

Good day!

Thank you for your interest in The Aerospace Summer Camp 2021 at the Henry B. Tippie National Aviation Education Center (NAEC). We are excited to provide your camper with quality and fun educational experiences at the brand-new NAEC. We are certain that this camp will provide your camper with a unique and unforgettable time as they learn all about aviation through hands-on activities.

Registration for camp opens May 3rd, 2021 and can be found on the website at <https://flynaec.com/program/summer-aerospace-camp/> This camp is made specifically for rising 4th-7th graders. We ask that you select your preferred week. All camp weeks have the exact same curriculum. Camp is Monday-Friday from 9:00am-4:00pm CST. Before and After Care Program is provided for those who add this option upon registration. Parents/guardians will need to drop off and pick-up their camper on time. Parents/guardians are required to wear a mask over their nose and mouth upon entering the building, and will require their government issued I.D. upon pick-up.

Quick-glance details:

Grades: 4-7th grade (rising)

Days: Monday-Friday

Time: 9:00am-4:00pm

Weeks to choose from: June 7-11, June 21-25, July 12-16, July 19-23, August 2-6

Address: 5756 Mariner Drive Dallas, Texas 75237

(entering the Dallas Executive Airport, next to the Commemorative Air Force Building)

Before/Care Program available.

Should you have any further questions please email info@flynaec.com or call (214)330-1700.

Thank you and we look forward to seeing your camper this Summer!

The NAEC Education Department

Policies and Procedures:

These are in place for the safety and overall well-being of your child. We ask that you make a copy of these policies for your safe-keeping.

Drop-off and Pick-up:

For normal camp hours:

- Drop-off is allowed 30 minutes prior to camp start time of 9:00am
- Pick-up is allowed 20 minutes after camp end time of 4:00pm

For Before/After Care Program:

- Drop-off is no earlier than 7:50am (start of Before Care)
- Pick-up is no later than 5:30pm (end of After Care)
 - Any late pick-up will result in a penalty fee.

Upon dropping off, your child's temperature will be checked, and they will be sent to properly wash their hands in one of our many sinks.

Only one parent/guardian will be allowed to enter the building during drop-off or pick-up time.

Campers and parent/guardian must wear a mask properly which covers the nose and mouth of the individual.

Pick-up: PARENTS/GUARDIANS MUST PROVIDE a government issued I.D. (such as a driver's license, passport, etc.) at the check-in/check-out table in order to pick-up their camper.

Parents/guardians are not allowed to enter the classroom, must stay in the entry area, and must maintain a 6 foot distance between others.

Registration and Forms:

Registration starts on May 3rd, 2021. It is a first-come, first-served basis. As we intend to make registration as hassle free as possible, all forms must be filled out completely to ensure successful enrollment in camp. All forms must be filled and electronically signed prior to payment. We ask that you print a copy for your records.

Cancellation Policy:

Cancellations must be made 2 weeks or 10 business days prior to camp start date. We do not offer refunds for camp cancellations.

Camper Guidelines:

- Keep hands, feet, and all body parts to yourself
- Treat others with respect and kindness
- Inside voices are required inside
- Please bring a water bottle that can be refilled
- Take turns
- Listen and follow directions from camp staff
- Use equipment appropriately
- Cover sneezes or coughs with elbow
- Keep your area clean and clean up after yourself
- Personal items such as toys, video games, cell phones are restricted

- Campers may have a cell phone but are not allowed to utilize it during instruction period and must stay with their belongings.
- Any weapons, weapon-play is not allowed

Dresscode

- Closed-toed shoes are mandatory for the entire duration of camp
- If a camper has long hair, please bring a hair tie
 - Hair must be tied back when utilizing some equipment in the Build Guild
- No clothing with profanity or harmful language is allowed
 - This can result in dismissal from camp
- Jackets or sweaters are not required but recommended

Campers are expected to follow all guidelines. Any inappropriate behavior or lack of conduct can result in a call to a parent/guardian to help achieve proper behavior. The NAEC will notify parent/guardian immediately following any misbehavior that can result in harming themselves, another camper, or any staff member. The NAEC reserves the right to dismiss any camper at any time due to inappropriate behavior. If this occurs, any remaining tuition will not be reimbursed. If a camper destroys or harms, intentionally or unintentionally, any property of the NAEC or another camper's personal property, the parent/guardian may be responsible and required to pay for any damages towards repair or replacement.

Discipline and Guidance

Discipline and guidance are important to a child's personal growth and comprehension of acceptable behavior, self-control, self-esteem, and self-direction. As educators and child development professionals, we are very careful to ensure that our actions are appropriate for each individual child's age and level of understanding, and consistently administered positive guidance is our approach, which may include:

- Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior
- Reminding the children of behavior expectations daily with clear, positive statements
- Redirection using positive phrases
- Encouraging the children to use "their words" to ask, discuss, or let another child know how they are feeling. Helping them learn the right words, how to use them, and when to use them
- Reasonably involving the children in creating the rules for the classroom
- Treating each child with respect and dignity. This models appropriate behavior and encourages the children to treat their friends the same way

THE FOLLOWING TYPES OF PUNISHMENT ARE SPECIFICALLY PROHIBITED:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed

- Requiring a child to remain silent or inactive for inappropriate lengths of time for the child's age and development
- Pinching, shaking, or biting a child

COVID-19 PROTOCOLS:

The Henry B. Tippie National Aviation Education Center's (NAEC) highest priority is the safety and health of campers and staff. With the spread of the coronavirus disease (COVID-19) within the United States, the NAEC will follow all protocols directed by the Texas Department of State Health Services.

If there is a COVID-19 case during your camp, the NAEC will go through the proper channels to communicate with parents and guardians that day. Following the Texas Department of State Health Services and CDC, a thorough investigation will be conducted to see if other campers and staff were exposed to the virus. Thus if necessary and following the investigation, the VP of Education will determine whether to close the remainder of camp.

NAEC will continue to check in with local health authorities and monitor the CDC guidelines. We will ensure to maintain all families informed through proper channels of communication.

Illness protocols:

1. All camper temperatures will be taken at the check-in table prior to entering the classroom. If the temperature exceeds 99.5 degrees, the camper will be sent home with their parent or guardian.
2. If a camper exhibits a temperature of 99.5 degrees, all children belonging to that family (siblings, cousins etc.) will be sent home.
3. All campers must wash and sanitize their hands upon arrival to camp.
4. All campers will wash or sanitize their hands often throughout the day especially before entering the classroom after bathroom trips, eating, etc
5. Do not send your child to camp if they are exhibiting symptoms associated with COVID-19, has a confirmed case of COVID-19 infection, has had an exposure to the COVID-19 virus (as defined by CDC guidelines), has a suspected case of COVID-19 infection, or has travelled internationally within the 14-day period before camp start.
6. Please see below for COVID-19 symptoms.
 - a. Camp Manager will notify families that day via email. According to the State Texas Health Protocols the following are possible symptoms of COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore Throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 99.5 degrees Fahrenheit.
 - b. If your child has exhibited any of these symptoms do not bring the child to camp.

- c. If your child exhibits these symptoms during check-in and causes concern for staff and other campers, the camper exhibiting symptoms will be asked to leave with the parent or guardian.
- d. If a camper exhibits the COVID-19 symptoms and does not provide proof of a medical professional examination containing a COVID-19 test, that camper will be assumed to have COVID-19 and cannot return to camp until the following criteria is met: a negative test result for COVID-19, along with no fever of 99.5 without the use of fever reducing medications, and at least 14 days have passed since symptoms first appeared.
- e. We record attendance each day, so please call or email us if your child will not be attending camp because of illness or other reasons.
- f. In the event your child becomes ill at the NAEC or has an accident that requires a doctor's attention, we will notify you immediately. If you cannot be reached, we will call the individual(s) listed on your emergency contact form. For the comfort and wellness of your child, we will expect you to pick your child up within one hour of that call. If a child has an accident that causes a scrape, bump, etc., we will take care of the "boo-boo" and notify you when you pick up your child or by phone or email the same day.

Camper Protocols:

1. All camper temperatures will be taken at the check-in table prior to entering the classroom. If the temperature exceeds 99.5 degrees, the camper will be sent home with their parent or guardian.
2. If a camper exhibits a temperature of 99.5 degrees, all children belonging to that family (siblings, cousins etc.) will be sent home.
3. All campers must wash and sanitize their hands upon arrival to camp.
4. All campers will wash or sanitize their hands often throughout the day especially before entering the classroom after bathroom trips, eating, etc.
5. All staff who engage with campers will wear a face mask properly, over nose and mouth.
6. All campers are required to wear face masks properly, over nose and mouth.
7. The NAEC will provide proper sanitization of "high touch" door handles, equipment, tables, etc. daily.
8. Campers will have an assigned seat.
9. Campers will be encouraged not to share supplies allocated to them.

Please see link below for more details:

<https://dshs.texas.gov/coronavirus/docs/opentx/2021/DayYouthCampOperators.pdf>

Medications and Special Needs:

The NAEC is happy to accommodate children with limited special needs. In order for us to be able to help your child have an enjoyable experience in our programs, we ask that you notify the camp manager of your child's needs one week prior to the first day of camp. Please notify us of any allergies, accessibility concerns, behavioral, psychological or emotional conditions, or other special needs using the form provided upon registering for camp. While we hope to offer these camps to everyone, it is not possible at this time to offer one-on-one care.

All camp staff is CPR/First Aid certified and trained in the use of EPI pens. Camp staff is not allowed to administer any medication to campers. Should your child require medication, it must be taken prior or after camp, or they must take it themselves without a camp staff reminder.

Photo and Liability:

All photo, video, voice recordings, etc. are utilized for media purposes only by the NAEC or CAF. Parents/guardians who do not wish for their child to be photographed can opt out by choosing the option which states they do not wish their child to be photographed in the proper form upon registration. This includes but is not limited to group photos or daily photos to share with parents on social media. If you any questions, please contact admin@flynaec.com or call (214)330-1700

F.A.Q.

When is camp registration open?

May 3rd, 2021 Camp registration will open on our website.

What information do I need to register?

- **Your child's name, birthday, school, medications, allergies, and any special learning needs**
- **The grade they will be entering in the fall of 2021. (4th-7th only)**
- **Immunization records OR school/doctor name and phone number where records are on file**
- **Emergency contact(s) and authorized pickup(s)**
- **Review the Camp Policies and Procedures before beginning the registration process.**
- **Please note that camps are sold in weekly packages. No prorated refund can be given for days your camper does not attend.**
- **Camps and classes may not be exchanged or gifted. In the event you need to cancel your registration, you must call 214.330.1700 to process your cancellation.**
- **Cancellations made less than 2 weeks prior to camp are not transferable.**
- **We do not offer refunds for camp cancellations.**

What types of forms will I need to fill out for my camper?

All standard camp information forms will be available to those who register. These forms include but not limited to: Camper information, Parent/guardian information, Camper health/allergy information, Authorized pick up information etc.

What is the typical class size?

Our classrooms are equipped with hospital grade UVC air sanitation systems. This allows for a maximum of 20 students. Our classrooms are larger than the average school classroom and students will sit with their designated group for the entirety of the week. This will help ensure safety protocols are followed.

What grade is this camp for?

This camp is for rising 4th- 7th graders. Rising is defined as entering in the coming year; so if your student was in 3rd grade for 2020-2021 school year and will be in 4th grade for the 2021-2022 school year, they are a rising 4th grader.

What are your COVID-19 Protocols?

COVID-19 Protocols: The NAEC has established measures to help protect the safety of our students, staff, and visitors. The building's small educational spaces are equipped with hospital grade UVC air sanitation systems and capacity is regulated. Temperature checks, social distancing, mask protocols are required to all entering the building. More information on our website or refer below.

If my camper falls ill during our chosen week, will I receive any refund?

No, refunds will not be allocated due to missed camp time.

Am I able to go inside the building?

We ask that because of the pandemic, only one parent/guardian enter the building at drop off or pick up. This individual must wear a mask over their nose and mouth, and provide their government issued I.D. (such as a driver's license, passport, etc.) at the check-out table. Parents/guardians are not allowed to enter the classroom, must stay in the entry area, and must maintain a 6 foot distance between others.

Can you further explain the Before and After Care Program?

The Before and After Care Program is to accommodate parents or guardians which require extra time due to other responsibilities. This Program allows campers to be dropped off before camp begins and picked up after camp ends within the allotted time frame. This Program avoids families from receiving a penalty fee due to early drop off or late pick-up if not registered. Campers can be signed up for either Before Care or After Care or both. During these times, campers are welcome to bring breakfast or snacks, they are provided puzzles, games etc. The Before Care and After Care Program is not considered part of the camp curriculum.

What is the penalty fee for early drop off or late pick up?

The penalty fee is \$20.00 a day.

My Child is very interested in aviation, but is not within the grade levels required, can they still attend?

No they may not attend, the camp is created using the Texas Essential Knowledge and Skills which are grade-based.

Will you be providing lunch or snacks?

No, lunch or snacks are not provided. Water is available from the fountain or water bottle refill station.

Is there a cafeteria or vending machine onsite?

No, there is no food onsite. We ask that all campers bring their lunch and snacks. We are able to store food in the refrigerator, but ask that parents provide a lunchbox with a cooling packet.

Are there any field trips during this camp?

Unfortunately due to the COVID-19 pandemic, there are no field trips during this camp.

Will my child fly in an airplane?

No, we will not be flying in airplanes during camp. Campers will be able to be up close and get in different airplanes which are stationed on the ground.

If my child can only attend some days, do I still have to pay the entire camp?

Yes, if you are signed up for a week, regardless how many days you plan on attending, you must pay for the entirety of camp. This protocol is also in place for the Before or After Care Program.

Is this a latex-free or peanut-free facility?

No, this is not a latex-free facility. No, this is not a peanut free facility.

How are children supervised?

Parents or guardians are required to physically sign children in and out of classes every day and must present a government issued ID each day for sign-out. Children are supervised at all times by a camp staff member.

What are the behavior expectations for children?

Child expectations are posted in each room and are emphasized throughout the week. In the event of a severe behavior problem, we will call you to pick up your child. At our discretion, your child may or may not be allowed to return to class the following day.

Who can I contact during the day if I need to leave an emergency message concerning my child?

Please call the NAEC (214)330-1700 messages will be checked frequently. If your child has a cell phone with him/her, it needs to be turned off during the camp day. Please do not call your child's cell phone during scheduled program times.

If you have any questions, please contact the NAEC info@flyNAEC.com or admin@flyNAEC.com ,or call (214)330-1700