

# Museum Summer Camp Caretaker Handbook

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MUSEUM  of **LIFE + SCIENCE**

Table of Contents

Welcome ..... 4

Communication ..... 6

*Email on File* ..... 6

*During Program Hours* ..... 6

*Your Camper’s Information* ..... 6

*Contact Information* ..... 6

A Day at Museum Camp (Durham) ..... 8

*AM Care\*: 8:00 – 8:30 am   \*Must be registered to attend* ..... 8

*PM Care: 3 – 5:00 pm       \*Must be registered to attend* ..... 10

A Day at Camp Curiosity (Chapel Hill) ..... 11

*AM Care\*: 8 – 8:30 am       \*Must be registered to attend* ..... 11

*PM Care: 3 – 5:00 pm       \*Must be registered to attend* ..... 13

Preparing for Camp..... 14

*What to Bring*..... 14

*What to Wear* ..... 14

*Lunches and Snacks*..... 14

*Medication Policy*..... 16

*Weather Policy*..... 16

*Staff Training* ..... 16

*Babysitting Policy*..... 16

*When to Stay Home* ..... 17

*Vaccination Policy* ..... 17

*Mask Policy* ..... 17

*Other Preventions* ..... 17

*COVID Cases in Camps*..... 17

*COVID-19 Resources* ..... 18

Behavior Policy ..... 19

*Camper Expectations*..... 19

*Positive Behavior Techniques* ..... 20

*Steps for intervention*..... 20

Cancellation Policy..... 21

EPI PEN Authorization Form.....23



# Welcome

Welcome to the Museum of Life and Science Museum Summer Camp! We've designed our Summer Camp program around four objectives:

1. To provide a lasting and meaningful connection to science as a way of understanding the world
2. To cultivate an inclusive, comfortable, and safe camp setting
3. To support campers in becoming better critical thinkers
4. To foster positive attitudes and camaraderie among campers

## **To provide a lasting and meaningful connection to science as a way of understanding the world.**

We encourage campers to experience science as a way of knowing more about the world around them. Through imagination play, physical activities, group games, and exploration of Museum exhibits, we make sure that the experience of learning and doing science is fun. We seek to engage camper's entire bodies in the exploration of science as a way of understanding the world.

## **To cultivate an inclusive, comfortable, and safe setting**

It is our goal to make sure that everyone is included regardless of color, religion, sex, origin, disability, or family structure. We cultivate a space where ideas and feelings are accepted and listened to with empathy. Our staff are trained to use restorative justice techniques to settle conflict and use positive behavior techniques to ensure your camper has safe boundaries in which to grow.

## **To support campers in becoming better critical thinkers**

We believe that a healthy mind is a questioning mind. We encourage our campers to know wonder, knowing that a sense of wonder leads to curiosity, that curiosity leads to questions, and that questions lead to discovery. Our goal is to give your camper the thinking skills and habits of mind to navigate the world as a critical thinker, making better decisions and coming to better solutions from the evidence in front of them and experiences of those around them.

## **To foster positive attitudes and camaraderie among campers**

We believe that collaboration leads to new ideas, as we view other's perspectives, and learn from other's experiences. We structure our programs to center around working together and build group games and team building into our classes to increase the relationships between campers and strengthen the sense of community of friendship.

# Meet the Team



**Davis Tate (He/Him)**  
**Director of Camp and Corporate Experiences**

In my career, I've sought to provide opportunities for students who, like me, have a lot of energy and learn with their whole body. Before joining the Museum in 2019, I spent 10 years with Science Fun for Everyone developing and facilitating awesome hands-on, science activities for elementary students. I'm thrilled now to work at the Museum where we create a community that strives to experience science through all our senses, with our whole body, and with lots of energy!

**Andria Schmitz (She/Her)**  
**Program Manager for Camp Experiences**

I've always had a fascination with our natural world. As a child, I fondly remember many museums, zoos, and parks where I freely explored my "I wonder..." questions and became completely immersed in the learning environment! Working in the nonprofit sphere, I've served as an informal educator and zoo summer program manager. Here at the Museum, I can't wait to welcome campers to our Camps and encourage their own discoveries through inquiry and hands-on experiences. My hope is that each camper leaves with a sense of awe toward nature, a personal relation to science and of course, some amazing camp stories to share!



**Cole Finney (He/Him)**  
**Site Director at Museum of Life and Science**

I have always loved asking questions. Big questions, small questions, serious or silly - I've always wanted to ask. When I discovered that science is basically formalized questioning, I knew it was the field for me! The Museum of Life and Science is the third science museum I have been a part of, and across those institutions I have experienced camps to classrooms, public programming to animal care. While I love posing questions and hearing answers, my day is truly made when curiosity strikes, and a great question is asked of me!



# Communication

We understand that for caretakers, communication is key! We value any information you can share with us about your camper, and we strive to make communication about your camper's days with us a priority.

## Email on File

Our primary way of communicating general information about pick-up, drop-off, and other logistics is email. Please make sure you have the correct email in our registration software. If you are unable to update this information, please let us know so that we can assist you in making sure we have an accurate line of communication.

You can expect an email the week before your session starts with information about drop off and pick up, what to wear, and an overview of the week.

## During Program Hours

If you need to schedule late drop-off or early pickup, or have an urgent communication, you may contact our Site Directors at the following numbers\*:

**Museum Location Site Directors:** **919.391.9279**

**Camp Curiosity Site Directors:** **919.695.3729**

*\*Please note, these numbers are only active during the Summer!*

## Your Camper's Information

We value any information you can share with us about your camper. We find that the more we know about your camper, the better we can ensure a fun, enjoyable program for them. We would love to know the interests, learning styles, or sensitivities your camper may have. Please take some time during the registration process to answer the provided questions, to give us more information about your camper.

The information submitted will only be shared with Museum Summer Camp Administrators and the Educator that leads your camper's group.

## Contact Information

For information about Museum Summer Camp, or to contact Summer Camp staff during session:

**Email:** [summercamp@lifeandscience.org](mailto:summercamp@lifeandscience.org)

**Museum Location:** **919.391.9279 – Site Directors**  
**919.220.5429 x405 – Camp Voicemail**

**Camp Curiosity Location:** **919.695.3729 – Site Directors**

## 2024 Caretaker Handbook

For reservation or account questions, or to cancel or change a Camp session:

**Email:** [reservations@lifeandscience.org](mailto:reservations@lifeandscience.org)  
**phone:** 919.220.5429 x313

# A Day at Museum Camp (Durham)

## **AM Care\*: 8:00 – 8:30 am      \*Must be registered to attend**

AM Care takes place in the Mercury Meeting Room (MMR) in the main building, behind the video wall in the lobby. Campers will play games and get to know one another.

To drop off your camper, park in the main parking lot by the main building and walk your camper to the front doors of the main museum building. Camp staff will greet you and check your camper in and walk them to the MMR.

At 8:30am, campers will walk with their Camp Educators to the south side of campus to join the rest of their group as they are dropped off. Campers enrolled in AM care who arrive after 8:30 should join regular drop-off on South Side across Murray Ave from the main building.

## **Morning Drop-Off: 8:30 – 8:50 AM**

We conduct drop-off and pick-up on our Southside campus, across the street from the main Museum. Drop-off and the sign-in process will start no earlier than 8:30AM, and will continue until 8:50 AM.

We will have two methods of drop-off at the Museum. You are free to choose whichever method works best for your needs:

- **Carline drop-off** will take place in the Museum Parking deck. Drive up to the Parking deck's 2<sup>nd</sup> floor and follow the line for drop-off. One of our staff will direct you to the unloading area. Once at the drop-off area, our staff will sign your camper in and walk them over to join their camp group.
- **Caretaker walk-up** will take place outside the Museum Parking deck, along the walkway leading up to the picnic dome. After parking, walk your camper up to the Museum tent, where a Camp administrator will welcome you and check your camper in. Once signed in, our staff will walk your camper to their camp group.

For drop-off and pick-up outside of the regularly scheduled times, please call **919.391.9279** to reach our Site Directors. Once our Site Directors are aware, we will have one of our staff meet you at your car in the pickup area and walk your camper to their group. Please schedule early camper pickups in advance with our Site Director so that your camper can be outside and ready when you arrive. For early pick-ups, remember to bring your camper's Pick-Up Pass or ID to show Camp administration.

## **Program Hours: 9 AM – 3 PM**

### **Morning Meeting**

We begin each morning by playing group games, establishing the day's schedule, and introducing the daily theme. This is a time to build community and prepare campers for the exciting day ahead!



### **Morning Snack**

When possible, we will take a short walk outdoors and find a place to eat snack\* together. This is a time for socializing and powering up for morning activities!

*\*We are a peanut-free program – please do not pack any peanut products as a part of your camper’s snack.*

### **Morning Activity Block**

We spend around two hours each morning working on projects, playing games, and completing activities focused around our weekly theme. These activities help campers to learn more about themselves, each other, and their broader community. We may spend time playing a science themed game outside, building a weeklong project, or exploring scientific concepts through play.

### **Lunch**

Lunch will occur between 11:30 and 12:30 and will be – weather permitting – outdoors.

### **Rest Time (Prek-K Campers)**

Our PreK-Kindergarten camp groups will follow lunch with a 30 minute rest or quiet time. Rest times provide campers time to recharge for a productive and fun afternoon! Designated floor mats will be provided to each camper during this quiet time and will be arranged so each camper has their own space to nap, quietly read, or draw. If helpful, caretakers may send a comfort item (i.e blanket) with their camper.

### **Unstructured Play**

We like to follow lunch with unstructured play time where campers can follow their own interests (and burn off some energy!). This play time takes place at one of the exhibits or outdoor spaces at the Museum.

### **Afternoon Activity Block**

After our midday lunch and free time period, we continue the day with another curriculum-based activity block where we further explore the camp week’s theme.

### **Afternoon Wrap-up**

We finish our day with an afternoon wrap-up. This is a chance for campers to reflect on their day, share their favorite experiences, and discuss any challenges they may have come across. The goal is to help campers process their day and bond with one another before heading home.

### **Afternoon Pick-Up: 3 – 3:30 pm**

Afternoon pick-up will work much the same as drop-off. The Pick-up process will start no earlier than 3PM. For every day of camp, all adults are required to sign campers out by showing either the Camper Pick-Pass or a photo ID whose name is listed on the authorized pickup list.

We will again have two methods of pick-up, and you are free to choose whichever works best for your needs:

- **Carline pickup** will take place in the Museum Parking deck where you can follow the line for pickup on the 2<sup>nd</sup> floor. One of our staff will walk the line to check your pickup pass or ID, sign out your camper, and call them to the deck. Our staff will direct you to the loading area where one of our staff will be waiting with your camper, ready to assist them in loading into your vehicle.
- **Caretaker walk-up** will take place outside the Museum Parking deck, along the walkway leading up to the picnic dome. After parking, walk to the Museum tent where a Camp administrator will be present at the check-out table to check your pickup pass or ID, sign out your camper, and call them to walk-up. One of our camp staff will walk your camper to you to go home for the day.

**Campers who are not registered for PM Care and have not been picked up by 3:30pm will be enrolled in PM Care for the week and charged the \$45 PM Care tuition.**

**PM Care: 3 – 5:00 pm\***                      **\*Must be registered to attend**

\*You can register and purchase PM Care through your UltraCamp account. PM Care can be adjusted any time prior to the Wednesday before your camp. If your plans change and you need to purchase AfterCare past the Wednesday deadline, please contact [summercamp@lifeandscience.org](mailto:summercamp@lifeandscience.org) as soon as possible for accommodations.

### **Afternoon Snack**

We use this time to once again give our brains the fuel to power through the end of the day. Usually this is a time for campers to socialize and discuss their day with one another.

### **PM Care Activity Blocks – South Side**

PM care consists of 2 main activity blocks. Campers will decide between supervised activities such as outdoor games, quiet activities (reading, card/board games), crafting/drawing/art, design challenges, and science-based programming. Activities will take place in and around our Southside classrooms.

### **PM Care Pick-Up**

To pick up your camper from PM Care, please park in the South Side parking lot, across Murray Ave from the main Museum building, and walk toward the shade tents. One of our camp staff will meet you to check your pickup pass or ID, and radio to have your camper brought to you.

**For late pickups, after 5:00pm \$5 will be charged for the first 15 minutes and a charge of \$25 will be added for each additional 15 minutes.**

# A Day at Camp Curiosity (Chapel Hill)

**AM Care\*:** 8 – 8:30 am      \*Must be registered to attend

AM Care will take place predominately outdoors or in well-ventilated classrooms around the Montessori Community School basketball court. Campers will play games and get to know one another.

To drop off your camper for AM care, please park your car and walk your camper to the path to the right of the main building. A member of our Summer Camp Staff will greet you to check your camper in. You may walk your camper down the path to drop them off with their group, or leave them with our staff, who will escort them to their group. Campers enrolled in AM care who arrive after 8:30 should join the regular drop-off carline.

**Morning Drop-Off:** 8:30 – 8:50 am

Daily check-in will exclusively make use of our carline. Carline Drop-off will weave through the Montessori Community School's parking lot. Follow the directional signs and cones to the drop-off location at the front of the school's main building. One of our camp administrators will direct you to the unloading area. Once at the drop-off area, our staff will sign-in your camper and walk them over to join their camp group.

For drop-off and pick up outside of the regularly scheduled times, please call **919.695.3727** to reach our Site Directors. We will then have one of our staff meet you at your car in the drop-off and pick-up area and walk your camper to their group. Please schedule early camper pick-ups in advance with our Site Director when possible so that your camper can be outside and ready when you arrive!

**Program Hours:** 9 am – 3 pm

## **Morning Meeting**

We begin each morning in our camp groups by playing name games, walking through the day's schedule, and introducing the daily theme. This is a time to build community and prepare campers for the exciting day ahead!

## **Curiosity Circle**

Campers will gather with their individual groups outdoors to introduce their group to the camp, meet our camp staff, and share in community building activities like singing camp songs. Most days, campers will then participate in elective activities centered around building a sense of community. Activities include field games, crafting, performance, and special science activities.

## **Morning Snack**

When possible, we will take a short walk outdoors and find a place to eat snack\* together. This is a time for socializing and powering up for morning activities!

*\*We are a peanut-free program – please do not pack any peanut products as a part of your camper’s snack.*

### **Morning Activity Block**

We spend some time after Curiosity Circle each morning working on projects, playing games, and completing activities focused around our weekly theme. These activities help campers to learn more about themselves, each other, and their broader community. We may spend time playing a science themed game outside, building a weeklong project, or experiencing a scientific concept through play-based activity.

### **Lunch**

Lunch will occur between 11:30 and 12:30 and will be – weather permitting – outdoors.

### **Rest Time (Prek-K Campers)**

Our PreK-Kindergarten camp groups will follow lunch with a 30 minute nap or quiet time. Rest times provide campers time to recharge for a productive and fun afternoon! Designated floor mats will be provided to each camper during this quiet time and will be arranged so each camper has their own space to nap, quietly read or draw. If helpful, caretakers may send a comfort item (i.e blanket) with their camper. Please ensure these items are labeled; these items will return home with your camper each day.

### **Unstructured Play**

We like to follow lunch with unstructured play time where campers can follow their own interests (and burn off some energy!). This play time takes place in the various outdoor spaces and playgrounds at the Montessori Community School location.

### **Afternoon Activity Block**

After our midday lunch and free time period, we continue the day with another curriculum-based activity block where we further dig deeper into the week’s theme.

### **Afternoon Wrap-up**

We finish our day with an afternoon wrap-up. This is a chance for campers to reflect on their day, share their favorite experiences, and discuss any challenges they may have come across. The goal is to help campers process their day and bond with one another before heading home.

## **Afternoon Pick-Up: 3 – 3:30 pm**

Afternoon pick-up will work much the same as drop-off, utilizing the car line. Carline pickup will take place in the Montessori Community School’s parking lot. Follow the directional signs and cones to the loading location at the front of the school’s main building. One of our camp administrators will walk the line to check your pickup pass or ID, sign-out your camper, and call them to the loading area. Our staff will direct you to the loading area where one of our staff will be waiting with your camper, ready to assist them in loading into your vehicle.

\*You may register and purchase PM Care through your UltraCamp account and can be added any time prior to the Wednesday before your camp. If your plans change and you need to purchase PM Care past the Wednesday deadline, please contact [summercamp@lifeandscience.org](mailto:summercamp@lifeandscience.org) as soon as possible for accommodation confirmation.

### **Afternoon Snack**

We use this time to once again give our brains a bit more fuel to power through the end of the day. Usually this is a time for campers to socialize (while physically distant) and discuss interests with one another.

### **PM Care Activity Blocks**

PM care consists of 2 main activity periods. Campers will decide between supervised activities such as outdoor games, quiet activities (reading, card/board games), crafting/drawing/art, design challenges, and science-based programming. Activities will take place pre-dominantly outdoors or in select classrooms.

### **PM Care Pick-Up**

PM Care pick-up will utilize the car line. Carline pickup will take place in the Montessori Community School's parking lot. Follow the directional signs to the loading area at the front of the school's main building. One of our camp administrators will walk up to your car and check your pickup pass or ID, sign-out your camper, and call them to your vehicle. Our staff will escort your camper to you and assist them in loading into your vehicle.

**For late pickups, after 5:00pm, \$5 will be charged for the first 15 minutes and a charge of \$25 will be added for each additional 15 minutes.**

# Preparing for Camp

## What to Bring

All classes have two snack times, which will also be indicated in your welcome email the week before camp starts. **Please label all items.** Campers should dress in comfortable clothing and closed-toe shoes for indoor and outdoor exploration.

**We are a peanut-free program – please do not pack any peanut products.**

- **A labeled, reusable water bottle**
- One peanut-free snack (2 if registered for PM Care)
- A lunch (if not purchasing one through your registration)
  - Campers **will not** have access to a microwave or refrigerator – an insulated lunchbox with a cold pack is recommended.
- Dress for the weather, camp is held rain or shine!
- An extra set of clothes
- For Prek-K Campers, it's optional to bring a comfort item (i.e blanket) to be used during the daily rest and quiet time.
- Please apply sunscreen and insect repellent at home before coming to class, as some activities happen outside.
  - Our staff can re-apply aerosol sunscreen and insect repellent if you choose to send labeled product with your camper's name.
  - Our staff **cannot** apply rub-on sun or insect protection.

## What to Wear

Please dress your camper in weather-appropriate clothing and closed-toe shoes for indoor and outdoor exploration.

**Please pack a change of clothes for both Museum Camp and Camp Curiosity campers.**

Occasionally, there are exhibits, nature exploration spaces, and/or elective activities where your camper will get wet. We will do our best to communicate these plans in advance!

## Lunches and Snacks

Please provide your camper with a morning snack and, if registered for PM care, a second afternoon snack. Food sharing is not allowed. There **will not** be a refrigerator or microwave available for campers. An insulated lunchbox with an ice pack is recommended. *\*We are a peanut-free program – please do not pack any peanut products as a part of your camper's snack and/or lunch.*

If registered for Summer Camp at the Museum, there is an opportunity to purchase a bagged lunch with nut-free omnivore or vegetarian options from Sprouts Café. Pre-registration and purchase are required. Please note, we are unable to add additional lunches to your camper's

## 2024 Caretaker Handbook

registration after the Wednesday prior to your camp week. This weekly deadline ensures our lunch provider has time to put in an accurate supply order.

Campers are not able to select specific meals each day, but we are happy to work with you to adjust our menu to accommodate food allergies and intolerances.

Below is a sample list of some of our past lunch menus:

### Regular Lunch Option

- Monday – Cheeseburger, Side, Fresh Fruit
- Tuesday – Chicken tenders, Side, Fresh Fruit
- Wednesday – Cheese quesadilla, Side, Fresh Fruit
- Thursday – Hot dog, Side, Fresh Fruit
- Friday – PB&J (sunflower butter), Side, Fresh Fruit

### Vegetarian Lunch Option

- Monday – Black bean burger, Side, Fresh Fruit
- Tuesday – Half Herbivore sandwich\*, Side, Fresh Fruit
- Wednesday – (Meatless) Cheese quesadilla, Side, Fresh Fruit
- Thursday – Loblolly Wrap\*\*, Side, Fresh Fruit
- Friday – PB&J (sunflower butter), Side, Fresh Fruit

*\*Herbivore sandwich – Sliced mushrooms, spinach, tomatoes, house pesto spread*

*\*\*Loblolly wrap – Hummus, green peppers, mushrooms, tomato, sweet potatoes, and cucumbers*

# Safety and Health

## Medication Policy

Our staff is trained to use EpiPens in an anaphylactic event. An EpiPen authorization and waiver of liability form is available on the final page of this handbook. Once complete, please hand this form to the Site Director along with your EpiPen at morning Drop-Off. If you do not have a form, we will have them available for you to fill out at check in.

Other than EpiPens, the Museum will not be responsible for administering medication to children.

The Museum is committed to full and equal opportunity for children to enjoy the Summer Camp experience and reasonable modifications will be considered.

## Weather Policy

Camp is held rain or shine! Each day, camp administrators will monitor outdoor conditions such as inclement weather, heat index, and air quality. If these conditions change to concerning levels, campers will follow an amended schedule that will keep campers safe while also having fun! Such modifications may include, but not limited to:

- Groups will utilize indoor exhibit exploration and/or adjust activity locations to limit outdoor travel time.
- Camp educators already have frequent water breaks integrated into their camp days, but extra attention will be taken to ensure campers stay hydrated.
- Outdoor activities will also be modified for timing and duration. Camp staff will limit outdoor activities to short periods, followed by longer cooling off breaks indoors. If feasible, energetic outdoor activities may be adjusted to occur earlier in the day, when the morning temperatures are relatively cooler.

## Staff Training

We are invested in a sensible approach to year-round child safety. In that spirit of health and wellness, we select emotionally intelligent staff and carefully train them on the parameters of safe touch, safe talk, and healthy adult-youth relationships. We hope you will join us in this enduring commitment to positive youth development by reviewing and discussing one of these excellent resources with your camper.

- [Talking to Kids about Body Safety and Boundaries - Darkness to Light](#)
- [Bullying vs. Conflict](#)

## Babysitting Policy

In the interest of child safety, staff may not be alone with children they meet in Museum Summer Camp programs outside of the Museum. This includes babysitting, sleepovers, one-on-one tutoring or inviting children to their home. Any exceptions require a written explanation before the fact and are subject to administrator approval.



Pre-existing professional relationships between program participants and our staff are permitted provided that written documentation of this relationship is provided to Museum Summer Camp administrators.

### When to Stay Home

Under current conditions, we ask that any camper showing any symptoms (fever, cough, shortness of breath, new loss of taste or smell, nausea, vomiting, or diarrhea) stay home and call the Museum to notify us of your symptoms. We will contact the other families from your camper's group to inform them.

When exhibiting multiple symptoms of COVID-19, we will require a reduction of symptoms and a negative COVID-19 test performed by a health professional before we will re-admit campers to our program. Review the following COVID-19 Precautions section for more details and safety considerations.

## COVID-19 Precautions

In an effort to provide the safest possible environment for your campers, we are taking the following steps to prevent any potential spread of COVID-19 through our programs:

### Vaccination Policy

- All Staff and Volunteers at the Museum of Life and Science are required to be vaccinated (2 doses Moderna or Pfizer, or 1 dose of Johnson and Johnson).
- We encourage all people who are eligible to be vaccinated to do so. This is the best way to protect yourself and the community from the most severe symptoms of COVID-19.

### Mask Policy

- While we encourage masking as an extra precaution, we will not require masks while indoors or outdoors this summer.

### Other Preventions

- We will require hand washing between any group activities, changes of location, and eating.
- We will use discretion when sharing materials.
- As much as possible, our activities will take place outside.

### COVID Cases in Camps

- If a camper appears to be ill, or voices they are feeling unwell at camp, they will be moved to an isolated, outdoor location under supervision. Caregivers will be notified for immediate pick-up.
- Any camper who is sent home with COVID-like symptoms will be asked to stay home until receiving a negative COVID test,

OR

- Until they have been fever free for 72 hours without the use of fever-reducing medications, have improved symptoms, AND at least 10 days have passed since symptoms first appeared.
- If someone is sent home from camp for COVID-like symptoms, we will follow the Health Department's guidance for contact tracing and inform families from all groups who may have been exposed.
- If there are indications that a staff member or camper with COVID-19 (symptomatic or asymptomatic) has attended camp, we will notify affected families immediately. Caretakers will have the choice to remove their camper from that session for a pro-rated refund, or have their camper continue at camp after receiving a negative COVID test, and mask for the duration of the session.
- We request that families remain in contact with us post-camp and let us know if they find that their child may have been COVID-19 positive during the camp week. In this case, we will notify all campers and staff who may have been in contact with the camper.
- Fully vaccinated staff or campers who have been in close contact with a confirmed case of COVID-19 and are experiencing symptoms will be asked to test immediately.

#### COVID-19 Resources

- [CDC: Stay Up to Date with Your COVID-19 Vaccines](#)
- [NCDHHS Interim Guidance for Day Camps](#)

# Behavior Policy

## Camper Expectations

Before the first day of Summer Camp, please read through this section with your camper to ensure they know what we expect of ourselves and each other.

At the Museum of Life and Science, our camp programs have four objectives:

1. To provide a lasting and meaningful connection to science as a way of understanding the world
2. To cultivate an inclusive, comfortable, and safe learning setting
3. To support campers in becoming better critical thinkers
4. To foster positive attitudes and camaraderie among campers and staff

These goals are easiest to meet when everyone follows these basic guidelines:

### **Care for yourself, each other, and the Museum**

This means keeping your hands and bodies to yourself, listening to directions, meeting group expectations, and keeping the Museum and materials clean and in working order.

### **Stay with the group**

We have a lot of space to roam at the Museum. We may take walks throughout campus, take short hikes in the woods, or explore exhibits and behind-the-scenes areas. Because there is so much space, we need everyone to stay with the group to stay safe and enjoy everything together.

### **Listen to each other**

When it is someone else's turn to speak, listen to them – they may have something cool to say! And if you are speaking, we expect others to listen to you too. If someone is bothered by something you are doing and asks you to stop, you should stop.

### **Try your best**

New environments present you with lots of new opportunities. Some of these new opportunities may seem hard, but we will never ask you to do something that is unsafe. We ask that you do your best to try everything. You may discover something you never knew you would love!

We think things go best when everyone agrees on the expectations. Every week, we start off by sitting down and deciding what expectations we have for ourselves and the group. Educators will help guide this conversation, but we all have to agree together how to behave. Once we have decided, we will write and draw the rules in a place where everyone can see them. This way we can all remember how we have decided to treat each other.

## Positive Behavior Techniques

Our staff are trained to use positive behavior techniques to ensure that all campers are following community expectations. These techniques may include:

- Verbal recognition of behavior
- Compliments and encouragements for behaviors that build community
- Use of quiet or personal spaces to cool off
- Conversations with the camper to find the source of unwanted behavior
- Mindfulness and emotional regulation activities
- Problem solving with the camper
- Restorative conversation between campers in conflict
- Separating campers

Staff **will not** use physical discipline, shame, embarrassment, or other harmful techniques to correct behavior.

## Steps for intervention

When behavior that does not meet community expectations persists, the following are steps generally taken to address the issue:

### **1<sup>st</sup> occurrence:**

One-on-one conversation with camper to find the cause of the behavior and problem solve solutions.

Caretaker contact to inform and reinforce the conversation had with camp staff.

### **2<sup>nd</sup> occurrence:**

Further individual conversations with camp staff.

Caretaker contact to formulate a plan of action to correct the documented behavior.

### **3<sup>rd</sup> occurrence:**

Child may be removed from the camp group.

Caretaker contact for early pickup and in-depth discussion about next steps up to and including expulsion from that week's program.

At the Camp Director's discretion, extreme violations of the community agreements and expectations may lead to escalation of these steps. Possible examples of such behavior include:

- Violent physical or emotional interactions
- Bullying
- Overt and intentional discriminatory language or behavior
- Repeated violations of personal space or consent to touch
- Repeated attempts to run or hide from camp staff

## Cancellation Policy

The Museum can grant refunds for canceled camp sessions only up to and including May 17, 2024. No refunds will be issued after this date. Changes to individual camp sessions may be made up to two weeks before a session starts as available. Refunds and changes will incur a \$50.00 fee per camp session.

If your camper cannot attend your week of camp due to a confirmed case or contact with a confirmed case of COVID-19, please contact our Reservations team ([reservations@lifeandscience.org](mailto:reservations@lifeandscience.org)) to discuss options.

## EPIPEN AUTHORIZATION AND WAIVER OF LIABILITY

Please read over the Museum of Life and Science's EpiPen Medication Policy when filling out this form.



Child's Last Name: \_\_\_\_\_ M.I. \_\_\_\_\_ First: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Emergency Contact (Person to notify if parent cannot be reached)

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

Relationship to camper: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Allergies

Please include the severity of reaction, degree of exposure, frequency of reaction and management/treatment of the reaction.

Drug: \_\_\_\_\_

Food: \_\_\_\_\_

Insect Sting/Bites: \_\_\_\_\_

Seasonal Allergies: \_\_\_\_\_

Other: \_\_\_\_\_

### Allergy Management/EpiPen

Yes \_\_\_ No \_\_\_ Does your child understand their allergies and take reasonable precautions to avoid the allergens?

Yes \_\_\_ No \_\_\_ Does your child carry an EpiPen?

Yes \_\_\_ No \_\_\_ Does your child know how to administer their EpiPen?

Yes \_\_\_ No \_\_\_ Do you recommend this EpiPen be kept on person by the child?

Yes \_\_\_ No \_\_\_ Is self-medication permitted and recommended for this child?

Yes \_\_\_ No \_\_\_ Is there any specific storage required for this medication? \_\_\_\_\_



**Please Read Carefully:**

*Medication must be left with the Camp Educator or their designee. It must be in the original container and be clearly labeled with your child's full name, prescriber's name, directions for administration and expiration date.*

I hereby authorize Museum of Life and Science employees and agents on my behalf, to administer or attempt to administer to my child, or allow my child to self-administer the lawfully prescribed EpiPen.

I acknowledge that it may be necessary for the EpiPen medication to be administered to my child by an individual who is not a nurse or medical professional, and I specifically consent to such practice. I hereby waive any claim for myself my heirs, executors, assigns, or personal representative that I might have against the Museum of Life and Science, its employees, officials, or agents from and against any and all claims, damages or causes of action arising out of or in anyway connected to the self-administration, administration , failure to administer, or attempt to administer EpiPen medication to my child.

I further agree to protect, indemnify, defend and hold harmless the Museum and Life of Science, its employees, officials, or agents from and against any and all claims, damages or causes of action arising out of or in any way connected to the self-administration, administration, failure, to administer or attempt to administer EpiPen medication to my child.

Parent/Guardian Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

I authorize and recommend self-medication by my child for the EpiPen medication. In the event my child is unable to self-administer or if I have recommended that my child not self-administer, staff have my permission to administer the EpiPen for my child in the event of an allergic reaction.

Parent/Guardian Signature:

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_