

# Wizbots Summer Camp Logistics

## Daily Schedule:

- ❑ 9 am - 12 pm: Morning Robotics Lab (15 min. outdoor break halfway through)
- ❑ 12 - 1 pm: Lunch break for All Day campers and Lead Mentor
- ❑ 1 - 4 pm: Afternoon Robotics Lab (outdoor break halfway through)
- ❑ 4 - 6 pm: Extended care ("Late Pick up")

*Majority of campers are All Day from 9am-4pm.*

*Camps will have a maximum of 24 campers at one time.*

*All snacks & lunches are to be nut-free.*

## Staff Shifts:

- ❑ 8:45 am: Mentors & Morning assistants are ready to greet campers  
\* *Except for **Mondays** - need to be ready by 8:30am*
- ❑ 12:30 pm: Afternoon assistants arrive
- ❑ 12:45 pm: Morning assistants may leave after connecting with PM shift
- ❑ 4:15 pm: Mentor may leave
- ❑ 6 pm: Both Afternoon assistants may leave  
(Or, when last camper leaves. But one assistant may not leave early.)

*Before your first day, drive by your location so you know how long it takes to get there.*

## Wizbots Attire:

- ❑ Clean Wizbots t-shirt
- ❑ Appropriate bottoms
- ❑ Nametag
- ❑ A Smile!

# Wizbots Summer Camp Logistics (cont.)

## Morning Prep:

- ☐ Check your email for any notifications from Wizbots Central
- ☐ Set out Wizbots signs (A-frames, door sign)
- ☐ Ensure bathrooms are unlocked
- ☐ Set up fully charged equipment

## End of Day:

- ☐ Clean up
- ☐ Bring in Wizbots signs
- ☐ Leave equipment charging
- ☐ Ensure room and bathrooms are locked
- ☐ In the evenings, check your email for any notifications from Wizbots Central
- ☐ On Fridays, make sure keys are handed off (if applicable)

## All Day:

- ☐ Always engage with campers
- ☐ Only use phone in responding to or contacting Wizbots Central
- ☐ **Contact Wizbots Central ASAP with any issues or questions, no matter how small:**

- ☐ Joshua: 510-690-5740 (equipment issues, program questions)
- ☐ Roxie: 650-670-7661 (scheduling, staff or facility issues)
- ☐ Kenya: 415-261-8473 (registration, parents, kids)

# Wizbots Summer Camp Logistics (cont.)

End of week:

- ❑ Collect any Lost & Found and email contents description to Kenya.

Rosters & Registrations:

- ❑ Every Sunday, Mentors need to print out their roster.
  - ❑ Make sure to read through Comments for special needs, allergies.
- ❑ Use rosters to have everyone sign in and, especially, out.
  - ❑ Verify “may camper sign themselves out data”
  - ❑ Request to see adult ID upon pickup until adult is recognized
- ❑ All enrollments must take place at [www.wizbots.com](http://www.wizbots.com), so if camper shows up not on your roster:
  - ❑ Ask if they have an email confirmation to show you (they may be a last minute enrollee).
  - ❑ If not, and camp is SOLD OUT, kindly explain how camp is sold out and all enrollments take place on first-come, first-serve basis at website. Suggest another week or location.
  - ❑ If not, and camp is NOT sold out, they may stay but you must collect their info and direct them to [wizbots.com](http://www.wizbots.com).
    - ❑ Email Keyna: (1) camper’s name, (2) parent’s name, (3) parent’s email address
- ❑ Please collect old rosters in your cart for return to the warehouse at the end of the summer. They will be shredded.
- ❑ Text/email/call Kenya (or Roxie, if Kenya is out) with any registration or roster questions/issues.