



Connecticut Science Center's Science Exploration Camp Policies

Registration and Payment

Registrants will have the option of either registering their child for one day or all 5 days of camp. Day rates are as follows:

- \$60 per day for Non-Members
- \$54 per day for Members
- \$57 per day for Employees of Businesses in Downtown Hartford

The full payment amount must be submitted at the time of registration. Payments can be made by check or credit card (bearing the VISA or Master Card logo).

No Refunds will be granted. If a registrant is unable to attend camp for the day(s) he/she is registered, or if camp is canceled by the Connecticut Science Center payment may be applied to allow attendance during another day(s) of camp.

Student Drop-off and Pick-up

All Campers should be dropped off no earlier than 8:30 a.m. and no later than 9:00 a.m. The camp day will begin promptly at 9:00a.m. Parents/Guardians must park in the Science Center/Riverfront Garage when dropping off their children (please see parking section below for costs).

The Science Center **will not be open** to the public at the time of drop off. Thus, the only entrance to the science center that will be accessible at this time is in the parking garage. **Please do not drop your child off at the Columbus Blvd. entrance. This space is reserved for bus pick-up and drop-off only.**

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 their child in for the day.

At the end of the day, when picking up a child, Parents/Guardians must park in the Science Center/Riverfront Garage, proceed to the Community Room and sign their child out.

Check-in/out

Every Parent/Guardian must sign their child in upon arrival and sign their child out during pick-up. When you get off the elevator in the Discovery Center, proceed left to the Community Room. There, you will meet the Youth Program Staff. They will have sign in sheets with your child's name on it. Place your signature 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 provide a signed letter 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.

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. **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. As we are NOT authorized to administer any medication to children, it must state clearly on the form that the child can self-administer.**

If you are leaving any medication with us for your child to take during their stay here at camp, it must be in its original container with the original prescriber's labeling on it. Any medication that does not meet this requirement cannot be left with us.

All medication will be kept in a locked box until the time the students need to take them, unless it is emergency response medications such as inhalers and EpiPens.

All camp participants MUST be able to self administer any medication that need to be taken during the camp day. This includes insulin, EpiPens, inhalers, etc. as CSC Vacation Exploration Camp Staff **are not** trained to administer any type of medication and therefore will not be administering any medication. 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. Science Center will not be open to the public at the time of drop off hence; the only entrance to the science center that will be accessible at this time is in the 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 (or a card that can be used as a credit card i.e. a card with the Master Card or VISA logo). 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 and the Connecticut Science Center and its affiliates shall not be responsible for any vehicle that is damaged or stolen while on the grounds.

Staffing

Connecticut Science Center's Vacation Science Exploration Camp will be staffed by the Exploration Camp Manager and the Youth Program Administrator. In addition, there will be 3 Vacation Science Exploration Camp Counselors. Each of these counselors will be assigned to each of our three classes. Our Staff Scientists will work closely with the counselors to deliver lessons and activities during camp. Every child will be supervised by camp staff at all times. There will be at least two staff members with a child at all times. All camp participants are expected to show the utmost respect for the Science Center and Camp staff, volunteers, etc. They can expect to receive respect from Science Center and Camp staff, volunteers, etc.

Behavior (please see the behavior agreement)

In order to provide a safe environment for all, we expect everyone to adhere to the guidelines set in place. We also expect every student 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.

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.

Second offense: The child and the behavior challenge will be addressed by a camp staff and the child's Parent/Guardian will be notified.

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.

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.

What to Bring/ What to Leave at Home

During the camp day students 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.

You may bring

Cell Phones
Digital cameras

Please do NOT bring

Laptops, Nintendo DS, PSP
IPODs
CD players
Other toys, (ex. BeyBlades)

If your child brings anything to camp, they are the sole responsibility of the child and they may **ONLY** be used when the staff deems it appropriate. 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.

Students should bring a bagged lunch with them every day. Lunches will be refrigerated per CT Department of Public Health regulations. However, there is no access to a microwave so please make sure their lunch does not need to stay warm or be heated. In addition, please make sure that the lunches do not include glass bottles.

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

Students will have a minimum of 30 minutes for lunch. During instructional time, lunches will be stored in the CSC Community room.

What to Wear

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

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 call the Youth Program Hotline at (860)520-2177 beginning at 6:30 a.m. to listen to a recorded message 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. Please see refund policy in regard to cancelations.

DCF Neglect and Abuse policy

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:

Michael Ross (Camp Director)

(860) 520-2104

Or

Tanisha Whitter (Youth Program Administrator, Alternate Director)

(860)520-2165

Or

The main line at (860)724-3623