



**Emergency Contact and Pick-up Information:** An individual **must** be on this list to pick up your child.

Name	Relationship to Child	Allowed to Pick Up Child (yes or no)	Contact Phone Number

**Additional Information:** *To be answered by parent or legal guardian.*

**Explanation if answered yes:**

Does the child have allergies? . . . . .	___ Yes ___ No	
Does the child require any regular medications?. . . . .	___ Yes ___ No	
Are there any activities or exercises the child may not do?	___ Yes ___ No	
Are there any physical disabilities or chronic conditions?	___ Yes ___ No	
Are there any emotional or behavior disorders? . . . .	___ Yes ___ No	

**Release Statement**

I, the undersigned, do hereby give my full consent for the above named persons, including minor(s) to participate in the Science & Discovery Center’s programs. I agree to hold harmless the Science & Discovery Center and its officers, employees, volunteers and agents. Should any accident occur requiring medical care for my child, I give full consent to the providing of such care by a licensed physician. If my child should become a disciplinary problem in the opinion of the group leader, and by doing so seriously affect the quality of the trip or program for the other participants, I agree to pick up my child at a place designated by the representative of the Science & Discovery Center, however inconvenient that may be. I acknowledge that depending on the type of program, other releases may be required. Further, I hereby grant full permission to any and all foregoing to use photographs, videotapes, motion pictures, recording and any other records of this event for any purpose whatsoever.

I have received or reviewed the 2021 Science and Discovery Center Summer Camp Policies and Procedures. These procedures can be obtained upon request and will be listed on the SDC website. I understand that compliance with these policies and procedures is mandatory.

**I have also read and understand Addendum A to this year’s registration form in regard to COVID-19. The Science and Discovery Center will be following all recommended guidelines provided by our state and federal officials regarding cleaning, social distancing and specific precautionary measures.**

\_\_\_\_\_  
Signature of Parent or Legal Guardian and/or Adult Registrant

\_\_\_\_\_  
Date

\*Science & Discovery Center is a 501(c)(3) tax-exempt organization.  
Tax ID number: 59-1540948

**Send completed form to:**  
**Science & Discovery Center**  
**308 Airport Road**  
**Panama City, FL 32405**  
**sdcsdc@sdcnwfl.org**  
**Phone: 850-769-6128**  
[www.scienceanddiscoverycenter.org](http://www.scienceanddiscoverycenter.org)

## 2021 Policies and Procedures in Relation to COVID-19

As we successfully administered camp in 2020, we will continue to do everything within our power to provide the best opportunity for educational learning in compliance with CDC, local and federal guidelines. Many procedures may seem mundane, but we are making our best effort to ensure safety for our teachers and campers. We want to outline the procedures we are implementing so everyone is aware.

- We will be taking 20 pre-k (4-5 year olds) and 35 big kids (6-12 year olds). We will continue to promote social distancing throughout camp.
- For drop off and pick up, parents will not come into the center, as the lobby will be closed to camp traffic. We are trying to limit the number of individuals entering the facility. For drop off, parents will be required to walk their camper to the front door and release them to the teacher at the door. The camper should be prepared to carry their lunch box/backpack with them to their respective area. The teacher at the front door will take the camper's temperature with a no-contact thermometer which will be sterilized after each camper. With an acceptable temperature (lower than 100°), the teacher will direct the camper on to their classroom, with the pre-k teacher and a big-kid teacher waiting. With a fever of 100° the teacher will advise the parent, and the camper will not be allowed into camp that day.
- Pick up will be handled in a similar way. 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 850/769-6128 or text 850/624-2992 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's name 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 and we will get the camper heading that way. For all pick-ups, the camper tag will be verified.
- Since our lobby will be closed to the public for camp traffic, all registration has to be completed prior to the start of camp. A \$50 non-refundable deposit is due to hold the spot for camp and the balance is due in full the Monday prior to the camp week. On Wednesday of the week prior, all campers with unpaid balances will be dropped from the camp roll.
- We will be disinfecting tables and chairs throughout the day.
- Masks will not be mandatory, but if you choose to send your camper in a mask, it will be their responsibility to keep up with it and keep it on.

I acknowledge the contagious nature of the COVID-19 and that the Science and Discovery Center has put in place preventative measures to reduce the spread of COVID-19.

I further acknowledge that the Science and Discovery Center cannot guarantee that students will not become infected with COVID-19 and fully understand the risk of exposure. I hereby release and agree to hold the Science and Discovery Center harmless from any and all causes of action in relation to COVID-19.



## 2021 Science and Discovery Center Summer Camp Policies and Procedures – Parent Information *Discover the Wonderful World of Science!*

The Science & Discovery Center (SDC) 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 self-discovery and teacher-guided activities. Our goal at the Science & Discovery Center is to offer challenging and fun scientific exploration. 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.

**Application, Fees & Refunds** - At the time of registration you will need to submit completed registration form. The information on this form is necessary for the care and safety of your camper.

**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 week to guarantee your camper's spot. - Please note there is a \$30 charge for all returned checks and credit payments.**

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** – To ensure the safety and comfort of your child, please keep us informed of any changes to contact information and any changes in your child's life that could affect his or her 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.

**What to Bring** - The following items are **essential** for your camper everyday:  
Morning Snack – Lunch – Afternoon snack – Water bottle – Closed-toe shoes – Change of clothes  
**Please mark all items with your child's name.** The SDC is not responsible for lost items.

**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 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.**

**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 8-8:30a.m. and again from 3-5:00p.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. 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 850/769-6128 or text 850-624-2992 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's name 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 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 the camper from the property.**

**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 weather warnings have expired.

**Visitors and Telephone Calls** – To ensure uninterrupted learning, 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. Please rest assured, parents will be contacted in case of any problems or emergencies.

### **Behavioral & Dismissal Policy**

The SDC expects each camper to respect themselves and everyone in camp, as well as the facilities. While the SDC 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. Our intention is to inform parents of these policies. Staff will go over the rules on a daily basis with the campers. **\*\*\*We reserve the right to dismiss campers without warning.**

**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. No refunds will be issued for behavior dismissals.

**\*\*\*Please review the rules of camp with your children prior to their first day attending camp.**

### **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
- not feeling well
- 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 behavior issues (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 campers safe and to ensure that their camp experience is positive and enjoyable.**