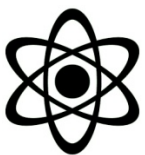
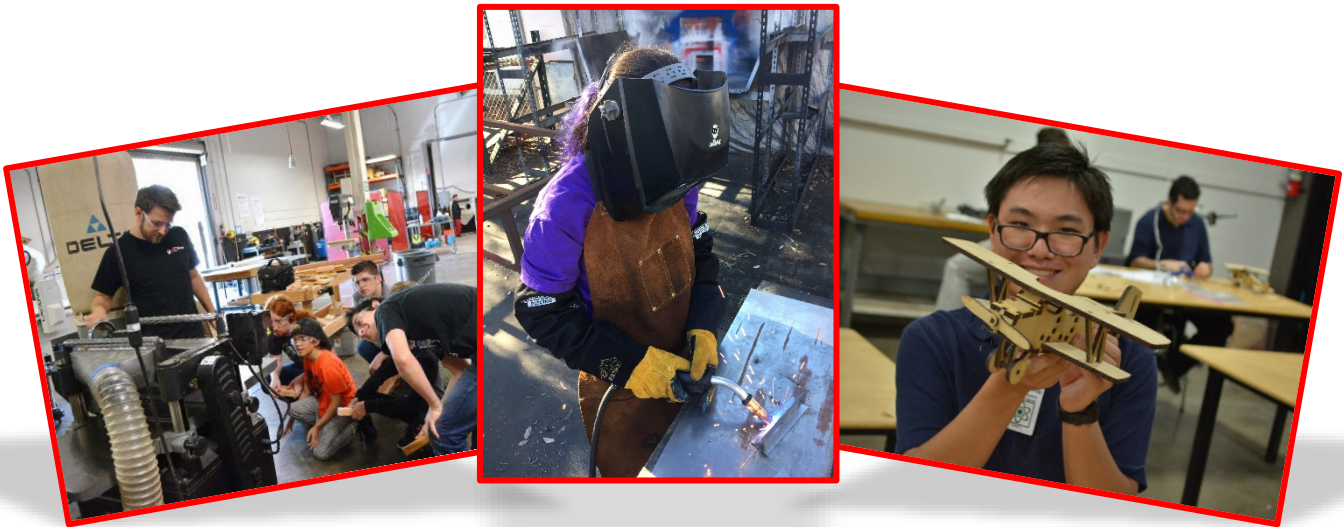




Youth STEM Program Parent Handbook



Dear Urban Workshop Families,

Welcome to Urban Workshop's Youth Program! We would like to congratulate you on the investment you have made in your child's future. The practical skills, problem solving techniques, and social skills your child is learning by participating in Urban Workshop's hands-on STEM workshops will benefit them for the rest of their life. These basic and universal lessons will benefit them as they become young adults and pursue careers in nearly any field.

Urban Workshop is committed to providing a family-friendly environment. You are welcome to visit the program at any time to see how your child participates in the program; however, we believe that children learn best in an environment that is free from the distractions of their parents. We ask that you pick up and drop off your child only; any medications or supplies will need to be left at the front desk. If your child has special needs, we will make every provision to accommodate them.

We have several opportunities for families to get involved, including weekly workshops and family memberships, where you can work with your child on a project. This publication is your guide to Urban Workshop, our operations, policies and procedures to safety, activities and communication. If you have a question that is not covered in this handbook, please contact our Youth Program Manager.

We look forward to helping your child grow into his or her full potential and to building a lasting relationship with you and your family.

Sincerely,

The Urban Workshop Staff

Urban Workshop Documents and Copyright Notice

All Urban Workshop documents, including but not limited to course materials, registration forms, attendance records and Incident Reports, unless otherwise noted, are property of Urban Workshop and protected under United States copyright laws. No unauthorized reproduction is allowed.

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ABOUT URBAN WORKSHOP

Urban Workshop is a community-centered, membership based Do-It-Yourself workshop and makerspace. We are one of the largest and most successful makerspaces in North America, and offer a creative environment with supportive staff and access to tools, software and work space. There is something here for everyone, regardless of skill level.

HISTORY OF URBAN WORKSHOP

Urban Workshop was born out of Steve Trindade's engineering and manufacturing company called Automotive Technology Group Inc. (ATG), which opened in 2001. ATG specialized in advanced Research and Development services for both large auto makers and smaller startups such as Fisker Automotive. During the period of 2006 to 2013 ATG was regarded as one of the top electric and hybrid vehicle engineering companies in North America. ATG also supported a small number of professional motorsports teams with engineering and development as well as at-track race engineering support. When the economy slowed in 2008, most of the engineering services and manufacturing dissipated, but the motorsport business swelled.

Around January 2012, Steve started doing STEM presentations to youth at local high schools and colleges to tell them about the race cars, hoping to pique their interest in the sciences. At the time, he had heard about makerspaces and started asking some of the teachers their opinion of them. Sort of jokingly they started to introduce him as the guy who is opening "The Shop". Before he knew it, people were showing up at ATG asking if this is "The Shop", and if it was open yet.

After riding out the recession that started in 2008, the engineering services business was becoming more and more challenging due to customers not paying or going out of business while simultaneously, 3 to 5 people per week were dropping-in looking for The Shop. That was when Steve decided to go for it. Automotive Technology Group wound down the projects it was working on and in May 2014, signed a lease for a 5,500 square foot R&D space in Irvine. Using all volunteer help, the new facility was set up and opened as Urban Workshop on July 15, 2014. Our makerspace was born, just like that!

In April 2016, Urban Workshop moved to Costa Mesa into a larger 18,500 square foot facility and continues to grow and benefit the community. Now, Urban Workshop has over 1,000 members, provides over 80+ adult shop classes per month and has trained thousands of adults in technical skills, houses over 200 small business start-ups, and has introduced over 1,000 youth to the joys of making and shop class. The future looks bright as we plan to expand our membership, training, and youth programs in other areas around Southern California and then North America in the coming years

WHAT DO WE OFFER?

Urban Workshop includes 3D Printers, laser etchers, a welding shop, wood shop, machine shop, CNC mills, textiles area, vinyl cutters, plastics shop, electronics lab, auto shop, co-working space and computer lab. Members have access to advanced software including Solidworks, Photoshop, Illustrator and more. A huge work area with large tables, compressed air and electricity are ideal for working on projects and collaborating with others. We offer a lounge area with coffee, water and a full kitchen. Businesses, non-profits and private groups are welcome to use our premium 2,000 square foot event venue for corporate events, team building events, charity events, and special events of all types.

HOW DOES IT WORK?

For a monthly annual fee, members can use and reserve Urban Workshops' tools once they have completed the equipment-specific basic safety classes. Our experienced staff is always available to provide personalized assistance whenever needed. Anyone can attend classes without being a member; however, children under 16 are limited to the Kids Programs and Summer / Winter Camps.

STAFF

All Urban Workshop staff are background checked and our Teaching Staff are chosen based on their relevant experience. We take pride in our staff and provide training, which includes emergency procedures, program planning, and other areas pertaining to the safety of your children. Our Management staff spends the majority of their time providing leadership, guidance and overall supervision to insure a high quality program is provided for the children and families.

PARENT PROGRAM COMMUNICATION

To ensure that you and your student are getting the most out of your experience, we keep the lines of communication open through a variety of ways including: newsletters, open house nights, bulletin boards, parent/teacher conferences, parent events, surveys, and feedback forms. You will receive frequent communications from us, both in person and in writing, so that you are constantly informed of your student's progress, achievements and daily activities.

PARENT INFORMATION AREA

When you pick up your student each day, please check for any updated information or notices on the reception area bulletin board. Please check any posters and brochures for other information pertaining to Urban Workshop activities, other vendor activities, and opportunities to volunteer.

PROGRAM COMMITMENT TO INCLUDE CHILDREN WITH SPECIAL NEEDS

All children are welcome to participate in Urban Workshop's Youth Education programs. Our staff strives to respond to the needs of each individual student in a group care setting, with a ratio of one staff member to 8 children. Our program provides opportunities for involvement in large and small groups, with a balance of teacher-directed and student-initiated activities. We are unable to provide one-to-one care for any student except on an intermittent basis, such as injuries, immediate disciplinary issues, and certain personal care needs customarily provided to other students.

To the extent we are reasonably able to do so, we will provide services to children with disabilities or any special needs in the same manner as services provided for other children of comparable age. If it is unclear whether our program can reasonably accommodate the unique needs of your child, we encourage you to visit Urban Workshop to tour the facility and speak with our Youth Program Manager.

It is essential that all pertinent information about your student's needs be available to staff from the outset of enrollment, and that a continuing bond of trust and mutual partnership exists for the benefit of your student. Therefore, as the enrolling parent, you have the obligation to disclose significant medical, physical or behavioral issues at the time of your student's enrollment and on an ongoing basis.

OUR PROGRAMS

YOUTH SHOP CLASS / S.T.E.M PROGRAM

Urban Workshop's Youth Hands-on Shop Class Program is designed to create a relaxed and pressure-free environment in which students, ages 10 to 16, learn to use a wide selection of hand and power tools with a variety of materials. Each individual class introduces participants to a new group of tools and techniques, and includes a project.

The goal of this program is to help build confidence and independence by teaching your child practical skills, as well as provide career exploration opportunities that will benefit them for a lifetime. They will experience firsthand engineering and technical problem solving using both traditional and modern high-tech equipment to achieve a solution. Our programs are offered all year as spring and fall semesters, and as summer / winter camps. Participants in the program will learn to use and be comfortable with traditional tools as well as current state-of-the-art tools and equipment.

All students start at Level 1 and progress to the next level upon successful completion. Starting with Level one, students learn how to use basic hand tools and help develop the "feel" needed to successfully work with different materials and mechanical systems. This level provides broad exposure to the different areas of the workshop students can work in. Students are also introduced to different 2-D and 3-D software that will aid them in developing their creations, as well as a being introduced to the world of Arduino robotics. This understanding will provide a solid foundation for the level 2 – 4 programs, where increasingly more powerful tools will be introduced, along with more complicated projects.

These are not ordinary S.T.E.M. classes. They are more like the old school shop classes really. Students will have fun, get dirty, use loud and obnoxious tools and make a lot saw dust, metal chips and wire scraps along the way!

SUMMER AND WINTER CAMPS

Urban Workshop's one-week camps are a compressed version of our regular semester program and are designed to teach kids, ages 10 to 16, how to use a wide selection of hand tools with a variety of materials, in a relaxed and pressure-free environment. Summer camp introduces students to Urban Workshop in the same manner as the semester programs and includes all the activities and tools the semester has to offer. Urban Workshop's Camps are one week long, Monday through Friday, 9 am to 4 pm, with a one-hour lunch each day.

To view the latest program curriculum for each level, please visit our webpage at:
urbanworkshop.net/youthoverview.

ENROLLMENT POLICIES AND COST

ADMISSION CRITERIA AND PAYMENT OF ENROLLMENT FEES

Children must be between 10 and 16 years of age and currently enrolled in school, either through a local school district, home school program or charter school program recognized by the State of California. Parents must complete the **Admission Agreement, Liability Waiver, Emergency Contact Form**, and payment of dues must be received (or payment plan arrangements made, such as submitting a Purchase Order from a Charter School) prior to the start date. Students that are unpaid for or that have not submitted a PO prior to the start date will not be allowed to participate in the program.

FEE CREDITS / REFUNDS FOR ABSENCES (S.T.E.M. PROGRAMS)

There are no adjustments in the payment for absence or nonparticipation. Your fee covers our direct operating expenses (i.e., staffing, equipment, materials, activity fees, etc.). When you enroll your child, you are reserving space, time, staffing, and provisions whether or not she/he attends.

As the enrolling parent, you are responsible for all fees related to your student's participation (this includes families that receive funding or scholarships for charter school enrollment). Urban Workshop will provide you a copy of your account statements for reimbursement from an outside source upon written request.

USE OF CHARTER SCHOOL FUNDS FOR ENROLLMENT FEES

We have partnered with many Charter School programs in Southern California, and you are allowed to use Charter School funds to enroll in our 12 week program (and weeklong camps). Please inquire with Urban Workshop Management to verify your Charter school is a partner prior to enrolling, as we cannot guarantee reimbursement of any funds through your Charter School program; we can only provide statements for you to submit to the charter school for reimbursement. Please contact us if you would like us to become a vendor to your charter School.

To view the most up to date list of Charter Schools we service, please visit our webpage at:

www.urbanworkshop.net/charter

WITHDRAWING FROM THE PROGRAM / CHANGES TO ENROLLMENT

Participants wishing to withdraw from the program or change their enrollment may do so by contacting Urban Workshop Management either by telephone or email.

WHO TO SEE AND WHEN

Any member of Urban Workshop's Management team or Teaching Staff will be happy to answer any questions related to operation of the program, including curriculum-related program ideas or concerns, behavior issues, or schedule changes.

PROGRAM PHILOSOPHY ON CONDUCT, BEHAVIOR AND SAFETY

PHILOSOPHY

Urban Workshop strives to maintain a positive approach to managing student's behavior at all times. The staff at Urban Workshop has established expected behavior guidelines; positive behavior is self-rewarding and allows for program activities to occur. When students choose to behave outside of the guidelines, some consequence is required to avoid future problems. The overall safety of all children in the program is our highest priority.

CHILDREN'S APPROPRIATE CONDUCT

It is our desire and intent that every student enjoys the activities planned by understanding that she/he is responsible for her/his actions. With prior knowledge of our basic rules of safety and good conduct, each student is made aware of how to exercise self-discipline. We are here to assist her/him and to know that we expect her/him to succeed. Character development is an important part of our program. We also use positive reinforcement by consistently acknowledging good behavior.

The expectations listed below are the general expectations we have for all of our program participants:

- Safety first
- Respect for yourself, for others and for property.
- Speak for yourself / listen attentively.
- Be responsible for your words and actions.

PROCESS

As mentioned above, when positive behavior is displayed, the reward is participation and enjoyment of planned activities. In cases of negative or inappropriate behavior, the following process will be employed:

1. Reasoning and Redirection: Every effort will be made to help the child understand the inappropriateness of her/his action and agree to an alternate form of behavior. Children may be redirected to alternative activities. When the conflict is child-to-child, every effort will be made to have them reason together face-to-face with staff facilitating.
2. Removal from Specific Activity: When reasoning has been pursued and has not changed behavior, removing the child from the activity involved for an appropriate amount of time may become necessary. The denied activity should be related to the misbehavior and the removal should not exceed 10 minutes. If the incident is deemed serious enough or has been recurring, a Disciplinary Action Form may be filled out and recorded in the students file. Copies of Disciplinary Action Forms will be provided to parents when issued.
3. Child / Director Conference: When the Teacher is not successful in correcting behavior our Youth Program Manager may meet with the child to redirect him/her to use of proper conflict resolution strategies.
4. Parent Conference: If the parent needs to be formally involved in the process, specific changes in behavior will be requested with specific consequences for non-compliance outlined. This is usually accomplished through the use of a "Behavior Contract." Whenever possible, the child is present and participates in these conferences. The goal is to define what changes need to be made to help the child be successful in the program.

REMOVAL FROM PROGRAM FOR INAPPROPRIATE BEHAVIOR

If the above process has not resulted in corrected behavior, the family will be required to remove the student from the program. The Urban Workshop reserves the right to remove a child from the program if he/she disrupts the class or endangers the well-being of themselves or others.

BEHAVIOR RELATED ISSUES

In addition to behavior management procedures outlined above, parents should be aware that:

- No staff member may ever strike, swear at, abuse, or threaten with physical intimidation either a child or a parent;
- No staff member will allow a child to be stricken, sworn at, abused, or physically intimidated by anyone else in the program;
- No child will be allowed to continue in the program that becomes a safety hazard to themselves or others;
- No staff member will ever solicit or accept gratuities in consideration for any treatment of a child;
- No parent or guardian will be allowed to harass, threaten, or display violent / intimidating behavior towards staff, participants or other members.

BEHAVIOR MANAGEMENT

The safety of a child is the highest priority for setting behavior management procedures.

When a student has a serious discipline problem, (on any ONE occasion), the parent may be called by staff to request that the student be picked up within one (1) hour of the call. Hitting another student, threatening or intimidating others, injuring another student or staff member, or leaving the program center is a serious discipline problem. Should it be decided by Urban Workshop staff that a student poses a serious discipline problem; the student may be suspended from the program for a period of 1-5 days, or may be removed from the program entirely.

HEALTH AND SAFETY

Urban Workshop is a private business, and our youth education programs are supplemental to the primary services we offer to adult entrepreneurs, hobbyists and contractors. Our paid staff is checked for criminal background history. While we make every effort to provide for the health and safety of your student while they are at our facility, please be advised that beyond our stated Membership practices and policies we cannot background check our Members and their guests. However, for your student's safety, we make every effort to separate our youth program participants from our membership.

MEDICATION

Urban Workshop staff are unable to administer medications (other than emergency medication or over-the-counter medications) to your child. If your student will require medication during the hours of our program, please notify our staff prior enrollment. If your student requires maintenance medication during the program, we will make accommodations for you to administer them to your student at our facility during class hours.

If your student requires emergency medications for asthma or allergies (including an inhaler or injectable epinephrine aka Epi-Pen), please provide these medications in a labeled container and in the event of an emergency we will administer them to your student. Parents will be notified that emergency medications were administered, and will be contacted via telephone in the event your student needs over-the counter medications (specifically, aspirin or other NSAIDs). Please advise Urban Workshop staff if your student has any allergies.

CHILD ILLNESS

For the sake of your student and others, if a child has a temperature of one full degree over normal, is vomiting, or shows other signs of illness, they may not attend Urban Workshop's Youth Education Program until such time their temperature returns to normal and/or they are no longer symptomatic. Parents should notify Urban Workshop of the absence AND the nature of the absence on the day of the illness.

If your student becomes ill during program hours, she/he will be isolated from other children and you will be contacted to pick her/him up. Urban Workshop is not equipped to handle ill children beyond securing their immediate comfort. If you are contacted, you need to make arrangements to pick up your student within one (1) hour. Please be sure to keep the Front Office informed of any changes in your work or emergency phone numbers. If you cannot be reached, we will contact someone you have authorized.

NO NIT POLICY (LICE)

Urban Workshop has established a No Nit Policy as a health standard intended to keep children lice free, nit free and able to attend our program. Head lice are one of the most common communicable childhood diseases. Parents can help prevent the spread of lice by conducting routine screening, early detection and removal of lice and nits. Should your student contract lice or nits, please inform the Urban Workshop staff and your student's school. Parents may be asked to provide a doctor's note that their student is free of lice and nits before returning to the program. Should there be an outbreak of lice; parents will be notified in writing, and our facility will be properly treated. Our priority is the safety and well-being of all the children in the program.

EMERGENCY PROCEDURES

Fire and disaster drills are scheduled on the first day of class and throughout the program to ensure that your student and all staff are prepared in the event of an emergency. In case of actual emergency, parents will be notified of their student's well-being as soon as possible. If the Urban Workshop must evacuate due to an emergency, they will remain on-site with a member of Urban Workshop Management until you can pick them up. There will be no refunds or credits given for closures due to natural disasters.

EMERGENCY CONTACT PROCEDURE

Please call our front desk at 949-296-2153 and ask to talk to your student. We are happy to retrieve your student or relay a message to them directly.

SNACKS AND LUNCHES

Please provide all snacks and drinks for your student for each day of the program. Summer camp participants will require a lunch in addition to their snacks. If your student's lunch requires refrigeration and/or warming up, please advise the Front Desk when you drop off your student in the morning.

Due to the increasing numbers of children with food allergies, please inform Urban Workshop staff and/or Management the extent of your student's allergies. We are unable to control the lunch items sent by other program parents; therefore, if your student's allergy is severe, please provide appropriate emergency medications.

DRESS CODE

Safety is our top concern and dressing appropriately is your best defense against cuts and scrapes. It is required that students wear long pants, closed toe shoes, and shirts that cover their shoulders. We will provide additional safety gear required for classes that require it such as welding. Also, students must not wear contact lenses as they can be contaminated in the shop or even melt into the eye when welding.

Please send your student to the program in comfortable "play" clothing – they will get dirty! **Flip flops, sandals or shoes with heels are not allowed.** Long hair must be tied back into a ponytail.

CELL PHONES AND PERSONAL ELECTRONICS

Students are required to store their personal items including laptops, games, MP3 players, and cell phones in the storage cubby provided in the class room / shop area. Students are not allowed to use personal electronics in the class room or shop areas as they are very disruptive and present a safety hazard. Please remember the students are working with real tools that can be dangerous if they are distracted. For the safety of all of our students, personal electronics must be safely stored in their book bags or back packs for the full duration of the class.

LOST AND FOUND

Please mark all of your student's belongings (i.e., lunch boxes, jackets, coats) and be sure to check that your student has all of their belongings the end of each day. Urban Workshop will not be responsible for lost, damaged, or stolen articles. Lost and Found items will be donated to a local charity if not claimed after one month.

FAMILY / PARENT POLICY

Families are always welcome at Urban Workshop. Please feel free to come in when dropping off or picking up students, to tour the facility, meet the instructors, and ask questions of our staff. It is however, our policy that parents drop off the students for the duration of the class. It has been our experience that the students behave completely different when their parents are nearby and don't fully engage in the class projects. For their benefit and safety, they need to be fully engaged in what they are doing when using tools or they could be injured.

IN AND OUT PROCEDURES / ATTENDANCE

DROP OFF AND PICKUP

To ensure the safety of all children in our Education Programs, parents are encouraged to escort their children into and out of Urban Workshop, and to check them in and out at in the classroom for attendance purposes. We may require you to show a photo ID until we get to know you.

If you choose not to escort your child in and out of the building, please advise our staff at the first class that you are comfortable with us releasing your student from the building alone when you arrive. Unescorted children will be held at reception or front yard area under supervision of staff member until the parent arrives at the facility. Children are not allowed to sign themselves in or out.

ONLY AUTHORIZED INDIVIDUALS MAY PICK UP CHILDREN

Only persons authorized, in writing, by the parents may pick up your student. Once persons are authorized they will be required to follow the same guidelines as parents when signing your student in/out.

All persons authorized to pick up a child may be asked to show a photo ID to the Front Desk. The staff will question anyone who is unfamiliar to them and ask for identification to check their authorization. Anyone without proper authorization will be stopped from taking a child, and notification of local authorities may be necessary.

If someone other than those persons authorized on the emergency contact form will be picking up your child, you must notify Urban Workshop in writing. Additionally, any restricted individual must have a restraining order on file with the Front Office Manager.

DAILY ABSENCES

If your student is going to be absent, please call or e-mail the Urban Workshop on the day of the absence.

LATE PICK-UP

Parents need to ensure that their student is picked up at the end of the program; therefore, please contact the Urban Workshop if you anticipate being late. If you are unable to make it, please arrange for another authorized adult to pick up your student.

Urban Workshop staff and volunteers are not allowed to baby-sit or transport children at any time outside of the Kids Program; parents who have not notified Urban Workshop that they will be late, or are sending another authorized adult to pick up their student, and they are late, can expect the following sequence of events to occur. These steps are necessary to ensure the safety of the student as well as Urban Workshop staff members.

- 15 minutes after program ends: Staff member in charge begins calling parent home and cell phone number(s) to check for problems or miscommunications. If contact is not made, alternative contacts listed on the registration form will be called
- 45 minutes after program ends: Staff member in charge contacts local authorities to determine if any problem related to the parent has been reported.
- 1 hour 30 minutes after program ends: If the child has not been picked up by this time, he or she will be turned over to the Orange County Sheriff's Department (or local Police) and DCFS will be notified.

You risk dismissal from the program if you (or your authorized persons) are late in picking up your student three (3) times within a 30-day period.



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