

# CAMP INNOVATION PARENT PACKET

SUMMER CAMP  
SESSIONS 2018



# IT'S TIME FOR CAMP INNOVATION!

Arizona Science Center would like to officially welcome you and your children to Camp Innovation Summer Camp. Our mission is to inspire, educate and engage curious minds through SCIENCE. This packet will provide you with information about Camp Innovation, including drop-off location and times.

**Please read over all of the enclosed information very carefully.**

## HOW TO CONTACT US

### Valerie Brown

Manager of CAMP INNOVATION

602.716.2000 Ext. 242

[brownv@azscience.org](mailto:brownv@azscience.org)

### Group Sales & Registration

602.716.2028

If you have any payment, registration or receipt questions, please feel free to contact Group Reservations at [reservations@azscience.org](mailto:reservations@azscience.org) or 602.716.2028.

If you have any activity or content questions, please feel free to contact Valerie Brown, Manager of Camp Innovation at [brownv@azscience.org](mailto:brownv@azscience.org) or 602.716.2000 ext. 242

At times, it may be difficult to reach us by telephone during camp hours, as it is often necessary that we be in different areas of the museum with the campers. If you need to get a hold of someone during regular camp hours for urgent matters only, please call our camp monitor at 602.710.0670.

All other inquiries can be sent to [camps@azscience.org](mailto:camps@azscience.org)

**The Arizona Science Center tax identification number for child care services is 86-0390558.**

# GENERAL INFORMATION

## Camp Hours & Drop-off and Pick-up

The camp days will begin at **9 a.m.** and end at **4 p.m.**; if you are enrolled in our early and late care you may drop off as early as 7:30 a.m. and pick up as late as 6 p.m.

*Early Care	7:30–8:45 a.m.
Regular Drop-off	8:45–9 a.m.
Regular Pick-Up	4–4:15 p.m.
*Late Care	4:15–6 p.m.

**Arizona Science Center** is located on the northwest corner of 7th Street and Washington in downtown Phoenix. We recommend parking in the garage at the Heritage & Science Park located at Monroe and 5th Street or utilizing the 20-minute loading zone on 5th St. We can validate your ticket for 1 hour of free parking.

Our daily drop-off and pick-up area is at **the secondary front entrance of CREATE, to the left of the main entrance**, located in Heritage & Science Park (directly across from the main entrance of the Science Center [see enclosed map]).

**On the first morning of camp, you and your child will need to check-in with a staff member stationed at the camp entrance.** We make every effort to ensure that this process runs as quickly as possible, but we ask for your patience, as each parent may be asked to verify the names of adults they have authorized to pick up their child(ren) as well as check we have all necessary information and permissions.

We have a roster for each age/grade level; please find the roster of your child's grade level and sign them in. Your child will make a name tag and then drop their lunch off in a designated bin if they have brought their lunch. At 9 a.m. each morning, campers will be greeted by their camp leaders and will be escorted to their particular camp room.

Your child must be accompanied to the sign-in table each day and you must sign your child out each day before leaving the grounds. A place was provided on the permission form for the name of individuals who can sign for your child. Any authorized adult picking up your child **MUST HAVE A PICTURE ID**. Your child will not be released to an adult not on your authorized release list or to anyone that does not have a picture ID. Please check the permission forms to make sure the person picking up your camper(s) is listed.

If you need to drop your camper(s) off late or pick them up early and no one is stationed at the camp desk, please call and notify our camp monitor at 602.710.0670. If you know ahead of time that you will need to pick your camper(s) up early, you can notify our camp monitor on that day. Please allow 15 minutes for your child to be escorted to/from their classroom/camp desk.

**You must bring your ID every day for afternoon sign-out.**

\*Additional fees apply.

### Camper Arrival and Departure Procedures

Please be mindful of all posted traffic patterns and speed limits when arriving and departing Arizona Science Center's drop off and when accompanying camper(s) into or out of the building. We may have up to 100 campers arriving or departing within a 30-minute period. Your cooperation will help ensure the safety of all participants and help to expedite the pick-up and drop-off processes.

### Refund Policy

Cancellations must be requested 2 weeks prior to the first day of camp to receive a refund minus a \$35 cancellation fee for each week-long camp per child; \$10 cancellation fee for each day-long camp per child. Cancellations made within 3 to 14 days of the first day of camp will receive a credit minus the cancellation fee. Credit is valid for one year from the issue date. No refunds nor credits will be given after that time period. A \$10 processing fee will be applied to each transfer per child. Space is limited for each camp. Transfers will be applicable only if space is available.

### Late and/or Absent Campers

If a camper does not arrive as scheduled for camp, the camp coordinator will assume that the camper is safe with his or her parents and that he or she chose not to attend camp that day. The camp leader may, but will not necessarily, verify this with a phone call to the phone number(s) on record. If parents wish, they may notify the camp office via email at [camps@azscience.org](mailto:camps@azscience.org) but it is not required. Refunds are not provided for missed days.

### Food

Thanks to Milestone Charter School, Inc. we are able to provide every child with a lunch and afternoon snack each day from June 4th to July 27th. The free lunches are not customized to accommodate for allergies or preferences, so if your child has specific dietary needs, please plan to have them bring their own non-refrigerated lunch. No lunch option is available the first or last week of camp.

**For your child's comfort**, we ask that each camper bring a plastic water bottle they can carry throughout the day. Each camper is responsible for bringing their own beverage and afternoon snack every day (**morning snack is optional and at the discretion of the lead instructor**).

### General Camp Behavior and Safety Rules

On the first morning of camp, campers will be briefed on the general rules for their behavior listed below. Each Camp Leader may add rules specific to his or her group as deemed appropriate.

- 1. Respect yourself.** Stay within physical boundaries set by your camp leaders. Stay where you are if you get separated from the group, and your Camp Leader will find you.
- 2. Respect your camp leaders.** A raised hand means silence for an announcement. Be an active participant. Portable electronic devices (cell phones, iPods, etc.) are not allowed.
- 3. Respect your camp site.** Keep classrooms and galleries neat. Put trash in cans, and pick up litter. Put appropriate mixed paper in the recycling bin. Walk instead of run while indoors. This applies to Arizona Science Center facilities and any field trip destinations.
- 4. Respect your fellow campers.** Listen while another camper is sharing his or her ideas. Stop and think about your choices and consequences before reacting to behavior that frustrates you. Have fun without getting in the way of someone else's fun.

### Behavior and Discipline Policies

Arizona Science Center Camps advocate a positive guidance and discipline policy with an emphasis on prevention, positive reinforcement, redirection and the development of self-discipline. All disciplinary action is contingent upon violation of clear, consistent rules and limits, established on the first day of camp. All camp staff members are trained in how to best handle discipline situations by using methods appropriate to the child's age, development, and behavior.

To minimize disruptive behavior, staff will use the following disciplinary steps:

1. Prevention by clearly communicating guidelines and expectations
2. Redirection, positive reinforcement
3. Verbal warning; discuss rules and consequences for continued behavior
4. Quiet time; being separated from the group within the same room or activity area
5. Restriction from activity or closer adult supervision
6. Referral to, and conference with Director of Youth Programs
7. Phone call to parent/guardian and/or possible removal from camp
8. Parents are responsible for picking up their child in a timely manner if their child is removed from camp.

\*\*If at any time inappropriate camper behavior jeopardizes other campers' safety and/or camp experience: parent(s) will be notified, and the camper will be removed from camp for the rest of the day and possibly withdrawn for the remainder of the camp session. When a child is dismissed from a camp session, a refund is not given.

Enforcement of behavior standards and expectations will be clear and consistent in application. Camp staff will document any disciplinary action taken, and the Director of Youth Programs will be informed of any behavior issues. The Arizona Science Center Director of Youth Programs reserves the right to supersede the above disciplinary guidelines as deemed appropriate and necessary to ensure the safety and well-being of all campers and camp staff.

Trained camp staff will supervise campers at all times. "Supervision" means that camp staff will be in the same room or group area, will be focusing their attention on campers, and will be able to see, hear, and quickly respond to campers.

All camps are taught by educators with teaching and/or childcare experience. Camp Innovation is overseen by professional educators that hold a master's degree or higher. All camp staff must go through extensive background checks and training.

### Volunteer and Substitute Plans

Arizona Science Center Camp programs may use volunteers as a supplement to our regular camp staff. Volunteers ages 15 and older will assist adult camp staff during camp program activities and must meet qualifications for working with children as specified by Arizona Science Center standards.

### Personal Belongings

Items not directly related to camp activities or at risk of loss or theft should be left at home (i.e., toys, cell phones, personal music players, games, cards, etc.). Items at camp without approval may be confiscated. If a camper is enrolled in early care and/or late pick-up, he or she may bring a book or quiet activity to be used only during this time. With prior approval from the camp leader, a camper may bring his or her own equipment to participate in a scheduled camp activity or to use during lunch. **Arizona Science Center assumes no responsibility for lost or stolen personal items.**

### Cell Phones

Cell phones must be powered OFF, silent and out of sight at all times. Campers must seek permission from the camp leader to make a call and must be conducted in a manner as not to disturb the camp activity. The first time a cell phone is used without permission it will be collected by staff and returned to the camper at the end of the day. On the second offense the camper will lose cell phone privileges and the cell phone will not be allowed in camper possession for the remainder of the camp. In the event of an emergency the camp leader or camp director will contact the parents directly. If a parent needs to reach the camper, a call may be placed to the camp contact phone and a message will be given to the camp leader and student.

### Lost & Found

Arizona Science Center assumes no responsibility for lost or stolen personal items; however lost and found items will be kept at the Arizona Science Center Programs Office until the conclusion of camps. At the end of the camp season, all items will be available at Arizona Science Center for a two week period, after which the items will be donated to charity.

### What to Wear

Staff and camper dress requirements:

- Sturdy shoes or sandals; sandals worn to camp must have a heel strap (i.e. no flip-flops or Crocs)
- Pants, shorts or skirts that conceal underwear
- No Heelies/wheeled shoes

Arizona Science Centers Camps are hands-on. This means that they are active and sometimes messy! Please send your child to camp in comfortable clothes that allow campers to play, explore and get dirty and are appropriate to weather conditions. Field Trips may have extra rules regarding appropriate clothing. They may require, for instance, that campers wear sturdy, closed-toe shoes, and long pants.

### Medication and Topical Products

Arizona Science Center staff may dispense medications to a child if the parent has completed and signed a written medication instruction card. Prescription medications must be in the original container with the prescription label that includes the child's name, name of the medication, dosage, dosage intervals, name of prescribing physician, and date prescription was filled. Non-prescription medications must be in original container and can only be given for two consecutive days without a written note from a physician.

### The following products are considered preventative topical products by Arizona Science Center and not as medications:

- Sunscreens
- Calamine lotion
- Band Aids
- Insect repellents
- Baking soda
- Hand sanitizer (alcohol-based)
- Hydrogen peroxide
- Lip balms (never shared)
- First aid ointments
- Skin creams

Arizona Science Center supplies the listed items as needed. If a parent chooses to not allow camp staff to administer certain items from the topical product list, then the parents must provide alternative items for the child. The items must be clearly labeled with their child's first and last name and given to the child's camp leader or assistant.

### Notification of Medical Problems/Emergencies

If a child is injured or becomes ill while attending an Arizona Science Center Camp, the child is removed from contact with other children and is placed under continued supervision by a staff member. In the event of an injury, a staff member will apply first aid and fill out an incident report. If the camper's injuries or illness are minor and routine, camp staff will apply care for 15 minutes and then (if necessary) notify the camper's parents to discuss any further action. Based on the nature of the illness or injury, further action may include but is not limited to the following: allowing the camper to stay at camp for the rest of the day, parents picking up the camper as soon as possible, or calling emergency medical services. Camp personnel may leave a message on an answering machine that appropriately communicates the need for a given parent to call the camp. All contact, successful and unsuccessful, is documented on the medical treatment log.

In cases where the illness/symptoms or injury are such that there must be no delay in treatment, the camp staff will obtain emergency medical treatment by calling paramedics to administer necessary aid and transport the camper to an emergency care facility. The parents or designated contact persons will then be notified.

### Child Welfare

Parents are encouraged to discuss, with the on-site Camp Monitor, any special circumstances or events occurring in a child's life that may affect that child's emotional status or behavior while enrolled in Arizona Science Center Camps. With this knowledge, camp staff can interact with and respond to your child in an appropriate and understanding manner.

Arizona law requires Arizona Science Center Camp staff who suspect that a child has received non-accidental injury or has been neglected to report their concerns to CPS or local law enforcement (ARS §13-3620.A). Arizona Science Center camp program staff is obligated by law to report such incidents to a peace officer or to Child Protective Services in the Department of Economic Security.

### Camper Records

Records and information concerning a child and his/her parents are held in strict confidence. The child's health history is stored in a secure location and available only to the camp coordinator and designated program staff. The camp lead and/or assistants will have emergency contact and relevant medical information (medications, allergies, dietary restrictions) available at all times. Information is released to camp leader or assistants working with the child as necessary.

### Changes in Policy

Arizona Science Center reserves the right to make changes to our policies and procedures. We will notify parents prior to camp if significant changes in Arizona Science Center programs or policies occur.

# DAILY ACTIVITIES

In the Early Care Program, and prior to the start of each program day, campers will be able to engage with hands-on free play activities including building, arts and crafts, games, or reading.

## Sample Activity Schedule

9–9:15 a.m. .... Welcome/Review/Safety Reminders

9:15–10 a.m. .... Hands-on Activity

10–11 a.m. .... Hands-on Activity & Break

11–11:45 a.m. .... Planetarium Presentation

12–12:30 p.m. .... Lunch

12:30–1:15 p.m. .... Floor Exploration

1:15–2 p.m. .... Hands-on Activity

2–2:30 p.m. .... Activity or Game

2:30–3 p.m. .... Break & Snack

3–3:45 p.m. .... Hands-on Activity

3:45–4 p.m. .... Clean Up

4 p.m. .... Camp Day ends

Throughout the week, campers may have the opportunities to attend live demos, educational Giant Screen Theater films, a CREATE activity, visit the traveling exhibit and/or Planetarium presentations.

After care will be the same as the early care program, however, after 5 p.m. we may allow campers to view a movie.

## Friday Family Showcase

We will celebrate the end of each week with a family showcase where campers can display their designs and creations for parents, families, guardians, etc. Guests can arrive starting at 3 p.m. up until 3:45 p.m. Please sign your child out at the camps desk prior to attending. You will be escorted to your child's classroom; each showcase format varies depending on age group and instructor. If you are not able to attend, your camper will still have the opportunity to showcase to all guests that attend. The showcase ends at 4 p.m. after which, passes will be provided (up to 4) for you and your child to tour the science center.



# CAMP INNOVATION IMPORTANT INFORMATION FRIDGE SHEET

## CONTACT US

Valerie Brown, Manager of Camp Innovation ..... 602.716.2000 ext. 242

Group Reservations ..... 602.716.2028

Camp monitor (during camp hours, urgent matters only) ..... 602.710.0670

Camp Innovation email ..... [camps@azscience.org](mailto:camps@azscience.org)

Camp Innovation website ..... [azscience.org/camp](http://azscience.org/camp)

Camp Innovation Facebook page ..... [facebook.com/arizonasciencecenter](https://facebook.com/arizonasciencecenter)

## CAMP HOURS

Early Care ..... 7:30–8:45 a.m.

Regular Drop-off ..... 8:45–9 a.m.

Regular Pick-Up ..... 4:00–4:15 p.m.

Late Care ..... 4:15–6 p.m.

Friday Showcase ..... 3–4 p.m.

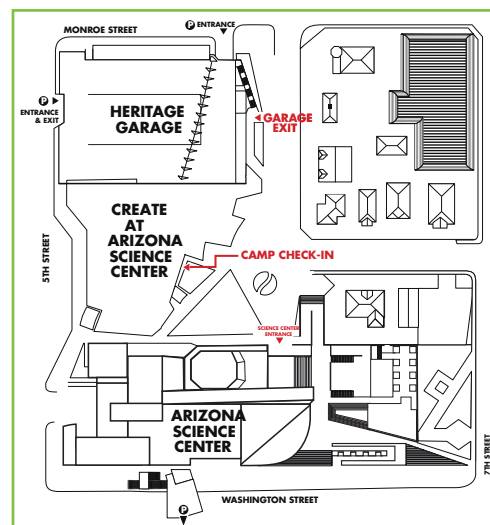
### Camp Entrance and Check-In

Arizona Science Center is located on the northwest corner of 7th Street and Washington in downtown Phoenix. We recommend parking in the garage at the Heritage & Science Park located at Monroe and 5th Street or utilize the bus pull-in on 5th St.

Please plan to arrive at our CREATE secondary front entrance between 8:45 a.m. and 9 a.m. A staff member will be at the door to greet you. Pick up will occur at the same location. **Please be sure to bring your photo ID every day for pick up.**

### Friday Showcase

Join us on Friday from 3 to 3:45 p.m. for the Camp Innovation Showcase where campers can display their designs and creations for parents, families, guardians, etc.



# CAMP INNOVATION | Permission Form



**Please complete and submit on first day of camp if you did not provide information during registration process or wish to update your records.**

This page contains a form for you to return to us. If you registered online, we have all permissions needed. If you registered in person or via phone, we require the following information and signatures to be returned to us on the first day of camp. You may have already received this form from the associate you registered with.

I have enrolled my child in: **Camp Innovation** presented by Arizona Science Center at Arizona Science Center. I understand my child's class and instructor will spend their days in the classrooms, laboratories, and attractions on the campus of Arizona Science Center, performing educational and recreational activities. In case of emergency, when a parent or guardian cannot be reached, I hereby give permission to the Arizona Science Center to secure treatment for my child.

**Child's name** \_\_\_\_\_

**Grade Level** \_\_\_\_\_

**Signed (parent/guardian)** \_\_\_\_\_

**Date** \_\_\_\_\_

**Emergency Contact**

Names \_\_\_\_\_

Phone Numbers \_\_\_\_\_

List **allergies** your child may have including **food allergies or restrictions**; please tell us about any **medical or behavioral conditions** about which we should be aware: (If none, print "NONE")

If you need to change or add individuals (minimum two) with permission to pick up your child(ren) from camp, please list below. Only these names will be allowed to pick up. All adults authorized for release must still present a photo ID at pick up. I grant permission for my child(ren) to leave with the following adult guardians other than those listed above.

**Indicate who is to be contacted first, second, etc. and what phone number "H," "W" or "C"** (for "home," "work" or "cell phone") to call first.

<b>PLEASE PRINT CLEARLY</b>	<b>NAME Individuals with permission to pick up my child</b>	<b>TELEPHONE(s) (H,W,M) in order of preference to be called</b>
<b>1. CONTACT #1</b>		
<b>2. CONTACT #2</b>		
<b>3. CONTACT #3</b>		
<b>4. CONTACT #4</b>		

**Photographic release:** I hereby authorize and give full consent to Arizona Science Center to publish all photographs and/or video taken by them in which my child appears. Arizona Science Center may exercise this right in any way it sees fit for its publications, exhibitions, public displays, media materials and for any other purpose without limitations or reservations, or any fee.

Yes, I do.     No, I do not.