



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 location's wifi)
 - 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 at Mason in Loudoun, located at **21335 Signal Hill Plaza, Sterling, VA 20164**.
<http://loudoun.gmu.edu/>

From the East: From the Capital Beltway (I-495) go west on Route 7 (Harry Byrd Hwy) approximately 12 miles. Turn right at the traffic light onto Potomac View Rd. Mason in Loudoun is located in the building to the right across from the La-Z-Boy furniture store. If you pass Northern Virginia Community College you have gone too far.

From the West: From Leesburg, take Route 7 (Harry Byrd Hwy) east into Sterling. You will pass the NOVA Loudoun main campus on your left and take the next left on Potomac View Rd. Make an immediate right into Signal Hill Plaza. Mason in Loudoun is located in the building to the right across from the La-Z-Boy furniture store.

From the Fairfax Campus: Go west on Braddock Road (about 6 miles). Turn right on Sully Road (VA-28) towards Dulles Airport. Route 28 will end with a right exit onto Route 7 East. Proceed East on Route 7 (Harry Byrd Hwy) approximately 2.3 miles. You will pass the Northern Virginia Community College Loudoun Campus and make the next left onto Potomac View Rd. Make an immediate right into the Signal Hill Plaza. Mason in Loudoun is located on the right hand side in the office building across from the La-Z-Boy furniture store.

Here is a helpful map of the Mason in Loudoun location:

<http://info.gmu.edu/Maps/LoudounMap14ltrClr>

PARKING

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

Parking is free at Signal Hill but a permit for your dash is required. The permit is free, must be displayed on the front dash of your car at all times, and will be provided when you arrive. Please park in the guest lot to the left of the building. *Please be certain not to park in any handicapped space, or reserved spaces to avoid being towed.*

DROP-OFF

VERY IMPORTANT DAILY PARTICIPANT DROP-OFF PROCEDURES:

On the first day, we ask that parents park and escort their children to their class, located in **Suite 100**. We will have Mason staff present to escort you to the classrooms.

You may park in the short term parking/visitor parking immediately outside of the front entrance, or in the guest parking on the left side. There is ample parking.

On subsequent days, parents may drop their children off at the front door, where they will be escorted to class by Mason staff. Participants should plan to arrive at the site or drop-off point no later than 9:00AM each morning. You may begin arriving at 8:30AM.

LATE ARRIVALS/ ABSENCES/ LEAVING EARLY

LATE ARRIVALS: If you anticipate a late arrival, please call Nerissa Hart at **540-419-6331** to let us know.

ABSENCES: If the participant is going to be absent for that day, please call Nerissa Hart at **540-419-6331** 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.

PICK-UP

VERY IMPORTANT DAILY PARTICIPANT PICK-UP PROCEDURES:

This program ends at **4:00PM** each day. ***We ask that parents park in the visitor spots or the guest lot to pick up their child directly from class.***

In order to pick up your child, you must park and come into the building. In Suite 100, each room will have a sign outside marking where each class is taking place. When the door for the classroom is opened, the class has ended and you may sign them out by initialing on the teacher's sign out sheet. Then, you will be allowed into the room to see your child's work and escort them out of the building.

NOTE: Students will only be allowed out of the building by themselves if they have either previously indicated that they will be driving themselves or if they have a note from a parent saying they are allowed to drive themselves. Otherwise, **parents MUST come into the building to sign out their child!**

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.

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-up will be assessed every 15 minutes starting at 4:30PM payable by the next morning’s check.

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.

After an initial welcome from the University representative and/or the Program Director and Instructors, participants will be guided on where to go and what to do – your specific Game Design/ Technology course outline and objectives will be explained at that time.

FOOD

FOOD CHOICES:

Students must bring their own lunch and snacks for lunch hour (please note there is no cafeteria at this location). There is a refrigerator on site, but non-refrigerated lunches are recommended. You may bring cash for purchasing snacks or drinks from the vending machines. Lunch times will be supervised, and participants are not allowed to wander around the site on their own.

ATTIRE

APPROPRIATE ATTIRE:

Participants should dress casually but appropriately.

SCHEDULE

DAILY SCHEDULE:

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

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 should not be brought, as we cannot be responsible for lost/damaged electronics.

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

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.

CONTACT US

HOW TO REACH US ON-SITE:

For on-site assistance, please contact the following -

Nerissa Hart, 540-419-6331 (cell phone) or **shinterl@gmu.edu** (email)

In case of emergency, and you are unable to reach Nerissa immediately, please call
Amanda Harrison, 703-405-7368 (cell phone).

If you have any further questions or concerns, don't hesitate to contact **Vera Lichtenberg**, the Director of MGTA at **202-285-9952** or **vlichten@gmu.edu** .

Sincerely,

Nerissa Hart

Nerissa Hart,

Mason Game & Technology Academy, Administrative Assistant and Loudoun Program Coordinator

