

# Summer Camp 2022 Guide

Hello!

Inside this guide, you will find information that will be helpful for your summer planning. We hope your camper is as excited as we are about all the experiences this summer will hold. Please read the provided information and keep it for future reference. It includes pick-up and drop-off procedures, aftercare information, a sample schedule and more. It also includes two forms (Permission and Emergency Medical) that need to be sent back to us before camp begins.

If you have any questions about this guide, please feel free to contact us.

Questions can be directed to:  
[summercamps@smv.org](mailto:summercamps@smv.org)

Main Science Museum line and reservations:  
804.864.1400

Note: It may be difficult to reach us by telephone during camp hours as we will be in different parts of the Science Museum with campers, but we do check our voicemail and email throughout the day.

For tax purposes:  
Science Museum tax ID# is 54-0896076



# Drop-Off and Pick-Up



## Camp hours: 9 a.m. – 3 p.m.

Drop-off	8:30 – 9 a.m.
Regular pick-up	3 p.m.
After care	3 – 5:30 p.m.

## Procedures

### Drop-Off

Campers must be walked into the Science Museum lobby (Rotunda) every day and checked and signed into camp by camp staff each morning by 9 a.m. Upon arrival on the first day, please sign your camper in with the staff member stationed in the Rotunda. We make every effort to make this process efficient, but we do ask for your patience as we verify all your paperwork. Having your Permission and Emergency Medical forms submitted ahead of time will expedite the first day check-in process.

#### **Drop-off is from 8:30 – 9 a.m. every morning.**

Camp activities begin promptly at 9 a.m. every day, so it is important that campers arrive on time. Please park your car and walk your camper in to avoid blocking our front circle and fire lane. From 8:30 – 9 a.m., as we are waiting for all the campers to arrive, campers will have time to explore our *Speed* exhibit. If you are going to arrive late, please call 804.864.1400 and provide your camper's name and when you expect to arrive.

### Pick-Up

On the first day of camp, we will ask you to confirm your registration forms and you will be asked to verify the adults that are authorized to pick up your camper. All campers must be signed out daily by an authorized adult. Please let the camp staff know at drop-off if someone other than the parent/guardian will be picking up your camper. Campers will be permitted to leave only with authorized adults who show proper photo ID.

#### **Campers must be picked up each afternoon by 3 p.m.**

Camp staff will meet you at the front of the Discovery Room (on the right when you first walk into the Rotunda) for sign out. If you know that you will need to pick up early, please let us know at the morning drop-off so we can have them ready to go when you arrive. If you unexpectedly need to drop off or pick up your camper outside of normal times, please go to the Guest Services desk and ask staff to page summer camp staff. Please keep in mind that during camp hours we will be involved in activities and you may have to wait up to 15 minutes.

We are unable to accommodate early pick-ups between 2:30 and 3 p.m. as groups are at their busiest wrapping up and preparing for the end of the day.

### Aftercare

Adults with campers registered for aftercare are welcome to pick up any time between 3 – 5:30 p.m. Campers and staff will be in the Discovery Room (on the right when you first walk into the Rotunda). Please sign out your camper with the camp staff person in charge. If your camper is not picked up by 5:35 p.m., we will call those you have listed as emergency contacts.

# General Information

## Food

Some of our science experiences during the summer will involve the use of food. Occasionally, we do an activity that includes eating a snack such as solar s'mores. Please make sure to address all allergy concerns and dietary restrictions on your Emergency Medical Form.

### Lunch

Please send your camper with a packed lunch each day. We do not have the ability to heat or refrigerate food. Although we do not require it, we prefer that peanut-free lunches are sent.

### Snack

We will provide a snack each day. The snacks are typically pretzels, Cheez-Its, fruit snacks, fruit cups, raisins or fruit popsicles. If your camper will not want or can't eat this type of snack, please pack an alternative.

### Vending and Concessions

Neither vending machines nor concessions will be accessible to the campers without their adult present, so we recommend sending extra snacks instead.

## Clothing

Please have campers wear closed-toe shoes, and remember that science is messy, so dress accordingly!

## Emergency and Medical Information

Please complete and return the attached Permission and Emergency Medical forms as soon as possible and email them to [summercamps@smv.org](mailto:summercamps@smv.org). Please complete a form for each camper attending summer camp. No camper will be permitted to attend camp without signed medical and emergency information. If your camper needs to receive medication while at camp, please include any special instructions or necessary details on their medical form, and discuss the medication with the camp staff at drop-off. Please send only medicine that absolutely must be taken during camp hours. Required medication must be in a sealed bag clearly labeled with the camper's name and any special instructions. Staff will not have access to any medication (including Tylenol, Benadryl, etc.) unless it is provided by you.

In the event of an emergency, contact our main line at 804.864.1400 and ask for the representative to call summer camp staff over the radio.

For epipens or other medications, please indicate whether you prefer for those items to be kept with your camper or with camp staff.

## Lost and Found

We keep lost and found items for the duration of camp. Please check with the camp staff directly for lost items. If your item is not with camp staff, we will refer you to Guest Services who keeps our general Science Museum lost and found. To keep lost items at a minimum, please label all items with your camper's name.

# Daily Activities

While weekly themes are the same for all grades, activities are modified to be developmentally appropriate for the particular age group.



### Sample Camp Day

8:30 – 9 a.m.	Drop-off /campers will explore the <i>Speed</i> exhibition while waiting for all campers to arrive
9 – 9:30 a.m.	Move to classrooms/ice breakers
9:30 – 10:15 a.m.	Themed science activity
10:15 – 10:30 a.m.	Morning snack
10:30 – 11 a.m.	Science Museum exploration
11 a.m. – Noon	Themed science activity
Noon – 1 p.m.	Lunch/games
1 – 2 p.m.	Themed science activity
2 – 3 p.m.	Dome feature/demonstration
3 p.m.	Pick-up
3 – 5:30 p.m.	After care (pre-registration required)

### Aftercare

During aftercare, campers will be able to participate in free play activities such as board games, arts and crafts, watching movies and reading. They will also receive a snack.

# COVID-19 Health and Safety Protocols

To help ensure the health and safety of our campers and staff, we will follow the below safety precautions and state guidelines. While vaccination is not required for campers to attend camp, science has shown us that vaccination is the best way to protect against severe illness and hospitalization. Therefore, the Science Museum recommends that all campers be vaccinated.

**Please note:** These protocols may change based on CDC guidelines and state and local directives in the interest of maintaining the safest environment and experience for our staff and campers. We will provide updates as needed.

## Daily Protocols

- All staff and campers will wear masks over nose and mouth while indoors. There will be occasional mask breaks outside and while snacks and lunches are eaten.
- Classes will be held in large spaces and outside as weather allows.
- Sanitizing of surfaces and handles in classrooms will occur twice daily.
- Campers will wash or sanitize their hands frequently throughout the day, especially before returning to the classroom from exhibit hall tours, bathroom trips, etc.

## Coming To Camp

- No camper who is ill should be sent to camp. Please keep them at home!
- We ask that you please take your camper's temperature before the start of each camp day. If they exhibit a fever of 100.4 or above, please do not send them to camp.
- While we are not requiring a 14-day quarantine prior to arrival at camp, we ask that to the extent possible campers and their families take extra steps to minimize their potential exposure to COVID-19 in the two weeks leading up to camp.
- Please do not send your camper to camp if they: 1) Have any symptoms associated with COVID-19 as listed on the CDC's website, such as coughing, shortness of breath, chills, headache, fever (above 100.4), sore throat, loss of taste or smell, or diarrhea within the last 14 days; 2) a confirmed case of COVID-19; or 3) a suspected case of COVID-19.
- Please do not send your camper to camp if they have had any **contact** with a person 1) with symptoms associated with COVID-19; 2) with a confirmed case of COVID-19; or 3) who is currently awaiting COVID-19 test results.

## Health Monitoring Protocols

- If a camper becomes ill with symptoms associated with the COVID-19 infection during the camp day, the Science Museum will contact their parent or guardian and the camper and any other camper in that household will be sent home with their parent or guardian.
- If a camper is sent home with symptoms associated with the COVID-19 infection whether or not the child is tested for COVID-19, the camper is assumed to have COVID-19 and the camper and any other campers in the household cannot return to camp until they have met all of the following criteria: at least three days (72 hours) have passed since recovery (resolution of fever above 100.4 without the use of fever-reducing medications); the camper has improvement in symptoms; and at least 10 days have passed since symptoms first appeared. The Science Museum will continue to follow a 10-day isolation period for campers who test positive for COVID-19. While the CDC has suggested a five-day isolation period followed by five days of strict mask use for positive COVID-19 cases, the additional mitigation strategies in the CDC recommendation required, such as maintaining social distance during days 6-10, are not feasible for campers in a camp setting.
- While the camper is attending camp, if the camper or anyone in their immediate household tests positive for COVID-19, please keep the camper at home and notify the Camp Coordinator immediately so we can notify other families of possible exposure. Confidentiality will be maintained at all times.
- If we are notified that a camper or staff member has a confirmed case of COVID-19, the Science Museum will work with the Virginia Department of Health (VDH) to determine which, if any, other campers are deemed to be close contacts. The Science Museum will follow next steps guided by VDH.
- If a session of camp has already concluded when we receive news of a positive test, the Science Museum will contact all campers from the previous week of camp. The Science Museum will work with the Virginia Department of Health (VDH) to determine which, if any, other campers are deemed to be close contacts. The Science Museum will follow next steps guided by VDH.
- In the event of potential exposure during a camp session, camper families will be given the option to pick up their camper or permit them to participate for the remainder of the week.
- If a camper is unable to attend camp due to illness we will try to accommodate a transfer to another camp session or refund the money if preferred. If camp is already in session, we will hold back \$50 for a processing and supply fee and then prorate the balance.
- Symptoms of COVID-19 include: fever, cough, chills, shortness of breath, fatigue, muscle or body aches, headaches, and new loss of taste or smell.

# Policies

## Behavior

We want all campers to have a great experience, and to do this, campers need to respect their fellow campers, their camp counselors and the Science Museum. We ask that campers follow camp rules and are responsible for their actions to help us foster a fun and safe time for all. We will review our expectations every morning as a positive approach to the new day. Unsafe and disruptive behavior, hurtful language and violence will not be tolerated.

### Behavior Guidelines

1. If a camper is unable to comply with the behavior expectations, a verbal warning will be given.
2. If the behavior continues, a time-out will be given. The Camp Coordinator will speak with the camper's parent/guardian if the behavior continues.
3. If the camper's behavior continues to be unsafe or disrespectful, the camper's parent/guardian will be contacted and the camper's enrollment may be terminated without refund.

### Accessibility and Restrooms

The Science Museum has all-gender bathrooms and multi-stall men's and women's bathrooms available. Our Dome theater is equipped with closed and open captions for select features to assist campers who are deaf or hard-of-hearing. All areas of the Science Museum are wheelchair accessible.

## Registration

**Please sign and return all forms as soon as possible but no later than June 30. The summer fun cannot begin until we have all signed forms.**

- Permission Form
- Emergency Medical Form

You can email them to [summercamps@smv.org](mailto:summercamps@smv.org) or mail them to us at:

Summer Camp  
Science Museum of Virginia  
2500 W. Broad Street  
Richmond, VA 23220

### Refunds

Cancellations made more than two weeks in advance of their camp session will receive a full refund. Cancellations made less than two weeks before camp starts will receive their registration cost less a \$100 non-refundable fee. Cancellations during camp week are non-refundable.

### Scheduling Changes

If you would like to switch your child from one week of camp to another, we will do our best to accommodate you, but it may not always be possible. We can only switch week-long sessions and only if there is availability. Refunds will not be given for single days missed. We reserve the right to move campers from one age group to another.

## Your Summer Camp Checklist

### Forms to return:

Permission Form  
Emergency Medical Form



### Items to bring:

Camp t-shirt (will be provided)  
Water bottle (will be provided)  
Lunch  
Extra snack  
Hat  
Sunscreen  
Closed-toe shoes  
Jacket/sweatshirt  
Mask (2)

### Please do not bring:

Cash/valuable items  
Gum  
Stuffed animals or other toys\*  
Electronic devices\*



*\*Camp provides the opportunity for developing a community and building relationships. The use of electronic devices and other toys distracts from this process. Although they are not banned, camp staff reserves the right to confiscate and hold any items until the end of the camp day should they cause a problem.*

# Permission Form



Please complete a separate form for each camper attending camp. Thank you!  
**PLEASE NOTE: Your camper may not attend camp without a completed Permission Form.**

Camper Name: \_\_\_\_\_ Camper Pronoun: \_\_\_\_\_

Summer Camp Session Attending: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

## Adults Approved for Pick Up:

Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

**ALL AUTHORIZED ADULTS MUST PRESENT PHOTO IDENTIFICATION WHEN PICKING UP A CAMPER.**

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## Snacks:

Please check off the snacks your camper is permitted to eat. If your camper cannot have that snack, please pack an alternative.

Monday Pretzels

Tuesday Fruit Cups

Wednesday Cheez-Its

Thursday Fruit snacks

Friday Fruit popsicles

Supplemental Options: Raisins Rice Checks

## COVID Protocol Policy:

I have read the COVID-19 section on page four of the Summer Camp 2022 Guide. I understand that my camper is required to wear a mask and stay home if exhibiting any symptoms of COVID-19.

## Behavior Expectation Policy:

I have read and understand the Behavior Policy on page five of the Summer Camp 2022 Guide.

## Media Release:

I understand that by my camper participating in a Science Museum of Virginia Summer Camp, the Science Museum may take photographs, video and/or audio of my camper. The Science Museum may use those recordings for promotional purposes, including but not limited to advertising, social media, website placement or printed materials.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Emergency Medical Form



**Please fill out this form completely and return by June 30 to [summercamps@smv.org](mailto:summercamps@smv.org) with your camper's most current medical information. The summer fun can't start until we have a complete form!**

Please complete a separate form for each camper attending camp. If your camper is attending more than one week of camp, you only need to fill out this form once.

■ Camper Name: \_\_\_\_\_ Camper Pronoun: \_\_\_\_\_ Camper Birthdate: \_\_\_\_\_

■ Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

■ Parent/Guardian Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

■ Alternate Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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## Medical Information

Please list all of the camper's allergies:

Are there any daily or emergency medications that need to be administered during camp hours? If so, please list all medication and include specific comments and instructions.

Are there any special conditions, needs or preferences (mobility, dietary, emotional, gender expression, etc.) that you would like camp staff to know?

*\*Camp Staff is not permitted to give any prescription or over the counter medication to your camper unless provided by you. Please use the back of this form for any further details regarding your camper's medical information or any additional information you would like camp staff to know.*

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## Liability Release

The information provided above is a complete and accurate statement of the physical and behavioral factors which may affect my camper's participation in summer camp at the Science Museum of Virginia. I hereby grant permission for my camper to participate in summer camp activities. I approve camp staff to carry out any minor first aid treatment when applicable. Medication will not be administered by Science Museum staff unless provided by me. I approve the use of emergency medical services selected by the Science Museum staff to provide transportation and aid in the event that there is a medical emergency with my camper, and I cannot be reached. My camper is voluntarily participating in summer camp despite the inherent risks associated with COVID-19.

Parent/guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Emergency Contacts: (to be used only if we are unable to contact the parent/guardian)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_