



Children's Discovery Museum of San Jose



Summer of Service

2019 Handbook for Parents & Participants

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Welcome

Welcome to Summer of Service (SOS) at Children's Discovery Museum of San Jose! This handbook provides a description of SOS, our philosophy, and the basic information you'll need to know to get involved. Operating out of the CDMedia Studio, on the Museum floor, and in the community, SOS specializes in extracurricular programs for middle and high school youth.



This handbook is a reference guide for both parents and youth.

Please take the time to read and review it together. If you have any questions, feel free to contact us at sos@cdm.org or (408) 673-2833.

When is it?

Summer of Service 2018 is divided into six one-week sessions.

- Session 1: June 24 – June 28
- Session 2: July 1 – 3, July 6 (July 4th off)
- Session 3: July 8 – July 12
- Session 4: July 15 – July 19
- Session 5: July 22 – July 26
- Session 6: July 29 – August 2

Registration

SOS costs \$325 per one-week session, with a \$25 multiple-session discount starting May 3rd. This covers the main program from 9:00 a.m. to 4:00 p.m. Monday through Friday. There is an additional charge of \$100 for optional morning and afternoon extended care. If registered before May 3rd a \$50 Early Bird discount will apply.

Refunds & Cancellations

Up to one month prior to session start: Refundable plus a \$50 processing fee

1 to 4 week prior to session start:

- If space can be filled, refundable plus a \$50 processing fee
- If space cannot be filled, \$150 will be refunded

Less than 1 week prior to session start: Enrollment fee is non-refundable

Enrollment Forms

All participants are required to fill out the following:

- Youth Programs Registration Form
- Medical Release Form
- Liability Release Form
- Internet Use Agreement
- Internet, Photograph, and Video Release Form
- Transportation Release Form

A recent TB test (within 2 years, dated 9/2017 or later) is required for program participation and must be submitted prior to session start. Please note, TB skin tests require 48-72 hours to be read.

Medication

If a participant has to take medication during the day, it must be given to the Team Leader at the start of each program. Medication must be in its original container, complete with instructions as to time and amount of dosage. Facilitators will verify dosage with parents and will distribute medication accordingly.

Parents: Please list all medications being taken on the Medical Release Form (even those not taken during camp!), as well as any medical conditions, special needs, or other medical or behavioral considerations of which the staff should be aware.

Schedule



Daily Schedule*

7:30 – 9:00 a.m. **Extended Care (Optional)**
Listen to music, play a game, or hang out and relax.

8:45 – 9:00 a.m. **Sign-in & Announcements for the Day**

9:00 – 9:30 a.m. **Rev-Up**
Participants join the team leaders for small group or camp-wide games.

9:30 – 11:30 a.m. **Community Service Activities**

11:30 a.m. – Noon **Lunch Break**

12:00 – 3:00 p.m. **More Community Service Activities**

3:00 – 4:00 p.m. **Team Time, Reflection or Guest Speaker**

4:00 p.m. **Sign-out**
At the end of the day we'll part ways, and you'll tell your friends and family how much fun you had!

4:00 – 5:30 p.m. **Extended Care (Optional)**
Art or science projects, a nature walk, time in the Media Studio, or maybe a movie!

***Subject to Change**

Q&A For Youth Participants

Who should join?

YOU should join! There's something for everyone at SOS, and it's a great way to meet other kids who want to have fun, hands-on experiences doing great things in their community. You and your friends will even make decisions and shape the program throughout its course.

What will we eat?

We will provide a daily snack, but you should pack a lunch every day, and maybe a (reusable) water bottle and some extra food.



When should we show up?

Other kids in your group will rely on you and you'll rely on them. Also, some of your activities will be planned with a specific number of participants in mind. For these reasons, we'd like you to come in every day, and let us know in advance if you will be absent.

What should we wear?

When deciding what to wear, it's a good idea to keep in mind where you'll be and what you'll be doing. You'll be representing CDM, so you'll have to follow our standards for appropriate dress. This means no super-baggy or super-tight clothes, no really short shorts, and no hats inside the Museum. Jeans, shorts, t-shirts, and sneakers with socks are a great idea. **Closed-toe shoes are required at all times**, because our program is really active!

Social Contract, Behavior and Discipline

As a participant in SOS, you will be treated with respect and dignity. This means that you'll have to act in a responsible and respectful manner to your fellow participants, Museum staff, and visitors. As a Team, you will be asked to think about how you would like to be treated and how you think other people should be treated. All Team members will sign a social contract.

It's our goal for you to have a fun and rewarding time at SOS. To ensure this, you'll be expected to refrain from disruptive or uncooperative behavior, disrespectful language, and misuse or destruction of property. Should any of these occur, SOS staff will take the following actions:

First: A Verbal Warning

Second: A Written Warning

Third: Dismissal from the Program

While we don't anticipate any problems, the staff reserves the right to bypass one or more of these steps in this process if a situation warrants it. To ensure the safety of all program participants, SOS maintains a "Zero Tolerance Policy" for possession and/or use of weapons, illicit drugs, alcohol, or tobacco. Any participants who possess or use these items will be immediately removed from the program.

In the unlikely event of an emergency, don't worry. Your parents will be contacted immediately. If you need to be informed of an emergency, you can be contacted through your SOS Camp Coordinator. The appropriate numbers are listed at the back of this handbook, and will be provided at the start of the summer.

Decision, Decisions: What Team Should You Join?



Red Team

Our Red Team is the "Community Outreach" team because its service efforts address various different needs. You'll play games with senior citizens, feed the hungry, lead art activities for children, and lots more!



Orange Team

Our Orange Team is the “Early-Childhood” team that works side-by-side with local educators. Be a mentor and friend to local pre-school aged children. Share a lunch, read a book, play games, and lead activities at multiple locations in the community.



Green Team

Our Green Team is our “Environmental Stewardship” team. You’ll clean and monitor the Guadalupe River, rehabilitate native plant species, teach the public about environmental conservation, and harvest locally grown produce.



Purple Team

Our Purple Team is the “Media Activism” Team. Get behind-the-scenes in the Museum and work together as a team to create a video on an important issue in our community, as well as contribute to our end of summer camp video!



Striped Team

Are you entering the 10th grade this fall? Join our Striped Team which is our leadership team. In addition to performing regular service, you’ll be planning and leading activities with our younger participants.

SOS Staff

Summer of Service staff is amazing for so many reasons! Each Team has one Team Leader and one Assistant Team Leader, aided by an SOS Intern. Our internship program is designed for former SOS participants who have already been on the Striped Team, and who want to continue to gain job experience, community service, and develop their leadership skills working alongside SOS Staff. Many of our Assistant Team Leaders and even our Team Leaders have been through the internship program, and grew up with SOS as participants.

Open House & End of Summer Celebration

Join us for our Open House night on Thursday, June 20 from 6:00 p.m. to 7:30 p.m. Come in and meet the staff, learn more about the program, and ask any questions you may have.

SOS Open House

Thursday, June 20, 2019

6:00-7:30 p.m.

CDMedia Studio

Children's Discovery Museum

Contact Us

If you have any questions, comments, or concerns, contact us at:

Brian Hames, Associate Director of Visitor Services, (408) 673-2838

Eliana Zacarias, Youth Programs Developer, Camp Director (408) 673-2833

