

# Museum Summer Camp Caretaker Handbook

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MUSEUM  of LIFE + SCIENCE

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# Welcome to Camp

Welcome to the Museum of Life and Science Summer Camp! We are excited to have you apart of this community. We've designed our Summer Camp program around our core mission, vision, and values, to encapsulate what makes camp so special.

## Mission

### **Doing Science Playfully, Building Belonging Intentionally, Making Memories Daily**

At camp we are excited to show campers that science is something we do every day. It's a method of how we interact with the world! We'll pose questions, encourage critical thinking, and approach science through play.

Camp also becomes a special time and place where children feel free from the pressure of school and the context of their usual friend groups. Staff help encourage campers toward a better understanding of their whole self in an environment built on belonging.

Finally, Camp's unique experiences lend itself to the formation of strong, core memories. We aim to create the specialness in each day in a safe, but exciting, setting. Get ready for some great camp stories!

## Vision

**We want children to be eager when learning, because they experience the joy of discovery; confident in their individuality, because they have space to be who they are; and assured of the value, because they see how their choices have a positive effect on the world around them.**

## Values

We have five, foundational values that help guide our approach to various camp experiences and effectively support the success of our mission!

- Curious** - We find joy in exploration! We ask How, Why, and What If to help connect us to the world and our place in it.
- Playful** - We take being silly seriously! We follow the fun, celebrating together the things that delight us.
- Inclusive** - We are a team. We embrace what makes us unique, and treat others as they want to be treated.
- Trustworthy** - We make decisions that uplift others and won't cause harm
- Resilient** - Sometimes camp is hard. We think creatively, keep trying and grow from the challenge.

## Meet the Camp Leadership 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, 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!



**Cole Finney (He/Him)**

**Site Director at MLS Museum Camp**

I love 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!

**Andrea Tejada (She/her)**

**Site Director at MLS Camp Curiosity**

During my undergraduate career at NC State University I studied Zoology, but my favorite thing about working at the Museum is that it allows me to expand my knowledge and learn all sorts of things about all kinds of topics. I grew up going to museums and science centers which spurred my love for animals, but it also gave me an appreciation for all forms of STEM that I love sharing with others!



# 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\*:

<b>Museum Location Site Directors:</b>	<b>919.391.9279</b>
<b>Camp Curiosity Site Directors:</b>	<b>919.695.3729</b>

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

## 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 Leaders and the Educator that leads your camper's group.

## Contact Information

For information about 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

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 walk-up table, where a Camp administrator will welcome you and check your camper in. We ask that it is a Camper-only zone past the walk-up table, so once signed in, our staff or volunteers will walk your camper to the rest of 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 12:00 noon and 1:00 and will be – weather permitting – outdoors.

### **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.

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

Our PreK-Kindergarten camp groups will then follow this unstructured play time with a 30-minute rest 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.

### **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. Camp administrators will start signing out campers at 2:50pm, with the actual Pick-up process starting 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. To ensure efficiency, please stay in your car when your camper arrives to the loading zone. If your camper needs additional help buckling their seatbelt, you can pull forward to an available parking spot past the carline's loading area.
- **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 walk-up table where a Camp administrator will be present to check your pickup pass or ID, sign out your camper, and radio them to walk-up. We ask that it is a Camper-only zone past the walk-up table, so please stay in the waiting area, while our camp staff walk with your camper down the hill to meet you.

**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 periods each day, where campers will do a higher energy and lower energy activity under camp staff supervision. Higher energy activities could include outdoor games, indoor games, or science-based programming. Lower energy activities could include reading, card/board games, art, or design challenges. Activities will take place pre-dominantly outdoors or in select 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 picnic tables. 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 predominantly indoors in the gym or outside around the Montessori Community School basketball courts. 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 main building. A member of our Summer Camp Staff will greet you to check your camper in. Our Camp Staff or volunteers will then escort your camper 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 12:00noon and 1:00 and will be – weather permitting – outdoors.

### **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.

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

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.

### **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. To ensure efficiency, please stay in your car when your camper arrives to the loading zone. If your camper needs additional help buckling their seatbelt, you can pull forward to an available parking spot past the carline's loading zone.

## **PM Care: 3 – 5:00 pm\***

**\*Must be registered to attend**

\*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 each day, where campers will do a higher energy and lower energy activity under camp staff supervision. Higher energy activities

could include outdoor games, indoor games, or science-based programming. Lower energy activities could include reading, card/board games, art, or design challenges. Activities will take place predominantly outdoors or in select classrooms.

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

PM Care pick-up will utilize a walk-up method. Please park in the school's parking lot and walk to the side driveway heading toward the outdoor basketball courts (to the right of the front building). One of our camp staff will meet you at the basketball courts to check your pickup pass or ID, and radio to have your camper brought to you.

If you arrive during normal pickup procedures (3-3:30pm) you can join the regular car line that weaves through the school's parking lot.

**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.
  - Purchased lunch option is only available for Museum Camp campers.
- 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 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 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 – Turkey sandwich, Side, Fresh Fruit
- Wednesday – Chicken tenders, Side, Fresh Fruit
- Thursday – Cheese quesadilla, Side, Fresh Fruit
- Friday – Hot dog, Side, Fresh Fruit

### Vegetarian Lunch Option

- Monday – Black bean burger, Side, Fresh Fruit
- Tuesday – Grilled Cheese, Side, Fresh Fruit
- Wednesday – \*Veggie Wrap, Side, Fresh Fruit
- Thursday – (Meatless) Cheese Quesadilla, Side, Fresh Fruit
- Friday – Cesar Salad Wrap, Side, Fresh Fruit

*\*Veggie 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, camp staff and volunteers 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.

### Illnesses at Camp & When to Stay Home

We ask that any camper showing any symptoms of illness (fever, cough, shortness of breath, new loss of taste or smell, nausea, vomiting, or diarrhea) to stay home and contact the Museum to notify us of your symptoms.

During the camp day, if a camper appears to be ill, or voices they are feeling unwell at camp, they will be moved to an isolated location under supervision. Caregivers will be notified for immediate pick-up.

Review the following COVID-19 Precautions section for more details and safety considerations for COVID-19 specific instances.

## COVID-19 Precautions

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

### Vaccination Policy

- Although we encourage all people who are eligible to be vaccinated to do so, but campers, staff, and volunteers are not required to be vaccinated.

### Mask Policy

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

### 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 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 5 days have passed since symptoms first appeared.



- If there are indications that a staff member or camper with COVID-19 (symptomatic or asymptomatic) has attended camp, we will notify close contact families as a courtesy. Caretakers will have the choice to remove their camper from that session for a pro-rated refund, or have their camper continue at camp and mask for the duration of the session while indoors.
- 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 campers and staff who may have been in contact with the camper.

### COVID-19 Resources

- [CDC: Stay Up to Date with Your COVID-19 Vaccines](#)

# 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.

### **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 is contacted 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 away or hide from camp staff

## Cancellation Policy

The Museum can grant refunds for canceled camp sessions only up to and including May 16, 2025. 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 and 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: \_\_\_\_\_