

ENROLLMENT AND REFUNDS

How do I reserve a spot in the Academy for my child?

- In order to guarantee your spot in a course, you must register and make full payment by the Friday before the first day of the course.
- Your payment options are 1) online via credit card, 2) by mail to University of Pittsburgh at Johnstown Business Office 450 Schoolhouse Road Johnstown, PA 15904 or 3) by making payment in person at the Pitt-Johnstown Business Office, 125 Blackington Hall.
- If you register but do not pay in full by the Friday before the first day of course, your registration will be cancelled and your seat will be given to a wait listed student.
 - You will receive a payment reminder one week before the first day of the course.
 - You will be notified of the cancellation due to lack of payment when it occurs.
- If the course is full, you may sign up for the Wait List.

Can I enroll my child in 1 week of a 2 week Summer Term course?

- No, our courses are design for learning impact for which the two full weeks are required.

Can I enroll my child in one but not both sessions of the Summer Term?

- Yes, our Summer Term is designed to be flexible with two optional sessions to accommodate busy summer schedules. You may sign up for a course in one or both sessions, but the weeks of a course in each session are not optional.

Are the courses in the two sessions of the Summer Term the same?

- No, there are different themes and activities per course. Also, even if activities are similar, they are very open ended meaning that each student will experience and achieve at their level and on their time frame. We celebrate the process and are not focused on the end result of the activities.

What is the refund policy?

- You must cancel your registration by the Friday before the first day of the course in order to receive a full refund.
- Refunds will NOT be offered for partial attendance or absences of a course.

How do I get on a Wait List for additional course dates that may be added during the Summer Term?

- Good question. If there is enough interest to schedule another course date, we will do so on the alternate weeks of the session.
- To be Wait Listed for this scenario, you should enter your information in the enrollment process and choose to be Wait Listed instead of choosing an available course date. Leave a comment with the course and dates you would be available to attend the course.
- We will contact all Wait Listed parents to inform them of the additional course date and the option to register.

OTHER ACADEMY POLICIES

Drop Off/Pick Up Time Policy:

- Please drop off your child between 8:45 and 8:55 AM each day. You must arrive to pick up your child no later than 10 minutes after the class day has ended.

Late Pick Up Policy:

- Individuals authorized to pick up the child will be called ten minutes after the end of class. After ten minutes, there will be a late charge fee of \$10 for the first five minutes and \$5 for each five minute increments after, payable at the time of pickup.
- If an emergency arises, please call the Program Director and leave a message that you will be late so we can explain to your child that you are on your way. Please note that repeated late pickups might result in termination from our program.

Dismissal Policy:

- Authorized Parents/Caregivers must sign children out of classes. The only people that your child will be released to are those listed on your information form. All persons authorized to pick up students must be at least 16 years of age. If someone other than a parent will pick up your child, please give us prior written notice.
- If there is an emergency and no one on your list can pick up your child, the primary parent/guardian must call the Program Director to allow another adult to pick up the child or send a signed note of authorization with that person.

Class Conduct:

- Pitt-Johnstown reserves the right to release, without refund of program fees, any child whose behavior becomes unmanageable. This action will not be taken without verbal and written warnings. No children will be allowed to intentionally physically harm any other persons or person's property while class is in session.
- All parents and students are required to sign a Code of Conduct form that lists all rules that must be followed.

COURSE INFORMATION

What is the course to staff ratio?

- Our average staff ratio is 8:1 for grades 6-12, and 5:1 for grades 2-5.

What is the maximum course enrollment?

- Most of our courses will accommodate up to 24 students.

What should my child bring to the full day Summer Term classes?

- Students should bring drink and nut-free snacks for breaks, if needed. We will take a short break roughly every 2 hours of the course each day.
- Students should bring a packed lunch. We will take a 60 minute lunch break from 12 – 1 PM daily.
- We recommend that your child should not bring the following items to class:
 - LEGO® bricks or other toys
 - Electronic devices, including but not limited to video games, tablets and laptops.
- Students may bring cell phones but they are expected to be kept in a secure place such as a back pack. Exceptions may be worked out with the class leader.
- Note: Pitt-Johnstown is not responsible for any personal items that are lost, stolen or misplaced during the class.

Do students take home their projects after the course?

- Yes, students will take home some non-LEGO® related projects that they create during the course.

What is the typical age range – will my child be too young or old compared to the rest of the class?

- Part of our course experience is to encourage collaboration and teamwork. Students are grouped based on their age and skill level where appropriate. In a full course, comprised of beginner and intermediate students, staff will be available to work with each group. The base projects, lessons and software used in a class are the same for all students; however, more experienced students will work on intermediate or advanced projects that are more intricate, detailed, or enhanced for their abilities.

Do you have any subsidies for low income families or single parents?

- Unfortunately these are very limited currently. While we are working to identify sponsors and funding to help cover these costs, the demands are higher than the supply. We suggest parents contact their local service clubs and agencies to tap into existing programs that could be applied.

Are there lots of hands-on activities for the kids?

- Yes! All of our activities are hands-on and open-ended as to the results expected. We're looking for students to inspire us with their creativity as they practice the skills and experience learning through a connection made to their life.

How do we know where to drop off and pick up our children?

- A reminder and information email with this information will be sent prior to the start of each Course to all enrolled parents.

CODE for STEM Academy FAQs

Will there be Special Guests in classes?

- Special guests are a feature of our Academy and we will have as many as can be arranged visit classes to give demonstrations, discuss careers, and provide Q&A opportunities with the students on a topic related to the class.

Where do you get your Academy staff?

- Staff typically come from two groups: teachers who want to work with youth during their summer break and university/college students looking for summer employment. Staff assume a mentor role for the classes they support. Each mentor has a background in at least one of the STEM areas and/or experience working with children.
- All staff must have the three mandatory background child protection clearances:
 - Pennsylvania State Police Request for Criminal Record Check
 - Pennsylvania Child Abuse History Clearance
 - FBI Criminal Background Check

ACADEMY CONTACT

Who should I contact for questions about the CODE for STEM Academy?

- Please contact the Pitt-Johnstown CODE Program Director

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