



Policy and Procedures

Tickets and Registration

Parents and guardians can purchase camp tickets for their child(ren) online at perotmuseum.org. Upon successful ticket purchase, you will receive an email containing registration information. Discovery Camp is filled on a first-come, first-served basis. If you have questions, the camp office may be reached at 214.756.5834.

Registration forms will be completed through Procure. The registration link will be provided in your ticket confirmation email. The Procure app is available for download on both Apple and Android products. Completion of registration through Procure is required to attend camp and must be completed within seven days of ticket purchase. Please note that a copy of immunizations may be required. You can upload them through the Procure app during registration or email them to camps@perotmuseum.org.

Hours, Days, and Months of Operation

Please refer to the website regarding dates when the museum holds Discovery Camp. Camps will run from 9am until 3pm unless otherwise stated. Our camp program is not licensed by the State of Texas.

Minimum Age of Campers

To attend any Discovery Camp program, children must be at least 5 years old and fully potty trained. We strictly enforce age and grade level requirements. Grade-level groups for Spring, Fall, and Winter camps correspond to your child's enrollment grade for the current school year. **For Summer camps, grade-level groups correspond to the grade your child will enter in the Fall for the upcoming school year.**

Qualifications of Educators

All camp educators have a post-secondary degree or are working toward a degree in the sciences, arts, or education. All educators are certified in basic CPR/first aid, are background checked, and are trained in recognizing signs of abuse and neglect in children.

Community Resources

[Texas Abuse and Neglect reporting website](#)

If you or your child is a victim of abuse, please visit the following resources:

[Community Partners of Dallas](#)

[Dallas Children's Advocacy Center](#)

[Dallas CASA: Court Appointed Special Advocates](#)

[Dallas County Juvenile Department Community Resources](#)

[Dress Code for Discovery Camp](#)

[Your child should wear comfortable clothes that can get messy or wet. Feel free to send a change of clothes. For any child younger than 7 years of age, we recommend sending an extra change of clothes in case of emergencies. Children may also need a sweater in case the classroom is cool. For safety, we require closed-toed shoes.](#)

[Meals and Snacks](#)

[Parents and guardians are responsible for providing their children with a nutritious lunch and a snack each day. Please make sure food items do not need refrigeration. Send a reusable water bottle to keep your child hydrated throughout the day. Children are not allowed to share food with classmates. If a lunch is forgotten, camp staff will notify the camper's adult\(s\) and request that lunch be dropped off before lunchtime.](#)

Medication Administration

Perot Museum of Nature and Science (PMNS) policy does not allow staff to administer medication directly to children. Camp staff will not give any medications (including over-the-counter or prescription drugs) to campers with the exception of topical ointments such as burn cream, hydrocortisone cream for bug bites (except when contraindicated), and antiseptic wipes for scrapes. Campers will need to be able to self-administer any medications they require. Reasonable accommodations will be made for those medications listed under ADA compliance.

If you would like your child to wear sunscreen or bug spray, please send your preferred brand with your child, and they can request assistance with application from their educator.

Health and Special Needs

If your child becomes ill at the Museum or has an accident that requires a doctor's attention, we will notify you immediately with a phone call. If you cannot be reached, we will contact your child's emergency contact and/or your authorized caregiver(s). For the comfort and wellness of your child, we expect you to pick them up within an hour of being called. If a child has a minor accident that causes only a scrape or bump, etc., your child will be treated quickly on-site. You will be notified with an incident report through the Procure app, which will require a digital signature for acknowledgment.

If a camper shows signs of illness:

- Any camper exhibiting a fever of 100.4 or above will be sent home with an authorized caregiver.
- If a camper is sent home with symptoms of an illness, they are not allowed to return to camp unless the following criteria have been met:
 - They have been symptom-free for 24 hours without medication (including fever-reducing medication);
 - or**
 - They have a note from a healthcare provider saying they are not contagious and may return to camp.

PMNS strives to include and enable museum navigation and participation. Our accessibility policies can be found on our website under [Accessibility](#). All children will be included in all

activities, including those with special needs. If your child requires adaptive equipment, we will seek to accommodate your child's needs.

Behavior Expectations for Campers

Campers are expected to behave within age-appropriate limits and follow the Museum's basic rules for visiting guests. Expectations are posted in each classroom and are emphasized throughout the week. In the event of a severe behavior problem, we will call a parent/guardian to pick up their child. At our discretion, the child may return to camp the following day.

Expectations of Campers While in Camp

- Listen to and follow instructions.
- Respect others.
- Respect property.
- Walk unless running is a part of a supervised activity.
- Leave chewing gum at home.
- Use kind words.
- Do not bring weapons, including toys that imitate weapons, and illegal substances to the Museum.
- Keep your hands to yourself.
- Never put any camp materials into your mouth.
- Avoid touching your face, mouth, ears, or eyes while working with chemicals, plants, or animals.
- Mix chemicals only when instructed.
- Wash your hands immediately after using chemicals.
- Clean up spills immediately.
- Be careful when using sharp or pointed tools. Protect your eyes and your neighbor's.
- Wear goggles during experiments as directed, or the activity will be stopped.
- Ask questions if you need clarification.
- Be respectful during science investigations.

Using Procure

We utilize Procure for many functions throughout the camp day. Pictures, videos, and messages to parents should be sent through Procure. You can use Procure as an app on your phone or using the iPad provided.

Pictures/Videos

When taking pictures/videos, you can take them within the app itself, and they will not save to your personal device. Because of our fast-paced environment, if you must take a picture/video on your personal device and then upload it into the app, **you must delete the original from your device as soon as it is uploaded.**

Parent Messaging

Messages to parents regarding their child or children should be done through the Procure app. Written communication outside of the Procure app should only be done through the Perot Museum email with a copy to the camp manager or coordinator.

Parental Notification

If an incident arises during camp and we need to contact you regarding your child, Discovery Camp will first try to call a parent/guardian. If the parent/guardian cannot be reached, phone calls will be made to other authorized persons until the parent/guardian can be reached. No information regarding the child will be shared with anyone other than the parent/guardian. Other nonemergency notifications may be made through Procure such as an incident report, a note about behavior or missing a snack, or an uplifting note about something good.

Incident Reporting and Notification

A parent/guardian will be notified of any incident reports made regarding their child's activity. This will principally be done through Procure but will also include a phone call to a parent, if warranted.

MINOR INCIDENTS

- Minor behavioral incidents (constant redirecting, outbursts, or inattention/lack of participation)
- Minor injuries requiring first aid (Band-Aids, ice packs, nose bleeds, etc.)

For minor incidents, we will follow these escalation procedures for campers with behavioral issues:

- **First Offense:** Provide a verbal warning and try to redirect the camper with another activity
- **Second Offense:** Take the camper out of class (or take them aside in the classroom) and sit with them to discuss why what they're doing is wrong, then work with the camper to identify a way to fix it together. An incident report will be made at this time.
- **Third Offense:** Contact the Director/Coordinator to talk with the camper. A phone call to parents may be made regarding the camper's behavior.

Continuing minor behavior issues will require a conversation with the camper and their parents by the Director/Coordinator and the educator to discuss the incident along with a plan of action, including consequences of continued behavior. The camp reserves the right to remove a camper from camp for behavioral incidents with no refunds provided.

MAJOR INCIDENTS

A parent/guardian will be notified by phone by the Director/Coordinator of any major incident involving their child. The witness of the incident will complete an incident report in Procure.

- Major behavioral incidents (cursing, hitting/injuring another child or property, threatening to harm another child or staff member, inappropriate sexual type behavior, any touching that crosses a personal boundary)
- Major medical incident (anything requiring more than a Band-Aid or ice pack)

For major incidents, we will follow these escalation procedures:

- The Director/Coordinator will be notified.
- The Director/Coordinator will call the child's parent to discuss a plan of action and/or if the child needs to be picked up from camp. The camp reserves the right to remove a camper from camp for major behavioral incidents with no refunds provided.
- The educator will create an incident report in Procure.
- The Director/Coordinator will be present at pick-up for that child/children to answer any additional questions.

Incident reports may also include instances of neglect, like a child being left without proper supervision or suspicion of abuse. Any major incidents will also be sent to Museum leadership.

Pick-Up and Drop-Off Procedures

Camps will be held every day from 9am-3pm. Drop-off and pick-up will take place on Field St. via the carpool line.

Every person picking up a child must either be the child's parent or listed on the child's Procure profile as an authorized caregiver. No child will be accepted or released unless accompanied by an authorized caregiver. A valid picture ID of each caregiver is required.

Drop-off: 8:45-9am

Camp staff will facilitate a carpool line on Field St. You won't even need to leave your car! Camp staff will sign in campers and escort them to their classrooms.

Late arrivals: after 9am

Campers arriving late will follow the same drop-off procedure on Field St., except caregivers must escort their camper down the stairs to the call box at Security. Camp staff will be notified of your arrival and will meet you at the door to sign in.

Early Pick-ups: before 2:45pm

If you need to pick up your child before 2:45pm, please communicate with camp staff so we can have your child ready on Field St. at the requested time. If you need to pick up early for an unscheduled reason, you can communicate through the Procure app, email us at camps@perotmuseum.org, or call us at 214.756.5834.

Pick-up: 2:45-3:15pm

You will pick up your child on Field St. in the carpool line. Children will be released only to authorized caregivers listed in the Procure app. **A valid picture ID of the caregiver is required for pick-up.**

After-care (additional cost): 3:15-5pm

After-care pick-up will happen on Field St. A sign will provide a phone number to call into the After-Care classroom. Camp staff will meet you at your car for sign-out with the camper(s) being picked up. **A valid picture ID of the caregiver is required for pick-up.**

The Museum closes at 5pm. Parents who are late picking up their children will be charged \$15 every 15 minutes or part thereof after 5pm.

Physical Activity During Extreme Weather

We build physical activity into each camp day. If WFAA forecasts a heat index of 100 degrees and above or a temperature of 40 degrees and below, activity outside will be limited. Additional physical activity will be conducted indoors.

Parent Participation in Camp

If a parent is interested in seeing our camp space, they must obtain a general admission ticket to the Museum. Newsletters, pictures, and videos of activities will be sent through Procure.

Activities That Include Food

If an activity using food is planned, a permission slip with a list of ingredients will be sent home prior to the activity. The permission slip will also indicate whether the food activity will include consumption upon completion. If a permission slip is not signed, we will send the food item home with the camper.

Cleaning and Sanitization

- Upon entering the Museum, campers and staff should wash their hands.
- Campers and staff will wash their hands often throughout the day, especially before returning to the classroom from exhibit hall tours, bathroom trips, trips outside, and before meals.
- Educators will clean and sanitize their classrooms at the end of each day.

Emergency Plans

Every child's registration must include a local emergency contact person who is **not** either a legal parent or guardian. Information for an emergency contact person must include their address and phone number.

Museum Emergency Plan

Every staff member is trained in emergency procedures in the Museum. If an emergency at the Museum requires evacuation, staff will follow posted exit signs and safe routes per PMNS. Parents will be contacted via phone or message through Procare if immediate pick-up is required. Emergency pick-up will be held on Field St. via carpool line unless told otherwise.

Comments, Concerns, or Complaints

We encourage parents/guardians to discuss any comments, concerns, or complaints with the classroom educator first; most questions or situations can be resolved at this level. The camp Coordinator will become involved only if appropriate and generally after an issue has been addressed with the teacher. If the situation remains unresolved or if otherwise appropriate, the Camp Manager will step in to resolve it.

Waiver/Release Information

The following information is a copy of the waiver and release form signed during the registration process:

I understand that my child/children, as a participant(s) in the Perot Museum of Nature and Science Camps, may be engaged in activities that include, without limitation, conducting experiments with supervision, walking through exhibit halls, going outside for up to one hour per day, running, jumping, and walking around outside with supervision. Although the Museum will exercise reasonable efforts to minimize risks, participation in Perot Museum Camps may expose my child/children to the possibility of accidents, including but not limited to injury or death.

During their attendance at Perot Museum Camps, my child/children has my permission to engage in all camp activities except as noted on the current and uploaded doctor's form.

I am the legal parent or guardian of the child/children listed. I release the Perot Museum from any form of liability, as I have given them permission to participate. I also hold harmless any of the Perot Museum staff, agents, and cooperating landowners, and will not hold them liable for any loss, including but not limited to injury or death.

Commented [SY1]: Has this been checked with legal?
Note that I made some copyedits!

Commented [KF2R1]: I am sure legal has reviewed it but I'm not sure when. I saw your edits and I believe they were minor. Should I ask Sue or Anne?

Commented [SY3R1]: I don't think they are enough to matter as they don't change the meaning but I will leave it to you!

Commented [SY4]: Please make sure to use this updated language in ProCare.

I agree that, if my child should need additional services to accommodate them in workshops in accordance with ADA Standards, I will provide written notice of such condition (either from my child's physician or other recognized organization) and agree to submit my request at least five (5) working days prior to the beginning of my child's camp or program session.

I authorize the staff of the Perot Museum to directly contact sources cited in this form and authorize the named physician(s) to render such treatment as may be considered necessary in the event of an emergency for the health of my child/children. In the event that physicians or other sources named in this form cannot be contacted, I authorize the Perot Museum to take whatever action is necessary, in their judgment, for the health and safety of my child/children. I assume financial responsibility for any medical care my child/children receive(s) during their participation in Perot Museum-sponsored activities and will not hold the Perot Museum financially responsible for care and/or transportation of my child/children to a care facility.

Photography Release Information

The following information is a copy of the photography release approved or denied during the registration process:

I grant permission to Perot Museum Camp staff and/or its agents to take photographs and/or videos of my child/children and that such photographs/videos can be used by the Perot Museum or by one of its affiliates, donors, sponsors, or licensees for any purpose, including to promote the Perot Museum.