



November 2013

Thank you for your interest in KIDS University. This packet has been provided to familiarize you with the program and our expectations of our instructors. It will also provide you all the format in which proposals to teach must be submitted.

1. Before completing any forms, if this is a new proposal please call Teri Jones-Rodrigues at 784-6685 to discuss your ideas for camp.
2. After discussing your ideas, complete the following forms.
 - KIDS University Instructor Data Sheet
 - Detailed Program Description
 - Marketable Description
 - Instructor Reference Sheet
3. Return the above forms along with your resume no later than 5:00 p.m., Friday, January 3, 2014.

Proposals received after the deadline may not be considered. Submission of a proposal does not constitute an agreement to teach. Proposals will be reviewed based on their originality, the interactive/hands-on nature of activities, the connection with topic areas taught on campus, budget constraints, and scheduling fit. Extended Studies will review proposals and notify instructors of the acceptance/rejection of their proposal no later than Friday, February 14, 2014.

Upon acceptance of your proposed idea, the remaining forms will need to be fully completed and submitted for review no later than 5:00 p.m., Friday, Feb. 28, 2014. Also, there will be a mandatory meeting on the evening of Thursday, May 8, 2014 at 6:00 p.m. in the Continuing Education Building.

- Facilities Request Form
- Field Trip Request Form
- Guest Speaker Request Form
- Lesson Plans
- Materials Request Form (If you are teaching a sports class include all the equipment needed)
- Weekly Activity Grid

We appreciate your interest and commitment to the youth of our community.

Sincerely,

Crystal Adams
Program Coordinator
KIDS University



Things To Keep In Mind...

Mission of KIDS University:

- Provide a fun learning experience while exposing kids to the campus and its resources.

Parameters/Concerns/Things to Think About

- No more than one field trip per week. A field trip constitutes admission fee and/or bus transportation. The class can walk anywhere within reason. However, due to bus constraint and transportation availability, field trips will be limited and must be cleared. Please contact Teri Jones-Rodrigues for further information.

- Supply budget is approximately \$200-250 per week per class, or figure about \$10 per kid which includes field trip admissions and any guest speaker payment.

- Class size will be limited to approximately 25. Minimum registration to hold a class is 10.

- A student aide will be provided after the class receives 12 enrollments.

- Extended studies will handle all registration, confirmations, logistics, and payment documents.

- Salary includes development and instruction per week and requires a proposal, instructor orientation/procedures meeting, instruction of the class, and a debriefing meeting.

Teaching Staff	\$450/Week
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- Curriculum should somehow relate back to an area of study on campus.

*** Additional information or questions should be directed to Teri Jones-Rodrigues at Extended Studies: 784-6685, Fax: 784-1605, or e-mail: terir@unr.edu



KIDS UNIVERSITY General Information

Description

KIDS University was first held during the summer of 1997 for six weeks beginning with the week following July 4th. It was designed to provide exposure of the university campus and its areas of study to youth between the ages of 7 and 14, or kids entering 2nd through 8th grades. It replaced a variety of one-week theme-based camps offered in the past such as Serendipity, Discover, Talk French/Spanish, and Junior Lawyers. The Write Stuff was incorporated into KIDS University. July Games, a non-competitive, cooperative games program, offered in one week sessions during the month of July was expanded into Summer Games. Now Kids U Games provides the cooperative games as well as exposure to the educationally based KIDS U sessions. KIDS U full day participants join the KIDS U Games participants in the afternoon. In 2009, KIDS University had 1,739 student enrollments!

Programs are one or two weeks in length and can be taken on a full (8 am – 5 pm) or half (8am – noon) day basis. The full day program includes an academic type class from 8 am – noon and a recreational component (KIDS U Games) in the afternoon (noon – 5:30). Supervisions is provided from 7:30 a.m. to 5:30 pm.

A student aide is provided once the registration hits 12. Class size is limited to approximately 25 students.

Fees

Registration fees are \$200 for full day, \$140 for half day, some classes may have additional lab fees such as computer classes. Fee includes one t-shirt per child per summer, class supplies, field trip admissions, and transportation. An afternoon drink is also provided during the recreation portion of the camp.

Finance

KIDS U is self-supporting, paying for all direct expenses including marketing, postage, instructor and aide salaries, field trip admissions, and transportation.

Instructors

Washoe County School District teachers, UNR graduate students, UNR College of Education students.

Student Aides

Current UNR students or entering UNR students.

Marketing

Program is marketed via brochure mailed to past participants and distributed throughout the WCSD elementary and middle schools. Brochure quantity was equal to 41,000 in 2013.

Press releases were sent to Nevada Parent and Reno Gazette-Journal.