



Summer **STEM** Institute

Parent / Guardian Information Packet



Grades 1 - 6

Patriots' Path Council Service Center
1 Saddle Rd Cedar Knolls, NJ 07927
Phone: 973-765-9322 Fax: 973-267-3406

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Key Information

Dates and Times - There are five weekly sessions for students entering grades 1-6 with a maximum of 30 students per session.

Date	Focus	Bus Route
July 10 – 14	Science / Technology	Sussex / W. Morris
July 17 – 21	Engineering / Math	N. & E. Morris
July 24 – 28	Science / Technology	Somerset / S. & E. Morris
July 31 – August 4	Engineering / Math	Union / S. & E. Morris
August 7 – 11	STEAM (Science, Technology, Engineering, Art, Math)	Middlesex / Union

- **Participants entering grades 1-6:** The program runs Monday to Friday from 8:30 am until 3:30 pm with drop off as early as 7:00 am and pickup as late as 6:00 pm for an additional fee.
- **Cost :** The cost for a week varies depending on the date you register. Please see the tuition chart below. This cost covers registration, tee shirt, supplies, safety equipment, and an afternoon snack. ***Financial assistance is available. Please call 973-765-9322 x227 for details.***

by March 31	by June 15	after June 15
\$299/Week	\$325/Week	\$350/Week
• full day session	• full day session	• full day session
Register Now	Register Now	Register Now

All participants must provide their own lunch as it is not provided.

- **Bus Transportation** - Bus transportation is available each week from selected locations in Morris, Sussex, Union, Somerset and Middlesex counties. The bus route varies each week. Bus transportation is an additional \$60 per week.
- **Location** - The program for students entering grades 1-6 will be held in the all-purpose room of the Boy Scouts Headquarters.
 - Patriots' Path Council Service Center- 1 Saddle Road, Cedar Knolls, NJ 07937
 - Please visit [Google Maps](#) for directions

Refund Policy

In all programs offered by the Patriots' Path Council, BSA, a great deal of planning and purchasing takes place well in advance. These plans include, but are not limited to, staff, food, program materials, and awards, rental and purchase of equipment, and in some cases, items of clothing such as tee shirts that are given as part of a program fee.

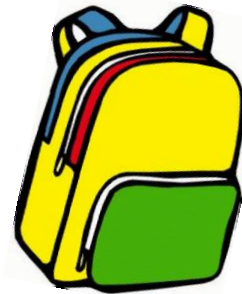
When an individual or group makes a reservation for an activity or program, these items are included in ordering of materials and staffing for that event.

Refunds: Individuals or groups that cancel a program reservation 30 days prior to the date of the event will receive a refund of fees paid, less a 15% administrative charge. No refunds will be made after the 30 day cancellation deadline, unless there is a medical or other emergency.

ALL CANCELLATIONS MUST BE MADE IN WRITING AND SENT TO THE PATRIOTS' PATH COUNCIL, 1 SADDLE ROAD, CEDAR KNOLLS, NJ 07927

What to Bring

- A bagged lunch (no large coolers please)
- A water bottle
- Rain gear
- Comfortable closed toe walking shoes (No sandals permitted at any time)
- Baseball cap for outside
- Sunscreen
- Non-aerosol bug repellent
- All required forms must be brought to the first day of the program. View the confirmation packet online which includes the medical and medications forms.
- Backpack to hold everything



****Please clearly mark everything with the youth's name****

What Not to Bring

- An easily spoilable lunch – mayonnaise, yogurt, etc. Please do not bring any products containing nuts.
- Pocket knives, personal sports or craft equipment.
- Watches, jewelry, favorite toys, favorite clothing items, trading cards, radios, iPods, cell phones, and electronic games.

What to Wear

Youth should wear shorts, pants or zip-offs. Please wear comfortable closed toe shoes with socks. No sandals. The building is air conditioned; youth may want to bring a long sleeve shirt or light jacket as it may be chilly.

STEM Tee Shirt

Every youth will receive one Summer STEM Institute tee shirt upon arrival the first day of the program. Youth are welcome to wear their tee shirt on any day but we would like all youth to wear their tee shirt on Tuesday for the program-wide photo and Thursdays for our field trips.

Weekly Program Areas of Focus

We have five one-week sessions for boys and girls entering grades 1-3 and 4-6. Three different program focuses are available, depending on the week.

****Participants are welcome to come more than one week but the program will be similar from week to week****

Date	Focus	Week
July 10 – 14	Science / Technology	1
July 17 – 21	Engineering / Math	2
July 24 – 28	Science / Technology	3
July 31 – August 4	Engineering / Math	4
August 7 – 11	STEAM (Science, Technology, Engineering, Art, Math)	5

Lunch

Youth will bring a bagged lunch each day. The program is not equipped to serve lunch for the youth. Only pack foods that **do not** require refrigeration as there is none available for lunches. Special eating procedures are in place for youth with food allergies. Youth can bring fruit drinks or water (in non-glass containers) if desired. **Do not send soda please.** We are a **nut free** program. For the safety of our youth and staff, **please do not send any nut products with your youth to the Summer STEM Institute.**

Drop Off and Pick Up

Youth will be dropped off at the side door in the parking lot on the Saddle Road side of the Patriots' Path Council service center, which is located at 1 Saddle Road, Cedar Knolls, NJ 07927. Drop off is 15 minutes before the start of the program. Pick up will also occur on the side door no later than 15 minutes after the end of program. Photo ID will be required for pick up.

Before-Care and After-Care are designed to be a convenient and helpful service to the parents and guardians of our youth participants. Your child must be registered for Before-Care/After-Care in order to drop off early and pick up late by the start of the program. Before-Care is \$25 per week and After-Care is \$35 per week. If your child is not registered for After-Care, and he or she remains at the program, the family will be charged additional fees to cover the cost of supervision:

Pick up 15 minutes past dismissal time: Phone call to parent

Pick up 30 minutes past dismissal time: Phone call to parent and emergency contact and \$15.00/family

Pick up 45 minutes past dismissal time: Phone call to parent and emergency contact and \$30.00/family

All youth must be signed out of the Summer STEM Institute by a parent, a guardian, or another designated person.

If your child is not picked up by the time one hour since dismissal occurs, it may be necessary to call the police for assistance.

Participant Pick Up / Release of Participant

The SSI office must be notified, either in writing or by phone, if your child will be leaving before the close of the day. The adult picking up the youth should come directly to the SSI office, sign a Participant Release Form and show photo ID.

Release of Participant to Others Form

If your youth will be released from SSI to adults other than the parent/guardian we ask that you complete the form located at the back of this guide and submit the completed form to the SSI office or drop off/ pick up staff on the first day of SSI.

Grade 1 - 6

Boy Scouts Headquarters
Patriots' Path Council Service Center
1 Saddle Road
Cedar Knolls, NJ 07927
Phone: 973-765-9322
Fax: 973-267-3406



Three-Strikes Rule

Your child's time at this summer program will be a fun filled, memorable learning experience. Meeting new children and making new friends in an educational environment, while having fun, is a central goal of Summer STEM Institute. It is our goal as a staff that each youth member has a chance to enjoy this opportunity.

As a staff, we do not want a week of program to have a negative impact on any youth.

Therefore, we would like to outline our discipline policy for you to review with your child. Should an infraction occur, we act on a “three-strikes” rule. The first strike involves a staff member explaining the broken rule and why it is important for that rule to be followed. The second strike involves the director and the youth member discussing the rule infraction. Should inappropriate behavior continue, the third strike is notification of the youth’s parents. If this situation should occur, the director and youth’s parents will work together to decide on the next step. This step may be another chance or immediate dismissal from the program. Any further actions necessary at that time will also be discussed between the director and parent. Should your child be sent home, there is no refund for any remaining fees for that week. Although few cases ever reach the third strike it is important to have this policy in place. All discipline actions are presented in a positive manner and are aimed at helping your child grow. If you review these guidelines with your son/daughter, together we can make Summer STEM Institute a most positive experience.

You will be asked to agree to this rule during the registration process.

Health and Safety

Any serious or unusual health related issues or concerns should be discussed with the director and health officer prior to the youth’s arrival at the institute so that we can create a safe and healthy environment for your child. Some (not all) experiments will require further safety precautions. All youth and staff will be required to wear safety goggles and gloves.

Required Medical Forms

Annual Health and Medical Record - Please completely fill out parts A and B only. This form must be completed annually, and signed by a parent/guardian. No physical exam or doctor's signature is required. Be sure to keep the original for your records and bring a copy on your first day. **No one can attend the Summer STEM Institute without this form.** If you have a current BSA Annual Health and Medical Record, that's ok too, please bring a copy of this as well. The form can be found on the “Confirmation Packet” of the Summer STEM Institute website.

In the event a youth arrives to the program on Monday morning without a medical form, they will not be permitted to participate in any activity until this completed form is turned in to the health officer. Every effort will be made to contact the parents/ guardians and emergency contact numbers.

Health Supervision and Medications

A health officer will be on duty at all times. All medication brought to the institute (prescription and over-the counter) must be in the original container, labeled with the child’s name and accompanied with a physician’s orders for administering the medication. All medications must be left with the health officer.

Epi-Pens and “on demand” inhalers are kept by an adult supervising the youth after being presented to the health officer. Youth with Epi-Pens are encouraged to bring two Epi-Pens to the program. One will be with the adult supervising the youth and the other will be kept with the health officer.

Food Allergies

Any youth’s food allergies, including peanut and tree nut allergies, should be documented on their medical form. An Emergency Action Plan must be attached to the medical form. Safety is our first concern and every effort is made to maintain a safe environment for your child while at the institute.



Communications

Absent From Camp

If your child will be absent on any day of the program, it is important that you notify us. Please contact the Summer STEM Institute during its hours of operation via phone (please do not send an e-mail). It is essential that the institute be notified to assure the safety of all youth.



**Summer STEM Institute Phone:
973-765-9322 ext. 423**

Ill or Injured Camper

In the event a participant is injured or becomes ill while at SSI, the SSI director or health officer will notify the parent by phone. If the parent is not available, the emergency contact will be notified.

Parent Questions or Concerns

Should you have questions or concerns relating to the program, feel free to contact the program administrators between 8:30 am and 4:00 pm.

**Summer STEM Institute:
973-765-9322 ext. 423
E-mail: coral.kennedy@scouting.org**

Social Media:

- Facebook page at www.facebook.com/SummerSTEMInstitute
- Twitter handle: @SummerSTEM314
- Instagram account: <https://www.instagram.com/summersteminstitute/>

Youth Phone Calls

We strongly discourage youth from making phone calls home except for illness or injury. Homesickness is kept at a minimum by keeping the youth busy all day. Cell phones for youth are not permitted.

Text Alert System

The text alert system is new for the 2017 SSI. Text alerts will be in addition to our existing Facebook, telephone, and email communications to families. If we have an emergency at SSI, we will use this system as another way to communicate to parents. **Parents must register for this service** for each week your participant is at camp. Telephone numbers are not automatically added to the text alert system when you register for SSI.

To register, just send us a text message using the chart below. The phone number varies by week. Standard text message rates apply.

Text Alert System

Send a message to 81010 for text alerts during camp.
Using the chart below to select your week.

Week	Text Message:
1	@stemwe
2	@4e76g
3	@ga89b
4	@bbhah
5	@e47k3
6	@h2khh6

Lost and Found

Lost and found items are shown to youth each day. Any items not claimed and in good condition will be kept at the service center in a lost and found container until the end of the summer. The Summer STEM Institute is not responsible for lost items. Please label all your youth's items so they may be returned if lost.

Parent Orientation

There will be two **mandatory** parent orientations held throughout the summer at the Summer STEM Institute Facility, Boy Scouts of America Headquarters (1 Saddle Road Cedar Knolls, NJ 07927). Attendance is highly encouraged and mandatory.

- Wednesday, July 5, 2017 at 6:00 pm
- Tuesday, July 11, 2017 at 6:00 pm