

DISCOVERY CAMPS POLICIES & PROCEDURES



HOURS OF OPERATION

The hours of operation for Discovery Camps are Monday-Friday, 7:30 am to 5:30 pm.

Camp Hours

9:00am – 3:00 pm

Before-Care

For early drop off, our before-care service begins at 7:30 am and will help our campers get motivated and ready to start their camp experience. Parents are welcome to send an early morning snack. No food will be available until lunch time.

Pre-care hours are 7:30 am – 8:30 am.

COST: \$50/week

After-Care

For late pick-up, our aftercare service begins at 3:30 pm. After-care is available to parents who are unable to pick-up their children at 3:30.

Aftercare hours are 3:30 pm 5:30 pm. COST: \$75/week.

THE HEALTH MUSEUM CONTACT INFORMATION

Senior Director of Engagement
Assistant Director – Programs
Guests' Services

713-521-1515 X208
713-337-8458
713-521-1515 X138

AGE REQUIREMENTS

Discovery Camps are offered for the ages of 5-13. Camps and all activities are designed to be age appropriate. Any registrants under the age of four will not be accepted.

SPECIAL NEEDS CHILDREN

The Health Museum will make every possible effort to provide reasonable accommodations for the safety and enjoyment of **ALL** children. Parents of special needs children should contact THE HEALTH MUSEUM Education Program Manager to discuss reasonable accommodations. Although staffing limitations may prevent some children from full participation, we will make every attempt to accommodate children with special needs in THE HEALTH MUSEUM Discovery Camp Program.

CAMP ATTIRE

Students should dress in comfortable clothing and closed toe shoes. Parents may wish to bring a light jacket or sweater as some classrooms can be chilly. All campers must bring a large spill-proof water bottle clearly labeled with camper name. Bottle must be taken home each day to clean and refill then returned with camper each morning.

Per current museum policy, campers will have to wear a self-provided cloth face covering during the day. Please note that face shields in lieu of a cloth face covering is not allowed. However, one may be worn in addition to a cloth face covering if desired, but this is not needed.

LUNCH & SNACKS

Lunch is not provided by The Health Museum. Snacks will be provided at the end of the camp day and during After-Care.

ABSENCES

If your child(ren) will not be able to attend camp on a specific day during a session for which he/she is registered, please notify the Senior Program Manager as soon as possible by calling 713-337-8458 or email camps@thehealthmuseum.org in advance. Absences may not be "made up" by having your child(ren) attend another camp on a different day, nor will you receive a refund/credit for any missed days. Please see our health and illness policy below for more information on absences related to illness.

HEALTH & ILLNESS POLICIES

We are concerned with the health and well being of all children and adults who have contact with your child throughout the day. We ask that you keep children who are potentially infectious at home. If you have any doubts in the morning about your child's health, please keep them home. Please call the program manager by 9:00 a.m. so we can record your child's absence.

Medication Administration

We do not store any medication at the camp. Museum staff are not able to administer any medication to campers, please do not send medication with your child. If a child must carry an epi-pen, a copy of the prescription will need to be provided to the museum, and the child will be responsible to bring and take home their epi-pen daily.

Basic First Response

- First Response include(s) cold compress, band-aids, and soap & water to treat bumps and abrasions
- Sunscreen, bug repellent and regular skin hydrating lotion will be used as needed and with parents' permission.

Communicable and Infectious Diseases

Participants who display symptoms of communicable and/or infectious disease will not be allowed to camp. Such symptoms may include:

- Vomiting and/or diarrhea in the 12 hours prior to THE HEALTH MUSEUM scheduled time to attend the center
- Temperature of 100 degrees or greater
- Persistent yellow thick mucus
- An uncontrollable or persistent cough
- Pink eye that hasn't been treated
- Strep throat which has not been treated with an antibiotic for 24 hours
- Any rash of acute onset associated with fever or symptoms of illness

- Impetigo with less than 24 hours of treatment with an antibiotic
- Head lice or scabies that has not been treated

If a child displays any of the above symptoms, we will take all steps possible to see that he or she is kept quiet and comfortable until a parent or authorized person can take him/her home.

WHEN YOUR CHILD HAS ANY OF THE ABOVE CONDITIONS, YOU WILL BE REQUIRED TO PICK THEM UP WITHIN ONE HOUR OF BEING NOTIFIED.

Parent Notification

The parents of all registered children will receive written notification sent home with campers should a case of an outbreak of any of the following conditions occur strep throat, impetigo; measles, mumps, rubella, chicken pox; pinworms; head lice, scabies, pink eye or any other highly contagious disease or virus. Staff will call parents immediately if their child:

- Bites or is bitten with a skin break
- Falls and hits their head hard
- Has an obvious mark on their head or face
- Is lethargic or hurting
- Becomes sick or develops a fever
- Is involved in an injury needing to be assessed by the local clinic
- Is involved in an injury which the Emergency Medical Service (EMS) is called

Returning After an Illness

A child who has had an infectious or communicable disease may return to the program in the time periods listed below. The program manager may request a doctor's note stating that the child presents no risk before returning to camp.

- **Chicken pox:** Five days after the last blister has scabbed
- **Pinworm:** After 48 hours of being on medication
- **Strep throat:** After 24 hours of being on an antibiotic
- **Head lice:** Signed release from a medical practitioner stating child is free of eggs, nits, and mature lice
- **Any others:** Must be discussed with the Administrator/Lead teacher
- Fever free for 24 hours

LATE ARRIVALS/EARLY DISMISSALS

Please inform The Health Museum no later than 9:00 am of late arrivals.

DESIGNATED CAMPER PICKUP

IMPORTANT! Campers will only be released to the adult(s) identified as 'designated camper pickup'. If the adult(s) picking up the camper changes, it is important that you notify the Camp Office of the change. Adults picking up campers will need to bring a picture ID with them.

CANCELLATIONS & REFUNDS

THM reserves the right to combine or cancel classes that have not met the minimum enrollment. If THM cancels a class, payment will be fully refunded. For special circumstances, a 75% credit or refund will be granted for written requests made 14 or more days before the first day of the camp session. A 50% credit or refund will be granted for written requests made 13 or fewer days prior to the first day of the camp session. No refunds will be granted on or after the first day of the camp session. Contact Summer Discovery Camps, Monday - Friday, from 10 a.m. - 5 p.m. at (713) 337-8458. All requests must be in writing electronically to camps@thehealthmuseum.org.

Session Cancellations

Camps with insufficient enrollment will be canceled at least 2-weeks prior to camp start date, and other camp options will be made available if applicable.

Withdrawals

If a student withdraws from a class for which they are registered before the first day of session, a museum credit (but no refund) will be given. This credit will be good for one year from the date of issue and may be applied to a camp or educational program at The Health Museum. If a student withdraws from a class for which they are registered after the first day of session, a credit or refund will not be issued.

DISCIPLINE/MISCONDUCT

Creating a safe environment is essential to our program. Disruptive behavior, physical aggression, violence, disrespectful behavior towards others or their property, theft or possession/use of dangerous items will not be tolerated and could result in immediate dismissal from the program. No refunds will be administered for early dismissal/suspension. Damage to equipment due to misbehavior will be the expense of the parent.

Camp Rules & Consequences

- ✓ Treat others as you would like to be treated.
- ✓ Respect the property of others, including the property of both the Museum and fellow campers.
- ✓ Listen to and follow the directions given to you by Museum staff at all times.
- ✓ Be curious! Participate in activities and ask questions!
- ✓ Remember that safety is a priority.
- ✓ Appropriate behaviors include, but are not limited to the following:
 - Being respectful
 - Being courteous
 - Being helpful
- ✓ All cell phones and portable electronic devices are expected to be turned off and put away during the camp day.*

*The Health Museum is not responsible for the safety or replacement of personal items brought to camp by campers. We discourage campers from bringing non-camp related items with them – particularly items that may have significant monetary or personal value.

Each camper has a reasonable expectation to enjoy a positive camp experience. Therefore, the misbehavior of one camper, or a group of campers, should not be permitted to impact negatively on the camp experience of others. Prompt action is needed when problems occur. Parents and campers should be aware of the disciplinary policy.

First Offense: Campers not adhering to camp rules, or exhibiting behavior clearly intended to annoy or endanger other campers, will be privately and formally warned by the Camp Instructor and informed that subsequent misbehavior will result in formal counseling by the Senior Program Manager.

Second Offense: Subsequent misconduct will result in counseling by the Senior Program Manager and a warning that further misconduct will result in removal from camp. At this point, the Senior Program Manager will contact the parent or guardian to advise

him/her of the situation and the possible need for picking the child up from camp if there is further misconduct.

Third Offense: Any further inappropriate behavior will result in counseling by the Director of the Education Department and expulsion from camp.

NOTE: THE HEALTH MUSEUM EXPECTS EACH CAMPER TO HAVE A SUCCESSFUL CAMP EXPERIENCE. ANY OF THE STEPS OUTLINED ABOVE MAY BE OMITTED OR REPEATED AT THE DISCRETION OF CAMP STAFF. CAMPERS DISMISSED FROM CAMP FOR DISCIPLINARY REASONS WILL NOT RECEIVE A REFUND OF ANY FEES PAID TO ATTEND CAMP.