **Date**   **Staff Signature**   **Date**

This is the   1ˢᵗ Offense   2ⁿᵈ Offense   3ʳᵈ Offense   (Please Circle One)
*After the 3ʳᵈ offense, the participant may be withdrawn from our program.

_____   _____
Supervisor Signature   **Date**   **Parent/Guardian Signature**   **Date**

Policies & Forms

Please read, sign, and return the following forms.

CEISMC
Georgia Tech Center for Education Integrating Science, Mathematics, and Computing

PICK UP/DROP OFF AUTHORIZATION

I. *Personal Information* (please print)   **Today's Date:**____/____/_____

Participant's Name:_____   **Age:** _____

Parent/Guardian Names: _____

Home Phone:_____**Cell Phone(s):** _____

Work Phone(s): _____

II.   *Authorized Pick Up*

Please list any individual who is authorized to pick up your participant, including yourself. Each authorized person must be at least 16 years of age. The above-named participant will not be permitted to leave the program with anyone who is not listed below. Authorized individuals must pick up the participant in person and may be requested to show identification to program staff. Participants will not be released to persons who fail to provide acceptable identification upon request.

I authorize the following responsible persons to pick up my participant from the program (attach additional pages as needed):

Authorized Person	Phone Number	Relationship to Participant
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note that participants must be picked up by designated times. If an authorized adult is unable to be reached, program members will contact the local police department as a last resort to take your participant home. If you are not at home, your participant will be released to the Division of Family and Children Services.

III.   *Authorized Dismissal*

My participant is at least _____ years of age and will be responsible for his/her own transportation to and from the program. My participant may sign himself/herself out at the end of the program activities.

Signature of Parent or Guardian: _____

Parent or Guardian Name*: _____

***If attending other activities or if the participant is walking home, please submit schedule (include specific date & time) of activities or deviations from the schedule.**

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CEISMC Summer Program Parent,

Thank you for reading our Policies and Procedures for CEISMC's summer program. It is our utmost goal to provide a safe and fun STEM educational summer program for your student.

 Please sign and return this form to the program coordinators when you sign your student in for their first day of the summer program. Your signature on this form represents that you have read and will abide by the guidelines written within this handbook.

If you may have any questions or concerns about the summer program's policies and procedures, please speak with a program coordinator.

This form must be signed and returned to the program coordinators before your student can be signed in. If this form is not received during morning drop off on day 1, your student's enrollment will be non-compliant and they will be ineligible to participate in our program.

_____   _____   _____
Parent/Guardian Name   Parent/Guardian Signature   Date

_____   _____
Student's Name   Week of Program Attendance

_____

Office Use Only

_____
Date Received