

2025 HANDBOOK

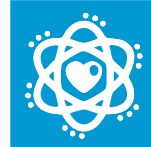


SUMMER ENRICHMENT ACADEMIES

Salisbury
UNIVERSITY
Make Tomorrow Yours

410-543-6335
SEA@salisbury.edu
salisbury.edu/SEA
Hours: 8:30 a.m.-4 p.m.

SUMMER ENRICHMENT ACADEMIES 2025



SCHEDULE

College Readiness Academies

Creative Writing for Teens	July 21- 25
College & Career Readiness Bootcamp	July 28-August 1
Social Engagement Skills Academy – Elementary (AM).....	July 28-August 1
Social Engagement Skills Academy – Middle School (PM).....	July 28-August 1

Art & Music Academies

Craft Time Designs Academy	June 23-27
Comics Academy.....	July 7-11
Games Academy.....	July 7-11
Mixed Media Academy	July 14-18
Orchestra	July 14-18

Summer STEAM Academies

Future Mappers Academy	June 23-27
All About Health Academy	July 7-11
Paper Circuits Academy	July 7-11
3D Printing Explorers Academy	July 7-11
STEAM Academy – Elementary	July 21-25
STEAM Academy – Middle School	July 28-August 1

Environmental Adventures Academies

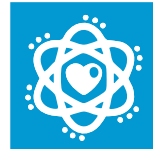
Environmental Literacy Through Canoeing Academy	July 14-18
Art & Nature Academy	July 14-18
Scavenger Hunt Academy.....	July 14-18
Outdoor Leadership & Team Building Academy- Middle School	July 21-25
Outdoor Leadership & Team Building Academy – Elementary	July 28-August 1

Youth Innovation Academies

Eastern Shore Writing Project: Young Writers Workshop	June 23-27
Adaptive Sports Training Program	June 23-27
We Read to Lead Book Club Academy	July 14-18
Local Tours Academy.....	July 21-25
Live Action Film Academy – Grades 3 to 6	July 21-25
Live Action Film Academy – Grades 7 to 10.....	July 28-August 1

VISIT [SALISBURY.EDU/SEA](https://salisbury.edu/sea) TO SEE SPECIFIC DETAILS ABOUT EACH ACADEMY

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Helpful Information

- All required forms with signatures must be returned to complete the registration process.
- Bottled water and snacks will be provided each day for all students.
- All full-day and half-day morning academy students will receive lunch.
- Half-day afternoon academy students will not receive lunch.
- Students should bring personal needs items.

What NOT to Bring

- Toys, stuffed animals, sports equipment
- Electronic games or gadgets
- Nuts or items that may contain nuts (for the safety of any allergic participants).
- PLEASE NOTE: If your child brings a cell phone, it must be kept on mute and put away. If you need to contact your child during program time, please call the SEA staff at 410-546-6218 or contact them via email: sea@salisbury.edu
- If the SEA staff has to remind a student of the cell phone policy, an incident report will be written and the parent will be contacted.
- **STUDENTS CAN CHECK THEIR CELL PHONES DURING THE LUNCH BREAK.**

Drop-Off and Pick-Up

- Early drop-off and late pick-up options are not available. All participants should be checked in and ready to participate at the beginning of their academy.
- If the academy is held on the SU campus, parents check their children in and out at the May Literacy Center entrance of Conway Hall. The May Literacy Center is located on the Rt. 13 side of the campus across from the Cook-Out restaurant at 1120 S. Salisbury Blvd. The entrance is behind the Harriet Tubman statue.
- If the academy is held at the SU Downtown Galleries, parents should check their children in and out at 212 W. Main St. on the Downtown Plaza.
- If the academy is over at 1 p.m., pickup is between 12:45 p.m. and 1 p.m. If the academy is over at 4 p.m., pickup is between 3:45 p.m. and 4 p.m.
- Students can only be picked up by a parent/guardian or a designated adult.



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Lunch

- Lunch is provided for students attending the full-day (9 a.m.-4 p.m.) and morning half-day (9 a.m.-1 p.m.) academies on the main campus of Salisbury University. Students do not need to bring any money with them. All students will eat in the Commons dining hall. Students will be escorted to lunch by their assigned SEA staff who will remain with them in the dining room.
- The University Commons dining room is an “all-you-care-to-eat” experience. You can review the daily menu by selecting the menu option for the Commons at: dining.salisbury.edu/menus
- The menus provide nutrition information as well as vegan, vegetarian, Halal, and Smart Choice items. The menu also lists possible allergens associated with each item.
- Please discuss healthy food choices and any allergies with your child so that they can make informed and safe food choices on their own.
- All academy classrooms (on and off campus) provide bottled water and snacks available for the students.

Dining Hall Rules & Etiquette

- **Walk to the seating area quietly. Remain seated until the staff members release you to go to the buffet room to get your food.**
- Running is prohibited in the dining room and the buffet room.
- Only touch the food that you are going to take/eat.
- Remember to say “please” and “thank you” to the dining staff.
- If you spill or drop food pick it up – alert an adult.
- You must get permission from a staff person to get more food.
- You must be accompanied by a staff person in the buffet room and the restroom.
- We don’t throw food or trash.
- Clean up your trash when you are finished eating.
- Take your utensils and plates to the “dish room.”
- Line up and wait for your staff to accompany you back to class.



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Academy Rules and Expectations

This summer, we expect everyone to have a safe, fun, and enriching experience as a participant in the Summer Enrichment Academies! To ensure that everyone enjoys this great opportunity, we have established some guidelines for acceptable behavior and consequences for not adhering to those guidelines.

Please discuss these guidelines with your child prior to them attending the SEA.

- **Be Respectful:** Show respect by being kind and polite to others. Listen to your instructor and the staff of the SEA. Respect the space you are in by using the supplies and other materials wisely.
- **Take Responsibility:** Do what you are supposed to do. If you do something wrong, make it right by apologizing. Clean up any messes that you make.
- **Participate:** Take part in the activities. Even if it's something you don't want to do, don't ruin anyone else's fun. If you refuse to participate, your parent/guardian will be called to come and pick you up.
- **Use Inside Voices When You Are Inside:** Remember that the other students in the class need to be able to concentrate, listen and study. There are also other people studying in other classrooms. Quietly travel through the hallways.
- **Walk:** Please make sure that you walk and don't run when moving around the campus and in the campus buildings. Running and horseplay can cause serious injuries. Running is acceptable if it is for a supervised outside activity and your instructor allows it. When you are in the buildings on campus, remember to walk on the correct side of the hallway. When you are traveling around the campus, do not stray from the group or fall behind. This allows the staff to keep track of everyone.
- **Cooperate:** Sometimes other adults may be in your classroom. These adults could be staff, parents or guest presenters. Please show them the same respect that you would show the instructor.
- **Don't Wander Off:** Stay in the program area with the adult staff at all times. Don't leave the classroom unless you are with an adult staff member or you have permission from an adult in the classroom.
- **Stuff:** Please don't bring tablets, laptops, video games, toys or other personal items to the program. The staff will not be responsible if these items are lost or stolen. Also, these items can cause a distraction in the classroom.
- **Cell Phones:** Please keep your cell phone on mute and put it away during instruction time.
- **Bullying:** Bullying or harassment will not be tolerated at any time. There will be children of all ages and backgrounds attending the SEA and everyone should feel safe and welcome.
- **Keep Your Hands to Yourself:** We need to respect everyone's personal space.
- **Language:** Profanity or hate-filled language will not be tolerated. We will also not tolerate inappropriate language or conversations.
- **Fighting:** Fighting results in immediate removal from the SEA without a refund.

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If a student is unable to comply with the guidelines of the Summer Enrichment Academies there will be consequences that align with their negative behavior:

- The instructors, teaching assistants and program staff will speak to the student to find a solution if the student exhibits negative behavior.
- The student will receive a verbal reprimand the first time that the negative behavior occurs. The parent/guardian will be advised of the verbal warning when they come to pick the student up. An incident report will be generated by the SEA staff.
- The second occurrence of negative behavior on the same day will result in the student being removed from the classroom space. The student will be escorted to the “cool off” area for 15 minutes. At the end of the 15 minutes, the SEA staff will determine if the student can return to the classroom without further incidents. If the student is still exhibiting negative behavior, the program coordinator will call the parent/guardian. At that time a decision will be made to either pick the student up immediately or give them an additional chance to comply.
- The third occurrence of negative behavior on the same day will result in the parent being called to immediately come and pick the student up. At that time, the parent will have to meet with the program coordinator and develop a plan to assist the student with being successful for the remainder of the week. If the child is allowed to return the next day and the same negative behavior is observed, the student will be expelled from the program without a refund.
- If a fight occurs between students, they will both be removed from the classroom and brought to the program office. The SU Police may be called depending on the severity of the altercation. After consulting with the instructor and teaching assistants, the program coordinator will decide if one or both students will be removed from the program immediately. If this happens there will not be a refund.
- Any threats or actions that pose an immediate threat to the physical and emotional safety of the other students and the program staff will result in immediate removal from the program without a refund.
- Vandalism or destruction of property will result in immediate dismissal without a refund. The parent will be financially responsible for any damages or destroyed property.
- If the student exhibits negative and disruptive behavior during a field trip, the parent will be called immediately and advised to go to the area being visited to pick up their child. The maximum travel time for our field trip locations is one hour.
- Offensive touching or biting will result in immediate removal from the program without a refund.

All behavior incidents will be documented.

If you are called to come and pick your child up due to behavior issues or illness:

- Make sure that the program staff has your current cellphone number and email address.
- Make sure to monitor your phone and email while your child is on campus.
- If you cannot pick up your child in an emergency, make sure that you have selected authorized alternatives who have working cellphones and transportation.

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Frequently Asked Questions

Is there a waiting list for each academy?

No.

I don't have a credit or debit card. Can I pay for my child's registration with cash?

You will need to discuss this with the program coordinator.

Can I get a refund if my child does not participate for the entire week?

No. Once the academy has started, there will not be any refunds given. If something occurs and your child cannot attend before the academy begins, a refund may be given. A request for a refund must be submitted in writing (email) and requested seven days before the academy begins.

Are there early drop-off and late pick-up hours?

No. Students must be dropped off between 8:30-8:45 a.m. Students must be picked up from half-day academies between 12:45-1 p.m. Students must be picked up from full-day academies between 3:45-4 p.m.

What happens if my child is late?

If your child arrives late, do not take them to the classroom. You must bring them to the SEA program office in the May Literacy Center. You will still have to sign them in. The SEA staff will escort your child to their assigned area.

Can I pick my child up early?

Yes. When you sign your child in, advise the SEA check-in staff or the program coordinator that you will be picking your child up early. You will have to complete and sign an **Early Release Authorization** form. If you are picking your child up before lunch, please arrive at the check-in point before 11:30 a.m. If you are picking your child up from lunch, advise the program coordinator that morning. You will pick your child up from the Commons building and be asked to sign them out. The students will be in the Commons between 11:45 a.m. and 12:45 p.m. each day.

Can my child bring their cell phone?

Yes, but the cell phone must be kept on mute and put away. Your child will be able to use their cell phone during lunch if necessary.

What happens if my child is sent home early because of their behavior or illness and I can't come to pick them up?

When you register your child, you will complete and sign an **Authorization to Release** form. This form will be where you list dependable and trustworthy people to come and pick your child up with your permission. The people you list on this form should have working cell phones and transportation. They will be asked to show their identification when they arrive on campus.

Can another parent take my child home?

Yes, if prior arrangements have been made and the program coordinator has been advised in writing (email) or in person, the other parent will sign your child out.

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Can I send my child to campus or have them picked up in a Lyft or Uber?

This is a decision that you as a parent will make with your child's safety in mind. If this is to occur, you must notify the program coordinator before the start of the academy week. Each day, you will also send a description of the car/driver to the program coordinator. You will also send an email stating your intention.

My child is a licensed driver. Can they drive themselves to campus?

Yes. You will need to send an email advising the program coordinator of this. You are also responsible for getting a parking pass for your child to park on campus. Your child may only park in Lot A across from the Cookout Restaurant. Your child will sign themselves in and out each day. Your child will be expected to immediately leave campus at dismissal.

My child drives to campus for the SEA. Can they give other students a ride?

The parent of the driver and the parent of the other child must send the program coordinator an email providing permission. Both students will check themselves in and out and be expected to leave campus immediately. The SEA will not be responsible for any incidents, accidents or occurrences.

We live five minutes from the campus. Can my child walk to the SEA?

Once again, this is a decision that you as a parent will have to make with your child's safety in mind. They will have to cross a busy street or a busy highway to get to the campus. You will have to provide written permission (via email) to the program coordinator. The SEA will not be responsible in case of an accident or occurrence. Advise your child that they will be required to leave the campus immediately. You are strongly urged to plan for someone you trust to drive your child to and from campus each day.

Do I have to physically sign my child in and out each day?

Yes. If you have a mobility challenge, please advise the program coordinator. A staff person can walk to your car, get your signature and escort your child to the check-in point.

If I have a question or concern, who should I contact?

You should contact the program coordinator. Please note that if you call or email between 8:30-9:30 a.m., 11:30 a.m.-1:30 p.m. and 3-4:15 p.m., the program staff will be busy serving the students in the program.

SEA@salisbury.edu

410-546-6218

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Guidelines for Parents

- Complete, sign and submit all required documentation when you register. The registration process will not be complete if those papers aren't received.
- Please prepare to arrive on time for check-in and dismissal.
- Discuss the rules, guidelines and consequences with your child. Tell your child that you expect them to exhibit good behavior and make good decisions.
- Tell your child to report to the staff if they are being bullied or threatened. All the students who attend the SEA should feel safe. Remember, the staff can't do anything if we don't know.
- If you are having an issue with another parent in the program, please address those issues off campus. We will not tolerate fighting or bullying from parents either. We will call the campus police.
- If your child is having an issue with another child, please discuss it with the program coordinator. Do not come on campus and confront a minor child. The campus police will be called.
- Don't harass or bother the program staff (TAs and instructors). If you have an issue, please discuss it with the program coordinator.
- The SEA staff is not required to give you their private contact information.
- If your child has allergies or any other medical conditions that may result in illness, injury or negative behavior please advise the program coordinator.
- Don't send your child to the SEA with any medication (the exception will be an inhaler or EpiPen). If your child needs medication, you should be prepared to come to campus to give them the dose.
- The SEA staff will not discuss another child, another child's parents or another SEA staff member with you.
- The SEA program office will be closed and locked during the lunch break each day: 11:30 a.m.-1:15 p.m.
- There are surveillance cameras all over the campus and in the campus buildings. The SEA staff completes an incident report for any behavior or medical issues. If you are called to pick your child up because of their behavior, please be mindful that we will have documentation available to support our decision.

Registration Fees and Discounts

- The registration cost for each academy is listed on the website, flyer and registration site. Payment is made online via the registration site.
- Students who are eligible for free and reduced meals (FARM) and whose family receives TCA, food stamps or who are in the foster care system may be eligible for a discount. These discounts are limited and are available upon request on a first-come, first-served basis. Verification must be provided.

Refund Policy

- No refunds for partial attendance.
- No refunds if you are asked to remove your child from the program due to their negative behavior.
- No refunds if your child doesn't want to return to the SEA.
- If your child becomes ill on the first day, the program coordinator may issue a partial refund.
- If you decide not to send your child to the SEA, a full refund may be available up to seven days before the start of the academy.

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SEA Documentation – Mandatory

Authorized Release Form –
 Permission for others to pick your child up
 Assumption of Risk, Liability Release, Indemnification,
 and Waiver for Participation in Voluntary Activity
 Media Release Form –
 Permission to be photographed
 Medical Release Form
 Early Release Authorization
 Field Trip Permission
 Student Data Sheet



2025 ACADEMIES

DATE/TIME	ACADEMY	COST	AGES	LOCATION
June 23-27 9 a.m.-1 p.m. <i>Lunch Provided</i>	Business Simulation Academy	\$325	Middle/High	SU Campus
	Adaptive Sports Training Academy	\$325	Grades 3-12	SU Campus
	Eastern Shore Writing Project: Young Writers Workshop Academy	\$325	Grades 3-5	SU Campus
	Craft Time Designs Academy	\$325	Grades 1-5	SU Campus
June 23-27 1-4 p.m. <i>Lunch NOT Provided</i>	Future Mappers Academy	\$275	Middle School	SU Campus
July 7-11 9 a.m.-4 p.m. <i>Lunch Provided</i>	All About Health Academy	\$500	Middle School	SU Campus/ Tidal Health
July 7-11 9 a.m.-1 p.m. <i>Lunch Provided</i>	Comics Academy	\$325	Grades 1-5	SU Campus
	Paper Circuits	\$325	Middle School	SU Campus
July 7-11 9 a.m.-1 p.m. <i>Lunch NOT Provided</i>	3D Printing Explorers Academy	\$275	Middle/High	Downtown
July 7-11 1-4 p.m. <i>Lunch NOT Provided</i>	Games Academy	\$275	Grades 1-5	SU Campus

continued

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DATE/TIME	ACADEMY	COST	AGES	LOCATION
July 14-18 9 a.m.-4 p.m. <i>Lunch Provided</i>	Environmental Literacy through Canoeing (Student must be a proficient swimmer)	\$325	Middle/High	SU Campus/ Various Waterways
July 14-18 9 a.m.-1 p.m. <i>Lunch Provided</i>	Art & Nature Academy	\$325	Grades 1-5	SU Campus
	Scavenger Hunt Academy	\$350	Middle School	SU Campus
	Orchestra	\$325	Middle/High	SU Campus
	We Read to Lead Book Club Academy	\$325	Grades 3-5	SU Campus
July 14-18 1-4 p.m. <i>Lunch NOT Provided</i>	Mixed Media Art Academy	\$275	Grades 1-5	SU Campus
July 21-25 9 a.m.-4 p.m. <i>Lunch Provided</i>	Live Action Film Academy	\$500	Grades 3-6	SU Campus
	STEAM Academy	\$500	Elementary	SU Campus
	Local Tours Academy	\$500	Grades 6-9	SU Campus/ Various Sites
July 21-25 9 a.m.-1 p.m. <i>Lunch Provided</i>	Creative Writing for Teens Academy	\$325	Grades 8-12	SU Campus
	Outdoor Leadership and Team Building Academy	\$325	Middle School	SU Campus
July 28-August 1 9 a.m.-4 p.m. <i>Lunch Provided</i>	Live Action Film Academy	\$500	Grades 7-10	SU Campus
	STEAM Academy	\$500	Middle School	SU Campus
	College and Career Readiness Bootcamp	\$500	Grades 9-12	SU Campus
July 28-August 1 9 a.m.-1 p.m. <i>Lunch Provided</i>	Outdoor Leadership and Team Building Academy	\$325	Elementary	SU Campus
July 28-August 1 9 a.m.-1 p.m. <i>Lunch Provided</i>	Social Engagement Skills Academy	\$325	Elementary	SU Campus
July 28-August 1 1-4 p.m. <i>Lunch NOT Provided</i>	Social Engagement Skills Academy	\$275	Middle School	SU Campus

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SU is an Equal Opportunity/AA/Title IX university and provides reasonable accommodation given sufficient notice to the University office or staff sponsoring the event or program. For more information regarding SU's policies and procedures, please visit salisbury.edu/equity.