IT’S TIME FOR SCIENCE HALL!

Arizona Science Center would like to officially welcome you and your children to Science Hall. Under the supervision of our dedicated and experienced team, child will participate in their classroom lessons and work on their daily assignments. Afterward, child will participate in STEM enrichment activities tied to Arizona grade-level standards. This packet will provide you with information about Science Hall, including drop-off location and times.

Please read over all of the enclosed information very carefully.

HOW TO CONTACT US

Valerie Brown
Site Lead
602.716.2000 ext. 242
brownv@azscience.org

Group Sales & Registration
602.716.2028
Our offices are open 10 a.m.–5 p.m., Monday through Friday. Please allow up to 72 hours for a response.

If you have any payment, registration or receipt questions, please feel free to contact Group Reservations at ascgroupsales@azscience.org or 602.716.2028.

If you have any activity or content questions, please feel free to contact the site lead, Valerie Brown at brownv@azscience.org or 602.716.2000 ext. 242.

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

All other inquiries can be sent to: stem@azscience.org

The Arizona Science Center tax identification number is 86-0390558.
GENERAL INFORMATION

Hours & Drop-off and Pick-up

Science Hall will open at 7:15 a.m. in order to allow for school schedules beginning early in the morning, but you may drop off later as needed. Science Hall ends at 4 p.m., but you may pick up earlier as needed.

Check-In  7:15–7:45 a.m.
Virtual Classes  7:30 a.m.–2 p.m.
STEM Enrichment  2–4 p.m.
Pick Up  3:45–4:15 p.m.

Arizona Science Center is located on the northwest corner of 7th Street and Washington in downtown Phoenix.

All drop off and pick up will be curbside at the 5th street loading zone. Our staff will meet you at your vehicle to check your child in and out. Please remain in your vehicle to encourage social distancing. If staff is not present when you arrive, there will be a number posted (602.710.0670) for you to call. A staff member will then come out to meet you.

On the first morning of Science Hall, we will confirm all registration information curbside. We make every effort to ensure that this process runs as quickly as possible, but we ask for your patience as we:

- verify the names of adults that are authorized to pick up their child(ren).
- check we have all necessary information and permissions, including answers to our COVID-19 screening questions.
- give each family an “authorized adult” placard to display in your car window to expedite the pick-up process in the afternoon.

Your child will then be directed to their specific classroom where their instructor will be waiting. To ensure the safety of all child and limit additional contact, guardians will not be able to escort their children to their classrooms.

When arriving for pick up each day, a staff member will also meet you at the 5th street loading zone:

- Please make sure your pick up placard is in your window and a staff member will confirm you are authorized for pick up.
- A staff member will then radio for your child.
- Your child will not be released to an adult not on your authorized release list or to anyone that does not have a pick up placard. Please check the permission forms to make sure the person picking up your child(ren) is listed if they are not going to have the authorized placard.

If you need to drop your child(ren) off late or pick them up early, please call and notify our site coordinator at 602.710.0670. If you know ahead of time that you will need to pick your child(ren) up early, you can notify our site coordinator on that day.
Arrival and Departure Procedures

Please be mindful of all posted traffic patterns and speed limits when arriving and departing Arizona Science Center’s loading zone. All families will be given a 30 minute window for pick up and drop off. We ask that you stay in your vehicles and wait for staff to meet you. Your cooperation will help ensure the safety of all participants and help to expedite the pick-up and drop-off processes.

COVID Considerations

By choosing to attend Science Hall, you acknowledge and understand the following:

1. any public location where people are present provides an inherent risk of exposure to COVID-19 and we cannot guarantee that your child will not be exposed during your visit;
2. you/your child will NOT visit if you/your child:
   a. have traveled internationally within the 14 days prior to your visit;
   b. exhibit symptoms of COVID-19 and/or have tested positive for COVID-19 within the 14 days prior to your visit; or
   c. have had close contact with or cared for someone who has exhibited COVID-19 symptoms, been exposed to COVID-19, and/or tested positive for COVID-19 in the 14 days prior to your visit; and
3. your child agrees to observe social distancing during their visit and follow all other safety instructions including handwashing and the use of protective gear.

Health Screening

At this time, the CDC recommends screenings at check-in. This includes:

- Taking each child’s temperature upon arrival at camp.
- Asking the parent/guardian to confirm that the child has not had symptoms (fever of 100.4 °F or greater, cough, shortness of breath, diarrhea, fatigue, headache, muscle aches, nausea, loss of taste or smell, sore throat, vomiting, etc.) within the past two weeks.
- Asking questions about whether the children or family members have been in contact with any confirmed cases of COVID-19.
- The results of the initial health screening will determine if an individual is permitted to enter or if they require additional evaluation. Arizona Science Center reserves the right not to admit people who pose a communicable disease risk to others.
- Sick children and staff are required to stay home.

Risk-Free Refund Policy

Cancellations must be requested two weeks prior to the first day of Science Hall to receive a refund minus a $35 cancellation fee for each week-long session per child. Cancellations made within three to 14 days of the first day of Science Hall will receive a credit minus the cancellation fee. Credit is valid for one year from the issue date. No refunds or 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 week. Transfers will be applicable only if space is available. If your child becomes ill or is exhibiting COVID symptoms before your session begins, you will be provided the option to transfer to a future week or receive a refund.
Arizona Science Center staff reserve the right to modify this statement in light of the most recent CDC and AZDH requirements.

**Late and/or Absent child**

If a child does not arrive as scheduled for Science Hall, the site coordinator will assume that the student is safe with his or her parents and that he or she chose not to attend Science Hall that day. The site coordinator may, but will not necessarily, verify this with a phone call to the phone number(s) on record. If your child is sick, please notify the office via email at stem@azscience.org. Refunds are not provided for missed days.

**What to Bring**

All children will need to supply their own:

- electronic device capable of connecting to their virtual learning platform*
- earphones (with a microphone if needed for video classes)
- mask (to wear when not seated and physical distancing is not possible)
- any general school supplies needed for your online learning

*If needed, Arizona Science Center has a limited number of laptops to rent for the week. All children will be asked to comply with an “Acceptable Use Policy” during registration, including the responsible care and use of technology and internet.

**Food**

Please provide your child with a non-refrigerated lunch and at least one nut-free snack. For your child’s comfort, we ask that each child bring a water bottle they can carry throughout the day. Each child is responsible for bringing their own beverage and additional snacks.

**General Behavior and Safety Rules**

On the first morning of Science Hall, children will be briefed on the general rules for their behavior listed below. Each instructor may add rules specific to his or her group as deemed appropriate.

1. **Respect yourself.** Stay within physical boundaries set by your instructor. Stay where you are if you get separated from the group, and your instructor will find you.
2. **Respect your instructors.** A raised hand means silence for an announcement. Be an active participant.
3. **Respect your classroom.** 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 during any visits.
4. **Respect your fellow child.** Listen while another student is sharing his or her ideas. Stop and think about your choices and consequences.

**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 each session.
All instructors 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 the Vice President of Informal Learning
7. Phone call to parent/guardian and/or possible removal from Science Hall
8. Parents are responsible for picking up their child in a timely manner if their child is removed from Science Hall.

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

Enforcement of behavior standards and expectations will be clear and consistent in application. Staff will document any disciplinary action taken, and the Vice President of Informal Learning will be informed of any behavior issues. The Arizona Science Center Vice President of Informal Learning reserves the right to supersede the above disciplinary guidelines as deemed appropriate and necessary to ensure the safety and well-being of all child and staff.

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

All sessions are taught by educators with teaching and/or childcare experience. Science Hall is overseen by professional educators that hold a master’s degree or higher. All staff must go through extensive background checks and training.

**Interns**

Arizona Science Center Camp programs may use interns or volunteers as a supplement to our regular staff. Interns or volunteers ages 15 and older may assist adult staff during STEM program activities and must meet qualifications for working with children as specified by Arizona Science Center standards. Interns or volunteers will only be assigned to one group to prevent any cross contamination between classroom groups.

**Cell Phones**

Cell phones must be powered OFF, silent and out of sight at all times, unless the cell phone is needed for online learning (per their school teacher). Child must seek permission from the instructor to make a call and must be conducted in a manner as not to disturb the class. The first time a cell phone is used without permission it will be collected by staff and returned to the student at the end of the day. On the second
offense the student will lose cell phone privileges and the cell phone will not be allowed in the student’s possession for the remainder of the week. In the event of an emergency, staff will contact the parents directly. If a parent needs to reach the student, a call may be placed to the contact phone and a message will be given to the instructor 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 CREATE front desk until the conclusion of all Science Hall sessions. At the end of the 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 student dress requirements:

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

Science Hall STEM activities are hands-on. This means that they are active and sometimes messy! Please send your child in comfortable clothes that allow child to play, explore and get dirty and are appropriate to weather conditions.

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 the 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
- Hydrogen peroxide
- First aid ointments
- Baking soda
- Band Aids
- Hand sanitizer (alcohol-based)

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 while attending Science Hall, a staff member will apply first aid and fill out an incident report. If the student’s injuries are minor and routine, staff will apply care for 15 minutes and then (if necessary) notify the student’s parents to discuss any further action.

Arizona Science Center is taking the following actions to encourage the health of children and staff:

- Children and staff who may become sick while at Science Hall will be sent home as soon as possible. **Please be prepared to pick up your child as soon as possible if they become sick.**
- Sick children will be kept separate from well children and staff until they can be sent home.
- Sick children and staff may not return to Science Hall until they have met the CDC guidelines for home isolation.

More detailed information can be found in our [Health and Safety Plan](#).

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

Child Welfare

Parents are encouraged to discuss, with the on-site coordinator, 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’s Science Hall. With this knowledge, staff can interact with and respond to your child in an appropriate and understanding manner.

Arizona law requires Arizona Science Center 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 office or to Child Protective Services in the Department of Economic Security.

Student 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 site coordinator and designated program staff. Instructors will have emergency contact and relevant medical information (medications, allergies, dietary restrictions) available at all times. Information is released to instructors 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 the session if significant changes in Arizona Science Center programs or policies occur. The Arizona Science Center is actively monitoring health guidelines and recommendations provided by the CDC and may modify procedures and policies to reflect those recommendations.
Daily Activities

Prior to the start of each day, child will receive any assistance needed with getting connected to their virtual classroom and/or assignments. Due to varying school schedules, our staff will work with each student to ensure they are online for all live virtual sessions and will complete independent assignments during the school day as time provides. *Please note that we consider your child’s teacher to have primary responsibility for their educational needs. Our educators are science specialists who can provide basic support but are not tutors or classroom educators.

When child are done with their live sessions and homework, they will be able to engage with open STEAM activities including building, art, design challenges, or STEM content via CONNECT @ Arizona Science Center. Educational shows may be available during non-instruction time (like lunch or snack breaks) for social distancing alternatives.

Sample Activity Schedule
7:15–7:45 a.m. .................Check-in
7:45–11:30 a.m. ...............Live virtual learning via electronic device - independent learning
11:30–12 p.m. ............... Lunch Break
12–2 p.m. .................... Live virtual learning via electronic device - independent learning
2–4 p.m. ........................ Structured, hands-on STEM activities
3:45–4:15 p.m. .............. Clean Up & Staggered Dismissal

On Tuesdays, Science Hall child will have the opportunity to visit the exhibits in Arizona Science Center while it is closed to the public.
CAMP INNOVATION IMPORTANT INFORMATION
FRIDGE SHEET

CONTACT US
Valerie Brown, Site Lead ......................................................... 602.716.2000 ext. 242
Group Sales (formerly Reservations)..................................... 602.716.2028
Front Desk (during school hours, urgent matters only) ...... 602.710.0670
Science Hall email ................................................................. stem@azscience.org
Science Hall website .......................................................... azscience.org/events-programs/science-hall/

SCIENCE HALL HOURS
Drop-off ......................................................... 7:15–7:45 a.m.
Virtual Instruction ........................................ 7:45 a.m.–2 p.m.
STEM Enrichment ........................................ 2–4 p.m.
Pick-Up .......................................................... 3:45–4:15 p.m.

Entrance and Check-In
Arizona Science Center is located on the northwest corner of 7th Street and Washington in downtown Phoenix. Camp pick up and drop off will be on 5th Street at the designated loading zone.
Permission Forms

All families must submit their information online when they register. Permission forms are included as part of the online registration process. If you register by phone, please complete and send back the forms below.

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 or I appear. Arizona Science Center may exercise the 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.

Child’s name ____________________________________________________________

Signed (parent/guardian) ___________________________________________ Date __________

COVID Agreement

By selecting "Accept" below, you acknowledge and understand the following:

1. any public location where people are present provides an inherent risk of exposure to COVID-19 and we cannot guarantee that you or your child will not be exposed during your visit;

2. you/your child will NOT visit if you:
   a. have traveled internationally within the 14 days prior to your visit;
   b. exhibit symptoms of COVID-19 and/or have tested positive for COVID-19 within the 14 days prior to your visit; or
   c. have had close contact with or cared for someone who has exhibited COVID-19 symptoms, been exposed to COVID-19, and/or tested positive for COVID-19 in the 14 days prior to your visit; and

3. you/your child agree to observe social distancing during your visit and follow all other safety instructions including hand-washing and the use of protective gear.

Accept or I DO NOT ACCEPT (If selected, your child will not be allowed to attend Science Hall)

Signed (parent/guardian) ___________________________________________ Date __________

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. (Checking yes is equivalent to a digital signature.)

Yes or No
Technology Acceptable Use Policy

Introduction
As part of your participation in Science Hall, your child will be able to access the internet and desktop resources using Arizona Science Center’s (ASC) computers or their own personal devices. In order for underage child to use the Internet, their parents or legal guardians must first read and understand the following acceptable use policies.

Acceptable Uses

1. The student-accessible computer network at ASC has been set up in order to allow Internet access for educational purposes. This includes activities, peer review of assigned work, and the exchange of project-related ideas, opinions, message boards, and other means.

2. Child will have access to the Internet via their computers or devices in the ASC classroom.

3. Child’s use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of this Technology Acceptable Use Policy. Parents/guardians may revoke approval at any time.

4. Material created and/or stored on the system is not guaranteed to be private. Network administrators may review the system from time to time to ensure that the system is being used properly. For this reason, child should expect that emails, material placed on personal Web pages, and other work that is created on the ASC computers may be viewed by a third party.

5. Computer users are expected to adhere to the safety guidelines listed below.

Unacceptable Uses

1. The ASC computers and devices may not be used to download, copy, or store any software, shareware, or freeware.

2. The ASC computers and devices may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from the network administrator.

3. Use of the ASC computers and devices for advertising or political lobbying is prohibited.

4. Computers on site, whether ASC devices or personal devices, may not be used for any activity, or to transmit any material that violates United States or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

5. Computer users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, cyber bullying, harass another person, or post private information about another person.
6. Computer users may not log on to someone else’s account or attempt to access another user’s files. “Hacking” or otherwise trying to gain access to another person’s or organization’s computer system is prohibited.

7. Computer users may not access Web sites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify an ASC staff and/or network administrator.

8. Computer users may not engage in “spamming” (sending an email to more than 10 people at the same time) or participate in chain letters.

Safety Guidelines for child

1. Never give out your last name, address, or phone number.

2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.

3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

4. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. ASC expects you to follow your parent’s wishes in this matter.

Parent/Guardian Permission

I have read and understand the above information about appropriate use of computers at ASC and I understand that this form will be kept on file at ASC. I give my child permission to access the Internet as outlined above. I also understand that my child’s work (writing, drawings, etc.) may occasionally be published on the Internet and be accessible on a World Wide Web server.

Parent name (printed) __________________________________________

Signed (parent/guardian) ____________________________________ Date __________