



PROGRAM POLICIES AND GUIDELINES

**RJ Community Education Center
4115 West Martin Luther King Junior Boulevard
Los Angeles, CA 90008**

**Phone: (213) 392-9317
Website: baldwinbethanycdc.org**

LAUNCH Academy

Since 2016, the Office of the President of the University of California (UCOP) has partnered with the UCLA X Center and its Math and Science Project Teams, and the LAUNCH Academy of Baldwin Bethany Community Development Corporation (BBCDC) to provide an informal six-week, STEM-focused camp.

Our goal is to provide a summer enrichment program that empowers each participant by providing activities that are based on the following principles:

Leadership
Academic Excellence
Unleashing Potential
Nutritional Health
College Bound
High Self-Esteem

Summer Nutritional Academic Camp (SNAC)

Summer Nutritional Academic Camp (**SNAC**), LAUNCH Academy's flagship program, provides a platform to collaborate on innovative, research-based teaching and also exposure to learning experiences that sow and cultivate a STEM identity for students.

During SNAC, students participate in hands-on ACTIVITIES focused on STEM and learning experiences that are driven by the principles of the engineering design process. The curriculum is designed to deepen students' learning of math and science concepts, as well as to spark interest in STEM-related topics and, later, career paths.

Drop Off/Pick Up Policy

When dropping off and picking your child up from the program, you must park your car and walk over to the registration table and sign your child in and out with a program staff person.

❖ **Lyft, Uber, or other car services cannot be used to drop off or pick up your child.**

Each morning between **8:00am – 8:45am**, registration tables will be set up in front of the Education Building (located behind the Church) for parents and students to sign-in with our staff. Parents must walk their child up to the table and check in with a staff member.

❖ **Students must arrive by 8:45am to receive breakfast.**

❖ **Classes will begin promptly at 9:00am.**

Each afternoon between **4:00pm – 4:40pm** Registration tables will again be set up for parents to sign students out for the day. **You must pick up your child(ren) by 4:40pm!**

If you have an emergency and you know that you will be late to pick up your child, please call the program office at **(213) 392-9317**.

Early Pick-Up Policy

If you plan to pick-up your child(ren) early on any day before the end of the camp day, please complete the LAUNCH Academy Early Pick-Up Form in advance and provide the completed form to the LAUNCH Academy Office. Forms will be available with the online registration LAUNCH Academy Parent Materials.

Authorized camp personnel will be able to remove camper(s) from camp activities and prepare them for pick-up from the RJ Building at the designated time.

Late Pick-Up Policy

SNAC has a late pick-up policy and is obliged to enforce violations with monetary penalties.

The LAUNCH Academy SNAC clock is the time used to determine the late pick-up times and the related penalty fee to be charged.

❖ **Late fees need to be paid within 24 hours.**

It is important to BBCDC that we are very accommodating when emergencies occur which may be excused by Camp Directors, but it is also very important that parents and/or guardians and caregivers abide by our Drop-Off /Pick-Up Policy.

Please call the Camp Office to notify us of emergency-related tardiness.

Late pick-up penalty fees are as follows beginning at 4:41pm through 5:00pm:

- **The first-time late pick-up fee** is a flat charge of **\$25**.
- **The second late pick-up fee** within a 30-calendar day period is a flat charge of **\$50**.
- **The third late pick-up fee** within a 30-calendar day period is a flat charge of **\$75**.

At 5:00pm, if we have not heard from you, nor have been able to reach you or your emergency contacts that you have indicated on your application/registration form, we will call the appropriate authority for next steps.

If **4 unexcused violations** occur within 1 calendar month, enrolled camp participants will automatically be terminated from camp.

Fees are payable to BBCDC's Programs & Operations via our website's **Donate** page found at <https://baldwinbethanycdc.org>.

LAUNCH Academy SNAC late pick-up policy which I will retain for future references. I have read, understand, and agree to comply with the policy while my child is enrolled at the camp.

Attendance Policy

All students must attend the program by the second day of the program. **Any student not in attendance on the second day will be dropped in favor of a student on the wait list.** It is important that students arrive by **8:45am** to be ready for academic instruction at 9:00am.

Tardiness

Tardiness will not only limit the student's experience, but it will also disrupt the classroom for others.

Students arriving after 9:00am must be walked to the office and signed in.

After 9:15am students are considered tardy.

Tardy arrival to camp three (3) times in 1 week will be considered as one (1) absence.

Absenteeism

If a student is absent more than 3 days in the first 2 weeks of the program, they will be dropped in favor of a student on the waitlist.

On the 4th day of absence, your student's spot may be given to a child that has been on the waitlist.

- In the event your student loses his/her spot, your student will then move to the waitlist.
 - If a spot becomes available during the current camp season, a member of LAUNCH Academy's staff will contact you.

Behavior Policy

Behavior management is a critical factor in maintaining a safe and productive environment for students, staff, volunteers and instructors. Students are expected to conduct themselves in a non-disruptive manner.

Inappropriate Behavior

Instructors will remove students who exhibit inappropriate behaviors from the classroom and send to members of the administrative team in the program office. These behaviors include but are not limited to:

- Bullying
- Disrespecting staff, teachers, volunteers
- Disrupting the class
- Fighting
- Inappropriate language
- Invasion of other's personal space
- Theft
- Vandalism

Further Action

If a second violation occurs, the student will be removed from the classroom and sent to the designated member of the administrative team for escalated behavior problems and parent/guardians will be contacted. A parent conference must occur, and a behavior contract signed before the student will be allowed to return.

Final Action

If a third violation occurs, the student will be removed from the classroom and sent to the designated member of the administrative team. The student will need to be picked up immediately and removed from the program.

Immediate Removal

If a student engages in disruptive behavior or behavior that would normally result in a school suspension, the student will be removed from the classroom and sent to the designated member of the administrative team for removal from the program.

Students using or in possession of alcohol, drugs, tobacco or weapons will immediately be removed from the program.

Students that deliberately threaten others or seek to cause harm will immediately be removed from the program.

Students who violate the law will be subject to legal action by the appropriate authorities.

Electronic Device Policy

No electronic devices may be used during instructional time – **9:00am - 4:00pm**. Devices on the campus must be turned off and put away. If a student has an electronic device out, an instructor or other program staff member may confiscate the device. Students will be able to get confiscated devices from the program office. The first offence, the device will be returned at the end of the day. If the second offense occurs, the parent will need to get the device from the program office. The program is not responsible for lost, stolen, or damaged electronic devices.

Illness

If a child becomes ill while attending the program, (e.g., headache, stomachache, etc.), he/she will be referred to the program office. If necessary, a call to the parent or guardian will be made.

In the event of a medical emergency, the proper emergency system will be activated, (i.e., 911, Fire, or Paramedic).

Medication: If your child requires medication while at camp, we must have written instructions. The medication will be dispensed to the student by designated program personnel at the specified time.

Breakfast and Lunch

A nutritious breakfast snack and lunch will be provided daily. Students **must arrive by 8:45am to receive a breakfast snack**. If your child has food allergies, please make a note on the registration form and speak with one of the Program Directors. We will do everything in our power to help your child with food selections, but if your child has severe allergies or a significantly restricted diet, we encourage you to send your child with a lunch and snacks.

Dress Code

Students should be dressed in appropriate school attire at all times. Discretion of program personnel will prevail in determining appropriate attire. Should a student violate the dress code, parents will be contacted to bring appropriate clothing to the education center.

Follow these guidelines:

- Dress safely and appropriately for educational activities
- Clothing must be neat, clean, and not disruptive to the educational environment
- Articles of clothing and jewelry cannot display profanity, gang symbols or slogans which promote tobacco, alcohol, drugs, violence, illegal activities, racial/ ethnic/ religious prejudice
- Closed toe shoes **MUST** be worn
- Revealing clothing is not permitted
- Hoodies must not **cover the head and/or face while** in the classrooms

Off Limits

All buildings not used for the summer enrichment program are off limits to students. It is important that students follow these guidelines for their safety.

SNAC Program Contacts

Staff will be available **Monday – Friday, 7:30am – 4:30pm** when the summer enrichment program is in session at **(213) 392-9317**.

Program Operations Director: James Mitchell

Program Logistics Director: Christine Valentine

Program Administrator: Denise Anderson

After hours, contact Baldwin Bethany CDC at (213) 392-9317 and leave a message.

A staff member will contact you within 24 hours.

Parent and Student Pledge:

We understand the guidelines, procedures, and conditions of enrollment described in the LAUNCH Academy Program Guidelines. We understand that any violation of the behavior policy, attendance policy, late pick-up policy or failure to meet all enrollment requirements may result in removal from the program. We pledge to abide by all program policies and guidelines to exercise good behavior, proper respect for others, and full participation in the program.

STUDENT SIGNATURE: _____

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

LAUNCH Academy Summer Nutritional Academic Camp Program