

Summer Camp 2023 Guide

Hello!

We hope your camper is as excited as we are about all the experiences this summer will hold. Inside this guide, you will find information that will be helpful for your summer planning. 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

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.
Aftercare	3 – 5:30 p.m.

Procedures

Drop-Off

Campers must be walked into the Science Museum lobby (Rotunda) every day 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 enjoy a morning snack and activities with friends. 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 who 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 RF&P Forum (on the left 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 – 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 RF&P Forum (on the left 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 campers bring a peanut-free lunch.

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. 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, call 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 and morning snack in the RF&P Forum
- 9 – 10 a.m. Science Museum exploration
- 10 – 11 a.m. Dome feature
- 11 a.m. – 12 p.m. Themed science activity
- 12 – 12:30 p.m. Lunch
- 12:30 – 1:30 p.m. Outdoor recreation and games
- 1:30 – 2:30 p.m. Themed science activity
- 2:30 – 3 p.m. Daily wrap-up and afternoon snack
- 3 p.m. Pick-up
- 3 – 5:30 p.m. Aftercare (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.

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.

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

- Campers will not be required to wear masks while inside. Any camper wishing to wear a mask is welcome to do so.
- Classes will be held in large spaces and outside as weather allows.
- Campers will wash or sanitize their hands frequently throughout the day, especially before returning to the classroom after visiting exhibitions, bathroom trips, etc.

Coming To Camp

- Campers showing any signs or symptoms of illness, including but not limited to coughing, chills, headache, sore throat, diarrhea or a fever of 100.4 or above, should be kept home.
- Please do not send your camper to camp if they have had direct contact with a person with illness symptoms, with a confirmed illness diagnosis or who is awaiting an illness diagnosis.

Health Monitoring Protocols

- If a camper exhibits illness symptoms during the camp day, the camper and any other camper in that household attending camp will be sent home.
- While the camper is attending camp, if the camper tests positive for COVID-19, is exposed to someone who tested positive for COVID-19 or is showing symptoms, please notify the camp staff immediately so we can assess next steps. The Science Museum will follow CDC guidelines related to monitoring, quarantining and notifications for COVID-19 exposure.
- 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.

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 staff 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. The Dome 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 both the signed Permission Form and Emergency Medical Form.

You can email forms to 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 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:

Water bottle (will be provided)
Lunch
Extra snack
Hat
Sunscreen
Closed-toe shoes
Jacket/sweatshirt

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. 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.

Snacks:

Camper will have snack options including, but not limited to, pretzels, fruit cups, Cheez-Its, fruit snacks or fruit popsicles. Please check off the snacks your camper is permitted to eat. If your camper cannot have these snacks, please pack an alternative.

Pretzels

Supplemental Options:

Fruit cups

Raisins

Cheez-Its

Rice checks

Fruit snacks

Fruit popsicles

Illness Protocol Policy:

I have read the illness section on page four of the Summer Camp 2023 Guide. I understand my camper is required to stay home if exhibiting any symptoms of illness.

Behavior Expectation Policy:

I have read and understand the Behavior Policy on page five of the Summer Camp 2023 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 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. 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: _____

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.*

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 there is a medical emergency with my camper and I cannot be reached. My camper is voluntarily participating in summer camp despite inherent risks associated with illness.

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: _____