

MY ARCHITECTURE
WORKSHOPS

P A R E N T G U I D E
SUMMER CAMP 2026





Hello Families!

Welcome to My Architecture Workshops Summer Program 2026! Our team has been hard at work designing an engaging and inspiring six-week experience, and we can't wait to welcome our students for another amazing summer of creativity and learning.

We are dedicated to providing a supportive, hands-on environment where students can explore architecture, engineering, and design while having fun. Whether this is your child's first summer with us or they're returning for another year, we want every student to feel excited, safe, and empowered to build, create, and collaborate.

To help you prepare, we've put together a Parent Guide with everything you need to know, what to bring, drop-off and pick-up details, and more. If you have any questions don't hesitate to reach out!

We look forward to an incredible summer of innovation, teamwork, and creativity.

See you soon!

Angie Hunt
Director of Education
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MY ARCHITECTURE WORKSHOPS SUMMER CAMP

Parent Handbook – Protocols, Policies, and Procedures
Effective January 1, 2026

PROGRAM OVERVIEW

Our flagship Architecture Summer Camp is a six-week, S.T.E.A.M.-based architecture and design program for K–8 students. Campers explore architecture, design, and construction through hands-on model-making, creative problem-solving, and age-appropriate design challenges. Programming blends architecture, art, engineering, and digital tools, helping students build confidence, collaboration skills, and an early understanding of the design process, all in a fun, supportive environment.

Curriculum is developed by Licensed architects, designers, engineers, construction administrators, educators, and creatives. All policies and guidelines are developed using guidance from the Connecticut Office of Early Childhood, the American Camp Association, Stamford Public Schools, and the Centers for Disease Control and Prevention. Policies and procedures are reviewed regularly and may be updated to reflect best practices and regulatory guidance.

CAMP DATES AND SESSIONS

We offer one (1) summer session, inclusive of six weeks. This program is not available as a per week enrollment.

Current Session Dates: Monday, June 29, 2026 through Thursday, August 6, 2026

- Week 1: June 29 – July 2
 - (July 3rd Closed)
- Week 2: July 6 – July 10
- Week 3: July 13 – July 17
- Week 4: July 20 – July 24
- Week 5: July 27 – July 31
- Week 6: August 3 – August 6
 - Wednesday, August 5th (Presentation Day)
 - Thursday, August 6th (Field Day)
 - Friday, August 7th (Closed)

CAMP HOURS

- Daily camp hours: 8:30 am – 4:30 pm
- Morning care and afternoon care are included in daily camp hours
- No extended care is provided outside these hours
- Any student picked up after 4:30pm will incur a late pick-up flat fee of \$25/day. Payment due by the morning of the next business day.

LOCATION AND ACCESS

All programming occurs at **J.M. Wright Technical High School** and surrounding campus areas, including Scalzi Park. Camp facilities are accessible only during camp hours. A security officer is present onsite throughout the camp day.

REGISTRATION REQUIREMENTS

- Registration is completed online only.
- Full payment is required at registration.
- Registration is not complete until all required documentation is submitted, including payment, health forms, waivers, and policy and procedure forms.
- Enrollment is for the full six-week session only. Space is limited; additional registrations will be waitlisted. We're not able to reserve spots in advance, so placement is based on completed registrations in the order received.

PROGRAM COMMITMENT

Our curriculum is designed to build from week to week, with each session building on the skills and concepts introduced in the previous one. To ensure students get the most out of the experience and stay connected to the full learning journey, we ask that families **commit to the full six-week program**.

DROP OFF AND PICK UP PROCEDURES

- Drop-off: 8:30 am – 8:45 am
- Pick-up: 4:00 pm – 4:30 pm
- Campers will only be released to authorized individuals listed on the pickup form.
- All authorized individuals must come inside to sign students in and out each day.
- Valid photo identification may be required at pickup.
- Changes to pickup authorization must be submitted in writing.
- Late pickup may result in additional fees or dismissal and late pick-up policy.

ABSENCE, LATE ARRIVAL, AND EARLY DISMISSAL

- Parents must notify the camp by email if a camper will be absent or late.
- Campers arriving after 9:30 am may miss scheduled activities.
- Early dismissal requires written notice prior to the day.
- Campers will only be released to authorized adults.

PROGRAM STRUCTURE AND CURRICULUM

Our summer camp program caters to 60 students and places K-8 students into groups based on their current grade:

Yellow & Orange Studios (Grades K-2)

Red & Purple Studios (Grades 3-5)

Blue Studio (Grades 6-8)

- Note: Students must be currently enrolled in kindergarten or above to participate. When a group reaches full capacity, students will automatically be placed on a waitlist.
- Students will be sorted into appropriate groups based on Director discretion and approval
- Activities include workshops, model building, drawing, site observation, and collaborative projects
- Indoor and outdoor programming: **no swimming**
- Campers are assigned to small groups led by trained counselors (undergraduate or graduate students in architecture, engineering, or design)
- Camp Director onsite daily (First Aid, CPR, AED certified)
- Licensed nurse or physician on call
- All staff complete background checks and required training

FIELD TRIPS, FIRM DAYS, TRANSPORTATION, AND OUTDOOR ACTIVITIES

- Parents will receive advance notice of field trips.
- Cost of admission fees will be charged and need to be paid in advance of trip
- Transportation costs provided by summer camp for all students attending only
- Parents chaperoning must provide own transportation and pay admission and parking fees
- Any parent chaperones that wish to drive their children separately must request so in writing in advance.
- Permission slips must be signed prior to the trip.
- Campers must wear appropriate attire and bring any required items.
- Firm days are curated workshops with local architectural firms. Students are to wear their camp issued shirts on these days
- Field trips can also include walking excursions on campus or nearby parks
- No camper leaves program site without authorization

EMPLOYEE CODE OF CONDUCT

Our camp is led by CT State licensed Camp Directors, and a team of licensed architects, designers, educators, and creatives dedicated to providing an engaging and enriching experience for all campers. Our trained counselor teams are graduate or undergraduate students studying Architecture, Engineering or Design. They bring a passion for design and hands-on learning, ensuring that campers receive high-quality instruction and mentorship.

Our summer staff attends a multi-day intensive training and are required to pass background checks and obtain mandated reporter certification. All Directors must have CPR and AED certification and pass background checks.

FOOD AND ALLERGIES

- Breakfast, lunch, and snacks are provided for all campers, at no additional costs. Menus will be available. We are a nut-free camp. Families are to make camp aware of any food allergies.
- Breakfast and Lunch are provided by Chartwell Food Services and delivered to the camp daily at 8:30am and 12:00pm. Campers are allowed to bring in their own bagged lunches and snacks.
- Nut-free meals
- Families must notify camp of food allergies or dietary restrictions
- Campers may bring their own bagged lunches and snacks
- Medical Needs & Allergies: If your child has allergies or requires medications such as an EpiPen, asthma inhaler, or other medical device, please notify us during registration and provide a medical action plan from your child's physician. All medications must be clearly labeled and provided to camp staff with instructions for use. This ensures our team is prepared to support your child safely during camp hours.

CLOTHING AND PERSONAL ITEMS

- Every student receives a T-shirt, hat and water bottle.
- Additional T-shirts, hats, and water bottles are available for purchase.
- Wear comfortable clothing suitable for art projects and outdoor activity.
- Extra set of clothes recommended
- All items must be clearly labeled
- No valuables, money, toys, or electronics
- Cell phones off or on vibrate per camp guidelines
- Camp not responsible for lost/damaged items

HEALTH AND MEDICAL POLICIES

- First Aid and AED supplies are located onsite. Emergency plans are performed based on Stamford Public Schools policy and procedures. All campers are to conduct themselves as outlined in the Stamford Public School Parent/Student Handbook. A copy can be found here: https://www.stamfordpublicschools.org/sites/g/files/vyhlf3841/f/uploads/parent_handbook_21-22_9.30.21_0.pdf
- Medication: If your child requires medication, please submit a medication authorization form.
- Illness Policy: Keep your child home if they are experiencing fever, vomiting, or contagious symptoms.
- Emergency Procedures: In case of an emergency, parents will be contacted immediately. First aid-certified staff are always on-site.

CAMP HEALTH GUIDELINES:

The following are general guidelines to help prevent the spread of contagious illnesses and promote full recovery from them. We ask you to please read the following recommended guidelines which are consistent with current COVID-19 guidelines.

Keep your child home if the child has:

- Cough, runny nose, fever, nausea, vomiting or diarrhea is present for 24 hours.

For symptoms related to contagious illnesses, we will need a Doctor note stating there is an alternate diagnosis (such as allergies).

Generally campers can return to camp when:

- The stage of contagion for communicable disease has passed
- The child under doctor's care has received permission to return
- The child feels well enough to participate in all activities.

Please notify the Nurse if your child has been exposed to:

- COVID – Follow COVID Guidelines
- Chicken Pox – Child may return when lesions are scabbed
- Strep Throat – Return when the child has been on medication for 24 hours.
- Head Lice – After treatment and note from parent or treatment center, child should be checked by doctor before they return to camp.
- Other injuries or illnesses that may require accommodations, accessibility, and restricted activity require a doctor's note.

MEDICATION:

CONNECTICUT STATE LAW PROHIBITS CAMP NURSE OR DIRECTOR OF FIRST AID TO GIVE MEDICATION TO CHILDREN UNLESS ORDERED BY A PHYSICIAN. CHILDREN MAY NOT SELF-ADMINISTER ANY MEDICATIONS AT CAMP.

This includes over-the-counter medication. A camp medication request form is required, and must be signed by the parent and the child's doctor. If approved, the medication must be given to the Camp

Required Health Forms

To ensure the safety and well-being of all campers, Connecticut state law requires that all students submit completed health and medical forms prior to attendance. If the required forms are not received before the first day of camp, the student will be unable to participate. Please ensure all forms are submitted on time to avoid any disruptions to your child's camp experience.

- Completed health forms required prior to attendance
- Staff may administer basic first aid and CPR
- Medication requires written authorization and proper labeling
- Emergency medical care will be sought as needed

WEATHER AND HEAT SAFETY

- Outdoor activities adjusted for weather, heat index, and air quality
- Due to inclement weather or any unforeseen condition, camp activities will be held indoors only.
- Frequent water breaks and access to shade
- Activities may move indoors during extreme conditions
- Please apply sunscreen and bug repellent to your child before camp.
- Should it be necessary to close camp at short notice (for example, due to inclement weather or unforeseen conditions) the Camp will notify families via communications made available during registration, and through our website.

SAFETY AND EMERGENCY PROCEDURES

- First Aid and AED equipment onsite
- Emergency procedures (evacuation, lockdown, shelter in place) follow Stamford Public School protocols
- Regular headcounts performed
- Parents notified in emergencies using contact info on file
- Our current safety and security procedures are developed based on the resources from the State Office of Early Childhood, American Camp Association, Stamford Public Schools, and the CDC. These details are preliminary and subject to change. As we continue to monitor all local, state, and federal guidelines, as well as best practices for camps, protocols will evolve and are subject to change.

SECURITY:

- No unauthorized visitors are allowed in the camp facility. All visitors need to be approved.
- Those wishing to speak with counselors, staff, or volunteers, must contact the camp to schedule a time.
- Campers, families, staff, and volunteers are prohibited from camp facilities if showing symptoms of contagious illness.
- If campers need to be picked up early from camp, please communicate this information to the counselor or camp director.
- Only Camp approved computer programs/sites are allowed to be accessed and used.

SAFETY DRILLS:

The Camp follows all drills as outlined in the Stamford Public Schools Student/ Parent Handbook. Campers and Staff will practice safety drills once a week. Drills consist of fire, lockdown, and evacuation. The Camp evacuation location is located at Scalzi Park 97 Bridge Street. In the event of an emergency due to evacuation, our camp will walk to the building and communicate to families from this location.

BEHAVIOR, DISCIPLINE, AND STUDENT CONDUCT POLICY

My Architecture Workshops Summer Camp is committed to providing a safe, respectful, inclusive, and supportive learning environment. Camper conduct expectations align with the Stamford Public Schools Student Conduct Code and apply during all camp activities, on campus, during outdoor programming, and on all field experiences.

Camper Expectations:

- Follow all camp rules, policies, and staff instructions
- Treat peers, staff, visitors, and property with respect
- Conduct themselves in a manner that promotes safety, learning, and community well-being

Failure to comply may result in disciplinary action, including suspension or dismissal.

PROHIBITED CONDUCT

- Physical aggression: hitting, pushing, kicking, fighting, or threatening harm
- Bullying, harassment, intimidation, or verbal abuse
- Disruptive behavior interfering with camp operations or learning
- Damage, theft, or misuse of property
- Repeated refusal to follow staff directions

DISCIPLINARY PROCEDURES

- **Physical Aggression & All Other Behavioral Violations:**
 - First offense: documented warning to camper and parent
 - Second offense: **1-day suspension**
 - Third offense: **3-day suspension**
 - Fourth offense: **permanent removal** without refund
- **Immediate Removal:** Camp reserves the right to suspend or dismiss a camper immediately if behavior poses an immediate risk to safety.
- **Parent Notification:** Parents will be notified promptly. Suspensions take effect immediately. Missed days are not eligible for refund or makeup.

BULLYING AND HARASSMENT POLICY

- Zero tolerance for bullying or harassment (Stamford Public Schools & Connecticut guidelines)
- Includes verbal abuse, threats, physical intimidation, social exclusion, humiliation, or cyberbullying
- May be based on race, color, religion, gender, gender identity/expression, disability, national origin, sexual orientation, or other protected characteristic
- All reports are taken seriously; consequences depend on severity/frequency
- Retaliation against reporters or participants in investigations is prohibited and will result in disciplinary action

DIVERSITY, EQUITY, & INCLUSION:

My Architecture Workshops does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These policies include, but are not limited to, staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.

ALIGNMENT WITH STAMFORD PUBLIC SCHOOLS

All campers must follow **Stamford Public Schools Parent and Student Handbook standards**. Policies apply regardless of program location.

TECHNOLOGY AND MEDIA POLICY

- Social media use prohibited during camp hours
- Campers may not photograph or record others
- Camp may photograph activities for educational/promotional purposes per signed photo release

PAYMENT, REFUND AND WITHDRAWAL POLICY

- Payment Policy: Payment must be made in full prior to the start of camp.
- A camper will not be considered registered until all required payments, applicable fees, waivers, and health assessment forms have been received and processed. Registrations will be processed in order of receipt.
- Cancellation Policy: If you need to withdraw your child's enrollment, you must notify us in writing. Cancellation requests are subject to review and approval based on student relocation and/or a medical doctor's note only.
- Approved cancellations made on or before April 15th will receive a refund minus a \$350 processing fee.
- Cancellation requests made after April 15th will result in the loss of all paid camp fees, with no exceptions.
- No refunds for missed days or partial attendance
- No refunds after program start
- Camp may modify or cancel programming for safety, enrollment, or staffing concerns

WAIVER AND LIABILITY ALIGNMENT

Participation is subject to **Release and Waiver of Liability, Indemnification Agreement, and Medical Authorization** signed at registration. All handbook policies operate in conjunction with that agreement under Connecticut law.

PARENT COMMUNICATION

- Non-emergency communication via email
- Emergency communication using contact info on file
- Parents expected to keep contact info current

PARENT CODE OF CONDUCT

To ensure a safe, respectful, and positive environment for all students, families, and staff, we ask that all parents and guardians follow the guidelines below during the summer program.

Communication & Questions

All questions, concerns, or program-related communication should be directed to the **Summer Camp Director of Education**. If needed, parents may request a scheduled conference to discuss any concerns in greater detail. This helps our team address matters appropriately and maintain a smooth daily program.

Respectful Conduct

Parents and family members are expected to act respectfully toward staff, students, and other families at all times. Parents **may not address, approach, harass, or threaten another student** under any circumstances. Any concerns involving another student should be brought directly to the camp leadership team.

Mandatory Parent Orientation

All families are required to attend the **online Summer Camp Parent Orientation** prior to the start of camp. This session provides important information about program expectations, safety procedures, schedules, and communication protocols.

Birthday Celebrations

If you would like to celebrate your child's birthday during camp, parents may coordinate a **birthday lunch with the camp team**, which may include pizza and cupcakes or treats.

- All birthday celebrations must be **requested and scheduled in advance**.
- Please coordinate directly with the **Director team** for approval and planning.

Camp Shirts & Special Days

Students should wear their **camp shirts on designated firm days, field trips, and other special program days**. These days will be communicated in advance.

Staying Informed

Families should regularly review **emails and communications from the camp team** throughout the summer. Important updates may include logistics, schedule adjustments, field trip reminders, or program changes.

End-of-Summer Presentation Day

Parents and family members are **strongly encouraged to attend our End-of-Summer Presentation Day**, where students will showcase the projects and work they have developed throughout the program.

PARENT AND CAMPER ACKNOWLEDGMENT AND AGREEMENT

By signing below, I acknowledge that I have received, read, and understand the **My Architecture Workshops Summer Camp Parent Handbook**, including all protocols, policies, procedures, and expectations contained herein.

I understand and agree that:

- Compliance with these policies is required for participation
- Failure to comply may result in warnings, suspension, or removal from the program without refund
- Behavioral expectations align with Stamford Public Schools standards
- All camp policies operate in conjunction with the signed Waiver, Release, and Medical Authorization
- Policies may be updated to reflect regulatory guidance or safety requirements

CAMPER INFORMATION

Camper Name (Print): _____

Date of Birth: ____ / ____ / _____

PARENT OR LEGAL GUARDIAN ACKNOWLEDGMENT

Parent/Guardian Name (Print): _____

Signature: _____

Date: ____ / ____ / _____

Phone Number: _____

Email Address: _____

CAMPER ACKNOWLEDGMENT

I understand that I am expected to follow camp rules, treat others with respect, and help maintain a safe and welcoming environment.

Camper Signature: _____

Date: ____ / ____ / _____