



Welcome Packet

The documents listed below may be emailed to: sb.florida@dodstarbase.org

CHECKLIST:

Document	Date due to STARBASE	Date Submitted to STARBASE
Principal Invitation Letter		
Flight Assignment Roster		
Demographic Form		
Adult Applications		
125 FW Form 2s		
Student Applications		

***NOTE:** If you are a DCPS school, the Department of Science schedules and pays for bus transportation. For DCPS schools, if you have any difficulty please contact Dr. Yvonne Spinner the Executive Director for the Department of Science. DCPS is primarily using, for transportation for the 2024/2025 school year, "School Wheels".

Date Transportation Scheduled with Randall Bus Company: _____



General Information

PROGRAM INFORMATION

Each class attends STARBASE Florida for 5 consecutive days during the school year, ranging from Monday through Friday, from 9:00 a.m. until 2:00 p.m. During their visit at STARBASE Florida, students are introduced to many Science and Math principles connected to the National, State, and District Standards. They apply these principles by engaging in hands-on activities which are designed to make Science and Math interesting and fun. To ensure a high level of professionalism and educational standards, STARBASE Florida instructors are certified Duval County Public School teachers.

PREPARATION

Please review all of the information contained in the School Welcome Packet, and complete all necessary forms. Teachers are invited to visit STARBASE Florida before their school trip. Please contact us at (904) 741-7320 or via email sb.florida@dod.starbase.org to make an appointment.

CONFIRMATION

Once your reservation has been booked, a confirmation letter will be forwarded to you by email. Please respond to the confirmation letter as soon as possible, noting any changes.

PAYMENT

STARBASE Florida Academy doesn't charge a fee to attend the programs. *See transportation costs and lunch.*

TRANSPORTATION COSTS

Each school is responsible for its own transportation costs. If you are classified as a Title I school, according to the U.S. Department of Education, your transportation costs to attend STARBASE Florida can be paid with Title I funds. In order to ensure that Title I funding is available for your visit, please contact your school administrator immediately to determine your funding needs.

Due to security and possible real-world situations, buses must stay on base during your entire visit. **Please make sure bus drivers and the company are aware of this, so they may plan accordingly. This includes ensuring that they have enough gasoline as well as lunch.**

CHANGES AND CANCELLATIONS

If you must change or cancel your confirmed program, please do so at least 3 weeks before your school's first scheduled visit, by phone at (904) 741-7320. For further details, please refer to the "Cancellation Letter" page. We often have a waiting list, and other classes can fill your space. Please note that we cannot always accommodate changes due to limited space.



ARRIVAL AND DEPARTURE

Don't be late! Groups should **arrive** at STARBASE Florida by 9:00 am. Please plan the buses to leave your school at 8:30am and arrive back at 2:30pm. If delayed, please call (904) 741-7320. Programs start on time, within a set time schedule, to provide a quality educational experience. STARBASE Florida will not make up time lost from any program due to a group's late arrival. Buses are required to stay with the group and park in the large parking lot in front of STARBASE Florida.

PERMISSION SLIPS

Each teacher must print and submit 1 ORIGINAL copy of their students' STARBASE Florida permission slip by the deadline. A school Point of Contact (POC) will be established with the STARBASE office to arrange for proper pickup/submittal. ALL pages of the packet must be completed and signed. Adults and students without completed permission slips will not be allowed to attend the STARBASE Florida academy. *Any new or late permission slips can be submitted by the first day of their trip.*

LUNCH

STARBASE Florida does not provide lunch or have facilities to purchase lunch. Please bring brown bag lunches for your students and teachers. This must often be coordinated with the school cafeteria a few weeks before your trip. Please ensure that each child receives a lunch from the cafeteria before leaving the school. Each child should bring a lunch that does not need refrigeration or a **microwave**. Exceptions are school milks which need to be refrigerated. **Please note:** If you would like to bring a cooler with ice for items which need to be kept cool, you are welcome to do so.

GROUP SIZES

At STARBASE Florida, we operate 2 simultaneous classes per week (group). The program is designed to accommodate no more than 28 students per class for a group total of 56 students each week due to limited space restrictions. [As a result of STARBASE Regulations, we are required to meet a minimum of 20 students per class, so please be advised that we may adjust class sizes before your school's arrival.](#)

TEACHERS' ROLES

The presence of and assistance of teachers and adult chaperones is essential during school programs. An outline of your responsibilities is included in the "Role of a Teacher Chaperone" page. Each teacher needs to fill out the attached "Adult Application and Liability Release", "Request for Installation Access", and Demographics form.



STUDENT APPLICATION

I. Parental Consent and Emergency Health Form:

Student Name: _____ Age _____ Gender: Male () Female ()
(Print)

Parent/Guardian Name: (Print) _____

Address: _____, FL _____
Street City Zip

Home Phone: _____ Work Phone: _____

E-mail address: _____

Are there any health problems we should be aware of? If so, please list them and any precautions that should be taken (use additional paper if necessary).

In case of emergency, notify: Name (print) _____ Phone () _____

Relation to Student: _____

II. Consent and Hold Harmless/Student Photo Release Agreement:

In the event of an accident, illness, or injury, and the person listed above cannot be reached; I hereby give STARBASE Florida personnel permission to take action as deemed necessary in the best interest of my child. Furthermore, I do not hold the United States of America, the State of Florida, the Florida National Guard, or STARBASE Florida, Inc., any other agency, organization, or sponsor of these activities, or their officers, members, agents, or employees (hereinafter "the State") responsible for injuries to my child, which could occur due to the nature of the activity in which my child is engaged. I also understand that the STARBASE Florida staff reserves the right to terminate the participation of any student when it is deemed in the best interest of either the student or the STARBASE Florida Academy.

The STARBASE Florida staff takes numerous photos of students involved in all our activities. We sometimes use these photos in promotional materials for the STARBASE Florida program, such as brochures, newsletters, or videos. I hereby give STARBASE Florida permission for the taking and use of photographs of my child.

I further agree to indemnify and hold the State harmless from the claims or causes of action asserted by any other persons on my or my child's behalf, or in their own right, arising out of said attendance, participation, activities, or transportation. I similarly agree to hold the State harmless from the claims of other persons arising out of any acts done by my child. I agree that these conditions and agreements are binding on my child, as well as my and my child's heirs, executors, administrators, representatives, assignees and successors in action.

I have read and understand the above, and willingly agree to said terms and conditions. **Signature is required. Unsigned applications will not be accepted.** Return this application STARBASE.

Parent/Guardian Name: (please print) _____

Signature of Parent/Guardian: _____ Date: _____



The Role of a Teacher Chaperone

Welcome to STARBASE Florida and thank you for agreeing to serve as a Teacher Chaperone for your school's STARBASE participants. As a Teacher Chaperone you are an integral part of the success of this Academy. All classroom instruction will be conducted by STARBASE instructors; however, your role as Teacher Chaperone is vital as many of the activities involve hands-on teamwork that require teacher monitoring, so to maximize your students' learning experiences while at STARBASE we request that you:

In the Classroom

- Provide assistance to facilitate STARBASE instructor when asked. Please avoid using cell phones, doing non-STARBASE assignments, or leaving the students unattended with STARBASE employee.
- Ensure students are focused and attentive during instruction.
- Avoid "telling" students what to do, for each experience is designed to develop students' critical thinking, goal setting, and team building skills.
- Avoid doing the activity for the students.
- Ensure that every student participates in each activity. Our goal is for the students to problem solve and to learn to work together to accomplish a task.
- Assist with retrieval and storage of supplies when asked.
- Maintain discipline during lunch and restroom breaks as STARBASE instructors will not be present during these times.
- Ensure students are careful with food and drink during lunch as computers are in close proximity to team tables and floor is tile.
- Ensure students do not chew gum while at STARBASE or on tours.
- Monitor to see that students handle all STARBASE property and supplies with care and respect.

On tours

- Remain with your students and ensure they stay in a group with the STARBASE instructor.
- Reinforce respect ~ students stay focused on the speaker and ask appropriate questions.

Students must have their required papers on file and completed to participate in the academy. No student will be allowed to remain on site without required forms.

ALL ADULTS MUST HAVE A VALID, CURRENT PICTURE ID TO BE ALLOWED ON BASE. THIS INCLUDES ADULTS RIDING ON THE SCHOOL BUS WITH STUDENTS.



STARBASE CODE OF CONDUCT

Please discuss with your students the following code of conduct **prior** to their STARBASE participation:

1. Have Fun and Learn a lot!
2. Use respectful language and behavior. Keep each other physically and emotionally safe. Keep hands, feet, and negative comments to yourself. Physical violence is cause for immediate dismissal.
3. Raise hand to be acknowledged. Listen respectfully when adults and students are speaking.
4. Food & Candy are not allowed in the classroom, especially sunflower seeds.

Disciplinary Consequences

The Three “T”s!

1. **Talk** to student – Verbal warning given by STARBASE staff.
 2. **Time Out** – sit out of fun activity and a private discussion between the STARBASE staff and student occurs before the student returns to STARBASE activities.
 3. **Termination** – Student is removed from activity and parent or principal pickup! Student not invited back to STARBASE
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- ❖ No gum is allowed at STARBASE.
 - ❖ STARBASE students are not authorized to leave the STARBASE facility for any reason without a Teacher Chaperone or STARBASE staff member.
 - ❖ For any negative action which is severe or creates risk to other students, the STARBASE staff maintains the right to immediately remove a student from an activity and not invite the student back to STARBASE without proceeding through the Code of Conduct.



School Cancellation Letter

Dear Principal/Teacher:

Greetings from STARBASE! We look forward to working with your school very shortly. However, we have had several administrative shortcomings in the past, most notably schools canceling at the last minute, and believe this is worth addressing for your and our behalf.

Last-minute cancellations create unique problems, especially if we are unable to replace a school. Our Department of Defense regulations mandate we must enroll a minimum number of classes and students per year. Cancellations make it a challenge to meet these requirements and could jeopardize future funding. Should you need to cancel, we ask that you do so at least three weeks before your school's first scheduled visit, minimizing any detrimental impacts it could have on the program.

Understand, as well, it may be our choice to revoke a school's participation under certain circumstances. If you do not return the required paperwork on or before the due date or we experience extreme difficulty contacting you, we could cancel your visit. You and your principal will receive notification by phone and mail should this become necessary. To help minimize potential cancellations, we provide ample time for you to return your paperwork. Please notify our office, therefore, as soon as possible if you cannot meet deadlines.

Be aware it is also your responsibility to ensure, for each participating student, a parent or legal guardian completes and signs a Consent & Emergency Health Form. If a student arrives to STARBASE without a signed form, we reserve the right to ask a representative from your school to pick up the student and return them to your school.

We don't anticipate any discrepancies with your visit. We're simply providing this letter to ensure we can offer you the most quality educational opportunity for you and your students.

We look forward to working with your school and appreciate your understanding. Contact me at (904)741-7320 if you have any questions or concerns.

Sincerely,

Peter Carafano

PETER C. CARAFANO, PhD
Director, STARBASE Florida