

POLICIES AND PROCEDURES

Policies are in place for the safety and well-being of your child. Camp will be much easier on you if you are aware of this critical information before starting! Please keep a copy for yourself.

OUR TEACHING METHODOLOGY

All *Discovery Camps* use a variety of age-appropriate learning centers – or stations – that empower children to select and explore activities that interest them, to trigger their innate curiosity, and motivate them to learn. Using science as our focus, we offer a complete curriculum that incorporates reading, writing, math, science, critical and creative thinking, discovery, problem solving, and other subject areas as appropriate, such as language, computers, dramatic play, and more. We also integrate Museum exhibits and programs into our activities.

REGISTRATION AND FORMS

Parents and guardians can register their child (or children) online at perotmuseum.org.

Upon successful enrollment, you will receive an email containing arrival and parking information on the **Thursday** prior to the beginning of your child's camp week. *Discovery Camps* are filled on a first-come, first-served basis.

Children must be at least three years old and fully potty trained to attend any drop-off program. You may be requested to provide proof of age, such as a birth certificate. We strictly enforce grade level requirements. Grade level groups for spring, fall, and winter camps correspond to the grade your child is enrolled in for the current school year. **For summer camps, grade level groups correspond to the grade your child will be entering in the fall for the upcoming school year.**

Medical and Participant Release forms must be filled out completely at the time of registration to complete the registration process. Please use this form to let us know about your child so we can provide a positive experience for him/her. Please note that a copy of immunizations may be required. You may fax immunization forms to 214.428.4310, attention Reservations, or email them to camps@perotmuseum.org.

CANCELLATION POLICY FOR DISCOVERY CAMPS

Cancellations made 4 weeks prior to the start of camp may be used as a credit towards camps that are not sold out. Cancellations made less than 4 weeks prior to camp are not transferable. Credit valid for current camp season only. **We do not offer refunds for camp cancellations.**

PLEASE NOTE:

The Perot Museum reserves the right to cancel camps or classes that do not meet minimum enrollment. If a camp or class is canceled by the Perot Museum, patrons will receive a full refund.

HEALTH AND SPECIAL NEEDS

The health and safety of our guests is always our first priority. Discovery Camp has extensive health and safety procedures and staff training in place every year. This summer, in light of COVID-19, Discovery Camp has updated these procedures extensively, informed by current recommendations from local, state, federal health officials, agencies, and authorities, including CDC guidelines.

SOCIAL DISTANCING AND CROWD LIMITATIONS

- Reducing the number of campers per classroom to a maximum of 10.
- We will not combine camp classrooms during the lunch period.
- No more than two campers per classroom table.

- Teachers and assistants will remind campers to remain socially distant to the greatest extent possible.
- Only campers and staff will be allowed in the classrooms. Sign In and Sign Out with ID checks will be conducted at our Field Street Entrance.
- Guardians will drop off and pick up at our Field Street Entrance on a staggered schedule to reduce congestions.
- We strongly urge advance online purchase of summer camp, and completion of waivers and releases to enable “low-touch” communication with staff.
- While on exhibit hall tours, campers will socially distance from all general museum patrons. Museum staff will monitor all public spaces to facilitate social distancing, control capacity; and have installed signage and floor decals throughout the facility to encourage and remind visitors to practice social distancing and hand washing and sanitizing.
- Campers will go on exhibit hall tours earlier in the day to avoid potential crowds.
- Staggered drop-off and pick-up times to reduce traffic at our Field Street Entrance are as follows:
 - 8:30 AM drop off and 2:30 PM pick-up for kindergarten.
 - 8:45 AM drop off and 2:45 PM pick-up for 1st-2nd grade.
 - 9:00 AM drop off and 3:00 PM pick up for 3rd-4th, 5th-6th grades.

CLEANING AND SANITIZATION

- Upon entering and exiting the museum, all campers must wash or sanitize their hands.
- Campers will wash or sanitize their hands often throughout the day especially before returning to the classroom from exhibit hall tours or bathroom trips.
- All staff who engage with campers will wear face masks.
- All campers will be required to wear a face mask.
- The museum has installed more hand sanitizing stations and has heightened cleaning protocols, including frequent environmental cleaning and disinfection of “high-touch” door handles, elevators, and restrooms.
- Classrooms will be cleaned and sanitized twice each day.
- Campers will have an assigned seat and space in the classroom.
- Campers will have their own set of basic materials for the week. Campers will be encouraged not to share personal supplies.

ILLNESS

- The temperature of all campers will be measured at drop-off before entering the Museum and being signed-in; any camper exhibiting a fever of 100.4 or above will be sent home with their parent or guardian.
- We will send all children belonging to a family home if any child in that family exhibits a fever of 100.4 or above.
- The temperature of all employees will also be measured before entering the museum; any employees exhibiting a fever of 100.4 or above will be sent home.
- Do not send your child to camp if they have any symptoms associated with the COVID-19 infection, a confirmed case of the COVID-19 infection, an exposure to the COVID-19 infection (as defined by CDC guidelines), a suspected case of the COVID-19 infection, or traveled internationally within the 14-day period preceding the particular camp.
- If a camper becomes ill with symptoms associated with the COVID-19 infection during the camp day, the Camp Manager will contact their parent or guardian and the child and any other camper belonging to that family will be sent home with their parent or guardian.
- If a camper is sent home with symptoms associated with the COVID-19 infection and that camper does not get evaluated by a medical professional and tested for COVID-19, the child is assumed to have COVID-19 and the child cannot return to camp until they have met the following criteria: at least 3 days (72 hours) have passed since recovery (resolution of fever above 100.4 without the use of fever-reducing medications); and the child has improvement in symptoms; and at least 14 days have passed since symptoms first appeared.
- If a camper is sent home with symptoms associated with the COVID-19 infection and that camper does get evaluated by a medical professional and tests positive for COVID-19, the child cannot return to camp until they have met the following criteria: at least 3 days (72 hours) have passes since recovery

(resolution of fever above 100.4 without the use of fever-reducing medications); and the child has improvement in symptoms; and at least 14 days have passed since symptoms first appeared.

- If we are notified of a camper, or staff member with confirmed case of the COVID-19 infection, the Camp Manager will notify families that day via email. According to the State Texas Health Protocols the following are possible symptoms of COVID-19:
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore Throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit.

We record attendance each day, so please call or email us if your child will not be attending camp because of illness or other reasons.

In the event your child becomes ill at the Perot Museum or has an accident that requires a doctor's attention, we will notify you immediately. If you cannot be reached, we will call the individual(s) listed on your emergency contact form. For the comfort and wellness of your child, we will expect you to pick your child up within one hour of that call. If a child has an accident that causes a scrape, bump, etc., we will take care of the "boo-boo" and notify you when you pick up your child or by phone or email the same day.

SPECIAL NEEDS AND MEDICATIONS

The Perot Museum is happy to accommodate children with limited special needs. In order for us to be able to help your child have an enjoyable experience in our programs, we ask that you notify the camp manager of your child's needs one week prior to the first day of camp. Please notify us of any allergies, accessibility concerns, behavioral, psychological or emotional conditions, or other special needs using the form provided upon registering for camp.

If your child has a severe allergy and is susceptible to anaphylactic shock, you are required to provide epinephrine (adrenaline) injections to the camp staff. All Perot Museum program staff are trained in CPR/First Aid and the use of "epi" pens.

While we hope to offer these camps to as wide a range of children as possible, it is not possible for us to offer one-on-one care.

Camp staff is NOT allowed to administer any medication to children; if your child needs to take medication it must be taken before or after camp, or they must take it themselves.

PICK-UP AND DROP-OFF PROCEDURES

Only campers and staff will be allowed in the classrooms. Sign In and Sign Out with ID checks will be conducted at our Field Street Entrance.

Guardians will drop off and pick up at our Field Street Entrance on a staggered schedule to reduce congestions.

If you are picking your child up, you must show your state or federally issued photo identification and be on the list of people to pick up your child every time they are picked up. No exceptions to this rule. Even though your child's instructor may know who you are, please be prepared to show ID to any member of the camp staff. Upon dropping off and picking up, you will be asked to sign your child in and out of camp.

DROP OFF AND PICK UP FOR REGULAR CAMP CLASSES

Staggered drop-off and pick-up times to reduce traffic at our Field Street Entrance are as follows:

- 8:30 AM drop off and 2:30 PM pick-up for kindergarten.
- 8:45 AM drop off and 2:45 PM pick-up for 1st-2nd grade.

- 9:00 AM drop off and 3:00 PM pick up for 3rd-4th, 5th-6th grades.

Parents will be charged \$15 for every 15 minutes or part thereof when they are late picking up children.

COMMENTS, CONCERNS, OR COMPLAINTS

We welcome letters, emails, and phone calls with suggestions, comments, or accolades. As a parent or guardian, you are encouraged to express any concerns you might have involving your child.

Please approach the classroom teacher first – most questions or situations can be resolved at this level. The camp manager will become involved only if appropriate, and generally after it has been addressed with the camp teacher. If the situation remains unresolved, or if it is otherwise appropriate, the Museum's vice president of learning and engagement will step in to try and find a solution. A survey will also be distributed at the completion of camp to record your comments.

DISCIPLINE AND GUIDANCE

Discipline and guidance are important to a child's personal growth and comprehension of acceptable behavior, self-control, self-esteem, and self-direction. As educators and child development professionals, we are very careful to ensure that our actions are appropriate for each individual child's age and level of understanding, and consistently administered positive guidance is our approach, which may include:

- Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior
- Reminding the children of behavior expectations daily with clear, positive statements
- Redirection using positive phrases
- Using brief supervised separation or "time-out" from the group when appropriate for the child's age and development, approximately one minute for each year of the child's age
- Encouraging the children to use "their words" to ask, discuss, or let another child know how they are feeling. Helping them learn the right words, how to use them, and when to use them
- Reasonably involving the children in creating the rules for the classroom
- Treating each child with respect and dignity. This models appropriate behavior and encourages the children to treat their friends the same way

THE FOLLOWING TYPES OF PUNISHMENT ARE SPECIFICALLY PROHIBITED:

- Corporal punishment or threats of corporal punishment
- Punishment associated with food, naps, or toilet training
- Hitting a child with a hand or instrument
- Putting anything in or on a child's mouth
- Humiliating, ridiculing, rejecting, or yelling at a child
- Subjecting a child to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom, or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriate lengths of time for the child's age and development
- Pinching, shaking, or biting a child

GENERAL RULES

- Keep hands, feet, and other body parts to yourself
- Treat others with respect
- Respect Perot Museum property
- Use appropriate language
- Walking feet
- "Inside" voices
- Share toys, materials, and equipment

- Take turns
- Listen to the teachers and follow instructions
- Participate in activities
- Use toys and materials properly
- Everyone cleans up
- Wash hands after using the restroom, touching animals, and before eating
- Cover sneezes/coughs with your elbow or shoulder
- Personal items, such as video games and cell phones, are restricted
- Weapon-play or imaginary weapon-play is not allowed

CHILDREN ARE EXPECTED TO FOLLOW ALL RULES AT ALL TIMES.

If your child is having trouble following rules and/or his or her conduct is disrupting the learning process or safety of others in the class, we will notify you, and work with you to help alleviate the problem.

The Perot Museum reserves the right to dismiss students from camp at any time due to behavioral problems. If this occurs, any tuition paid for time not attended will be refunded. If a child accidentally or intentionally damages, destroys, or otherwise harms Perot Museum property or the property of another child or person, you may be required to pay for the repair or replacement of the item(s).

LUNCH AND SNACKS FOR DISCOVERY CAMPS

Lunch and snacks will not be provided by the Museum, though lunch time and at least one snack time are scheduled into each day. Parents and guardians are responsible for providing a small snack(s) and a nutritious, full lunch for their *Discovery Camp* child each day. Label all food and other personal items with your child's name. Please make sure all food items do not need refrigeration or microwave heating. Please send a reusable water bottle to keep your child hydrated throughout the day.

OTHER INFORMATION

- Please **send a change of clothes** with your children, particularly the younger ones. They are needed more often than one would think!
- Please dress children in comfortable clothes that are appropriate for working with materials such as markers, glue, etc.

FREQUENTLY ASKED QUESTIONS

WHAT ARE THE REGISTRATION REQUIREMENTS?

You'll need the following information:

- Your child's name, birthday, school, medications, allergies, and any special learning needs
- The grade they will be entering in the fall of 2021.
- Immunization records OR school/doctor name and phone number where records are on file
- Emergency contact(s) and authorized pickup(s)
- Review the Camp Policies and Procedures before beginning the registration process. It is not advised to read through this during registration, as your cart may time out.

Please note that camps are sold in weekly packages. No prorated refund can be given for days your camper does not attend.

Camps and classes may not be exchanged or gifted. In the event you need to cancel your registration, you must call 214.428.5555 ext. 0 to process your cancellation.

Cancellations made 4 weeks prior to the start of camp may be used as a credit towards camps that are not sold out. Cancellations made less than 4 weeks prior to camp are not transferable. Credit valid for current camp season only. **We do not offer refunds for camp cancellations.**

HOW CAN I BE SURE TO GET THE CAMP PROGRAMS I WANT?

The best way is to become a Perot Museum member and register online during priority registration. Please visit the [membership](#) area to purchase, renew, or upgrade a membership online or contact us at 214.428.5555 ext 0.

HOW CAN I FIND OUT WHICH CAMP PROGRAMS ARE FILLED?

Program sessions with online enrollment have their availability updated in real time. If you are registering by phone then the attendant should be able to provide up-to-date enrollment information.

WHAT IS THE BEST WAY TO REGISTER A CARPOOL SO THAT ALL CHILDREN WILL BE IN THE SAME CLASSES THE SAME WEEK?

Unfortunately, there is no guarantee that all children will get the class group they want with their carpool group or friends, and we cannot make exceptions to allow more children into the program sessions. We also cannot rearrange classes to place your child with a specific group of individuals.

MAY I REGISTER MY CHILD FOR AN OLDER AGE GROUP:

No, we strictly enforce grade level requirements. Grade level groups for spring camps correspond to the grade your child is enrolled in for the spring semester. For summer camps, grade level groups correspond to the grade your child will be entering in the fall semester.

HOW SHOULD MY CHILD DRESS FOR THE PROGRAMS?

Your child should wear comfortable clothes that may get messy. For safety, we require closed-toe shoes and masks that must be worn throughout the day. Children may also need a sweater in case the classroom is cool.

WHAT ARE THE QUALIFICATIONS OF YOUR TEACHERS AND ASSISTANTS?

Our camp teachers are either certified teachers with backgrounds in science, Perot Museum staff with informal education experience or enrolled in a college pursuing an education or science degree. The majority of our

teaching assistants are participants in our youth volunteer program. All teachers are certified in basic CPR/First Aid.

WHAT IS THE TYPICAL CLASS SIZE?

Though class sizes will range, they will be no smaller than five and no larger than 10 for summer 2021. The teacher to student ratio is two teachers and one to two assistants per classroom. This will help insure that we can maintain safety protocol and that your child has the individualized attention he or she needs to enjoy his/her experience.

HOW ARE CHILDREN SUPERVISED?

Parents or guardians are required to physically sign children in and out of classes every day and must present ID each day for sign-out. Children are supervised at all times and are escorted on restroom breaks.

WHAT ARE THE BEHAVIOR EXPECTATIONS FOR CHILDREN?

Child expectations are posted in each room and are emphasized throughout the week. In the event of a severe behavior problem, we will call you to pick up your child. At our discretion, your child may or may not be allowed to return to class the following day.

WHO CAN I CONTACT DURING THE DAY IF I NEED TO LEAVE AN EMERGENCY MESSAGE CONCERNING MY CHILD?

Please call the Discovery Camp Manager at 214.756.5859, messages will be checked frequently. If your child has a cell phone with him/her, it needs to be turned off during the camp day. Please do not call your child's cell phone during scheduled program times.

QUESTIONS ABOUT OUR PROGRAMS?

Contact us at reserve@perotmuseum.org or [214.428.5555 ext 0](tel:214.428.5555)

[**EMAIL US NOW**](#)