

More Information You Need to Know



Permission Slip

Please complete the enclosed permission slip for the first day of the camp. Please be sure to answer all fields including:

- **Where can we reach you during camp?**

It is helpful to know the phone number and location where you can be reached during your child's camp time.

- **Who should we contact if you are unavailable?**

Please be sure to indicate an emergency contact in case you are unavailable.

- **Does your child have any allergies, medication, medical equipment, or special restrictions?**

Even if your child has "none," please indicate this in the allergies box provided on the permission slip.

- **Does anyone else have permission to pick up your child after camp?**

Please be sure to list the name and phone number of anyone who has your permission to pick up your child. *Our camp teachers will not release campers to adults unless they are included on your child's permission slip.*

- **May we photograph your child?**

We love to see smiling faces and frequently photograph children enjoying our programs for our website, newsletters, and other promotional materials. Please indicate "yes" or "no" in the space provided at the bottom of your permission slip.



Dropping Off & Picking Up

On the first day of camp, you will receive a Day Camp Pass that will allow you to enter the Museum for pick-up and drop-off. For the safety of our visitors, Museum staff at the front desk and back window check all adults entering the museum, and this pass will let them know that you are here for camp—please be prepared to present this pass every day at pick-up & drop off. If an adult does not have their Day Camp Pass, a Museum staff member will accompany the adult to the child's classroom.

In the camp classroom, you will be asked to sign your child in and out of the program each day at drop-off and pick-up. The camp classroom will be open for sign-in **5 minutes before camp begins**. All persons signing campers out must be on the permission slip and should be prepared to show current picture ID. The camp classrooms will close **10 minutes after camp ends**. Please be prepared to pick up your child on time; there is a \$10 late fee (per child) for children picked up after the classroom is closed.

Snack and Lunch

All campers should bring a mid-morning and/or mid-afternoon snack. If your child is staying through the lunch hour for full-day camps or lunch care, please also pack your camper a healthy lunch. If your child has a severe food allergy, we can notify all parents before camp begins at your request to ask campers to avoid bringing that food item to camp. We cannot guarantee your child will not come into contact with that item. **If a camper forgets a snack we will provide one at the charge of \$4 per snack.**





Camp Evaluation

On the first day of camp, you will receive a Summer Camp Evaluation form. Your feedback about camp topics, curriculum, teacher interaction, and your child's enjoyment of the program is very valuable for planning future Hands On events, camps, and activities.



Medication/Medical Equipment

If your child needs to take medication or use medical equipment while in camp (including allergy medication), please complete the enclosed authorization form. Please note- if you are requesting that HOCM staff administer medication or use medical equipment, you must submit a request in writing two weeks prior to camp start date. The request is subject to management approval.

Cancellation Policy

If you need to cancel your registration, please contact us as soon as possible. Cancellations received up to 2 weeks prior to camp start date will receive a refund of the camp tuition minus \$25 non-refundable (\$50 for full day camps). **Cancellations received less than 2 weeks prior to camp start date cannot be refunded.**

Behavioral Expectations for HOCM Educational Programs

Our goal is to provide a safe, rich, fun, and warm environment for our camp children, and therefore we expect all children to follow all safety rules and not hurt themselves, others, or property. While we understand that some disruptive behavior is often typical of early development, our camp teachers will use behavioral management strategies to uphold acceptable classroom behavior including consistent routines and clear, achievable expectations as well as redirection, close physical proximity, and physical intervention. If these strategies are unsuccessful, the child will be removed from the classroom and the parent will be called to pick up the child. If a parent needs to be called a second time for disruptive behavior, we may ask the parent to withdraw the child from the program and seek a more appropriate setting. If this occurs, a pro-rated tuition amount will be refunded for the days the child does not attend.

Children with Identified "Special Needs"

Hands On Children's Museum programs are elective enrichment programs and are not designed to provide special education support for children with specific special needs. If a parent identifies their child as having special needs upon registration, we will discuss whether the family can provide parent or other caregiver support to assist the child in meeting the behavioral expectations. If the child needs to be removed from the classroom for inability to meet behavioral expectations more than once, we may ask the parent to withdraw their child from camp and seek a more appropriate setting. If this occurs, a pro-rated tuition amount will be refunded for the days the child does not attend.

Age Exceptions in Camp

Camp curriculum is designed for the specified ages. Parents requesting an exception must receive the approval of the camp teacher and the Education Director. Exceptions are rarely made, unless a camper has been previously enrolled in Hands On programs and a Hands On Children's Museum Educator recommends the exception. Please be sure you have registered your child for the camp appropriate to his/her age/grade.