Get Ready to Blast Off!
We are eagerly awaiting the arrival of the 2015 campers!

PRIOR TO CAMP
Log on to your account at https://campsself.active.com/iSPACE and make sure all of your camper’s information is correct, especially contact information for “parents/guardians” and others listed as “allowed to pick up your child” in the supplemental form before noon on Wednesday the week prior to your child’s camp starting date. There is also a link to the login on the iSPACE Summer Day Camp page.

WHAT TO BRING
• Lunch/Snack: All campers should bring a water bottle and small healthy snack with them each day. Campers that attend from 9:00am-2:00pm should also bring a sack lunch/drink. Please be sure to label snacks, water bottles and lunches with your child’s first and last name. Refrigeration is not available, so please pack non-perishable items or use a lunchbox with ice packs.
• A light jacket or sweatshirt since classroom temperatures may vary throughout the day.
• A hat and a beach towel/small blanket for campers participating in AquaBots, Three Bears in Space, MoonBase Crisis, Radical Rockets, Rev, Race and Soar, Astronaut Training Challenge and Space Station Science because some activities are outside.
• Campers receive an iSPACE summer camp T-shirt on their first day of camp. We recommend that campers wear this shirt as often as possible for easy identification and to show camp spirit.
• A positive attitude and willingness to be a part of the TEAM (Together Everyone Achieves More)!

WHAT NOT TO BRING
iPOD’s, video games, toys, etc. are not permitted at camp. iSPACE is not responsible for any valuables or money that may be lost or stolen. PLEASE leave these types of items at home. We strongly suggest that campers do not bring LEGO pieces and/or robots as well. It is difficult to keep a camper’s personal LEGO pieces separated from all of the other LEGO items at camp!

Cell phones are permitted. However, cell phones are not to be used during camp instructional sessions. Cell phones must be turned off or set to silent mode during these times. We encourage campers to leave their phone at home or keep it in a pocket or in a backpack/lunchbox during camp hours. An instructor may take the cell phone during the camp session and return it at the end of the day to a parent/guardian if these guidelines are not followed.
BEHAVIOR CODE (As agreed upon when registering)
Campers are expected to demonstrate respect for all persons and property at all times. We reserve the right to dismiss any child from camp who is disruptive, disrespectful, or who jeopardizes his/her own safety or the safety of any other camp participant and/or staff.

CAMP RULES (Please review with your child.)
1. Speak for yourself and not for anyone else.
2. Listen to others and then they'll listen to you.
3. No put downs - who needs them?
4. Participate in the group activities and stay with the group.
5. Show respect! (Respect for the other campers, instructors, facility and equipment is a must!)
6. Take charge of yourself - you are responsible for you!
7. Follow all safety rules.
8. Have Fun!

We ask for your cooperation and patience during all of the drop-off, check-in and check-out procedures so we may do our best to ensure the safety of all campers. Your camper is very important to us as well!

DROP OFF
- On Day 1, beginning at 8:45am, campers and their parent/guardian/other-designated adult must enter through the iSPACE entrance. (The iSPACE entrance is to the left of the Scarlet Oaks main entrance with the long covered walkway off of the visitor parking lot). Staff will greet you at check-in with some preliminary information. You will then go to the classroom with each child to meet their instructor and check the sign out sheet to ensure the pick-up names are correct.
- Earliest time to drop off a camper is 8:45am. On Days 2-5, campers may be dropped off in the loop created near the iSPACE entrance. If you choose to drop your child off, you must not do so until a camp staff member is stationed outside to greet your child. Camp staff members will be wearing iSPACE staff shirts. Staff members will be available to assist younger children in exiting the vehicle and will also escort them to their room if needed. Alternatively, you may park in the visitor lot and walk in with your child. Please do not park in the drop-off loop at any time!
- Before Camp Care: Campers being transported to camp by Biederman Educational Center will be greeted by iSPACE staff. Since a parent/guardian may not be present to check them in on the first morning of the camp session, it is imperative that their emergency and pickup information is up to date in the online supplemental form.
- iSPACE will notify by email if there are any changes to procedure.
PICK UP
• Camp ends at Noon for Grades K-1 and 2:00 pm for Grades 2 and up.
• A driver’s license or state issued photo ID will be necessary to check-out a camper each day.
• A parent/guardian (or other adult registered under pick-up/emergency contacts) must come to the classroom to check-out each camper in person with an instructor at the end of the camp session every day. The only people that your child will be released to are those that you have listed in the registration system online as parent/guardians, as well as others listed as allowed to pick up your child in the online supplemental form.
• If the person picking up your child is not on our list that is created from the info you supply in your camper’s registration, we will attempt to call you to verify. Please be sure any camper and/or permission to pick-up information has been updated in the registration system by noon on Wednesday of the week before your child’s camp session begins.
• After Camp Care: If your child is participating in after care with Biederman, iSPACE staff will escort your child to their vehicle at the end of the camp session.
• iSPACE will notify by email if there are any changes to procedure.

FREQUENTLY ASKED QUESTIONS
What is the procedure if a camper will be absent?
Please call 513-612-5786 or 513-612-5769, before 8:45am and leave a message if your child will be absent. Please be specific, stating your child’s full name and their camp group. If we do not receive a message from you, we will attempt to verify the absence by phone.

What if a camper is arriving late or needs to be picked up early?
Please call 513-612-5786 or 513-612-5769 and we can let you in or bring camper out to you.

What if there is an emergency or late pick-up?
• If there is an emergency situation where no one on your list can pick up your child, the primary parent/guardian must call 513-612-5769 or 513-612-5786 and speak with the camp director to allow another adult to pick up your child.
• During camp hours, the camp director may be teaching, so please leave a message. Messages will be checked periodically during the day. Non-urgent messages may not receive a response until after camp hours.
• If an emergency arises that causes a delay in picking up your child, please call us so we can reassure them that you are on your way.
• Repeated late pick-ups could result in termination from the program.
What if the camper becomes ill or is injured?
If a camper becomes ill or injured at camp, we will notify parent/guardians listed on registration as soon as possible so you may pick up your child if necessary. If you are not available, we will call the emergency contacts. Please keep this information current. In an emergency, we will call 911.

What if the camper has special needs?
Please be sure we have been notified about any special needs or allergies (food, latex, etc.) If your child has an allergy, please indicate on the supplemental form if it is contact, ingestion, air born, etc.

What if the camper needs medication(s)?
- Please notify the Camp Director in advance of your child’s camp session(s) by phone or email that your child may need medication during the camp session.
- NO MEDICATION IS ALLOWED TO STAY WITH YOUR CHILD IN THEIR CLASSROOM. (Exception - Epi pens will stay with the individual instructor. Please let us know if the epi pen can remain at camp for the week or if it needs to be returned at the end of each day.)
- ALL medications must be given to camp staff upon arrival. Only the Camp Director may administer a camper’s medication. This can be done privately in the office. Please indicate clearly the dosage and time(s) for administration.
- Prescription medication must remain in original packaging, indicating the patient’s and prescribing physician’s name, date of prescription, dosage, and the name of the medication. Over the counter medications will be administered only with written consent of the camper’s parent or guardian, clearly indicating the dosage. Medication must be in original packaging.
- If you have any questions or concerns about the medication policy during camp, please contact Camp Director, Bev Ketron, at least a week in advance of your scheduled camp session.

Will I be able to see what the camper has done at camp?
Families and friends are invited to an open house to celebrate the presentation of certificates on the last day from 11:45am - Noon for Grades K-1 and 1:45pm-2:00pm for Grades 2 and up. Occasionally, instructors may invite you to arrive earlier.

Can I stay on campus during the camp day?
While we welcome you during check-in, drop-off, pick-up and open house times, parents are not permitted to stay on campus. It is very important that we are able to maintain a safe and secure environment for our campers and staff at all times. Please be assured that we will contact you immediately if a camper has any concerns or becomes ill. Please be sure that your online registration information is current with a valid phone number where someone can be reached during camp hours.
Can I speak with the camper’s instructor?
We welcome questions and input; however, please wait until check-out is over to meet with the individual instructor so that the check-out process runs as smoothly and quickly as possible. Also, please keep in mind that most questions can be answered by the Camp Director via a phone call or email.

How do I access my online camp account?
Go to: https://campsself.active.com/iSPACE

Who do I contact if I have questions or forgot to update my account before the deadline?
Changes made to account information after Wednesday the week prior to your child’s camp, must be reported to the Camp Director by phone or email.
Bev Ketron: 513-612-5769 • bketron@iSPACEscience.org
Please understand that a response may not be given until after camp hours. All of our staff assists with teaching sessions from time to time.

How do I get to iSPACE?
300 Scarlet Oaks Drive, Cincinnati OH
Scarlet Oaks Campus, where iSPACE resides, will have a new address beginning in May.
(All of the buildings on the campus currently have the same address: 3254 East Kemper Road. Our new address will make it easier to locate us.)

Note: Scarlet Oaks Campus is located off East Kemper Rd east of Watson’s Warehouse #2. Look for Great Oaks-Scarlet Campus sign. It is red, black & gray. Also look for street signs “To Depot Drive” or “To Enterprise Drive.”
- From I-71: Take I-275 West to Mosteller Road Exit, Exit #44
- From I-75: Take I-275 East to Mosteller Road Exit, Exit #44
- Turn left (south) onto Mosteller Road
- Turn left at the first traffic light, onto East Kemper Road
- At the second traffic light (0.7 miles), turn left at Depot Drive
- Take the second right at the large concrete sign with green oak leaf logo. It is just past Instructional Resource Center.
- Proceed to stop sign and turn left into Visitor Parking Lot. Entry to lot is before and also at stop sign, across from Public Safety Building.
KEY REMINDERS

DROP OFF:
Day 1: Please park in the visitor lot. The iSPACE entrance is located to the left of the Scarlet Oaks main entry with the long covered walkway.
Days 2-5: Campers may be dropped off in the loop created near the iSPACE entrance. (Please do not park in the loop!) It is extremely important that you do NOT drop off any campers unless an iSPACE staff member is present, starting at 8:45am.

PICK UP:
Campers must be picked-up in the classroom everyday unless they are being transported from camp by the Biederman Educational Center. For your child’s safety, the person picking up a camper will need to be listed on your registration form and present a license or state issued photo ID to the instructor.

SUMMER DAY CAMP CONTACTS
Camp Director, Bev Ketron: 513-612-5769 • bketron@iSPACEscience.org
General Information: 513-612-5786