



## Discovery Camp Policies and Procedures

### Tickets and Registration

Parents and guardians can purchase camp tickets for their child(ren) online at [perotmuseum.org](http://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 214.756.5831.

Registration forms will be completed through software called Procure Online. The registration link will be provided in your ticket confirmation email. An app called Procure: Childcare is available for download on both Apple and Android products. Completion of registration through Procure Online 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](mailto:camps@perotmuseum.org).

### Minimum Age of Campers

To attend any drop-off program, children must be at least five years old and fully potty trained. We strictly enforce 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.**

### Health and Special Needs

If your child becomes ill at the Perot Museum or has an accident requiring 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 onsite. You will be notified with an incident report through the Procure app, which will also 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.

### **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, outside, and before meals.
- Educators will clean and sanitize their classrooms at the end of each day.

### **Pick-Up and Drop-Off Procedures**

Morning drop-off and afternoon pickup will be coordinated through the Houston St. gate. Camps will be held every day from 9am-3pm. Every person picking up a child must either be the child's parent or listed on the child's Procare profile as an authorized caregiver. No child will be accepted or released unless accompanied by an authorized caregiver. **A valid picture ID is required.**

#### **Drop-off: 8:45 - 9:15am**

- Camp staff will arrive at Houston St. gate no earlier than 8:30 a.m. to assist with entering the parking lot.
- Do not park or exit your vehicle. Camp staff will be present to check your child in and escort them into the Museum.

#### **Late arrivals: after 9:15am**

Campers arriving late should proceed to the Field St. pull through. 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.

#### **Pickup: 2:45 - 3:15pm**

Camp staff will arrive at the Houston St. gate no earlier than 2:30pm to assist with entering the parking lot. **A valid picture ID is required for pickup.**

#### **After-care (additional cost) / Late pickup: 3:15- 5pm**

- Proceed to the Field St. entrance and park in the pull through.
- Take the stairs down to the glass doors and use the callbox to speak with security staff.
- Security staff will guide you to the Auditorium for pickup.

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

### **Expectations of Campers While in Camp**

- Listen to and follow instructions.
- Respect others.
- Respect property.
- Walk, don't run unless running is a part of a supervised activity.
- Leave chewing gum at home.
- Use kind words.
- Weapons and illegal substances, including toys that imitate weapons, may not be brought to the Museum.
- Keep your hands to yourself.
- Never put any camp materials in your mouth.
- Avoid touching your face, mouth, ears, or eyes while working with chemicals, plants, or animals.
- Only mix chemicals when instructed.
- Always 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.

### **Comments, Concerns, or Complaints**

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 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.

### **Lunch and Snacks for Discovery Camps**

Parents and guardians are responsible for providing their child a small snack and a nutritious lunch each day. The Museum will not provide any food. Please make sure all food items do not need refrigeration. Also, send a reusable water bottle to keep your child hydrated throughout the day. Children are not allowed to share food with classmates.

### **Activities That Include Food**

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

### **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.*

*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 Camp.*