



# Camp Imagination

## Policies, Guidelines and Helpful Hints

### Welcome to Camp Imagination!

At the Imagine Nation Museum, we pride ourselves on providing a safe and positive environment for our campers, museum visitors, and staff. Our camp is a state-licensed camp and we strictly adhere to state regulations and guidelines regarding our program and facilities. Please review this document and contact us regarding any questions or concerns you may have. We also ask that you review these policies and rules with your children prior to the start of their camp program.

#### MISSION STATEMENT

To provide a safe, nurturing, and enriching environment for all children and families to reach their highest potential regardless of race, religion, or financial circumstances.

#### CAMP SCHEDULE

Regular camp from 9:00am to 4:00pm.

Extended camp from 8:00am to 5:00pm.

Please note the drop off and pick up policies before registering your selection.

#### FEES

Registration Fee (non-refundable, includes camp shirt).....\$50/child

Weekly Deposit (non-refundable, reserves child's space)..... \$25/child/week

	INM Members	Non-members
	Regular/Extended	Regular/Extended
M-F	\$200/\$225	\$220/\$250
4 Day	\$175/\$195	\$190/\$215
M/W/F	\$140/\$155	\$150/\$170
T/TH	\$100/\$110	\$105/\$120

**Weekly fees are due in full by the Friday prior to the start of the registered week.** Check, money order, Visa and MasterCard are accepted. When paying by check or money order please print the child's name and week attending in the memo section of the payment.

If you register for a week and do not attend, your registration fee and weekly deposit will not be refunded. Cancellations must be made in writing two weeks prior to the tuition payment due date to receive a tuition refund for that week. If written notice is given with less than two weeks notice only 50% of the tuition will be refunded.

#### DROP OFF/ SIGN IN POLICY

Regular camp children may be dropped off no earlier than 8:55am. Extended camp may not be dropped off before 8:00am. Please use the front entrance of the museum, entering into the lobby area. Parents must bring children directly to the camp room on the second floor and sign in on the day's sign-in sheet. A camp staff member must be present before parents may leave their child. Children may not sign themselves in. If your child is unable to attend on one or more days of the program, it is very important you notify us by the start of the day's session. Please call us at 860-540-3163.

**Credits or refunds cannot be issued for missed days.**

## **PICK UP/ SIGN OUT POLICY**

Campers must be signed out by a parent or by individuals expressly authorized by the parent. **NO EXCEPTIONS!** Parents must list authorized individuals that can remove their child from the program by submitting their names on the Camp Registration Form or Authorized Pick-Up Form. **Individuals picking up must present a picture ID.** If this information is not available, the child will not be allowed to leave the site.

**Please be prompt picking up children.** Parents/guardians will be charged one dollar (\$1) per minute per child for late pick up. Fee must be paid at the time the late pick-up occurs or at the start of the next day the child attends. If chronic or excessive late pick-up occurs for Regular camp registration, you will be billed at the Extended camp rate. For Extended camp, late fees begin after 5pm.

## **ATTIRE**

Children should dress comfortably for museum play. All children in our camp are scheduled to have outside playtime each day. Please make sure that your child has weather appropriate clothing. Children must wear closed-toe shoes (sneakers recommended). Children will be participating in a variety of arts and crafts programs. To protect your child's clothing we recommend sending in an oversized t-shirt or smock. Each child enrolled in camp will be receiving a camper t-shirt.

Children may not wear inline skates (including shoes with retractable wheels) into the museum. Also, T-shirts and other clothing with statements deemed offensive are prohibited.

## **SWIMMING (applicable for summer camp only)**

Our camp will be utilizing the Healthtrax pool at the Bristol Hospital Wellness Center for weekly swim times. A Certified Lifeguard will be present and camp counselors are required to remain poolside when campers are in the pool. On these days, please provide your child with a bathing suit, a towel and an extra change of clothes in a backpack (all clearly marked with their name). **Campers may not wear lifejackets, swimmies, or other floating devices brought from home.**

## **PERSONAL ITEMS**

Children may not bring video games, personal audio devices, fireworks, candles, lighters, water guns or other items deemed dangerous or overly distracting to program activities. A lost and found box is located in the front lobby of the museum. Please check it each week for lost items as the box will be emptied every two weeks.

## **THEFT POLICY**

The Family Center's Imagine Nation Museum is not responsible for any lost or stolen items. Please label ALL clothing and personal belongings and refrain from sending your child to camp with valuables.

## **COMMUNICATION**

Please feel free to bring any questions or concerns to the Camp Director, Kymrie Zaslow or the Museum Director, Doreen Stickney. Our office is located on the second floor of the museum near the Fetch Lab Exhibit.

## **PHOTOS & VIDEOS**

Photos and videos will be taken throughout camp. These images will be used to strictly publicize the Imagine Nation Museum, and will possibly be used on our website. Please complete the waiver if you give permission for your child to participate.

## **FOOD**

Please provide your child with a brown bag lunch, a drink and one snack. We will refrigerate all lunches. **Due to state regulations, please send lunch in a paper bag clearly marked with the camper's name, NOT in a lunchbox or cooler pack.** Due to time and facility considerations, counselors cannot heat foods brought in by campers. Please send in food normally served cold or at room temperature.

**Friday Munch Lunch Option.** We offer the option of purchasing lunch on Fridays from our old fashioned soda fountain. Munch Lunch includes: one main dish (Kraft Easy Mac, Uncrustables PB&J or chicken nuggets), a drink box (100% juice, whole or chocolate milk), a Smartfood snack bag and a single scoop ice cream treat. Friday Munch Lunch sign up will be available at the sign in table at the start of each camp week. The cost for Munch Lunch is \$5.50/lunch and is payable at the time you sign up your child.

Camp will provide a daily snack with beverage. Food may be served at camp as part of some of our activities. Please be sure you have listed your child's allergies on medical forms. If you do not wish for your child to participate in food activities, make sure you have informed the Camp Director.

## **SICKNESS**

For the well being of your child and all of the children in the program, we do not provide sick care. If your child becomes ill while at camp, you will be notified to pick him or her up immediately. A child must be sent home if they are exhibiting a temperature at or above 100 degree F. Your child should be picked up within an hour of the time you are called. For the well-being of the other campers in our program, **please keep your child home if they are exhibiting any of the following symptoms:**

- Has had a fever at or above 100 degrees F.
- Has had a constant cough, sneezing, or colored nasal discharge
- Has had vomiting or diarrhea within the last 24 hours
- Has had symptoms of communicable disease such as chicken pox (fine blisters on the face, body, or scalp)
- Has a rash of unknown origin, spots on body, hands, feet
- Has thick discharge from the eyes or crusted eyelids (possibility of pink eye)
- Has started antibiotics within the last 24 hours
- Has a sore throat and is refusing to eat or drink (possibility of strep throat)
- Has head or body lice
- Is too sick to play outside

## **FIRST AID CARE**

In the event of a small accident, a qualified Red Cross Trained First Aider will administer necessary and immediate first aid. We will cleanse and bandage a small wound, apply ice, or provide rest; whatever is appropriate.

## **MEDICATION POLICY**

The Imagine Nation Museum will not administer any medication without a physician's current prescription and your written permission. To authorize us to administer medicine to your child, you must complete a Medication Authorization Form issued by the Connecticut State Health Department. This form must also be signed by your child's physician. In addition, all medication must be in its original container with prescription information including the child's name, prescribed dosage, date, and dispensing physician's name. The Imagine Nation Museum will keep accurate documentation of all medications administered.

**Camp staff may dispense the following medications:**

Epi-Pen

Emergency oral medication i.e. Benadryl

Prescription inhalers or nebulizers

Non-prescription topical medication i.e. suntan lotion

If possible, we encourage the administration of any necessary medications before or after the camp program. If this is not possible, please ask the pharmacist to provide you with two bottles of medication so that one can be at Camp Imagination and the other at home. Medication should be clearly marked with the child's name, date, and type of medication. All prescription medications are stored in a locked box in the staff office. Epi-pens are stored in the museum staff office out of reach of children but accessible in case of emergency. All external and internal medications are stored separately.

In the event that a child refuses to take a prescribed medication the staff will call the parents immediately. In the event that a parent cannot be reached, the emergency contact will be called.

The administering staff is trained in the administration of medication by our nurse consultant. No staff under eighteen shall administer any medication. This training is renewed every two years. Training for injectables is repeated once per year. At no time is an untrained staff allowed to administer prescription medications. Feel free to discuss any questions or concerns with the Camp Director or Assistant Director.

**BEHAVIOR POLICY**

As a children's museum, we encourage children in constructive play and learning. To ensure an enriching and pleasant environment for all, each child is responsible for adhering to the following Rules of Conduct:

1. Children may not hit, kick, pinch, or physically violate another staff member or child.
2. Children should show due care to the property of the Museum, or other facilities visited and to the personal belongings of the staff and other campers.
3. Children may not cause unreasonable and consistent disruptions to the program.
4. Children must follow staff instructions, particularly where safety is involved.
5. Children must stay in supervised activity areas unless a staff grants permission to leave to another area.

In addition, campers are encouraged to show good sportsmanship, respect for self and respect for others. Please discuss these rules and their rationale with your child at home to reinforce the staff's administration of these rules.

If your son or daughter is not following one or more of these rules and positive disciplining techniques are ineffective, the Camp Director or Assistant Director will meet with you to develop a plan to cooperatively alter the behavior. If, by working with you, the behavior does not significantly improve, a probationary notice will be issued. Continued violations of our Rules of Conduct will result in a written notification of termination. **The museum reserves the right to remove a camper from the program at any time if he/she engages in persistent disorderly/disruptive conduct or if their behavior is endangering the child, other children, staff members or museum visitors.**

Please note that our behavior policy is not meant to be punitive, but simply reflects the recognition of the fact that our program is unable to service children, who, for a variety of reasons, may require a more individualized setting.