



## **Camp Policies**

A number of policies are in place for the safety and well being of your child. Please read these policies and return the signed statement at least one week prior to camp. Please keep a copy for yourself.

### **Arrival and Dismissal**

- Parents and guardians must walk their children into the museum to drop off their children with the Discovery Camp staff person.
- Adults picking up campers must show their state or federal issue photo identification and be on the list of people to pick up your child. No exceptions to this rule – just because your child's instructor knows who you are, be prepared to show ID to any member of camp staff.
- Please do not pull into the circular drive in front of the Science Building, as this is a restricted Fire Zone.

### **Medical History and Participant Release Form**

- The Medical History and Participant Release form must be filled out completely and returned at least one week prior to the start of camp. Please use this form to let us know about your child so we can provide a positive experience for him/her.
- You may fax this form to 214-428-4310, attention Camp Coordinator

### **Personal Items**

- Campers are **not** allowed to bring personal items, such as trading cards, cell phones, electronic games, etc. We cannot be held responsible if these items are damaged or get misplaced.

### **Illness**

- If your child is ill, please keep your child at home until they are well. In the event your child becomes ill at camp, we will notify you immediately. For the comfort and wellness of your child, we will expect you to pick your child up within one hour of that call.

### **Camp Rules**

- Campers are expected to behave in a safe and courteous manner at all times. Parents may not stay in the classroom. If you feel that your child is unable to remain in camp without you, it may be best to wait a year before you send him/her to camp. Our camps are supervised by education professionals and aim to promote independent learning and socialization. Please discuss these rules with your child.
  - Listen and follow instructions
  - Participate in camp activities
  - Respect others, their property and camp property
  - Campers must wear closed-toe shoes
  - No chewing gum
  - Items restricted at your child's school are also not allowed in Camp (cell phones, etc.)

### **Lunch and Snacks**

Lunch and snacks are a critical part of your child's experience at camp. Parents are responsible for providing a small snack and a nutritious, full lunch for their child each day. Please make sure all food items do not need refrigeration or microwave heating.

### **Special Needs and Medications**

MNS is happy to accommodate children with limited special needs but in order for us to be able to help your child have an enjoyable experience at camp, we ask that you notify the Camp Coordinator of your child's needs prior to your child's 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. Please call 972-201-0558 to speak with the Camp Coordinator.

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 MNS camp 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.

### **Cancellations, Exchanges & Refunds**

- Registrations are not transferable from one child to another.
- Patrons can transfer the registered child from one camp to another if the request is made at least **14 calendar days** before the first day of the original camp session and if space is available.
- Patrons who withdraw from camp more than **60 days** prior to their session will receive a full refund. Patrons who withdraw from camp **60 days to two weeks** prior to their session will receive a 50% refund of the cost of the dropped camp if notification is received at least **14 days** before camp starts.
- To receive a refund, patrons must contact the Education Department by phone no later than 10 working days prior to the first day of camp at 214-428-5555 ext. 8. Once your withdrawal from camp is processed, you will receive written confirmation (along with refund, if applicable) by mail.

**Please note:** MNS reserves the right to cancel camps that do not meet minimum enrollment. If a camp is canceled by the MNS, patrons will receive a full refund.

## Frequently Asked Questions

### **REGISTRATION**

#### ***How can I be sure to get the camps I want?***

The best way is to become a Museum of Nature & Science member and register online during priority registration (typically 2 weeks prior to open registration). Please visit [natureandscience.org](http://natureandscience.org) or call 214-428-5555 x 1462 to purchase, renew or upgrade a membership online.

#### ***How can I find out which camps are filled?***

Camp sessions with online enrollment ([natureandscience.org](http://natureandscience.org)) are updated in real-time, and the number of spaces available is listed next to the name of each camp session on the online registration page. If the number of available spaces is 0, the camp is full. 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 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 (choose class A or B). Unfortunately, there is no guarantee that all children will get the camp group they want with their carpool group or friends, and we cannot make exceptions to allow more children into the camp sessions. We also cannot rearrange classes to place your child with a specific group of individuals.

#### ***May I register my child for an older Grade Level?***

No, we strictly enforce Grade Level requirements. Grade Level groups correspond to the grade your child is currently enrolled in for the 2010 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 aftercare.

### **CAMP DAY**

#### ***How should my child dress for camp?***

Your child should wear comfortable clothes that may get messy. For safety, we require closed-toe shoes. Campers may also need a sweater in case the camp room is cool. A specific list of clothing and other items will be outlined in your camp registration packet. Your packet will be mailed to you after you successfully enroll your child in camp.

#### ***What are the qualifications of your teachers and assistants?***

The majority of our teachers are certified school teachers, others are science professionals. The majority of our teaching assistants are participants in our youth volunteer program. All camp 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 10 and no larger than 20. This helps ensure that your child has the individualized attention he or she needs to enjoy his/her experience.

#### ***How are campers supervised?***

Parents or guardians are required to physically sign campers in and out of camp every day. Campers are supervised at all times and are escorted on restroom breaks.

***What are the behavior expectations for campers?***

Camper 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 camp the following day.

***Who can I contact during the day if I need to leave an emergency message concerning my child?***

Please call the Education Office at 214-428-5555, extension 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 camp.