



**Badger Precollege**  
UNIVERSITY OF WISCONSIN-MADISON



**gem**

## **GEM Student Handbook**

**\*\*Content subject to change as campus guidance regarding in person youth programs for Summer 2022 continues to evolve. \*\***

## GEM Staff and Contact Information

**Program Manager:**

Denise Ksioszk

[denise.ksioszk@wisc.edu](mailto:denise.ksioszk@wisc.edu).

608-890-3260 (Office)

608-620-5626 (site phone number  
checked during the program only)

**Office Address:**

Badger Precollege

Division of Continuing Studies

21 N. Park Street, 7<sup>th</sup> Floor

Madison, WI 53715

**Contacting GEM Staff**

During programs, our staff members are usually away from their desks, so please allow a few hours for messages to be returned. The best way to reach the Program Manager is via email (listed above). You may also reach staff by phone at the office number: 608-890-3260 or the site phone number: 608-620-5626. (Text message is fine if leaving a message at the site phone number.) There is voicemail available if the Program Manager is out. Non-emergency questions or concerns may be addressed in email to [denise.ksioszk@wisc.edu](mailto:denise.ksioszk@wisc.edu). Please allow 24 hours for the Program Manager to respond.

## \*GEM Winter 2022

### Virtual Program for 2022. Please See the Winter GEM Virtual Program Handbook

## GEM Summer 2022

**Time: 9:00 a.m. to 4:00 p.m. (optional 9:00 a.m. to 11:30 a.m.)**

**Dates: June 13-17, 2022 and June 20-24, 2022**

**Location: TBD**

### Registration (First Day of Program June 13 and June 20, 2022)

#### STEP 1: Parking

Suggested locations to be announced prior to the start of the program. Please see pre-camp emails for more details.

#### STEP 2: Check-In

Registration for all students will begin at 8:30 a.m. Additional information regarding registration location will be provided in the pre-camp mailing in early June. We cannot accommodate early registrations. If you have not already filled out the necessary GEM forms and CampDocs.com online health form, please do so before the opening day. There will be extra forms available if needed. A student may not participate in the program unless all of the forms are turned in. Please remember to bring your completed pre-program survey, included in the pre-camp email. Extras will also be on hand at registration.

***Please note:*** if your student is enrolled in **both** weeks of GEM, you do not need to re-register on June 20<sup>th</sup> but are strongly encouraged to visit your child's Week 2 class to meet their instructor.

#### Opening Day Schedule:

8:30-9:00 a.m.	Registration
9:00 – 9:15 a.m.	Welcome/Meet Instructors and Staff
9:15 a.m.	Parents Depart
9:15 – 10:15 a.m.	Class Activities
10:15 – 10:30 a.m.	Snack Break
10:30 – 11:30 a.m.	Class Activities
11:30 a.m.	Optional 11:30 a.m. student pick up in classrooms.
11:30 – 1:00	Lunch in Gordon Commons
1:00 – 3:00	Field trips/activities around campus

3:00 – 4:00 Afternoon Activities  
 4:00 p.m. Pick up: Location TBD

### Closing Day Schedule

8:45 –9:00 a.m. Student Drop Off. Location TBD  
 9:00 –10:15 a.m. Class Activities  
 10:15 – 10:30 a.m. Snack Break  
 10:30 – 10:45 a.m. Class Activities  
 10:45 - 11:30 a.m. Family Visiting Day. Located in students' classrooms. Locations will be provided. *Parents have the option to pick up their child at 11:30 or come back at 4:00 p.m.*  
 11:30 – 1:00 Lunch in Gordon Commons  
 1:00 – 3:00 Field trips/activities around campus  
 3:00 – 4:00 Afternoon activities  
 4:00 p.m. Pick up: Location TBD

### Daily Schedule (Tuesday-Thursday)

8:45 –9:00 a.m. Student Drop Off. Location TBD  
 9:00 –10:15 am Class content  
 10:15 – 10:30 am Snack Break  
 10:30 -11:30 Class content  
 11:30 a.m. Parents Pick Up students departing at 11:30. Location TBD.  
 11:30 – 1:00 Lunch in Gordon Commons  
 1:00 – 3:00 Field trips/activities around campus  
 3:00 – 4:00 Afternoon Activities  
 4:00 p.m. Pick up: Location TBD

**Student dining in Gordon Commons:** Students will eat lunch at Gordon Commons. Lunch is included in the tuition price. Gordon Commons is a cafeteria style venue offering a number of food choices each day. Badger Precollege staff will be supervising your child and assisting them in making healthy food choices. **If your child has any dietary restrictions or allergies we need to be aware of, please be sure to include this information in your CampDocs online health profile.** A good resource that parents have found helpful in the past is the University Housing Dining website: <https://www.housing.wisc.edu/dining/nutrition/>. You may also email the nutritionists at UW housing directly for more information or with questions/concerns: [dietitian@housing.wisc.edu](mailto:dietitian@housing.wisc.edu). Please feel free to contact me directly as well at: [denise.ksioszk@wisc.edu](mailto:denise.ksioszk@wisc.edu).

**\*\*Lunch is NOT included in the price of tuition for those students opting to be picked up at 11:30 a.m.**

**Daily drop off reminder:** Please note, Badger Precollege is not responsible for students dropped off before 8:45. Students should be dropped off at the designated drop off location, not in the classrooms as instructors are preparing for their day.

## **Special Circumstances**

If you have any special circumstances related to this program, please contact Denise Ksioszk at: [denise.ksioszk@wisc.edu](mailto:denise.ksioszk@wisc.edu) or call our office to discuss your request at 608-890-3260.

## **What to Bring?**

There may be specific items each teacher asks the students to bring based upon activities they may be participating in each day. Information regarding any special instructions will be communicated prior to the start of the program. (Not all classes have special requests.) All classroom supplies and lunch are provided by Badger Precollege.

## **Safety and Security**

### **Guidelines**

Students are asked to follow certain simple guidelines to help ensure their safety while participating in the program. Common sense behavior regarding safety is a must. Students must also sign a rules contract.

\*Students remain on campus at all times.

\*Students will always walk with Badger Precollege staff to and from class, during activity times, and during any other outings and field trips.

## **Behavior Expectations**

- ✓ I will be safe, include everyone, challenge myself and have fun.
- ✓ I will respect others and be kind with my words and actions. I will respect UW Madison Campus, Badger Precollege, and personal property.
- ✓ I will listen carefully and follow directions of the Teacher, Educational Assistant, and other Badger Precollege Staff.
- ✓ I understand that the Growing Early Minds program is a program designed for me to grow as a learner and is an academic program.
- ✓ I will stay in the area of the program and under the supervision of Badger Precollege staff.

- ✓ I will conduct myself in an appropriate manner, use appropriate language, and dress appropriately at all times
- ✓ I understand that violation of any city, state, or federal law will not be tolerated. I understand that destruction of school or personal property will not be tolerated and any damages will be charged to the student/family.
- ✓ I understand that these rules were created to promote an optimal learning environment and ensure safety and the well-being of the group.
- ✓ I understand that electronic devices (cellphones, tablets, laptops) are not permitted at GEM.

## **Pre- Program Checklist**

### **FORMS:**

- Online Health Form via CampDoc.com ASAP**
- Online Forms (Rules contract, Special Requests, etc.)**
- Pre-Program Survey-** Please fill out with your child and bring to the first day of the program if not emailed in prior to the beginning of the program.

### **GETTING READY FOR GEM:**

- Contact Badger Precollege about any special dietary restrictions or needs
- Contact Badger Precollege about missing any of the program days
- Join our social media pages and watch for updates

### **DAY OF PROGRAM CHECK-IN:**

- Grab any forms needed to turn in at registration (Student Survey, rules contract, etc.)
- Review communications for registration location, time, and available parking
- Make sure you have brought along any medications or health needs for the day