

Science and Discovery Center

2020 Education Camps Policies and Procedures

Discover the Wonderful World of Science!

Parent Information

Science & Discovery Center of Northwest Florida
308 Airport Road
Panama City, FL 32405
850-769-6128
www.scienceanddiscoverycenter.org



The Science & Discovery Center Experience



The Science & Discovery Center is a place where traditions and new, fun experiences come together. Campers have the opportunity to enjoy exciting new science experiments and programs while taking a hands-on approach to new activities. They will spend time in the classroom and museum, and much time will be spent outdoors exploring earth and life science through self-discovery as well as teacher-guided activities.

Our goal at the Science & Discovery Center is to offer challenging and fun scientific exploration. We hope that, after a week at camp, campers will leave with confidence in their abilities as explorers, an interest in learning even more about science, and excitement about the new friendships they have made and subjects they have investigated.

Our children's programs are founded on experimental learning and national STEM (Science, Technology, Engineering and Mathematics) standards. At SDC we take STEM a step further and make it STEAM, adding Art into the mix because we believe a creative element must be included for a holistic experience. At the Science & Discovery Center, we are committed to offering a place where your child can grow in curiosity and ingenuity – we thank you for providing this opportunity for your children.

Before Camp Begins

Application, Fees & Refunds

At the time of registration (in person or over the phone), you will need to submit completed registration form. The information on this form is necessary for the care and safety of your camper. If you have any questions, please call and we'll be glad to help. Please contact us immediately if you need to make any changes to the form.

A \$50 deposit is due at time of registration to reserve your camper's spot. Payment in full is due by close of business the Monday prior to the camp to guarantee your camper's spot. Otherwise, their spot may be made available to someone else on the waiting list.

Please note there is a \$30 charge for all checks and credit payments returned to the SCIENCE and DISCOVERY CENTER.

Refunds on fees are given only for certified medical reasons on a pro-rated basis. To receive a refund, please submit a doctor's note within one week of your child's absence. Refunds will be determined on an individual basis by the Operations Manager. There are no refunds for late arrivals, homesickness, or any child removed for disciplinary reasons.

Changing/Canceling Sessions

Should it be necessary for you to change or cancel your child's session, you must submit the changes in writing as soon as possible. All fees, minus the \$50 deposit, can be transferred to a different week. NO FEES will be refunded or transferred within one week of the start of your registered camp.

Keeping Camp Informed

Please keep us informed of any changes to contact information. Correct information will help camp ensure the safety and comfort of your child. Please keep the Summer Teaching Staff informed of any changes in your child's life that could affect his or her time at camp (school problems, illness in the family, divorce/separation, parent overseas or in the military). While we respect every family's privacy, accurate information will allow us to be more sensitive to your child's needs and ensure that he or she has a good time at camp.

Camper Ages

While we firmly believe in younger and older children learning together, our camping programs are divided into age/grade levels that help us ensure your child's experience is age appropriate. Our Campers range in age from 4-12 and are grouped appropriately.

What to Bring

The following items are **essential** for your camper everyday:

- **Morning Snack**
- **Lunch**
- **Closed-toe Shoes**
- **Afternoon Snack**
- **Water Bottle**
- **Change of Clothes**

Pre-K Campers – our 4 and 5 year old campers are required to have rest time. Please include a blanket and small animal to snuggle. We also require 2 snacks and a healthy lunch to include drinks and a refillable child-friendly water bottle. Please dress them comfortably in clothing so the child can independently handle in the restroom.

We request that parents refrain from purchasing your child(ren) fast food lunches and dropping them off at museum.

Please make sure you check to see if there is a daily note home to parents. Also, please mark all items with your child's name and know that the Science & Discovery Center is not responsible for lost items.

PLEASE DO NOT SEND THE FOLLOWING:

Cell Phones, electronic games, MP3 players, valuables, pets, or gifts. These items will be held by staff and returned after camp. Campers arriving in possession of the following items may be dismissed from camp immediately: weapons (including pocket knives), tobacco, alcohol, or drugs.

Drop Off and Pick Up

Science Camp operates from 8:30 am to 3:00 pm daily.

- Wrap-Around Care (\$10/day): 8:00 a.m. – 8:30 a.m.
- Morning Drop Off: 8:15 a.m. – 8:30 a.m.
- Pick Up: 3:00 p.m. – 3:15 p.m.
- Wrap-Around Care (\$10/day): 3:00 p.m. – 5:00 p.m.

Wrap-Around Care

You may choose to sign your camper up for wrap-around care that is available from 8:00-8:30am.m and again from 3:00-5:00p.m. The total is \$10/day. **You must indicate this ahead of time so we may staff accordingly.**

Late pick-ups will cause a \$25 late fee to be added to your account and must be paid for your child to continue to come to camp. If late pick-ups are prearranged and paid for ahead of time, you can avoid these late charges.

Please watch your speed in the parking lot as there will be many campers onsite. Our pick-up policy has changed somewhat from previous years. Other than the wrap-around campers, we will assume all parents will be there for pick-up at 3PM, which is when camp concludes. If you see that you will not be there at 3PM, either early or late, you will need to call or text 850/615-9630 with the camper name and the time you will be there so we can adjust accordingly. If this is not done, there may be an extended waiting time for your camper to get to the front building, ready for pick up. Each parent will be given (2) camper tags with your camper-assigned number that you will have to show the pick- up teacher to leave with the camper. If you do not have your card available, please be prepared to come to the door with your driver's license so we can verify proper authority. This will happen after the normal 3PM pick-up is complete. For campers that are being picked up during wrap-around, from 3-5PM, you can come to the door with your tag when you arrive, or you can call/text when you pull in and we will get the camper heading that way. For all pick-ups, the camper tag will be verified. Individuals who are not on the authorized pick-up list **will not be allowed to remove camper from the property.**

Educational Emphasis

At the Science & Discovery camps, we believe that every child must be provided with a well-rounded, high-quality educational experience, which will ensure that all children have the opportunity to reach their full potential. We provide a great balance of fun and education in each action-packed week!

Severe Weather Policy

Under severe thunderstorm and tornado warnings, the staff will bring campers to a secure location. Campers will remain under shelter and transportation will be suspended until all weather warnings have expired. Under severe thunderstorm and tornado watches, all programs will continue under caution.

Visitors and Telephone Calls

At the Science & Discovery Center, we believe an integral part of the growing process we offer is the extended stay away from home. In keeping with this, we do not permit phone calls and visits to campers unless there is a family emergency. Also, please do not ask your child to call home or give them a cell phone. There are no public phones available to campers. Please rest assured; parents will be contacted in case of any problems or emergencies.

Tentative Approximate Summer Schedule

<u>Time</u>	<u>Big Kids</u>
8-830AM	Wrap-around Care & Campers arrive
830-930AM	Welcome, Introductions & Roll Call Monday – Introduce journaling, create journal cover Tuesday-Friday – Journal entries from the day before
930-10AM	Museum Discovery or Outside Play
10-1030AM	Snack (inside or outside) and bathroom break
1030-1130AM	Morning Themed Lesson
1130-1145AM	Wrap Up/Clean Up
1145AM-12PM	Line up and prepare for lunch
12-1230PM	Lunch
1230-1240PM	Bathroom & back to classroom
1240-2PM	Afternoon Themed Lesson
2-215PM	Wrap Up/Clean Up
215-230PM	Snack (inside or outside) and bathroom break
230-3PM	Campers Choice STEAM Centers
3-5PM	Wrap-around Care – arts & crafts and/or movies

The Pre-K schedule will differ slightly after lunch.

Science & Discovery Store

Campers are welcome to shop at the Science & Discovery Store during outside activity or exhibit time. Campers are asked to bring money in a sealed envelope with their name on it. Campers are responsible for their purchases.

Behavioral & Dismissal Policy

The Science & Discovery Center expects each camper to respect themselves and everyone in camp, as well as the facilities and natural surroundings. While SCIENCE & DISCOVERY

CENTER is a very positive place, behavior problems do arise from time to time with our campers. Our staff is trained to handle a variety of behavioral challenges. Camp has established two classifications of unacceptable behavior for our campers and appropriate systems for dealing with each.

Please note: our intention is simply to inform our parents of these policies. Staff will go over the rules on a daily basis with the campers.

Class 1 - General disruptive behavior: This includes, but is not limited to profanity, verbal abuse, and a generally uncooperative attitude.

Class 1 discipline issues will be dealt with in the following manner:

1. The Instructor will have a discussion with their Camper and try to modify behavior.
2. If the problem persists, management will be brought in to help with the process. At this point, we will contact parents and work jointly to help the camper modify behavior.
3. If the above attempts fail to correct the behavior, the parents will be contacted again, and the camper may be dismissed from the program.

Class 2 – Dangerous and overly disruptive behavior: This includes, but is not limited to theft, damage of property, assault of any kind, flight risk, possession of weapons, alcohol, illegal drugs or tobacco products, or continual group disruption. Please note that Science & Discovery Center has a —zero tolerance policy concerning violence and bullying.

Any camper deemed to have a Class 2 behavior issue will be brought directly to the attention of management. Parents of children involved in Class 2 behavior issues will be contacted immediately. This may result in the immediate dismissal from Camp. Parents will be responsible for transportation to return the camper home. No refunds will be issued for behavior dismissals.

******Please review the rules of camp with your children prior to their first day attending camp at SCIENCE & DISCOVERY CENTER.***

******We reserve the right to dismiss campers from the program without warning.***

Missing Home

Our staff makes every effort to help make the transition from home to camp as easy as possible. We will contact a parent if missing home begins to interfere with a child's camp experience. If you have concerns, please do not hesitate to call camp and discuss the issue with us.

Parents can help prevent problems by being positive and excited about camp. We discourage you from telling your camper that he or she can come home or call home from camp after an hour. We have found this approach actually encourages homesickness.

Be assured, we will do our best to make your child's experience at camp satisfying, and if homesickness continues, we will call to speak with you.

When We Will Call Home

We will contact you for the following reasons while your child is at camp.

- has received an injury to the head
- has suffered a fluid depleting illness for more than 2 hours
- has a temperature above 100°
- is having difficulty feeling comfortable in the science center; we would like your assistance with ideas since you know your child best
- In the event of a Class 2 behavior issue (see Behavioral and Dismissal Policy)

Please do not hesitate to give us a call if you have any question or concerns about our camp policies. Please remember that these policies have been developed to keep our camper safe and to ensure that their camp experience is positive and enjoyable.