Family Life Programs Admin Team

Audrey Hampton, Director
Nancy Kubel, Assistant Director (Summer Lab)

Historic Campus (HC)
- Domonique Isaac
  Associate Director
- Kat Kohler
  Assistant Director
- Kent Smith
  Coordinator
- Lucrisha Washington
  Transportation/Travel Coordinator

Earl Shapiro Hall (ESH)
- Becky Chmielewski
  Associate Director
- Kortney Davis
  Assistant Director
- Amelia Royce
  Coordinator
- Madeline Thompson
  Project Assistant
Summer Lab Staff

Instructors
Lab faculty and staff and outside providers

Camp Assistants and Camp Counselors
Lab staff from Extended Day, Lab UHigh students (current and former), former Summer Lab campers

Counselors In Trainings (CIT)
Rising 9th graders; typically former campers

All staff go through orientation and training including safety, health and engaging with children
Emergency Notification (RAVE)

You should have received an email with the subject line below from our emergency notification system, RAVE, with instructions to confirm that you want to join the list. This is legitimate, so please confirm to ensure that you receive emergency notifications during Summer Lab.

From: <no-reply@email.getrave.com>

Subject: Confirm your email to receive critical notifications from universityofchicagolaboratoryschools

Once you click on the link a blank page will appear. This is your confirmation that you have opted into the notification system.
Required Health Forms

If you DID NOT ATTEND LAB, you should have received an invitation from SchoolDoc, Lab's electronic health record management system, to create a health profile for your student. **Health forms are required by Summer Lab!**

**IL Health Exam/Immunization Form** *All non-Lab students are required to provide a copy of their immunization record dated in the past year.*

- **Food allergy plan** *Only for students diagnosed with food allergies.*
  In order to protect the health and safety of students with food allergies, we require that ALL students with allergies requiring emergency medications (Benadryl, EpiPen, inhaler) submit a Food Allergy Action Plan *that is completed by a healthcare provider and dated within the past year.* Please also review Lab’s Allergy Management Policy for parent/guardian’s responsibility regarding notification, communication, medication, and education.

- **Asthma action plan** *Only for students diagnosed with asthma.*
  In order to protect the health and safety of students who have asthma, we require that ALL students with asthma requiring emergency medication, such as an inhaler, submit an Asthma Action Plan that is completed by a healthcare provider and dated within the past year.

- **Prescription Medication Authorization Form** *Only for students who may carry or take prescription medications on school grounds or at school events.* All prescription medication must be in their original prescription bottle, labeled clearly with the name of the student, medication, dosage, and time to administer.
When to Stay Home

Out of an abundance of caution, please keep your child home from Summer Lab if they are experiencing ANY of the following symptoms, and consult with the Summer Lab office about plans for return.

- Fever or feeling feverish (chills, sweating), a temperature is 100.4 or higher
- New cough
- Shortness of breath or difficulty breathing
- Sore throat
- Muscle aches or body aches
- Vomiting or diarrhea
- New loss of taste or smell
- Chills
- Fatigue
- New or unusual headaches
- Congestion or runny nose

Before returning to school, your child must meet the following criteria:

- A negative COVID test if their symptoms are consistent with COVID
- Fever free for 24 hours without the use of fever reducing medication (if applicable)
- 24-hour cessation of any vomiting and/or diarrhea (if applicable)
- Improvement of symptoms, but not complete resolution
- Having the energy to participate in a full day of activity
Medication Drop Off

Summer Lab families can drop off their student's medication in the Earl Shapiro Hall or Historic Campus Nurses Office in Blaine Hall on the first day of Summer Lab.

Do NOT send medication in your student’s backpack.

nurse@ucls.uchicago.edu
LUNCH OPTIONS

- Lunches and snacks are NOT provided.
- Summer Lab is NUT-FREE. Do not send any foods containing peanuts or tree nuts to either campus.
- Children are always welcome to bring lunches and snacks from home. If families prefer, prepared lunches are available to order.
- If you forget to place your orders please feel free to email our onsite Foodservice Director Alicia Culverson at Alicia.Culverson@questfms.com

Nursery–Grade 2
Delivered lunches are available in a variety of hot and cold options. Lunches for the day, week, or month are pre-ordered online through MyMealOrder and will be delivered on the selected day. All orders must be placed at least 48 hours in advance.

Grades 3–8
Children in grades 3–8 will have lunch in Café Lab. If your child does not bring a lunch from home, hot and cold lunches and snacks will be available to purchase. Both credit card and cash will be accepted, or you can order in advance.

Adventure Kids Field Trip
Boxed lunches will be available to order on field trip days.

Lab Explorers
Cold lunches will only be available to order.
Please plan accordingly for heavy traffic. Please follow security directives.

Arrivals (8:00 a.m. to 8:30 a.m.)
- Park and walk (along Midway or lot at 60th and Stony Island)
- Carline: have students ready to exit; we cannot take them out of car

Dismissals (3:30 p.m to 3:45 p.m.)
- Please do not enter the building during this time
- Pull up in carline with placard
- Walk up to front of building with placard

Late Day (5:00 p.m. to 5:15 p.m.)
- To pick up early, enter building with ID and placard and proceed to the child’s classroom

Early Pickups
- To pick up early, enter through ESH Lobby.
- Please fill out the Absence/Early Pick-Up form 24 hours in advance for a smoother, faster experience.
Summer Lab at ESH

Typical Day

Arrival
- Doors open at 8:00 a.m.; class begins at 8:30 a.m.

Nursery and Kindergarten classes
- Class activities, art, music, outside play, water play, walking field trips

1st and 2nd Graders
- Schedules vary per student
- All students should bring backpacks to carry belongings
- All students have supervised recess & lunch

Dismissal (3:30-3:45 p.m./12:30 p.m. for half day)

Late Day (3:30-5:00 p.m.)
Notes for ESH

Water play
- Swimsuits, extra clothes, water shoes, towels
- Must have water clothes
- Small kiddie pools and sprinklers

Walking Field trips
- NK instructors will typically update
- Within a half mile radius
- Security is updated

Things to bring daily
- Backpack
- Snacks, lunches (order through Quest) Nut-free
- Clothes
- Sunscreen
- Water bottles

Things to keep at home
- Toys from home
- Pokemon
- Electronics
Arrival and Dismissal at Historic Campus (HC)

- **Arrivals**
  - All students will enter through Kenwood Mall (5840 S Kenwood Ave).
  - **Late arrivals:** Please use the Judd entrance.

- **Dismissals:** 59th Street - Walk-up vs. Carline vs. Alternate Plan
  - Make sure your student(s) know their dismissal plan

- **Early Pickups?** Please email summerlab@ucls.uchicago.edu to coordinate.
*New to 2024* HC Arrival Days

On Day 1 and Day 2 of each session, students and their caregivers will be welcomed by our team in Kenwood Mall starting at 7:30am.

- Students will check-in at one of our tables to pick up their schedules, dismissal placards for their caregivers, and t-shirts.

8:15 a.m. start time:
- Class Instructors will meet their students with class name signs on Kenwood Mall
- Adventure Kids students will be directed through Kovler Gym to Jackman

10:25 a.m. and 1:30 p.m. start time:
- Summer Lab staff members will greet students and lead them to their classes.

On Day 3 of each session, students will be able to enter the building independently upon arrival.
Typical Day at HC

Example of a student’s schedule at Summer Lab:

<table>
<thead>
<tr>
<th>8:00 - 8:15</th>
<th>8:15 - 10:15</th>
<th>10:25 - 12:25</th>
<th>12:30 - 1:00</th>
<th>1:00 - 1:30</th>
<th>1:30 - 3:30</th>
<th>3:30 - 5:15</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrive for the day</td>
<td>Third Grade Math Explorers</td>
<td>Music Videos/Break dancing</td>
<td>Lunch Cafeteria</td>
<td>Recess Blaine Courtyard or Scammon Garden</td>
<td>Hi-Five Sports Lower Kovler Gym</td>
<td>Late Day Cafeteria or Blaine Courtyard</td>
</tr>
</tbody>
</table>

U-High Entrance @ Kenwood Mall  
Blaine S310  
N107  
Cafeteria  
Blaine Courtyard or Scammon Garden  
Lower Kovler Gym  
Cafeteria or Blaine Courtyard

Students have 10 minute transitions between classes  
Our Staff are in the hallways to assist with wayfinding  
Lunch, Recess, and Late Day will be supervised and filled with opportunities to connect with friends, play games, and explore creative activities
Typical Day at HC

Phone Use
• Away until after dismissal

Adventure Kids
• Swimming - what to expect
• Off-campus Field Trips
  ◦ Lunch ordering
• Weekly communication and theme days

Things to bring daily
• Snacks, lunches (order through Quest) Nut-free
• Sunscreen, sun gear (hats, glasses)
• Water bottles

Things to keep at home
• Toys from home
• Pokemon cards
• Electronics
Communication

● Resource Page and Classroom Hub
  ○ Weekly updates
  ○ Photos

● Student Support
  ● Email us if you have any concerns or questions
  ● Counselor on-site if additional support is needed
  ● Collaboration and partnership with families

Reach out to us
summerlab@ucls.uchicago.edu
QUESTIONS