

2023 PARENTS GUIDE

CAMP INNOVATION - SUMMER CAMP SESSIONS



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

Lyana Guevara

Onsite Manager of CAMP INNOVATION

602.716.0670

guevaral@azscience.org

Camps Team

camps@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 Ashley Brooks, Director of Camp Innovation at brooksa@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 phone at 602.710.0670.

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

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



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GENERAL INFORMATION

Camp Hours & Drop-off and Pick-up

The camp instruction will begin at 9:00 a.m. and end at 3:45 p.m. You may drop off and pick up during the window times listed below.

Drop-off 8:15–8:45 a.m.

Pick-Up 4:00–4:30 p.m.

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

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

On the first morning of camp, 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 each parent may be asked to verify the names of adults they have authorized to pick up their child(ren) as well as checking that we have all necessary information and permissions. We will also provide each parent with an authorized adult pick up placard to display in your car window to expedite the pick up process.

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

When arriving for pick up each day, a team member will also meet you at the 5th street loading zone. Please make sure your pick up placard is in your window and a team member will confirm you are authorized for pick up. A team member will then radio for your camper.

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 your CampDoc portal to make sure the person picking up your camper(s) is listed if they are not going to have the authorized placard.

If you need to drop your camper(s) off late or pick them up early, please call and notify our camp coordinator 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 manager on that day.

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Camper 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.

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. 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.

If your child becomes ill or is exhibiting COVID symptoms before camp begins, you will be provided the option to transfer to a future camp, 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 Campers

If a camper does not arrive as scheduled for camp, the camp manager 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 but it is not required. Refunds are not provided for missed days.

Food

To ensure the well being of all campers, lunch this summer will take place in the campers' classroom. Thanks to Milestones Charter School, Inc. we are able to provide every child with a lunch and afternoon snack. 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.

For your child's comfort, we ask that each camper bring a water bottle they can carry throughout the day. Each camper is responsible for bringing their own beverage and additional snacks.

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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 campsite.** 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.

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 Vice President of Informal Learning will be informed of any behavior issues. The Arizona Science 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 campers and camp staff.

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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.

Interns

Arizona Science Center Camp programs may use interns as a supplement to our regular camp staff. Interns 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. Interns will only be assigned to one group to prevent any cross contamination between camp groups.

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 drop-off 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)
- No Heelys/wheeled shoes
- Pants, shorts or skirts that conceal underwear

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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.

Medication and Topical Products

Arizona Science Center staff may dispense medications to a child if the parent has completed and signed that section in their CampDoc portal. 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 an Arizona Science Center Camp, a team member will apply first aid and fill out an incident report. If the camper's injuries 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.

Camp Innovation is taking the following actions to encourage the health of campers and staff:

- Children and staff who may become sick while at camp 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 camp until they have met the CDC guidelines for home isolation.

More detailed information can be found in our [COVID-19 Camp Innovation Response Plan](#).

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. In the event of an emergency, the parents or designated contact persons will then be notified.

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Child Welfare

Parents are encouraged to discuss, with the on-site camp 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 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 leaders 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. 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 program day, campers will be able to engage with hands-on free-play activities including building, arts and crafts, games, or reading. Educational shows may be available during non-instruction time for social distancing alternatives.

Sample Activity Schedule

8:15–8:45 a.m.	Staggered Arrival; free-choice activities
9:00–9:30 a.m.	Welcome/Review/Safety Reminders
9:30–10 a.m.	Hands-on Activity
10–11 a.m.	Hands-on Activity & Break
11–11:45 a.m.	Activity, Demonstration, or Game
12–12:30 p.m.	Lunch
12:30–1:15 p.m.	Outside Exploration, weather permitting
1:15–2 p.m.	Hands-on Activity
2–2:30 p.m.	Activity or Game
2:30–3 p.m.	Break & Snack
3–4:00 p.m.	Hands-on Activity
4:00–4:30 p.m.	Clean Up & Staggered Dismissal

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Throughout the week, campers will have the opportunity to visit the exhibits in Arizona Science Center, attend educational Giant Screen Theater films and/or Planetarium presentations, and visit the traveling exhibit.

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CAMP INNOVATION IMPORTANT INFORMATION FRIDGE SHEET

CONTACT US

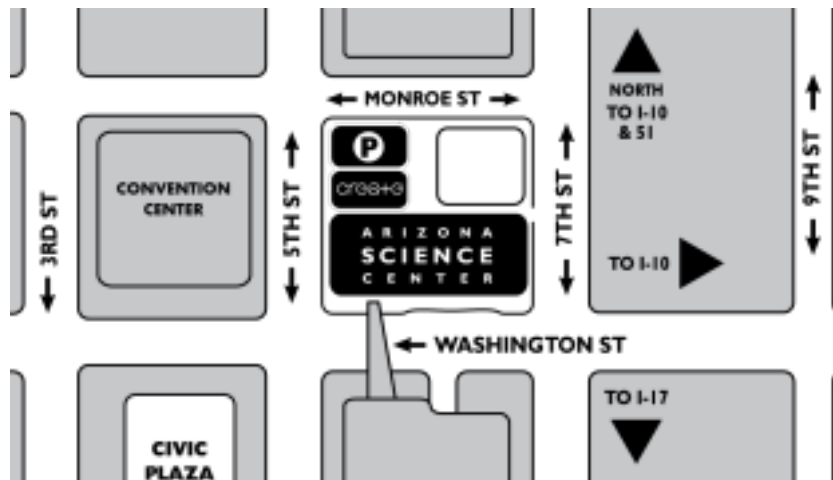
- Lyana Guevara, Onsite Manager of Camp Innovation602.716.0670
- ext. 242 Group Sales (formerly Reservations).....602.716.2028
- Camp Desk (during camp hours, urgent matters only)602.710.0670
- Camp Innovation email camps@azscience.org
- Camp Innovation website azscience.org/camps

CAMP HOURS

- Regular Drop-off 8:15–8:45 a.m.
- Regular Pick-Up..... 4:00–4:30 p.m.

Camp 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.



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CAMP INNOVATION Permission Forms

This summer all families must complete their CampDoc portal. The link to this form will be sent in an email a few weeks after registration. The Authorized Pick Up adults must be listed under the Trusted Contacts section in your CampDoc portal for anyone that will be picking up your camper throughout the week.