



General Information Manual

Explore Summer
Programs
2009

The University of West Florida
Division of Continuing Education

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Program Hours

Please pay close attention to the specific time for drop-off and pick-up provided in the tables following this page. Some programs run **all day** while others are only **half-day**.

For a typical full day program:

On the following pages are specific drop off and pick up times for each summer program.

Check-in and Check-Out Information for all programs at the Pensacola Main Campus and at the Combs Campus in Okaloosa County:

Check-In: Check-in times are provided on the website and on the next several pages within this manual. Programs will start promptly 30 minutes after the check-in time begins. If you try to drop your child off before the time indicated, supervision **will not** be provided.

Check-Out: Check-out times are provided on the website and on the next several pages within this manual. You are required to come into the program's classroom to check your child out. Only then will your child be allowed to leave with you. If your child is attending a full-day summer program, all students must be picked up by 3:30 PM.

Check-in and Check-Out Information for Marine Science Camp at Pensacola Beach Elementary (PBES):

Parents will participant in a car line up for drop off and pick up. Each child's guardian will be given a name card to place on the dash board. This will indicate to our instructors who you are picking up. This will be exactly like the process PBES uses for their students who get picked up by car vice taking the school bus home. This name card will be distributed at the Marine Day Camp Orientation.

Open house for children attending Session 1 is June 19, 4-5 P.M.

Open house for children attending Session 2 is June 26, 4-5 P.M.

Time/Location on Web: Check-in and Check-out *locations* are provided in a separate document and on our website (<http://uwf.edu/explorecamps/>). Campus maps will provide driving directions and building layouts for our summer programs at UWF's Pensacola Main Campus, the Combs Campus at Fort Walton Beach, and the Pensacola Beach Elementary School campus.

Driving Directions to Program Locations: The week prior to your summer program beginning, an email with driving directions will be sent to you (pertaining to programs on UWF's Pensacola Main Campus). To view a campus map/building layout diagram, visit our website. Each summer program has this document. (<http://uwf.edu/explorecamps/>)

Extended Hours: Our Extended Hours involve an additional fee and are only for programs on the University of West Florida Pensacola Main Campus. (Does not include Marine Science Camp or programs in Okaloosa County)

- **Afternoon Adventures:** 3:30-5:30 P.M. (\$35.00 per week or \$7.00 a day). A weekly calendar of events will be located at check-in/check-out tables. Please check with Amanda Venis, our Afternoon Adventure leader, as the schedule is subject to change.

Late Policy: If you have not picked your child up by the indicated time, there will be an additional charge of \$7.00. We understand that situations do arise and we will work with you as much as possible.

Youth Summer Camps UWF Pensacola Main Campus 1st-6th Grade Programs

Date	Camp Title	Entering Grade Level	Drop Off Time	Pick up Time	Building Location/Room Location
June 8-12	Construct This!	1st-6th	8:30 A.M.	3:30 P.M.	Bldg 86/ Rm 136
June 15-19	Environmental Science Camp	1st-5th	8:30 A.M.	3:30 P.M.	Bldg 86/ Rm 122
June 15-19	Get into Energy! (Gulf Power)	6th	8:30 A.M.	3:30 P.M.	Bldg 86/ Rm 125
June 22-26	Science Quest	1st-6th	8:30 A.M.	3:30 P.M.	Bldg 86/ Rm 107
June 22-26	Marine Science Camp Session 1	1st-6th	8:30 A.M.	3:30 P.M.	Pensacola Beach Elementary School
June 29-July 2 (4-day week)	Creative Summer Art	1st-6th	8:30 A.M.	3:30 P.M.	Bldg 86/ Rm 122
June 29-July 3 (5-day week)	Marine Science Camp Session 2	1st-6th	8:30 A.M.	3:30 P.M.	Pensacola Beach Elementary School
July 6-17 (2-weeks)	Shakespearian Survivor Camp (Theatre)	1st-6th	8:30 A.M.	3:30 P.M.	Bldg 82/ Rm 206
July 20-24	Elementary Robotics (1st Class)	1st-6th	8:30 A.M.	3:30 P.M.	Bldg 10/ Room 103
July 20-24	Elementary Robotics (2nd Class)	1st-6th	8:30 A.M.	3:30 P.M.	Bldg 10/ Room 104
July 27-31	Math and Jr. Chess	1st-6th	8:30 A.M.	3:30 P.M.	Bldg 86/ Rm 122
August 3-7	Jr. Forensic	1st-6th	8:30 A.M.	3:30 P.M.	Bldg 86/ Rm 122

Scholar's Summer Escape

UWF Pensacola Main Campus

7th-12th Grade Programs

	Program Title	Entering Grade Level	Drop Off Time	Pick up Time	Building Location/Room Location
June 8-12	Architecture Program	9th-12th	8:30 A.M.	3:30 P.M.	Bldg 86/ Rm 122
June 8-19	Game Programming and Game Design I	7th-12th	8:30 A.M.	12:00 P.M.	Bldg 79/Rm TBA
June 15-26	SUMAC Math Workshop	9th-12th	1:00 P.M.	5:00 P.M.	Bldg 38/ Rm 135A
June 15-26	Writing Boot Camp	9th-12th	10:00 A.M.	2:00 P.M.	Bldg 51/ Rm 157
July 6-10	Girls in Technology	7th-12th	8:30 A.M.	3:30 P.M.	Bldg 78/ Rm 136
July 13-17	Illustrate This!	7th-12th	8:30 A.M.	3:30 P.M.	Bldg 78/ Rm 136
July 13-17	Marine Research Program	9th-12th	8:00 A.M.	5:00 P.M.	Bldg 58/ Loading Dock
July 20-24	Secondary Robotics	7th-12th	8:30 A.M.	3:30 P.M.	Bldg 10/ Rm 102
July 27-31	Animate This!	7th-12th	8:30 A.M.	3:30 P.M.	Bldg 78/ Rm 136
August 3-7	CSI Program	7th-12th	8:30 A.M.	3:30 P.M.	Bldg 58A/ Lab A

Youth Camp Schedule for Okaloosa County (Combs Campus)

Date	Camp Title	Entering Grade Level	Drop off Time	Pick up Time	Building Location/Room Location
June 22-26	Science Quest at Combs Campus	1st-3rd	8:30 A.M.	3:30 P.M.	Combs Campus/ Room 4003
June 22-26	Aviation Fascination at Combs Campus	4th-6th	8:30 A.M.	3:30 P.M.	Combs Campus/ Room 4001

Eating (lunch and snack)

Lunch and Snacks

- ❖ Your child must bring a bagged lunch from home if your summer program goes over the lunch hour. Please *do not* include foods that need to be cooked or refrigerated. There will not be a microwave, oven or refrigerator available. Also, please make sure his or her name is clearly printed on the lunch bag/box. Mix ups can happen between lunch bags or lunch boxes that look alike.
- ❖ We suggest bringing at least \$2.00 daily to buy snacks at the vending machines or bring snacks from home.
 - The following camps will not have access to a vending machine. All other camps on the University will have access to a vending machine.
 - **Marine Science Camps:** There will not be a vending machine for snacks. Please provide snacks and extra drinks for snack time.

Water bottles or snacks may be brought from home. If your child is attending the Marine Science Camp, please pack **more than one** bottled water.

What to wear?

- ❖ An identification lanyard will be given to your child to wear around his or her neck every day. Especially if your child is in the elementary camps, this must be worn visibly at all times. At the end of each day, your child's lanyard will be left in the classroom.

Here is what it will look like:



- ❖ What type of shoes does my child need to wear?
 - If attending any of our science camps or if your summer program will have "outside time", comfortable, closed toe shoes should be worn (i.e. no flip flops).
- ❖ Is your program going to be outside?
 - Please pack **sunscreen** and **bug spray** with your child's *name clearly labeled* on the bottle(s) (i.e. elementary science camps).
 - If your high school child is attending the **Marine Science High School Program**—please do not send bug spray or put it on prior to arrival. The majority of bug sprays can alter data collection.
- ❖ Summer time does get hot, so wear light weight clothes.

Summer Program Rules

Our Motto: Learn More. Live Better

Parents, please go over these rules with your child(ren) before their summer program begins.

1. MOST IMPORTANT RULE:

Elementary Campers: Stay with your instructor and group at ALL times.

Scholar Programs (7th-12th): Communicate with your instructor at ALL times and use the buddy system when leaving the classroom (i.e. going to the restroom).

2. Be respectful of your program peers and instructors.
3. If you get hurt, tell your instructor right away.
4. Please do not bring toys from home.

Your summer program will provide boundaries to ensure that everyone has a great summer. We want everyone to have a fun time and explore all the exciting activities through UWF's Explore Summer Programs.

If the rules are broken, it means that someone else is not having a good time. So, to make sure that everyone is having a great time, we will enforce the rules in the following order:

1. Instructor(s) will give the participant a **verbal warning** and try to offer a way to make a peaceful solution.
2. Instructor(s) will **remove** the participant from the current activity in an effort to allow a cool-down and think-through time.
3. If the situation still exists upon returning to the current activity, the participant will be directed **to the office** of the Program Director for a 2nd cool-down and think-through time.
4. If the Program Director has to be called for a second time, **parents will be notified** either by a phone call or when the participant is checked out. The Program Director will inform the parent that if the behavior does not improve, the participant will not be allowed to finish the summer program.

We will take every measure to preserve a fun and safe atmosphere this summer.

Cancellation Policy-2009

Cancellation and Refunds follow the policy below. Requests for refunds must be submitted prior to a summer program's start. Refund appeals must be submitted within 7 days after a summer program has begun. Requests made after that deadline will not be considered.

A. Cancellation and Refund Policy:

1. If a summer program is canceled due to Mother Nature (i.e. University is closed due to hurricane or other natural disasters), a full refund of the tuition and material fee will be awarded to the account holder.
2. If an account holder cancels on or before the Wednesday of the week before a program is scheduled to start, a 100% refund of the tuition and material fee will awarded.
3. If an account holder cancels Thursday-Sunday of the week before a program is scheduled to start, 75% of the tuition and 0% of the material fees will be refunded.
4. In the following instances, the account holder will be refunded a prorated tuition for days not attended:
 - a. Death in the family
 - b. Illness of the participant, given documentation by a physician
5. If a participant does not attend on the first day the program is scheduled to start, there will be no tuition or material fee refund.

B. Cancellation and Refund Policy Table

If cancellation occurs...	Tuition Refund	Material Refund
On or before Wednesday of the week before a program is scheduled to start	100%	100%
Thursday-Sunday of the week before a program is scheduled to start	75%	0%
During a program because the camper becomes ill or death in the family	Pro-rated for days not attended due to illness	0%
Due to a no-show on the day the program is scheduled to start	0%	0%

Making Payments to your Account:

Your child's summer program instructor **will not** be able to accept payment under any circumstances. For your convenience, we have set up three different payment options.

Option 1: In person payments may be made in Building 77, Room 149, from 8:00 am to 5:00 pm, Monday through Friday.

Option 2: Telephone payments may be made from 8:00am to 5:00 pm, Monday through Friday. Please call 473-7468.

Option 3: On-line payments may be made through your account at the following link:

<http://uwf.edu/exploreamps/registernow.cfm>

You will need your user name (email address) and password to access your account.

Contact Us

We want to hear from you. If you have a question at any time, please contact us either by phone, walk-in or by email.

Explore Program's Main Office 8:00-5:00 Monday-Friday

Explore Summer Program Director 850.473.7468
(Jennifer Rohman)

Student Support Team 850.473.7468

Email Address ExploreCamps@uwf.edu

Building Location University of West Florida
11000 University Parkway
Building 77, Room 149

Also feel free to check out our website for
further information and updated news.

<https://UWF.edu/ExploreCamps>