



MILO CODING ACADEMY

Rules and Guidelines

For

Participation



MILO CODING ACADEMY (MCA)

CONGRATULATIONS on your success in becoming a member of the MILO Coding Academy Team! Please take some time to review this document for participation details.

What: MILO Computer Coding Academy

Where: Elson Floyd Hall, WMU Computer Science and Engineering Department

When: Phase I, II, and III each consists of 10 weeks with short breaks between (see schedule below). Registered students are encouraged to attend all three phases for a more complete experience in computer programming (coding). Any changes in scheduling will be communicated to parents prior to the start of the program phase.

Schedule for MCA Beginners Classes

(Parents will receive prior notification of changes to the schedule.)

Phase I—Oct. 4 to Dec. 21—W/TH Arrival is 4:30 to 5:00 pm. Class is 5:00 to 6:30 pm.

Phase II—Mar. 6 to May 16—W/TH Arrival is 4:30 to 5:00 pm. Class is 5:00 to 6:30 pm.

Phase III—Summer (to be determined)

MCA Club

Sept. 30, 2023, to Aug. 2024—LAST SATURDAYS—11:00 am to 1:00 pm.

Meets once per month except for special events (TBA) and will provide support and further exploration for students choosing to pursue Computer Coding at the high school and college levels.

Pre-requisite: Coding Class(es)/Interview

MCA Club Schedule 2023/24 (excluding special event dates)

Oct. 28—Nov. 18—Dec. 16—Jan. 27—Feb. 24—Mar. 23—Apr. 27—May 25—June 29—July 27—Aug.?

Curriculum: MiloCA Course A offers a computer science curriculum for beginning Coders, including Kindergarten students. Students will learn to program using commands like loops and events. The lessons featured in this course also teach students to meaningfully collaborate with others, investigate different problem-solving techniques, persist in the face of challenging tasks, and learn about internet safety. ** This course is required for all students – Code.org / CSTA approved.



REVIEW WITH YOUR CHILD

Rules and Guidelines for Participation

Complete Online Registration: THIS INFORMATION IS STRICTLY CONFIDENTIAL AND USED FOR ADMINISTRATIVE PURPOSES ONLY.

Beginners Coding Class [Registration | Milo Coding Academy](#)

MILO Coding Club [\(milocodingacademy.org\)](http://milocodingacademy.org)

- **Drop off/Pick up** at Elson Floyd Hall is located just inside the front door in the main lobby. Ms. Lois or MCA team member will be present to receive each student and admit him/her into the program. Dismissal is at 6:30 and Ms. Lois or MCA team member will walk the whole class to the door and wait for each parent to check each student out. **Be consistent** with the designated people allowed to pick up your child so that we can exercise the highest security for our program.
- **WMU Campus-**Only MCA staff/volunteers and students are permitted into the building during program hours.
- **Masks-**Masks are OPTIONAL in the building and all sanitizing routines are recommended.
- **Tardiness-**MCA Staff/Parent volunteers will monitor the lobby door to Floyd Hall from 4:30 to 6:30, but students should arrive during the 30-minute “sign-in” window. Your punctuality is appreciated!
- **Attendance** is important to any activity in which you choose to participate. Being consistent will help your child be successful! Notifying us of absences will help us plan a method of make-up, if necessary.
- **Class Behavior-**As a retired teacher with 40 years of experience, I don’t expect there will be any major problems beyond my ability, however, in the case that there are, I will follow up all disciplinary actions with a call, text, email, or conference with the parent(s) of the identified child.
- **Distraction-**Cell phones during instruction are not allowed. If you believe it is necessary for your child to have a phone to communicate with you, please speak to him/her about



keeping it tucked away, out of sight, with the ringer off/vibration on, OR leaving it with Ms. Lois until dismissal.

- **Parent Snack Rotation (to be determined)**-Parent volunteers will be given the opportunity to monitor the sign-in station during program hours, as well as donate snacks for those students who arrive early enough to consume them before class starts. **Allergies should be communicated via online registration, email, or text.**
- **Microsoft/Google Annual Detroit Fieldtrip**-Mark your calendars (June 17-19) for a tour/workshop of Microsoft AND Google in Detroit.
- **Emergencies**-Each class will be dismissed, promptly, at 6:30 and students will be ready for exiting the building at 6:35, but if it happens that you have an emergency and need to pick up your child prior to dismissal, come to the front lobby –OR– call Ms. Lois at (269) 599-4266.
- **Updates, Reports, Schedule Changes, or Cancellations**-Please check your emails, text messages, or child’s backpack on a regular basis for any communication regarding program changes.
- **RESPECT FLOYD HALL!!!**-MCA has established a great relationship with Western’s Department of Computer Science and Engineering. While they are excited about having young FUTURE CODERS in their presence, please be mindful of your conduct during program hours. DO NOT LITTER, SCREAM, HORSEPLAY, RUN IN HALLS, OR WANDER AROUND WITHOUT AN MCA TEAM MEMBER!

MCA STAFF

Director/Lead Instructor-Michael Renner-Lewis, “Mr. Mike”, is a Microsoft Certified Systems Engineer with more than twenty years' experience as an IT Consultant for numerous companies/corporations, including General Motors, Pfizer, Kellogg's, and Sparrow Health Systems.

Program Coordinator/Co-Instructor-Elois Renner-Lewis, “Ms. Lois”, is a retired teacher from Kalamazoo Public Schools with an MA in Literacy Education (middle school emphasis) and BA in Elementary Education with a major in English Language Arts. Currently, she is employed as an adjunct instructor in the Education Department at KVCC.

Other Staff: Mentor/WMU Professor-Dr. James Rhodes; Computer Science graduate student with 6 years as a software developer-Mamatha Devi Thalari; IT Support-Michael Sykes, and other WMU Service Learners, interns, and class assistants.

Commentary— “Together, we, Mr. Mike, and Ms. Lois, have enjoyed fellowshipping at Stones Church for 30 years and volunteering teaching computer courses at Kalamazoo’s Hillside Middle School and New Genesis Learning Center during the past 15 years. Utilizing a combination of



professional expertise, we aim to close the gap that exists among the underrepresented youth in the technology industry.”

Respectfully,

Mr. Mike and Ms. Lois

MEDIA RELEASE—*Children are photographed or videotaped in MILO Coding Academy (MCA) programs for a variety of uses. Internal uses include students’ portfolios, recording activities and events for posters and for photo albums for future recruitment. External uses include news reports on MCA by local newspapers or television stations. We would also like to have some photographs on our website. All release of MCA photographs and videotapes will be for staff-approved applications ONLY.*

I authorize MCA to use photographs or likenesses of my child.

Signature of parent/guardian

Date

VOLUNTEER MONITOR/SNACK ROTATION—*MCA needs parent volunteers to provide snacks and monitor the front lobby for one week (WED/THURS) or one Saturday during your child’s class/club hours.*

Please contact me with dates you would like me to monitor the sign-in/sign-out station and provide snacks for my child’s class or club.

Signature of parent/guardian

Date

MCA RULES AND GUIDELINES AGREEMENT—*I have read and understand the contents of this document. My child and I agree to abide by the rules and guidelines set by WMU and MCA staff and volunteers.*

Print name of MCA student



Signature of parent/guardian

Date

SUBMIT THIS PAGE ONLY TO MCA STAFF BEFORE LEAVING TODAY. THANK YOU!