

# CAMP PARENT PACKET

## EARLY EXPLORERS PRE-K AND KINDERGARTEN

### Contact information:

Science Museum Oklahoma  
2020 Remington Place  
Oklahoma City, OK 73111

Camp Phone: (405) 464-7746  
Front Desk: (405) 602-3674  
Main Line: (405) 602-6664

### Please notify the camp director if:

- Your child has any food restrictions or allergies;
- Your child is going to be absent, late, or leaving early

#### What to Bring and Wear to Camp

- Clothing that can get dirty, muddy, wet, etc. Our programs are highly interactive and immersive.
- A labeled and nut-free snack for each day of camp.

#### What to Leave at Home

- Electronics like cell phones, tablets, and gaming devices.
- Toys, games, and any other items that may be distractions.
- Food containing nuts.

Science Museum Oklahoma is not responsible for loss, damage, or theft of personal items.

### Check-In and Check-Out

- Check-in and check-out takes place in the lobby of Science Museum Oklahoma. All campers must be walked inside the museum by a guardian each day.
- Drop off is from 8:45-9 a.m. Pick-up is at noon. Fees may be imposed if your child has not been picked up by 12:15 p.m. If you will be late for any reason, please call or text the camp phone.
- Medication should be delivered in a clearly labeled, zipper-seal plastic bag.
- For the safety and security of your child, a 4-digit pick-up code of your choosing is required on your online camper form. Any person picking up your child is required to provide this number before the museum will release your child to their custody.

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## Camp Guidelines and Code of Conduct

We thank you for trusting Science Museum Oklahoma to provide an enriching, fun, and educational camp for your child. Providing a safe and quality experience for all campers is paramount. With this in mind, please review the following guidelines with your child:

Children will be made aware of rules and expectations while at camp. Respect for your child will be demonstrated at all times, and the same respect is due from your child for his/her peers and camp staff. If disrespectful, harmful, rambunctious, or belligerent behavior continues with a child after appropriate redirections and warnings are given, parents will be contacted and the child may not be allowed to return to camp.

- If a child disrupts class, he/she is given a warning by the instructor or assistant.
- The second warning will result in a brief cool down time and discussion with instructor.
- If problematic behavior continues, the student will be excused from class to have a discussion with the Camp Director. Parents will be notified of the occurrence upon check-out.
- If problematic behavior is still not corrected, parents will be contacted and student will be dismissed from camp.

SMO has a zero-tolerance policy for violence. In the case of violent behavior, parents will be contacted immediately and the student will be dismissed.

No tuition refund is offered for children who are dismissed from camps or classes.

## Visitor Policy

We value your child's time to learn and explore. In order to avoid and mitigate distractions we limit guests during programming and in programming areas. This provides all campers an environment where the focus is on the activity, participating together, and developing camaraderie with their fellow campers. We appreciate your help in making this possible by delivering any forgotten items to the Guest Relations Booth or museum staff to be delivered to the camp director.

## Allergy Concerns

In order to be respectful of allergies and health needs of all campers, and to protect all children's wellbeing, SMO's camps are nut-free. Please prepare nut-free snacks for your child while at camp.

## Refund Policy

Refunds are given in the event that a camp or class is cancelled. For voluntary cancellations made no later than five business days prior to the start of camp, a \$25 processing will be deducted from your refund. No refunds are available once camp has begun.

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## Severe Weather and Emergency Preparedness for Science Museum Oklahoma Camps

In the event of inclement weather, the following policies are in place for the safety of our guests and our staff. Please review and keep this document for information regarding delayed opening, our camp hours in the event of a delayed opening, and general emergency preparedness.

The weather is bad! Is the museum open and will camps go on as scheduled?

If you have concerns that the camps may start late or not begin at all due to weather conditions, you can find out if the museum is open in a number of ways:

1. Call our main phone line at (405) 602-6664 after 7 a.m. You will hear one of the following messages:
  - The museum will open late
  - The museum will be closed for the day
  - Our regular voicemail message asking to direct your call – this means we are open normal business hours.
2. Check our website – a banner across the top the homepage will note any changes in hours in real time as soon a decision is made.
3. Check the museum’s Facebook page. It will be updated in real time, as soon as a decision is made.

### Delayed Openings:

Should SMO open late (10 a.m., 11 a.m., or noon are most common) during inclement weather, all camps will begin when the museum opens.

- Pre-K/Kindergarten camps will run from the time we open for three hours. For example, if the museum opens at noon, pre-K/kindergarten camps would run from noon to 3 p.m.
- 1<sup>st</sup>-3<sup>rd</sup> and 4<sup>th</sup>-6<sup>th</sup> grade camps will begin when museum opens and end at the usual checkout time of 3:45-4:00p.m.

### Closures:

- Should the museum close for the day, camps will be cancelled and a refund issued for that day.
- In the rare event that the museum should close early, guardians will be notified by phone.

### Severe Weather and Emergencies after Drop Off:

Camp staff and SMO Security are trained in safety precautions and protocol for situations including severe weather, tornadoes, and fire, and our security team are certified in first aid and CPR. If you have any questions about our emergency preparedness, please contact the camp director.