

THE *Summer Camp* HANDBOOK

AEROSPACE
Center For Excellence



*Get Your Head
in the Clouds*

Lakeland, FL
flysnf.org



Table of Contents

Welcome	3
GENERAL CAMP INFORMATION.....	4
Summer Camp Office	4
Summer Camp Locations	4
Summer Camp Dates	4
Summer Camp Hours	5
Field Trips	6
Flight Opportunities.....	9
Refund Policy	10
Camper and Staff Ratios.....	10
Parent Communication	10
PICKUP AND DROP OFF.....	11
Schedule	11
Arrival Policy	12
Dismissal Policy	12
Late Pick-Up Policy.....	13
Late Arrivals	13
Older Campers Driving to Camp.....	13
CAMP HEALTHCARE POLICY AND PROCEDURES.....	14
What to Wear & Bring.....	14
Accidents & Incident Reports.....	14
Medical Attention	14
Medications	15
Camper Illness	15
Safe & Secure	15
LUNCH.....	16
PHOTO GALLERY IN ULTRACAMP.....	17
ELECTRONICS	18
BEHAVIOR.....	19
Camper Expectations.....	19
CAMPUS MAPS	20
GRADUATION DAY MAP.....	22

Welcome

Dear Parents/Guardians,

The Aerospace Center for Excellence is thrilled to offer another year of high-quality summer camp for your children. Summer camp is one of a child's most exciting and memorable experiences.

Ensuring that your child's experience is a positive one involves careful planning. This handbook is designed as a guide to help families make sure summer camp is an enjoyable and rewarding experience for your family.

Our staff is trained, dedicated, and excited to provide a summer camp experience that allows your children to learn, grow, and have fun in a safe, caring environment.

We look forward to seeing you this summer!

If you have any questions, comments, or needs, don't hesitate to contact our team at (863) 608-0555 or educate@flysnf.org.

Sincerely,

ACE Education Team



GENERAL CAMP INFORMATION

Summer Camp Office

Aerospace Center for Excellence
 4075 James C. Ray Drive
 Lakeland, Florida 33811

Monday – Friday
 9:00 am – 4:00 pm EST
 Educate Phone: (863) 608-0555

****There are not dedicated summer camp offices. Our Museum Front Desk serves as the Summer Camp Front Desk.*

Summer Camp Locations

All summer camp activities are offered on the Aerospace Center for Excellence campus, unless otherwise noted within program descriptions.

Summer Camp Dates

Weeks	STEMtastic	Destination Aviation	DA: Air Power	Take Flight	She Can Fly
Week One June 17 - 21	Ages 6 - 7	Ages 10 - 12		Ages 14 - 16	
Week Two June 24 - 28	Ages 7 - 8		Ages 10 - 14	Ages 14 - 17	
Week Three July 8 - 12	Ages 8 - 9	Ages 12 - 14			Ages 10 - 14
Week Four July 15 – 19	Ages 9 - 10		Ages 12 - 14		Ages 11 - 15

Summer Camp Hours

Monday – Thursday 9:00 am – 4:00 pm

Friday 9:00 am – 12:15 pm

Friday Graduation Ceremony 10:45 am – 11:30 am

- Lunch for everyone at 11:30 am -12:15 pm
- Parents are invited to attend graduation and eat lunch (pizza) with campers at the Skylight Hangar.

Flight Days (For select camps)

Destination Aviation – Tuesdays at Lakeland International Airport

Take Flight – Thursdays at Skyborne Airline Academy in Vero Beach, Florida

She Can Fly – Thursdays at Lakeland International Airport

****Flight Days are subject to change and flights are not guaranteed due to weather and other unforeseen circumstances.*

****Summer Camps end early on Friday, after graduation and lunch.*

Field Trips

Please refer to the table below for the days and times your camp will be attending a field trip. Note the arrival time for camps that need to leave early to arrive at their destination on time.

***Subject to change.

Weeks	STEMtastic	Destination Aviation	DA: Air Power		Take Flight		She Can Fly	
Week One June 17 - 21		Wednesday 10:00 – 11:00 Fire Station 7 at Lakeland International Airport			Tuesday 7:15 – 5:00 Jet Blue Training Center Orlando	Thursday 6:45 – 5:00 Flights & Piper in Vero Beach		
Week Two June 24 - 28	Thursday 9:00 – 4:00 LEGOLAND		Tuesday 9:30 – 10:30 NOAA	Thursday 9:15 – 2:00 Frontier at Tampa International	Tuesday 7:15 – 5:00 Jet Blue Training Center Orlando	Thursday 6:45 – 5:00 Flights & Piper in Vero Beach		
Week Three July 8 - 12	Thursday 8:00 – 5:00 Kennedy Space Center	Wednesday 10:00 – 12:00 Lakeland International Airport & Fire Station 7					Tuesday 8:45 – 2:00 iFly Tampa	Wednesday 1:30 – 3:00 NOAA
Week Four July 15 - 19	Thursday 8:00 – 5:00 Kennedy Space Center		Tuesday 9:30 – 10:30 NOAA	Thursday 9:15 – 2:00 Frontier at Tampa International			Tuesday 8:45 – 2:00 iFly Tampa	Wednesday 1:30 – 3:00 NOAA

STEMtastic Summer Camp Field Trips

Week 1 – “Oh, the Places You’ll Go!” Campers will have a special on-site educational experience with Air Hounds Adventures, learning all about hot air balloons. While campers will never leave the ground, they will watch as the balloon is inflated on its side and have the opportunity to walk into the inflated balloon canopy on the ground.

Week 2 – “Reaching New Heights”

During their visit to Legoland, campers will explore the forces that impact flight by relating experiences on various attractions to concepts learned throughout the week of camp. In addition, campers will view different aerospace models such as the Kennedy Space Center exhibit.

Weeks 3 and 4 – “The Sky is Just the Beginning” and “Out of this World”

During their visit to the Kennedy Space Center Visitor’s Complex campers will view static and interactive displays of the history of the US Space Program. Highlights include the Rocket Garden, the Space Shuttle Experience, Journey to Mars, Planet Play, and NASA Now + Next.

Take Flight Field Trips

During our visit to the JetBlue Training Center, campers will get to see first-hand what professional aviation training looks like. Campers will get an overview of the training program required to become a crewmember at JetBlue and hear from a team of current crewmembers on their journey to the airline. Campers will get an inside look at the training curriculum, simulators, and classrooms where JetBlue trains their team.

During our field trip to Skyborne Airline Academy, campers will fly their cross-country trip in a Piper PA-28 and then they will head over to the Piper Aircraft Company where they will be guided through the facility where PA-28s are built.

Destination Aviation Field Trips

During our tour of the Lakeland Linder International Airport, campers will be escorted by airport operations personnel to tour Station 7 (ARFF), the terminal, Border Patrol and other various locations on airport property. Campers will get an inside look at how an international airport operates with flights from Amazon, NOAA, flight schools, and other aircraft operations.

Destination Aviation: AIR POWER Field Trips

During our visit to the NOAA's Aircraft Operations Center, campers will be escorted by maintenance crews through the Hangar learning about their aircraft and what it takes to maintain their aircraft.

During our field trip to Frontier's maintenance facility at Tampa International Airport, campers will be provided a tour by staff and explore the facility where Frontier's aircraft are maintained.

She Can Fly Field Trips

During our trip to iFly Tampa, campers will experience the sensation of flying in state-of-the-art vertical wind tunnels.

During our trip to NOAA's Aircraft Operations Center, campers will be provided a tour with NOAA's female commissioned officers and pilots.

Flight Opportunities

Please refer to the table below for the days and times of camp’s flights.

Flights for Destination Aviation and She Can Fly Summer Camp

Destination Aviation and She Can Fly Campers will fly one at a time with a certified flight instructor or commercial pilot for approximately 30 minutes. Campers will receive a Flight Schedule on the first day of camp so you can see what time your camper will be flying. Several campers will be assigned flights beginning as early as 8:00 am. Parents are welcome to meet us at the Warbird Ramp at the time of your child’s flight. If you are unable to make it for their flight we will have photographers there to document their experience and photos will be uploaded to our Photo Gallery in UltraCamp for you to download. Directions to the Warbird Ramp are provided on a Map at the end of this document.

Flights for Take Flight Summer Camp

Take Flight Campers will need to be dropped off at 6:45 am to leave for the cross-country flights at Skyborne Airline Academy in Vero Beach and field trip to Piper Aircraft Company to follow. Campers will fly with Skyborne Airline Academy Certified Flight Instructors. Campers will have learned and prepared for their cross-country flights during camp. Campers are encouraged to bring their logbooks with them on Thursday. If a Camper does not have a logbook, they will be provided with one. Parents are unable to accompany Campers on the trip to Vero Beach.

****All Flight Days are subject to change and flights are not guaranteed due to weather and other unforeseen circumstances. It is the sole discretion of the Pilot in Command whether or not Campers are allowed to manipulate the controls and/or log flight time.*

Weeks	STEMtastic	Destination Aviation	DA: Air Power	Take Flight	She Can Fly
Week One June 17 - 21		Tuesday 8:00 – 12:00 at Lakeland International Airport		Thursday 6:45 – 5:00 in Vero Beach	
Week Two June 24 - 28				Thursday 6:45 – 5:00 in Vero Beach	
Week Three July 8 - 12		Tuesday 8:00 – 12:00 at Lakeland International Airport			Thursday 8:00 – 12:00 at Lakeland International Airport
Week Four July 15 - 19					Thursday 8:00 – 12:00 at Lakeland International Airport

Refund Policy

All requests for refunds must be submitted in writing to the Aerospace Center for Excellence at educate@flsynf.org. A full refund, minus the \$50 non-refundable deposit per week, will be granted provided written notification is received **30 days in advance of the first day of summer camp**. No credit will be issued for missed days. A full refund will be given for verifiable medical emergencies (e.g., doctor's note) prior to the start of the camp week.

Camper and Staff Ratios

Each camp has one lead instructor and at least one volunteer/counselor during lessons. During drop off and pick up, campers are supervised by staff, volunteers, and/or the camp counselor team. The maximum number of students in most camps is 18 per camp.

Parent Communication

For general questions please email the team at educate@flsynf.org. If you need to contact your child directly while they are at camp, please call using the Education Phone Number and someone will assist you. If you need to speak with an instructor directly, please call and the instructor will meet you during arrival or departure to speak with you.

Educate Cell Phone: (863) 608-0555

On field trip and flight days, a company cell phone number will be provided to the parents for emergencies.

PICKUP AND DROP OFF

Your child's safety is our #1 priority.

Please be prepared to show your photo ID. Only those listed on your approved list in UltraCamp will be permitted to pick up your child.

Schedule

First Day of Camp Drop Off: Please drop your child off in the Florida Air Museum lobby on the first day of summer camp only. Please escort them inside, where you will check-in with our staff and we can collect any outstanding waivers or monies. **Drop off opens at 8:30 am on the first day.**

Tuesday – Friday Drop-Off: Drop-off opens at **8:45 am**. This year we are using a car line system. Follow the cones & signs to drive up to the Aerospace Pavilion. Our staff will come to your vehicle to check your student in with an iPad. Please do not release your child from the car until you have checked in with our staff. You do not need to escort them inside the building.

Monday – Thursday Pick-Up: Pick up ends at **4:15 pm** at the Aerospace Pavilion. Follow the cones & signs for the carline. Our staff will meet you at your car, and radio for your child to be escorted out to you. **You must be prepared to show your photo ID. Only those listed on our approved list in UltraCamp will be permitted to pick up your child.**

Graduation Day* is on Friday at 10:45am in our Skylight Hangar. (See the map on page **21** and follow the signs). Parents are invited to join us for the ceremony & a pizza lunch. Camp will officially end at 12:15 pm. Pick up will end at 12:30 pm, though we hope you will already be in attendance for graduation.

**After dropping your student off on Friday morning, parents are welcome to stay on campus and explore the Florida Air Museum free of charge until graduation begins.*

Arrival Policy

Campers may be dropped off in the car line. Each camper ***MUST*** be signed in with our staff by a parent or guardian that is listed on your approved list in UltraCamp. This is also where you may be given reminders about upcoming camp information.

*****Campers are not permitted to sign themselves into camp. You MUST sign your child in with one of our staff.***

Dismissal Policy

Only adults on the registered pickup list are allowed to pick up the campers. Camp staff will ask for a photo ID and will check it against the camper's registration information. Once you drive up and check-in with our staff, we will radio to your child's group and they will be escorted out to you.

Late Pick-Up Policy

Any child picked up after 4:15pm will incur a fee of \$1 per minute. If we do not hear from the main adult after 4:15pm, we will assume there is an emergency and start calling the alternate pickup people.

Late Arrivals

Camp lessons begin promptly at 9 am. For your campers to be ready and prepared to participate in the full day of activities, they should arrive by 9 am. If you have an unexpected delay, please call the Educate phone so your camper's instructor can be notified.

Educate Phone: (863) 608-0555

Older Campers Driving to Camp

Teen campers with a valid driver's license are permitted to drive themselves to Aerospace Center for Excellence summer camps. As their parent/guardian, you will need to list your child as a release person, so they are able to sign themselves in and out every day. You can indicate this in your UltraCamp account. Please contact the us at educate@flysnf.org to verify their name is listed as a release person.

CAMP HEALTHCARE POLICY AND PROCEDURES

What to Wear & Bring

Please be advised that the following dress code will be enforced for all individuals attending the camp, including staff, counselors, and chaperones.

1. Clothing: All clothing shall be neat, clean, and acceptable in repair and appearance and shall be worn within the bounds of decency and good taste as appropriate for summer camp.
2. Articles of clothing which display profanity are prohibited.
3. Excessively baggy or tight clothing is prohibited.
4. Items of clothing which expose bare midriffs, bare chests, undergarments, or that are transparent (see through) are prohibited. Tank tops with straps wider than one inch are permitted. Please be advised that spaghetti straps, shirts which expose a bare back, halter tops, and tube tops are prohibited.
5. Closed toe and closed heel shoes are required. Slip-ons, Crocs, sandals and similar shoes are not permitted for safety reasons.

Accidents & Incident Reports

Slips, falls, and bumps are a natural part of active play. Camp staff are attentive and guide healthy, safe, and kind play. In the event that your camper is affected by an accident that involves more than a light bump, it will be documented by the camp staff. In the event your camper is a part of an incident where someone did not follow safety expectations, it will be documented in the incident report. As a parent/legal guardian, you will be asked to sign the incident report acknowledging you were informed of the incident. The signed form must stay on site, but a copy of the document may be taken by the parent/legal guardian to bring home.

Medical Attention

Staff will administer ice packs and band aids. If your child requires professional medical attention, you will be contacted immediately.

In the event of an emergency, an ambulance will be called to the scene. EMTs will take care of the camper and transport them to the hospital if deemed necessary. The Education Director, Executive Director, or staff member will accompany the camper to the hospital. The Education Director, Executive Director, or staff member will notify the parents by telephone as soon as possible.

Emergency Procedures if parents/guardians cannot be contacted: If the parents/guardians cannot be contacted, the emergency contact person will be contacted immediately. The Education Director, Executive Director, or staff member will remain with the injured/ill person until the parent/guardian arrives at camp or the hospital.

Emergency Procedures when off the premises: The Lead Staff Member will administer basic first aid, call 911, and turn over care to the EMTs. If necessary, a staff member will accompany the injured/ill person to the hospital and remain with them until a parent/guardian arrives at the hospital. The parents/guardians or emergency contact person will be called ASAP.

Medications

Camp staff will not administer medicine. If your camper is required to carry an Epi Pen, they must be able to administer it themselves.

If a camper has a known allergy or pre-existing medical condition for which an Epi-pen or inhaler has been prescribed, and they have a prescription for such, the parent/guardian may give permission for the child to self-medicate. The parent/guardian must supply written notification from the child's physician indicating that their child will be carrying said medication and will be self-medicating. This notification must be provided to the Education Director before the start of camp.

Camper Illness

If your camper is ill, please do not bring them to camp. This includes a temperature of 100 degrees or higher, nausea, vomiting, or a severely runny nose. If your camper starts experiencing any of these symptoms during the camp day, the approved guardian will be called and asked to pick up the camper immediately. The Aerospace Center for Excellence may require a doctor's note to return to camp.

Safe & Secure

A Museum staff member or volunteer is always at the Museum's front desk. Staff is trained in emergency procedures, including evacuation. Staff will strictly adhere to the ID policy.

LUNCH

The Aerospace Center for Excellence will be providing lunch for all campers. Please refer to the lunch menu below to preplan your child’s meals before camp begins. Campers are welcome to eat the meals provided or bring their own lunch. Lunches are **NOT** guaranteed free of tree nuts, dairy, or gluten. You **MUST** indicate within UltraCamp if your camper will bring their own lunch or if they will eat lunch provided by the Aerospace Center for Excellence. To do this log into your account, go to your child’s account page, click on “Edit Bio Information” and answer the question regarding lunches.

	Monday	Tuesday	Wednesday	Thursday	Friday
Lunch (The same schedule will be used all four weeks of camp)	Chicken Tenders, Tater Tots, Brownie, Sweet and Unsweet Tea	Grilled Cheese, French Fries, Chocolate Chip Cookie, Sweet and Unsweet Tea	Hot Dog, Macaroni and Cheese, Chocolate Chip Cake, Sweet and Unsweet Tea	Cheese Quesadilla with Salsa and Sour Cream, Grape Cluster, Chocolate Chip Cookie, Sweet and Unsweet Tea	Pizza (Cheese and Pepperoni)

Lunch will take place in the Aerospace Pavilion from 12:00 – 1:00 with time for campers to engage in outdoor activities such as kickball, volleyball, etc...

NOTE: Alternate lunches may be provided on field trip days.

PHOTO GALLERY IN ULTRACAMP

Parents can view and download photos taken throughout the week through your UltraCamp account.

Please follow the directions below to access summer camp photos taken by our photographers.

- Log into your UltraCamp account
- Click on the hamburger menu (3 lines) in the upper left corner
- Scroll down to Photo Gallery
- Click on the box next to Select Session to select your child's session (*It will be the only one showing unless they had more than one session or you had more than one child in camp*)
- The pictures should appear at this point.
- Scroll through and find the photos you would like to download
- To download and save to your device, hover over the photo and a download arrow will appear.

Photos will be uploaded by the Media Team within one week from the end of each summer camp.

ELECTRONICS

Campers will not be permitted to use personal electronics, including gaming consoles and cell phones, during lesson times. We understand that some families communicate through cell phones around pick-up. Campers will be permitted to check their phones after 4:00 pm. If the camper must be alerted to an emergency, please call the Museum front desk directly at 863-904-6833.

The Aerospace Center for Excellence is not responsible for damaged, lost, or stolen electronics or personal belongings. Bringing these items to camp is discouraged.

BEHAVIOR

Camper Expectations

All summer campers are expected to behave in a respectful, kind, and safe manner while attending any program offered by the Aerospace Center for Excellence. The Aerospace Center for Excellence reserves the right to dismiss any participant when that participant's behavior interferes with the rights and safety of others.

Serious Infractions

Incidents of bullying, teasing, harassment, fighting, and assault will not be tolerated, and will be dealt with immediately. Parents will be contacted and the camper will be dismissed from camp.

Disciplinary Actions

Depending on the severity of misbehavior, the following disciplinary action will be taken:

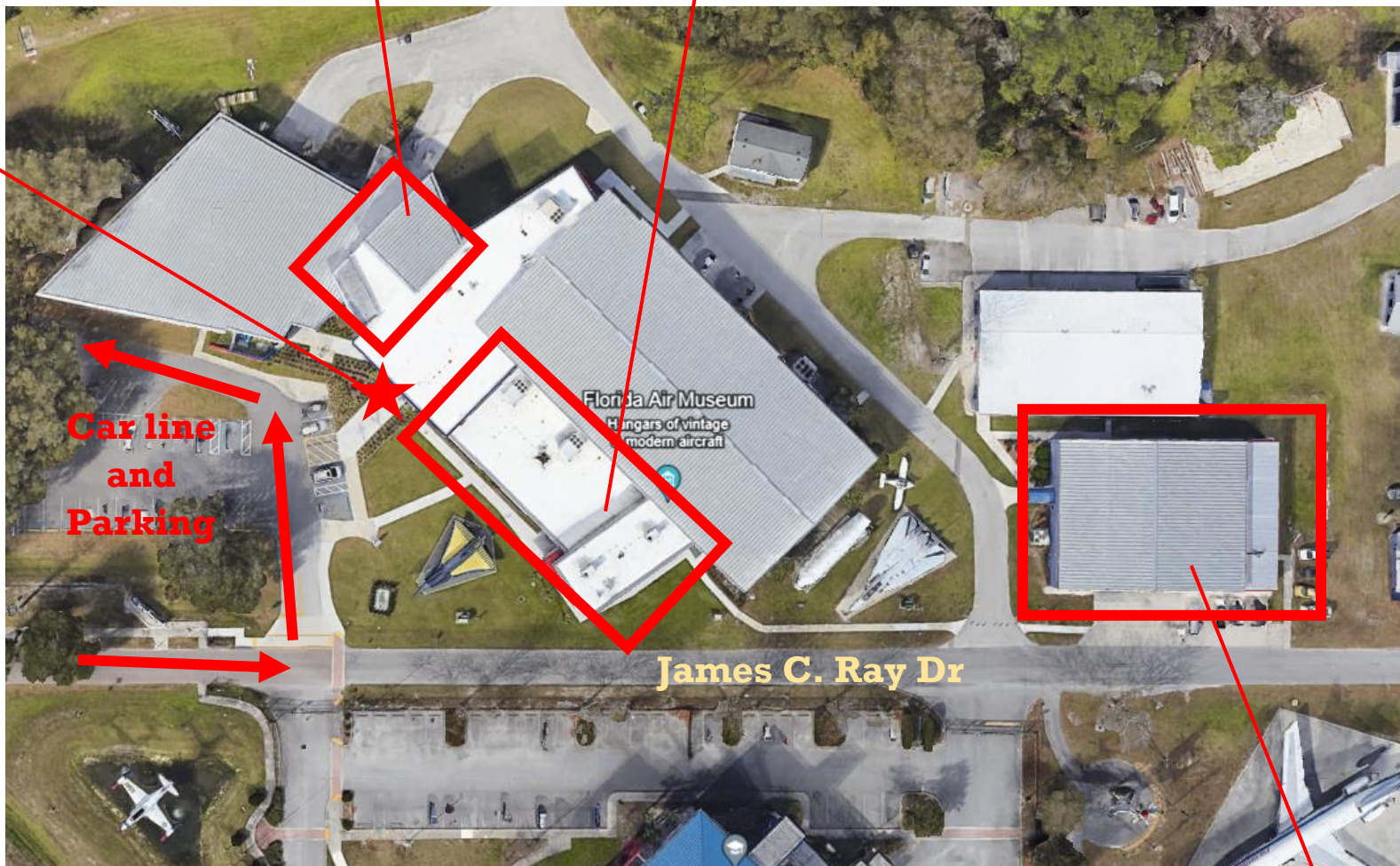
1. **First Incident:** Staff will give a verbal warning and redirect the camper back to the activity. Parents will be notified at pick up.
2. **Second Incident:** The camper will fill out or dictate a Think-About-It Form, which will be placed in the camper's file. A member of the staff will speak with the camper's parent/guardian about the behavior/ incident and be informed that if the behavior is repeated, the camper will be dismissed from camp.
3. If there is a **third incident**, the camper is escorted to the Directors' offices and the parent/guardian is called to pick-up the camper. The camper is dismissed from the summer camp.

CAMPUS MAPS

**Monday
Check-in
and
Museum
Front
Desk**

**Take
Flight
Camp**

**STEMtastic
and She Can
Fly Camp**



**Car line
and
Parking**

James C. Ray Dr

**Destination
Aviation and Air
Power Camp**



**Destination
Aviation and
She Can Fly
Flights**

