



# **DISCOVERY CAMP**

## **Policies & Procedures**

## 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](http://perotmuseum.org).

Upon successful enrollment, you will receive an email containing arrival and parking information on the **Wednesday 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 five 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 Camps, or email them to [camps@perotmuseum.org](mailto:camps@perotmuseum.org).

## CANCELLATION POLICY FOR DISCOVERY CAMPS

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

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 them up within an hour of that call. If a child has an accident that causes a scrape, bump, etc., we will take care of it and notify you by phone, email, or when you pick up your child 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, please notify us of any allergies, accessibility concerns, behavioral, psychological or emotional conditions, learning differences 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. 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**

**Please check your camp registration page for drop-off and pickup times and instructions.**

Sign in and sign out with ID checks will be conducted at our Field Street entrance. Parents will be charged \$15 for every 15 minutes or part thereof when they are late picking up children.

## **COMMENTS, CONCERNS, OR COMPLAINTS**

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

Please approach the classroom teacher first – most questions or situations can be resolved at this level. The camp coordinator 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 Senior Director of Learning Programs will step in to try and find a solution.

## **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. We consistently administer 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

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

### CHILDREN ARE EXPECTED TO FOLLOW ALL RULES AT ALL TIMES.

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

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

## LUNCH AND SNACKS FOR DISCOVERY CAMPS

Lunch and snacks will not be provided by the Museum, though lunch time and at least one snack time are scheduled into each day. Parents and guardians are responsible for providing a small snack(s) and a nutritious, full lunch for their *Discovery Camp* child each day. 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

- If your child is in first grade and below, please send them with a change of clothes
- Please dress children in closed toed shoes and comfortable clothes that are appropriate for working with materials such as markers, glue, etc.