



November 2023

Thank you for your interest in KIDS University! KIDS University summer program will run from June 17- July 26, 2024. This packet has been provided to familiarize you with the program and our expectations of our instructors. It also will provide you with the format in which proposals to teach must be submitted. Our KIDS U half-day classes are taught from 9 a.m.-noon for \$500/week. All-day classes run from 9 a.m.-4 p.m. for \$1,000/week, with an hour lunch break from noon-1 p.m. Please indicate on your proposal which format you prefer.

1. Before completing any forms, if this is a new proposal, please call Nyleen Adams at 682-5466 or email her at [nyleen@unr.edu](mailto:nyleen@unr.edu) to discuss your ideas for camp.
2. After discussing your ideas, complete the following forms.
  - ❖ KIDS University Instructor Data/Reference Sheet
  - ❖ Detailed Program Description
  - ❖ Marketable Description
3. Return the above forms along with your resume **no later than 8 a.m., Wednesday, Jan. 17, 2024.** You can return them by email to [kidsu@unr.edu](mailto:kidsu@unr.edu) or in person at the University of Nevada Reno, Redfield campus, 18600 Wedge Parkway, Reno, NV 89511.

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. KIDS U is looking to identify where the curriculum meets the state standards — please include this in your proposal. We will review proposals and notify instructors of the acceptance/rejection of their proposal no later than **5 p.m., Tuesday, Feb. 20, 2024.**

Upon acceptance of your proposed idea, the remaining forms will need to be ***fully completed*** and submitted for review **no later than 5 p.m., Wednesday, March 13, 2024.**

- ❖ Field Trip Request Form
- ❖ Facilities 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

Lastly, there will be a *mandatory* meeting for all instructors on the evening of **Thursday, April 18, 2024, at 6 p.m. in the Redfield Campus, Bldg. A room TBD.**

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

Sincerely,

*Nyleen Adams*

Nyleen Adams  
Program Director  
KIDS University



# Things to Keep in Mind...

## Mission of KIDS University:

- Provide a fun learning experience while exposing kids to the UNR 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 Nyleen Adams for further information.
- **Supply budget is approximately \$200-\$250 per week per class, or figure about \$10 per camper -- which includes field trip admissions.**
- Class size will be limited to about 25 campers. The minimum registration to hold a class is 10 campers.
- 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	Half Day Class	\$500/Week
	Full Day Class	\$1000/Week

- If your curriculum aligns to the state standards please indicate how and it should somehow relate back to an area of study on campus.

\*\*\*Additional information or questions should be directed to Nyleen Adams at Extended Studies: 682-5466, or email: [nyleen@unr.edu](mailto:nyleen@unr.edu) or [kidsu@unr.edu](mailto:kidsu@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 4. It was designed to provide exposure to the University campus and its areas of study to youth between the ages of 7 and 14, or children entering second and eighth 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 noncompetitive, cooperative games program, offered in one-week sessions during July was expanded into Summer Games as part of KIDS University.

Prior to Covid-19, KIDS University had enrollments ranging from 1,300-1,700 campers per year. As we continue to rebuild the program, we look forward to welcoming 1,000 campers this year, However, we need enthusiastic instructors like yourself to partner with.

Programs are one week in length and are offered on a full (9 a.m.-4 p.m.) or half (9 a.m.-noon) day basis. The program includes an academic component in the mornings and a recreational component in the afternoon. Supervision is provided from 8 a.m. to 5 p.m.

An assistant is provided once the registration hits 12. Class size is limited to about 25 students.

### **Fees**

Registration fee is \$325 a week with a nonrefundable \$50 service fee for cancelations. The fee includes one T-shirt per child per summer, class supplies, field trip admissions and transportation.

### **Finance**

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

### **Instructors**

Washoe County School District teachers, University of Nevada, Reno graduate students, the University's College of Education students and experts in their field.

### **Camp counselors**

Current University students or entering University students.

### **Marketing**

Program is marketed via social media and email to past participants. Press releases are sent to local media outlets.



## Proposal Check List

The following should be returned to KIDS U no later **Wednesday, Jan. 17, 2024**.

- \_\_\_\_\_ A KIDS University Instructor Data/Reference Sheet
- \_\_\_\_\_ A Detailed Program Description Sheet
- \_\_\_\_\_ A Marketable Description Sheet

Upon notification of acceptance of your proposed camp idea, the following should be returned to KIDS University no later than **Wednesday, March 3, 2024**. Forms will be provided upon approval.

- \_\_\_\_\_ A Lesson Plan for Each Day's Activities
- \_\_\_\_\_ A Materials Request Form
- \_\_\_\_\_ A Facilities Request Form
- \_\_\_\_\_ A Field Trip Request Form
- \_\_\_\_\_ A Guest Speaker Request Form
- \_\_\_\_\_ A Weekly Activity Grid

**Please make sure that your name and class title are on all material submitted.**

**Kids University  
18600 Wedge Parkway, Building A  
Mail Stop 0048  
Reno, NV 89511  
775-784-4046**

[Nyleen@unr.edu](mailto:Nyleen@unr.edu)  
[KidsU@unr.edu](mailto:KidsU@unr.edu)

# KIDS University Instructor Data Sheet

Full Name: \_\_\_\_\_

Class you are teaching: \_\_\_\_\_

Name as you wish it to appear online: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

In Case of an Emergency, Please Contact: \_\_\_\_\_

Their Day Phone: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Status in School (if applicable:)

Full Time Student

Part Time Student

Undergraduate

Graduate

Degree(s) Earned: \_\_\_\_\_

Major in School: \_\_\_\_\_

Year in School: \_\_\_\_\_ Anticipated Graduation Date: \_\_\_\_\_

Do You Hold a Valid Substitute License? \_\_\_\_\_

Any Major Allergies or Illnesses: \_\_\_\_\_

Staff Shirt Size (**Please mark one**):

S

M

L

XL

XXL

Any Addition Information You Would Like Us to Know (i.e. experience, educational background, areas of expertise):

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\*\*\* If you have previously taught for KIDS University and are interested in offering the same class for KIDS University again, please contact Nyleen Adams as soon as possible at [kidsu@unr.edu](mailto:kidsu@unr.edu)

# *Instructor References*

**Instructor Name** \_\_\_\_\_ **Class Name** \_\_\_\_\_

**For New Instructors Only**

Please include three (3) references regarding your teaching experience/expertise.

Name \_\_\_\_\_

Firm \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Firm \_\_\_\_\_

Phone \_\_\_\_\_

Name \_\_\_\_\_

Firm \_\_\_\_\_

Phone \_\_\_\_\_

# Detailed Program Description

(Please Print or type)

Instructor Name \_\_\_\_\_

Proposal Title \_\_\_\_\_

Age and/or Grade Level Appropriate (*Pick a span of 2-3 grades*) \_\_\_\_\_

Please check the weeks you are available to teach your class:

June 17-21 (4 days)  June 24-28  July 1-3, 5 (4 days)  July 8-12  July 15-19  July 22-26

How many weeks total would you like to teach? \_\_\_\_\_

For example, you may be available all six weeks, but only want to work two of those weeks. Each topic can be repeated up to two times.

## Program Description

In the space below, please provide a description of *who, what, where, why* and *how* in your program that you would like to teach during KIDS University. Please be as thorough as possible and please give specific examples. Attach any additional information on class description to this page.

*Example: Using the Harry Potter series as a catalyst, students will explore the concepts and conventions of short fiction stories, i.e. character development, setting description, etc. Students will compose stories of their own to self-publish and share with others.*

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If your curriculum aligns to the state standards please indicate which standards:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



# Marketable Description

*Please type or print legibly.*

**Instructor Name** \_\_\_\_\_

**Proposal Title** \_\_\_\_\_

**Catchy Title:** This should be something that will grab the interest of the parents and children.

\_\_\_\_\_

**Description:** Please remember this paragraph will be used as advertisement in the KIDS University marketing materials, and is used as the main information for the parent and children during registration.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List 3-5 activities that you **guarantee** to do during your program.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_