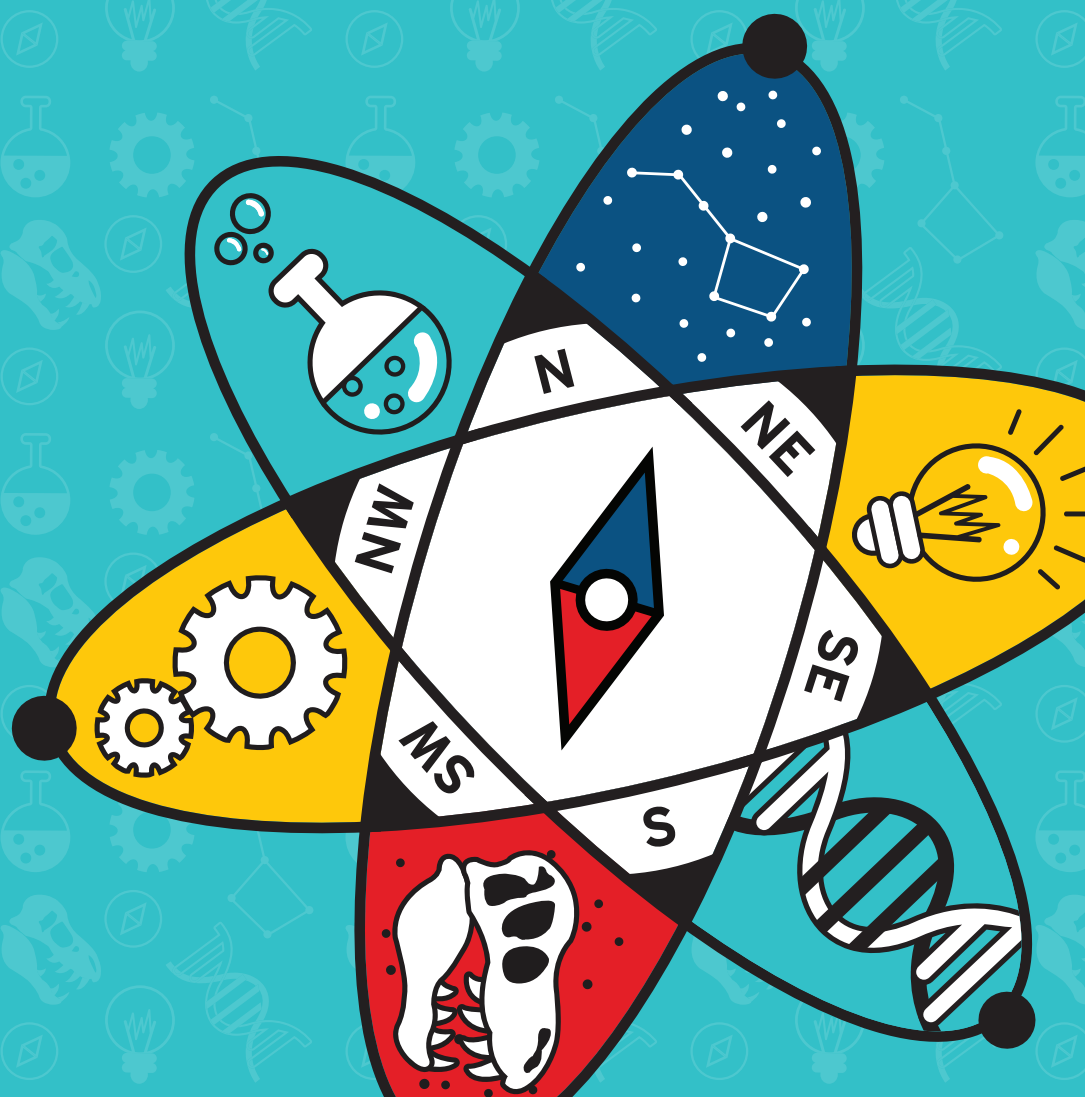


DISCOVERY CAMP

POLICIES AND PROCEDURES

Per[]t

Museum of Nature and Science



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.

CANCELLATIONS, EXCHANGES, OR REFUNDS

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. 8 to process your cancellation and refund.

Full refund available when cancellation is 4 or more weeks prior to the start of your camp.

50% refund available when cancellation is 2-4 weeks prior to the start of your camp.

No refund available when cancellation is 2 weeks or less prior to the start of your camp.

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

ILLNESS

Please keep children home if they have a fever of 100°F or more, skin rash, and/or discharge from the eyes, ears, nose, or any other visible signs of illness. Children may return to camp after they have been free of symptoms for 24 hours and/or have been to the doctor and the doctor has cleared the child to return. If you have visited the doctor, please bring a note from the doctor stating that your child is cleared to come back.

to camp. 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 individuals listed on your emergency 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

Parents and guardians must walk their children into the Museum through the main entrance to drop them off with the program staff person. 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. Please see below for specific information on drop-off/pick-up for *Discovery Camp*, *Pre-K Discovery Camp*, and *Before or After Care for Discovery Camp*.

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).

DROP OFF AND PICK UP FOR REGULAR CAMP CLASSES

If your camper is registered for camp without Before or After Care, use the entrance labeled River Street. This street is located between a small apartment complex and the Perot Museum off of Field Street. There is a secured access gate at this entrance. **Please press button to notify security for access to temporary (20 minute) parking** in the lot labeled **Special Permit Parking - Lot A**. There is additional parking in Lot C if needed. Parking access for drop-off and pick-up will be for the following times:

8:40am - 9:15am

2:40pm - 3:15pm

Reminder: this is a 20min temporary lot.

After parking, you will enter the Museum through the main guest entrance and go to the Lower Level Learning Labs.

BEFORE AND AFTER CARE

available for an additional fee

Before Care: 7:30-8:45am

The latest time to drop off for Before Care is 8:45am. After that time, children must be dropped off using regular camp procedures.

After Care: 3-5:30pm

DROP OFF AND PICK UP FOR BEFORE OR AFTER CARE

If your camper is pre-registered for **Before or After Care**: Use the bus lane and school group entrance on Field Street

EARLY PICK-UP OR LATE DROP-OFF: If you have to pick up your child early or drop them off late, you must give advance notice to the camp manager by calling 214-756-5859 or the reservations department at 214-428-5555 ext. 8, or by emailing katie.gagne@perotmuseum.org.

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

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

HOW CAN I BE SURE TO GET THE CAMPS I WANT?

The best way is to become a Perot Museum of Nature and Science member and register online during priority registration (typically two weeks prior to open registration). Please visit perotmuseum.org to purchase, renew, or upgrade a membership online or call 214.756.5751.

HOW CAN I FIND OUT WHICH CAMPS ARE FILLED?

Program sessions with online enrollment (perotmuseum.org) are updated in real time. Once a session is full, its registration button will be replaced with a button to sign up for the wait list.

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

Register online at the same time on the same day in the early morning, and be sure to register children in same class. 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 fall, winter, and spring camps correspond to the grade your child is enrolled in for the current school year. For *Summer Discovery Camps*, grade level groups correspond to the grade your child will be entering in the upcoming school year.

I JUST NEED BEFORE OR AFTER CAMP CARE FOR ONE DAY. CAN I DO THAT?

Yes, but we require you to pay for the entire week. If you don't sign up for either of these, but have your child show up anyway, you will be billed for the entire week of Before or After Care.

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. Children may also need a sweater in case the classroom is cool. A specific list of clothing and other items will be outlined in your camp registration packet. Your packet will be emailed to you after you successfully enroll your child in a program.

WHAT ARE THE QUALIFICATIONS OF YOUR TEACHERS AND ASSISTANTS?

Our camp teachers are either certified teachers with backgrounds in science or science professionals with extensive informal education experience. Our early childhood teachers all have a degree in education with early childhood coursework and experience or CDA, or are enrolled in 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 20. The teacher-to-student ratio is one lead teacher and one to two assistants per 20 children for 1st-6th grade and per 16 children for kindergarten. This helps ensure 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. 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 Programs Office at 214.428.5555, ext. 8 and a staff member will deliver your message to the appropriate person. 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.

POLICIES AND PROCEDURES AGREEMENT

I, _____ have read and agree to all of the policies and procedures for the Perot Museum of Nature and Science *Discovery Camp*.

Parent/Guardian Signature

Date