

Thank you for registering your child in Governors State University's STEAM Camp. We hope that the experience is both fun and educational. Please review important information below regarding camp policies and procedures, pick-up and drop-off information, and field trip permission slips.

Camper Drop-Off

All campers must be walked-in and signed into STEAM Camp by an authorized adult. Camp starts at 9 a.m., and children may be signed-in no earlier than 8:45 a.m. The sign-in station is located in the lobby of the "F" wing, on the first floor. Please see later in this handbook for a campus map.

Campers may not be dropped-off prior to 8:45 a.m. and are not permitted to roam the building or campus without appropriate adult supervision.

Camper Pick-Up

All campers must be signed-out of STEAM Camp by an authorized adult. Campers will only be released to parents/guardians or individuals listed on the registration form, and a valid picture ID will be required. Steam Camp will conclude most days at 3 p.m., with some days going as late as 3:30 p.m. In cases of "late" dismissal days, advance notice will be provided.

Late Pick-Up

If you are running late to pick-up your child, please contact us (708-534-4088 or SteamCamp@govst.edu) as soon as possible. If you are unable to pick up your child for any reason, please contact someone on your child's registration form to do so.

Safety

Safety is of foremost concern. A safety video will be required viewing by all participants on the first day of each camp session. Campers are expected to act in a responsible and respectful manner at all times. Campers with behavior not consistent with this standard may be subject to removal from camp with no refund.

All participants must wear long pants and closed-toed shoes each day. Safety glasses and gloves will be provided to all participants as needed. Safety concerns and procedures for all labs will be fully explained before each lab.

Some activities will be conducted outdoors. Campers should wear/ bring a lightweight long-sleeved shirt, insect repellant, sun screen and a hat (optional).

Activities and Schedules

Specific activities and schedules are subject to change based upon weather, staffing requirements, and decisions by camp management about what best supports camp goals. Governors State University reserves the right to make activity and schedule changes at its sole discretion without prior notice.

Medications

GSU STEAM Camp staff are not authorized to dispense prescription or over the counter medications.

Illness

Please ensure that you have a plan in place in case your child gets sick. If you are unable to leave work yourself, please have someone who is able to care for your child available. It is the parent's responsibility to verify their child's daily health is adequate to participate in STEAM Camp. If a child becomes ill or injured while on at camp, or attending camp activities, parents or guardians will be notified by camp staff.

Electronic Devices Policy

Electronic devices may be used in support of specific camp activities or goals only. The use of electronic devices for other purposes (not including contacting parents or legal guardians at the end of camp) is prohibited, and devices should be put-away when not being used for these purposes.

Governors State University assumes no responsibility for lost, broken or stolen personal property.

Lunch & Snacks

Students will be responsible for providing their own lunch, drinks and snacks or money to purchase lunch in the GSU cafeteria.

Permission Slips

Permission slips are provided for scheduled field trips and will need to be completed and returned to camp staff by the indicated due dates. Please see later pages in the handbook for permission slips.

Camp Contact Information

You may contact the GSU STEAM Camp if you have questions or need assistance per below:

Luke Helm, STEAM Camp Director
College of Arts and Sciences Dean's Office Suite, E2575
1 University Parkway
University Park, IL 60484
1-708-534-4088 SteamCamp@govst.edu



Governors State University STEAM Camp

FIELD TRIP PERMISSION FORM

Your child's group will be attending a field trip to: **Thorn Creek Nature Preserve**

Date:	July 20, 2017
Time:	9:15 a.m. to Noon
Location:	Thorn Creek Nature Preserve, Park Forest, IL

Transportation:	Bus
Reminder:	Comfortable, closed-toed shoes, long pants and shirt, insect repellent, sun screen and hat

Please return this permission slip by: **July 19, 2017**

Please return the section below and retain the top portion of this form for your records.

I give permission for my child, _____, to attend the field trip to **Thorn Creek Nature Preserve** on July 20, 2017, from 9:15 a.m. to Noon.

In case of an emergency, I give permission for my child to receive medical treatment.
In case of such an emergency, please contact:

(Name)

(Phone Number)

(Parent/Legal Guardian
Signature)

(Date)



Governors State University STEAM Camp

FIELD TRIP PERMISSION FORM

Your child's group will be attending a field trip to: **Bimba Manufacturing**

Date:	July 25, 2017
Time:	9:15 a.m. to Noon
Location:	Bimba Manufacturing, 25150 Governors Hwy, University Park, IL

Transportation:	Bus
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Please return this permission slip by: **July 24, 2017**

Please return the section below and retain the top portion of this form for your records.

I give permission for my child, _____ to attend the field trip to **Bimba Manufacturing** on July 25, 2017, from 9:15 a.m. to Noon.

In case of an emergency, I give permission for my child to receive medical treatment.
In case of such an emergency, please contact:

(Name)

(Phone Number)

(Parent/Legal Guardian
Signature)

(Date)



Governors State University STEAM Camp

FIELD TRIP PERMISSION FORM

Your child's group will be attending a field trip to: **SouthWorks Park Forest MakerLab**

Date:	July 26, 2017
Time:	9:15 a.m. to Noon
Location:	SouthWorks Park Forest MakerLab, Park Forest, IL

Transportation:	Bus
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Please return this permission slip by: **July 25, 2017**

Please return the section below and retain the top portion of this form for your records.

I give permission for my child, _____ to attend the field trip to **SouthWorks Park Forest MakerLab** on July 26, 2017, from 9:15 a.m. to Noon or 1 to 3 p.m.

In case of an emergency, I give permission for my child to receive medical treatment. In case of such an emergency, please contact:

(Name)

(Phone Number)

(Parent/Legal Guardian
Signature)

(Date)

