

Get your head **IN** the clouds



AEROSPACE
Center For Excellence

The Summer Camp

2026 HANDBOOK

LAKELAND, FL
ACEEDU.ORG



Table of Contents

BEFORE CAMP 3

- Contact Information 3
 - Email or Camp Office Phone 3
 - Education Cell Phone..... 3
 - Camp Director Email or Phone 3
- UltraCamp 3
- Financial Policies 4
 - Deposits..... 4
 - Payment Plan 4
 - Scholarships 4
 - Sponsorships 4
 - Discounts..... 4
 - Refunds 4

DURING CAMP 5

- Camp Hours 5
- Camper and Staff Ratios 5
- Pickup & Dropoff 5
- Schedule..... 5
- Map for Car Line 7
- Map for Graduation..... 8
- Late Pick-Up Policy 9
- Late Arrivals 9
- Early Pickups 9
- Older Campers Driving to Camp 9

CAMP POLICY AND PROCEDURES 10

- What to Wear & Bring 10
- Accidents & Injuries 10
- Medications..... 10
- Camper Illness 11

ELECTRONICS 12

- VENDING MACHINES 12

BEHAVIOR..... 12

- Camper Expectations 12

BEFORE CAMP

Contact Information

Aerospace Center for Excellence

4075 James C. Ray Drive
Lakeland, Florida 33811

Office Hours

Monday – Friday
9:00 am – 5:00 pm EDT

Education Cell Phone: (863) 608-0555

Camp Office Phone: (863) 904-4063

Camp Director Phone: (863) 904-6821

Camp Email: Educate@flysnf.org

Camp Director Email: Ablaze@flysnf.org

Email or Camp Office Phone

For assistance with camp reservations, payments, account information, modifications to reservation, form completion, or general questions

Education Cell Phone

For urgent communication during the weeks of camp such as late arrivals, early pick-ups, child is sick, any information staff should know on that day, etc...

Camp Director Email or Phone

For questions regarding curriculum, instructors, scholarships, cancellations, or specific concerns regarding your camper

Please provide the name of the Summer Camp and the name of your child in all communications with ACE Summer Camp Staff.

UltraCamp

Visit your [UltraCamp account](#) to make reservations, update camper information, complete required forms, add authorized pickups, make payments, update financial information, etc.

If you have trouble with UltraCamp relating to camp reservations, please email Educate@flysnf.org for assistance.

If you have issues with your UltraCamp account, such as a forgotten login, you will need to follow the steps within UltraCamp or submit a ticket to UltraCamp.

Financial Policies

Deposits

A \$100 non-refundable deposit per camp reservation is due at registration in order to reserve your space in camp.

Payment Plan

You may choose to pay the camp fee in full at registration or set up a monthly recurring payment via credit card. The remaining balance is due May 15, 2026.

Scholarships

ACE offers need-based scholarships covering 50% of camp tuition. Please [click here](#) for more information. While awaiting a scholarship award, register and pay the deposit in order to hold your reservation. ACE staff will apply the scholarship award discount to your camp reservation in UltraCamp within 5 business days of the award.

Each child in a family must apply for a scholarship. A scholarship award for a single child may be applied to multiple camp reservations for that child.

****Scholarship award winners are not eligible to stack other discounts with their scholarship.*

Sponsorships

If an organization or individual would like to sponsor a camper's registration fees, either in part or in full, please email educate@flsynf.org for more information about becoming a sponsor.

Discounts

Discounts are not eligible to be stacked with other discounts on a single camp reservation. In the event of a conflict between eligibility for multiple discounts and/or scholarships, only one discount will be applied to the reservation. The discount applied will be that which has the greatest percentage reduction in price.

Refunds

All requests for refunds must be submitted in writing to the Aerospace Center for Excellence at educate@flsynf.org. A refund, minus the \$100 non-refundable deposit per reservation, will be granted provided written notification is received **30 days in advance of the first day of summer camp**. A full refund, including the deposit, will only be given for verifiable medical emergencies (e.g., doctor's note) prior to the start of the camp week at the discretion of the Camp Director.

No credit will be issued for missed days.

Allow 3-5 business days for refunds to be processed. The refund will be credited to your initial payment method.

DURING CAMP

Camp Hours

Monday – Thursday 9:00 am – 4:00 pm

Friday 9:00 am – 12:15 pm

- **Graduation Ceremony** 10:45 am – 11:30 am
- **Pizza Party** 11:30 am – 12:15 pm

****Note: Arrival/Departure times Tuesday – Thursday are subject to change depending on applicable field trip and flight schedules. You will be notified of specific camp schedules via email 2 weeks before each camp begins.****

Camper and Staff Ratios

Each camp has one lead instructor, one program assistant, and at least one volunteer/counselor during lessons. During drop off and pick up, campers are supervised by staff, volunteers, and the camp counselor team. The maximum number of students in our camps is 20 per camp.

Pickup & Dropoff

Your child's safety is our #1 priority.

When you check-in on Monday, you will be provided with a pickup sign stating your child's name and camp to place in your windshield at pickup. Only those people who are listed on your approved pickup list in UltraCamp will be permitted to pick up your child. Upon arrival, the pickup person should be prepared to show photo ID. Please see the maps below for traffic pattern and pickup/dropoff locations.

Schedule

First Day of Camp Check In: Please park and escort your child to the Central Florida Aerospace Academy Cafeteria. Once inside, you will check in with our staff, obtain pickup signs, sign & submit waivers, and have any questions answered. A notary will be onsite to witness flight waivers if needed. **Check in opens at 8:30 am on the first day.**

Tuesday – Friday Drop-Off: Unless designated otherwise by a field trip, drop-off opens at **8:45 am**. We use a car line system. Enter via Medulla Rd at Gate 125. Follow the cones & signs to drive up to the Central Florida Aerospace Academy Cafeteria. Our staff will come to your vehicle to check in your student(s) and escort them to the Cafeteria to sit with their class.

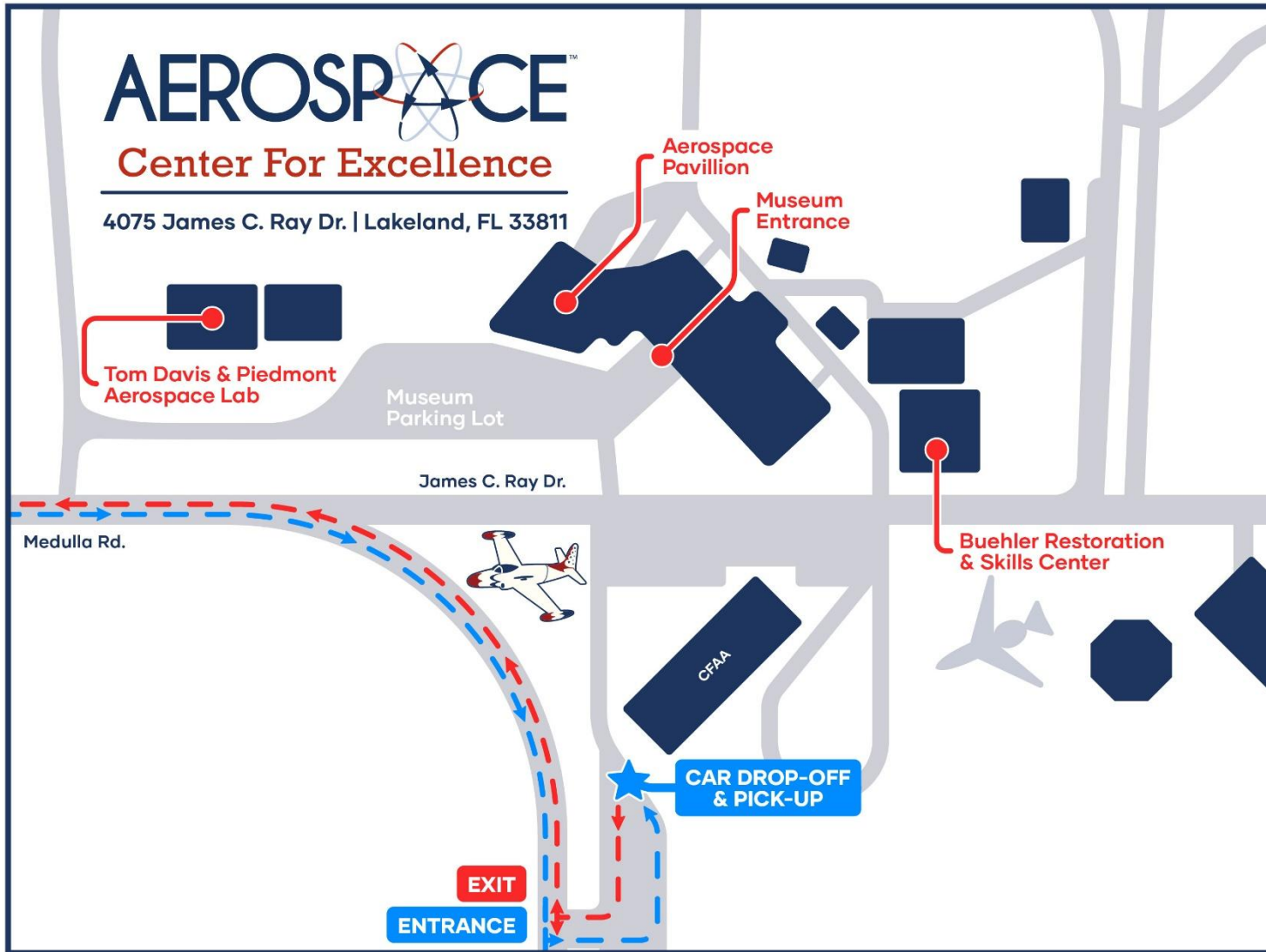
Monday – Thursday Pick-Up: Unless designated otherwise by a field trip, pickup begins at **4:00 pm** at the Central Florida Aerospace Academy Cafeteria. Follow the cones & signs for the carline. Our staff will meet you at your car and radio for your child to be escorted out to you.

Graduation Day is on Friday and begins at 10:45 am in **Hangar A**. Signs will direct you to Hangar A. Parents are invited to join us for the ceremony & a pizza party lunch. Upon your arrival, you will check out your child so you can leave after lunch. Camp will officially end at **12:15 pm**. Campers will be picked up at Hangar A, even if you do not attend graduation.

**After dropping your student off on Friday morning, parents are welcome to stay on campus and explore the Florida Air Museum for free until graduation begins.*

Inclement Weather: In the event of a storm, campers will remain inside in the Central Florida Aerospace Academy Cafeteria. Staff will meet you at your car at the car line and radio for your child to come to the car. Your child will be escorted to you by a staff member with an umbrella.

Map for Car Line



Map for Graduation

CAMPUS MAP



Late Pick-Up Policy

We understand that life does not always go as planned. If you realize that you will be late picking up your child, we ask that you notify ACE as soon as possible by calling or texting the [Education Cell Phone](#). If you are late picking up your child, a late fee will be assessed. The late pickup fee is \$1 per minute per child after 4:15 pm. To avoid having to pay a late fee, we strongly urge you to authorize multiple individuals to pick up your child from camp. Please remind any authorized pickup person that a valid photo ID is required to sign your child out.

Late Arrivals

Camp lessons begin promptly at 9:00 am. For your campers to be ready and prepared to participate in the full day of activities, they should arrive by 9:00 am. If you have an unexpected delay, please call the [Education Cell Phone](#) so your camper's instructor can be notified. Upon arrival, bring your camper to the Florida Air Museum front desk to check in. A staff member will escort them to their class.

Early Pickups

If you need to pick up your camper early, please tell a staff member at dropoff OR call/text the [Education Cell Phone](#). Staff will make arrangements for your child to be waiting for you in the Florida Air Museum lobby at the appointed time.

Older Campers Driving to Camp

Teen campers with a valid driver's license are permitted to drive themselves to ACE Summer Camps. Simply list your child as an authorized pickup in UltraCamp. Campers should check themselves in and out every day with a staff member before leaving campus.

CAMP POLICY AND PROCEDURES

What to Wear & Bring

Please dress with respect for one another, for the environment, and for the activity.

1. At times, campers will be outside and walking distances. Comfortable closed-toe shoes, shorts, and shirts are recommended, as well as hats, sunglasses, and sunscreen as needed.
2. Campers are permitted water bottles with closed-lids. Campers are provided with water and Gatorade.
3. Any item of clothing deemed too exposing or profane will be asked to cover up.
4. Closed-toe and closed-heel shoes are required for safety reasons on flights, field trips, and participating in lab activities.

Accidents & Injuries

Slips, falls, and bumps are a natural part of active play. Camp staff are attentive and guide healthy, safe, and kind play. In the event of an injury, ACE staff will take necessary steps to keep children calm. Staff will seek emergency medical care as warranted. Actions taken may include but are not limited to the following:

1. Provide immediate first aid.
2. Attempt to contact the camper's parents to inform them and determine next steps.
3. If a parent cannot be reached, ACE staff will attempt to contact other authorized adults on the UltraCamp account.
4. If we are unable to reach a camper's parents or other authorized adults:
 - a. In the case of a minor injury, the parent will be notified at pickup of the incident and first aid treatment.
 - b. In the case of a serious injury/medical emergency, appropriate emergency medical assistance will be contacted via 911. The emergency staff will transport the child to the nearest hospital along with an authorized ACE staff member. The ACE staff member will remain until a parent or other authorized adult arrives.

Medications

To ensure camper safety and health, the Aerospace Center for Excellence, Inc. has established a policy for administration of medications during camp hours.

If your child must be given medication of any kind during camp hours, including over-the-counter (non-prescription) medications, you have the following choices:

1. Parent/legal guardian, may come to the Aerospace Center for Excellence with designated medication and give the medication to your Minor Child. ACE staff may NOT be designated for this responsibility or hold medication for children. In no event shall ACE administer over-the-counter medications.

OR

2. You may choose to discuss with your doctor/mid-level practitioner a schedule for giving medication outside of camp hours.

Staff are NOT allowed to give ANY medication to campers unless in the action of providing life-saving or medical necessity first aid.

If a camper has a known allergy or pre-existing medical condition for which an Epi-pen or inhaler has been prescribed, and they have a prescription for such, the parent/guardian may give permission for the child to self-medicate.

Camper Illness

To ensure the safety and well-being of every child under our care, our program has a strict policy regarding communicable (contagious) illnesses. We regret to inform you that no child will be permitted to participate if they are experiencing such an illness. Please take note of the following conditions that would prevent your child from attending the program:

- If your child is currently unwell.
- If your child displays any symptoms of illness.
- If your child has been advised to undergo a quarantine period.

Symptoms encompass a range of indicators, including but not limited to:

- diarrhea
- vomiting
- fever
- sore throat
- stomachache
- headache

Children must be symptom free for 24 hours before returning to the program. In some cases, a doctor's note may be required as proof of their recovery.

If your camper starts experiencing any of these symptoms during the camp day, the parent or authorized pickup person will be called and asked to pick up the camper immediately.

ELECTRONICS

Campers will not be permitted to use personal electronics, including gaming consoles and cell phones, during lesson times. We understand that some families communicate through cell phones around pickup time. Campers will be permitted to check their phones after 4:00 pm. If the camper must be alerted to an emergency, please call the [Education Cell Phone](#).

The Aerospace Center for Excellence is not responsible for damaged, lost, or stolen electronics or personal belongings. Bringing these items to camp is discouraged.

VENDING MACHINES

In order to keep a consistent learning environment and monitor dietary or medical restrictions, use of the vending machines during camp hours is prohibited. Students have access to bottled water and water fountains at all times. Lunch and all outdoor activities include Gatorade and water.

BEHAVIOR

Camper Expectations

All summer campers are expected to behave in a respectful, kind, and safe manner while attending any program offered by the Aerospace Center for Excellence. The Aerospace Center for Excellence reserves the right to dismiss any participant when that participant's behavior interferes with the rights and safety of others.

Serious Infractions

Incidents of bullying, teasing, harassment, fighting, and assault will not be tolerated, and will be dealt with immediately. Parents will be contacted, and the camper will be dismissed from camp for the remainder of the week. No refunds will be issued for missed days due to behavior.

Disciplinary Actions

Depending on the severity of misbehavior, the following disciplinary actions will be taken:

1. **First Incident:** Staff will give a verbal warning and redirect the camper back to the activity. Parents will be notified at pickup.
2. **Second Incident:** The camper will be pulled from the class. The Camp Director will call the camper's parents to discuss the issue with the child present. Behavioral goals will be set for the camper. The parents will be informed that if the behavior is repeated, the camper will be dismissed from camp.
3. **Third incident:** The camper is escorted to the Camp Director's office and the parent/guardian is called to pickup the camper. The camper is dismissed from the summer camp for the remainder of the week.