



Welcome 2017 Mason Game & Technology Academy Summer Program Participants:

On behalf of the Mason Game & Technology Academy, welcome to Mason! Congratulations on becoming part of the vibrant Mason community. We are committed to offering you the highest quality instruction and enrichment and to ensure that your experience at our program is meaningful and inspiring. The following important information will let you know what to expect during your time with us and allow you to plan and prepare. ***WE ENCOURAGE YOU TO PRINT OUT THESE PAGES AND KEEP THEM HANDY FOR THE DURATION OF THE PROGRAM.***

SUPPLIES

WHAT TO BRING:

- *A computer workstation is provided for EACH participant*
 - *Each student will receive a USB to save their work*
 - An email address that the student can access (this is for the sake of setting up guest access for the campus wifi)
 - **If your child is registered for Minecraft Modding**, they must have a Minecraft account
 - Writing utensil and something to write on (notebook, scrap paper, etc.)
 - Your ideas, creativity and enthusiasm!
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DIRECTIONS

GETTING HERE – DRIVING DIRECTIONS:

This program takes place on the **Mason Fairfax Campus**, located at the intersection of Chain Bridge Road (Route 123) and Braddock Road (Route 620) in Fairfax VA.

Google Maps Coordinates: 38.825707, -77.306301 (for Drop-Off Site at Parking Lot C)

From I-495: Take exit 54, Braddock Road (Route 620), westbound. Follow Braddock Road West for approximately six miles. Take a right on Nottaway River Lane (at the large Mason digital Marquee); the entrance to **Parking Lot C** will be on your right.

From Braddock & Rte. 123 (Chain Bridge / Ox Road) Intersection: Proceed east on Braddock Road. Take a left on Nottaway River Lane (at the large Mason digital Marquee); the entrance to **Parking Lot C** will be on your right.

MGTA parents have asked us to bring all MGTA students and parents together, to explore carpooling opportunities. Many of you travel across counties to attend our programs. We hope that beginning a forum between you all will help ease the transportation challenges. Feel free to contact each other through our FB page, and we sincerely hope that you are able to connect with fellow travelers!

MASON GAME AND TECHNOLOGY ACADEMY FACEBOOK PAGE:

<https://www.facebook.com/masongameandtechacad/>

SUMMER MAP OF MASON FAIRFAX CAMPUS:

http://www.gmu.edu/resources/welcome/FairfaxMap16_Info.pdf

PARKING

IF YOU ARE PARKING A VEHICLE FOR THE DURATION OF THE PROGRAM DAY:

Visitors to the Mason campus must have a valid **temporary Parking Pass** to park in **Lot A** (across the street from Parking Lot C – please walk to the Drop-off Site in Lot C). Passes are \$25/ week and can be **purchased online** beforehand and **printed at home!** Instructions are on the website:

<http://vsgi.gmu.edu/mgta-summer-parking-information/>

OR you can park in the **Shenandoah Parking Deck** (about a 5-10 minute walk from the Art & Design Building) for \$3/hr (\$14/day max).

A Parking Pass is NOT needed if you are just following the standard Drop-Off/ Pick-up procedure. (See below)

Please be sure not to park in any faculty/staff spaces, handicapped spaces, reserved spaces, or in student-only lots to avoid getting a ticket!

DROP-OFF

VERY IMPORTANT DAILY PARTICIPANT DROP-OFF PROCEDURES:

Participants should plan to arrive at the **Drop-Off Point** at **PARKING LOT C** (#8 on the summer map) no later than **9:00AM** each morning. You may begin arriving at 8:30AM; staff members are ready to greet you “curbside” at this time. **Look for Summer Staff dressed in GREEN AND BLUE SHIRTS** who will welcome you and escort participants (in groups) to the Art and Design Building. Since there are two different Mason programs picking up and dropping off in Lot C, be sure to drive straight and turn left after passing the small building (Nottoway Annex). Cones will be set up to help further guide you in the right direction.

Short-term parking: If parents wish to walk their child(ren) to the Drop-Off Point OR the Check-In Location (see below), and you do not have a GMU Parking Pass, short-term parking is available (free of charge for up to 15 minutes) in the Shenandoah Parking Deck off of Patriot Circle. *(Note: After 15 minutes, you will be charged \$3/hr)*

Expect heavy traffic and activity: Other camps and University activities may be going on at the same time, so please give yourself some extra time to arrive, and be sure to look out for our designated MGTA Summer staff. As always – safety first! 😊

LATE ARRIVALS/ ABSENCES/ LEAVING EARLY

LATE ARRIVALS: If you anticipate a late arrival, please call Vera at **202-285-9952** to let us know. (If you arrive after 9:30am and no teachers are there, you will need to park in the Shenandoah Parking Deck and walk your child to the classroom in the Art & Design Building.)

ABSENCES: If the participant is going to be absent for that day, please call Vera at **202-285-9952** as soon as possible to let us know, otherwise a staff member will be calling you to check in.

LEAVING EARLY: If participants must leave early, please **send a note** with them to hand **to their instructor** so that our staff can plan ahead.

LOCATION

SPECIFIC LOCATION OF PROGRAM ACTIVITY:



The **exact location** of your program is the **Art & Design Building** (#4 on the Summer map). Staff members at the Drop-Off Point (see previous entry) will escort participants in groups to this location. Daily Check-In will take place in this location as well.

PICK-UP

VERY IMPORTANT DAILY PARTICIPANT PICK-UP PROCEDURES:

At the end of each program day, participants will be escorted by MGTA staff to the **Pick-Up Point** in **Parking Lot C** (same as Drop-Off Point). This program ends at **4:00PM** each day – please allow up to 15 extra minutes for participants to arrive at the **Pick-Up Point**.

When you arrive at Parking Lot C, please park in Lot C as directed by the staff. There will be staff members holding signs for each class next to a cone. Please line up at the cone for your child's class. When the class arrives, the students will wait behind the cones and once you have checked your student out from the Lead Teacher, you may pick them up for the day.

To ensure everyone's safety and well-being, please follow all instructions for check-out procedures given by the staff. Do NOT try to pull up to the Lot C curb for "kiss & ride" style pick-up; it is extremely hazardous, and there are plenty of parking spots available in the lot – THANK YOU!

Please be advised that due to University policies, NO minors under the age of 16 are allowed to stay on campus unaccompanied by an adult before or after regular program hours. Also, for minors ages 16-17, a waiver must be signed by the parent to allow their child to stay on campus unaccompanied.

Inclement Weather: In case of inclement weather (such as heavy rain) during the pick-up time, please proceed to Lot C as usual. You will be instructed from there by our staff to our alternate pick-up point. In the event of extremely hot weather, please arrive at the Pick-Up Point as close to the program end time as possible to avoid children having to wait in the heat. If necessary, we will use our inclement weather plan, but in all cases, parents should report to Lot C first.

Late pick-up: Any pick-up that occurs after 30 minutes from the program end time is considered a "late pick-up". A \$10 fee for late pick-ups will be assessed every 15 minutes starting at 4:30pm payable by next morning's check-in. After 4:45pm, students who have not been picked up will be walked back to the Art and Design Building Lobby and can be picked up from there. See below for the on-site admin contact info for each week.

Week 1 (June 26-June 30) – Nerissa Hart, (540)419-6331

Week 2 (July 10-July 14) – Katherine Manalo, (703)593-4487

Week 3 (July 17-July 21) – Katherine Manalo, (703)593-4487

Week 4 (July 24-July 28) – Nerissa Hart, (540)419-6331

Week 5 (July 31-August 4) – Nerissa Hart, (540)419-6331

Ages 16+ Participant Drivers: For participants that have notified us during registration or provided written consent by a parent or guardian that they will be driving and parking their own vehicle, they should continue with check-out, and a staff member will direct them as necessary.

FIRST DAY

WHAT TO EXPECT ON THE FIRST DAY:

Participants **MUST** check in with their teachers via attendance upon arrival to the Program Location **each day** – as we will call parents after the program begins if a name is not checked on the list. In this welcome letter, we have included several documents about our policies and necessary medical information. **It is REQUIRED that you fill these out for each participant and have your child turn them in to their teacher on the first day of camp.** If these forms have not been turned in, you will be contacted by an admin to email the documents by the end of the first day of camp.

FOOD

FOOD CHOICES:

Students are **required** to bring their own lunches and snacks (non-refrigerated only) each day.* Lunch hour will take place in the nearby Johnson Center on campus.

Lunch times will be supervised, and participants are not allowed to wander around campus on their own. However, if the weather is nice, teachers may opt to hold their lunch with the entire class outside.

**In the past, we have offered the option for older students to eat at the on-campus dining establishments. However, since many of the dining options are closed for a majority of this summer due to construction, we ask that students of all ages pack their lunch and snacks this year. Snack machines are available in the Art and Design building, but with the many closures happening this summer, we cannot rely on restaurants being open as they have been in the past and we want to be sure that each student has food to eat for the day.*

SCHEDULE

DAILY SCHEDULE:

Regular program hours are Monday-Friday from 9:00AM to 4:00PM each day, with an hour break for lunch and additional snack breaks.

BEHAVIOR

BEHAVIOR/ DISCIPLINE:

In the rare case that a participant displays disruptive behavior and is a hindrance to the progress of the program, that participant (and parents of a minor) will receive a verbal warning. If the behavior continues, students will be asked to leave the program permanently with no refund granted. The following are examples of unacceptable behavior that will not be tolerated and will cause disciplinary action to be taken:

Hitting/fighting/causing physical harm	Verbal Assault	Sexual misconduct
Profanity/disrespect to staff or participants	Refusal to cooperate	Violation of rules and policies
Possessing weapons/drugs/tobacco	Stealing	Biting/spitting
Temper tantrums	Leaving facility grounds	Bullying

ELECTRONICS

PERSONAL ELECTRONICS POLICY:

While we realize that many participants have cell phones, they should not use them during program hours except during scheduled breaks or in case of emergency. Other personal electronic devices, such as handheld game systems may be brought for breaks, but may not be used without permission during class.

ATTIRE

APPROPRIATE ATTIRE:

Participants should dress casually but appropriately.

MEDICAL

MEDICAL ISSUES/ ILLNESS:

If a participant does not feel well and may need to leave early, they should tell a staff member. We will contact the parent to assess the situation, and, if necessary to arrange a pick-up. For everyone's safety and well-being, we cannot allow children with contagious or communicable disease to attend the program. In the rare case of serious illness/accident, a staff member will call 911 and then immediately contact the parent.

CAM/VID

CAMERA/VIDEO POLICY:

As a reminder, when you registered for this program, you accepted the following waiver:

"I do hereby grant and give these groups the right to use my or my child(s) photograph/video or image with or without my or my child's name, both singly and in conjunction with other persons or objects and presentations, advertising, publicity, and promotion relating thereto."

Of course, any images/video from the program will be used strictly for organization promotional purposes only and with the utmost discretion, and student names will never be posted without special permission.

CONTACT US

HOW TO REACH US ON-SITE:

For on-site assistance, please contact the following –

Vera Lichtenberg, 202-285-9952 (cell phone)

Nerissa Hart, 540-419-6331 (cell phone)

If you have any further questions or concerns, don't hesitate to contact the Mason Game and Technology Academy office at 703-993-7101 or vlichten@gmu.edu. ***We look forward to seeing you soon!***

Sincerely,



Vera Lichtenberg,

Mason Game & Technology Academy Director

