

Connecticut Science Center's Vacation Science Exploration Camp Policies

Registration and Payment

Registrants will have the option of either registering their child for one day or multiple days of camp during vacation days and for one week all five weeks during the summer.

Daily/Weekly camp rates are as follows:

- \$ 62 per day (\$295 per week) for Members and Corporate Members
- \$ 65 per day (\$310 per week) for Employees of Businesses in Downtown Hartford
- \$ 68 per day (\$325 per week) for Non-Members

Early Bird Price discount will be offered for summer camp only. Anyone wishing to take advantage of the early bird price must register prior to Sunday, May 26, 2019 regardless of the week your child will attend. Anyone registered after May 26, 2019 will be charged the late registration fee:

- \$320 per week for Members and Corporate Members
- \$335 per week for Employees of Businesses in Downtown Hartford
- \$350 per week for Non-Members

A **deposit** of 50% must be made to hold a camper's spot for summer camp. The full payment must be submitted **four weeks** prior to the starting date of your child's first week of camp. Payments can be made by credit card (VISA, Master Card, AMEX, and Discover). We are not accepting checks at this time.

No Refunds will be granted for absenteeism. All campers are required to attend camp for the date(s) he/she is registered. If a registrant fails to attend camp due to illness, vacation travels, or a parent decides to take that child out of camp, **no refund or credit** will be offered. If camp is canceled by the Connecticut Science Center you will be given an option of a refund or applied to allow attendance during another day(s) of camp.

Cancelation Refund Policy:

No refunds will be given within **4 weeks** prior to start date of your camp session.

Cancelations made between 8 and 4 weeks prior to the start date of your camp session will not be refunded their 50% deposit or processing fee. If you have paid in full, 50% of the session cost will be refunded. **All** processing fees are non-refundable.

All cancellation requests must be made in writing or by phone with a confirmation e-mail.

Student Drop-off and Pick-up

All Campers should be dropped off no earlier than 8:00 a.m. and no later than 8:45 a.m. The camp day will begin promptly at 8:45a.m. Parents/Guardians must park in the Science

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Center/Riverfront Garage when dropping off their children (please see parking section below for costs).

The Discovery Center is located on "Garage Level 1" so, you may have to take the elevator "down" to get to the Discovery Center. Once you have parked your vehicle, please escort your child either to the parking garage elevator and down to the Discovery Center Lobby or into the science center entrance.

Once in the lobby, Parents/Guardians should proceed left to the Community room where you will meet with CSC Vacation Science Exploration Camp Staff to sign your child in for the day.

Pick up time is between 3:30 and 4:00 pm. At the end of the day, when picking up a child, Parents/Guardians must park in the Science Center/Riverfront Garage, and proceed to the Community room. Campers picked up after 4:00 pm will be charged an aftercare fee of \$10 per child for Science Center members and \$15 per child for non-members.

Aftercare

We offer affordable after care from 4 to 5PM. The cost for after care is \$10 per child for Science Center members and \$15 per child for non-members. If you will be picking up your child late, we request that you inform the camp as soon as possible. In the case where a camper is not picked up within 10 minutes after the close of camp the parent/guardian will be contacted and charged an additional \$10 per child for Science Center members and \$15 per child for non-members.

Late Pick-up

If a camper's parents or guardian has not contacted the camp's office about a late pick-up after 5:00PM, attempts will be made to reach the camper's contacts. If the camper is not picked up by 6:00PM and the parents or emergency contacts have not contacted the camp's office, the director will call the Hartford police department. The non-emergency number for the Hartford police department is 860-757-4000.

Check-in/out

Every Parent/Guardian must sign their child in upon arrival and sign their child out during pick-up. Outside of the Community Room the Camp Staff will have sign in sheets with your child's name on it. Print your name on the line next to your child's name. No child will be permitted to leave if they have not been signed out. If you are not the person picking up the child for the day, you must fill out an Alternate Pick Up form stating the names of the persons whom you have given permission to pick up your child. When these persons arrive to pick up the child, they must present a current photo I.D.

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Camper Forms

The Connecticut Science Center working in conjunction with Office of Early Childhood Regulations requires the listed forms below to keep on file. All forms **must be completed and submitted no later than the camper's first day of camp**. Not completing and submitting a medical form may result in your child not being able to attend camp until the proper forms are submitted. Forms may be faxed to (860)727-9821, emailed to camps@ctsciencecenter.org, or brought with you to Check In on your camper's first day.

- **A medical form** that includes immunization records, and is signed by a physician (Exam must be within the past 3 years – we will accept a copy that you've sent to school or another camp)
- **DPH Authorization** for the Administration of Medication (completed by your child's physician if the camper will be taking medication during camp)
- **Individual Care Plan** (completed by a guardian if your child's medical form requires medication)
- **Letter of No Medication Necessary** (If child's physical states that the camper takes medication but the child will not be taking medication at camp, a note from the child's physician must be submitted that the camper does not need the medication at camp)
- **Talent Release form** (signed by a guardian)
- **Behavior Agreement** (signed by a guardian and your child attending camp)
- **Alternate Pick Up form**
- **Getting to know your camper form** (optional)

Camper Medications

At the time of drop-off, parents should leave any medications that their child needs to take during the camp day with CSC Vacation Science Exploration Camp Staff.

Medication must meet the following criteria in compliance with OEC requirements to be accepted:

- Must be in its original container with the physician's original label
- Must have the following information visible on the container:
 - Child's name
 - Name of the medication
 - Expiration date
 - Prescription number
 - Pharmacy name and address
- Prescribed over the counter medication must have the following:
 - Child's name
 - Name of the medication
 - Expiration date

All medications (except for those classified as emergency medications such as inhalers and

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epi-pens) will be kept in a locked box until the time the campers need to take them. The locked box will be kept locked in accordance with state regulations.

In order for you to leave your child's medicine with us you must have completed the Authorization for the Administration of Medication form you received at the time of registration. State law requires that in order for any child to take medication while attending a camp, this form must be completed and signed by a physician and parent/guardian, and the parents must complete an Individual Care Plan. The Individual Care Plan will be reviewed at check-in and signed by the parent and check-in staff member.

Children can self-administer medication ONLY if their physician has noted this on the Authorization for the Administration of Medication Form. This includes insulin, EpiPens, inhalers, etc. In emergency situations, Camp Staff have received official training to administer certain medications. Parents should make sure they pick up their child's medication at the end of each day.

Parking

When Dropping off or picking up a child, you must park in the Science Center/Riverfront Garage.

Please do not park at the Columbus Blvd. entrance. This space is reserved for buses only.

Rates for parking in the Garage are as follows:

FREE 1st 20 minutes

\$3.00 1st hour

\$2.00 each additional hour

Acceptable methods of payment in the garage are cash or credit cards. Debit Cards that require entering a pin number cannot be accepted. Please remember to secure your vehicle when parking. The Science Center/Riverfront Garage and its affiliates, Connecticut Science Center and its affiliates shall not be responsible for any vehicle or belongings that are damaged or stolen while on the grounds.

Staffing

Connecticut Science Center's Vacation Science Exploration Camp will be staffed by the Vacation Camp Director and Alternate Directors. In addition, there will be Connecticut Science Center STEM Educators and Vacation Science Exploration Camp Counselors. Each camp group will have at least a ratio of 1 staff member to every 12 campers. STEM Educators and Counselors will run the science programs as well as all other games and activities. Every child will be supervised by camp staff at all times. All camp participants are

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expected to show the utmost respect for the Science Center and Camp staff, and they can expect to receive respect from Science Center and Camp staff in return.

Behavior

All campers are required to sign a Behavior Agreement before attending camp.

In order to provide a safe environment for all, we expect everyone to adhere to the guidelines set in place. We also expect every camper to display respect for themselves, for each other, and for all CSC staff. Every Camper and Parent/guardian will be asked to sign a behavior agreement that will outline the accepted and unaccepted behaviors while in attendance at Camp. The Behavior Agreement is received after registration, and is also available online as well as at morning check in.

Connecticut Science Center's Vacation Science Exploration Camp will operate on a "3 strike" policy for behavior challenges during camp. This policy is as follows:

First offense: The child and the behavior challenge will be addressed by a camp staff. They will receive a verbal warning. Parents will be notified at the end of the camp day.

Second offense: The child and the behavior challenge will be documented on a second offense form. The child's Parent/Guardian will be notified and receive a copy of the form, and a copy will be kept on file.

Third Offense: The child and the behavior challenge will be addressed by a camp staff member, the child's Parent/Guardian will be notified, and depending on the offense, the child may be dismissed from camp and not allowed to return.

Some offenses may result in the immediate dismissal from Camp.

Every behavior challenge will be documented by Camp Staff. Connecticut Science Center's Vacation Science Exploration Camp staff reserves the right to dismiss anyone from camp, who displays inappropriate behavior and is a consistent disruption in the group. A camper whose behavior has been deemed inappropriate **will** be required to leave camp. This includes fighting, harassment of other campers and/or staff, vandalism of property, the use of illegal substances, stealing, disrespect of Camp Staff and/ other campers. Refunds will not be granted for any child who has been dismissed from camp as a result of their behavior.

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What to Bring/ What to Leave at Home

During the camp day campers will be extremely busy. Therefore, to ensure the safety of your child, and other campers we ask that they limit the personal items that they bring to camp. If your child brings personal items to camp, they are the sole responsibility of the child. The use of these items during instructional time is prohibited and your child will be asked to put them away if they are seen using them at this time. Vacation Exploration Camp Staff also reserves the right to confiscate personal items (to be returned at the end of the day) if they are being used during instructional time. Connecticut Science Center, Vacation Exploration Camp Staff, volunteers etc. will not be held responsible for any items that are lost, damaged, broken, or stolen.

You may bring

Cell Phones
Digital cameras

Please do NOT bring

Laptops, Nintendo DS, PSP
IPOD, tablets, Kindles, Ipads
Other toys (ex. Lego Mini Figures)

Cell phones may only be used in the Community Room at the beginning and end of the day, or as a camera. **We are no longer permitting the use of other electronics at any point during the day.** If they are brought to camp, they will either be collected and kept in a locked cabinet or remain in the camper's bag or lunchbox.

LUNCH/SNACK

Campers should bring a bagged lunch and snack with them every day. Lunches will be refrigerated per CT Department of Health Regulations. However, there is no access to a microwave so please make sure their lunch does not need to stay warm or be reheated. According to Department of Public Health Regulations, no food item (even if it is soup or pasta) can be left outside of the refrigerator. In addition, please make sure that the lunches do not include glass bottles.

We ask that students bring a refillable and reusable water bottle with them to camp every day! (Some type of sports water bottle preferred) To ensure the safety of every Camper that will be attending Vacation Science Exploration Camp, it is very important that everyone stay hydrated.

Campers will have 30 minutes for lunch. Due to this short amount of time, **no electronics are to be used during lunch time.** During instructional time, lunches will be stored in the CSC Community room.

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Snacks will occur one time each day in the morning, depending on the activities. Campers may also pack an extra snack to be eaten in the Community Room at the end of the day if they desire.

What to Wear

Campers should dress comfortably each day during camp and bring a jacket, sweater, and/or sweatshirt with them in the event they get cold throughout the day. Campers should also wear closed-toed shoes each day for their own safety. Campers may go outside for structured free time, so please make sure your child is properly prepared.

Lost and Found

Lost and found will be collected and displayed outside of the community room each day. At the end of each camp session, all lost and found items will be incorporated with the general lost and found at the Connecticut Science Center, where they will be held for 10 days. Please contact our Security Desk by calling (860) 520-2155. The Connecticut Science Center is not responsible for any lost, stolen or damaged items or personal property.

Inclement weather

In the event of inclement weather, Connecticut Science Center's Vacation Science Exploration Camp may open late, close early or close for the entire day depending on the severity of the weather. This allows our staff time to arrive to the Science Center as well as to ensure adequate provision of staff to maintain proper child/staff ratios. Decisions will be made in order to protect the safety and well-being of our staff, camp participants and their families.

Parents/Guardians are encouraged to check our website or watch WFSB for the cancellation report beginning at 7:30 a.m. confirming our operating schedule for the day.

If bad weather develops after the camp day begins, Connecticut Science Center's Vacation Science Exploration Camp staff will make decisions based on the weather conditions on a case-by-case basis. If we deem it necessary to close early, every attempt will be made to call and e-mail all parents/guardians to inform them of the closing. If the weather looks threatening and you haven't received a call, please call (860)520-2177 to confirm our closing time.

DCF Neglect and Abuse policy



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Connecticut Science Center and its staff, volunteers, etc. are mandated reporters if there is a suspicion of abuse and neglect in a child that is in our care. We understand that we are mandated to report any abuse or neglect and therefore must immediately report any suspicion of abuse or neglect to DCF.

Contact Information

If you need to reach a Connecticut Science Center Staff member while your child is in camp, please call:

Vacation Camp Hotline (860)520-2177

Or

The main line at (860)724-3623

Email: camps@ctsciencecenter.org