

May 23, 2014

Dear Parent/Legal Guardian,

Thank you for allowing your child to participate in the STEM MANIA or F.O.C.U.S. Camp held July 21-July 25, 2014 at George Mason University. **Please read the following information carefully as it includes pertinent information regarding our drop-off and pick-up procedures as well as emergency response procedures.** We have included a map to help you navigate around our campus. Adequate signage will be in place to during the week as well. **All Camp participants must wear their name badges for the duration of the Camp.** All Faculty, Staff and Camp Counselors will have a list of students' names, medical information and emergency contact information available at all times during the camp. This information will be collected and properly destroyed at the end of the Camp. If there are any questions or concerns please do not hesitate to contact us.

Drop-Off and Pick-Up Procedures

Drop-Off

- Please drop your child off at the Exploratory Hall entrance located directly across from the Shenandoah Parking Deck. Camp Counselors will meet your child at the entrance and escort him/her into Exploratory Hall Room 4208.

Pick-Up

- The Camp is scheduled to end at 3:30PM; please meet your child at the Exploratory Hall entrance. If your child takes part in our aftercare program (3:30-4:30PM) please meet your child at the Exploratory Hall entrance located across from the Shenandoah Parking Deck at 4:30PM. Camp Counselors will be with your child until you arrive.

Emergency Response Procedures

A. SICKNESS

In the event your child becomes sick and requires immediate medical attention, we will call 911 and they will be taken to the nearest medical facility located approximately 8 minutes from GMU's campus:

INOVA Emergency Care Center
4315 Chain Bridge Road
Fairfax, VA 22030
(703)-877-8200

B. FIRE

In the event of fire in Exploratory Hall, students will be escorted out of Exploratory Hall using the nearest exit and assemble in the Johnson Center atrium (Building 30 *see campus map*).

C. Severe Weather Warnings

All faculty and Staff participate in the Mason Alert System. Text messages and emails are received in the event of severe weather or campus emergencies. Included are alert notifications from National Oceanographic and Atmospheric Administration (NOAA). In the event of a tornado, students will be sheltered in one of our lecture halls, Exploratory Hall Room L-004. This room is located on the lower level, is equipped with a landline and does not have windows.

D. Earthquake

In the event of an earthquake students will remain in Exploratory Hall and seek shelter as ordered by Faculty, Staff and Camp Counselors. In the event students are outdoors, Faculty, Staff and Camp Counselors will immediately move students away from any buildings and into the clearest space possible. All Faculty, Staff and Camp Counselors will have cell phones for communication purposes.

Sincerely,

STEM Accelerator Faculty