

Thank you for choosing a Science Museum Oklahoma camp! We look forward to working with your children to reveal the wonder and relevance of science. Please review the information in this packet and contact us with any questions.

**Contact information:**

Science Museum Oklahoma  
2020 Remington Place  
Oklahoma City, OK 73111

Camp Phone: (405) 602-3730  
Front Desk: (405) 602-3674  
**Emergency Number:** (405) 464-7746  
Camp Email: ABewley@SMO.org

**Please notify the camp director if:**

- Your child has any special medical or developmental needs;
- Your child has any food restrictions or allergies;
- Your child is going to be absent, late, or leaving early; or
- Any person other than the designated parent or guardian will pick up your child.

<u>What to Bring and Wear to Camp</u>	<u>What to Leave at Home</u>
<ul style="list-style-type: none"> <li>• Clothing that can get dirty, muddy, wet, etc. Our programs are highly interactive and immersive. We'll communicate any circumstances that require specific attire.</li> <li>• A <b>labeled</b> and <b>nut-free</b> snack for each day of camp. <b>To prevent the spread of germs, please package food in containers that can be opened without assistance.</b></li> <li>• A completed Accident &amp; Parental Release Form and Code of Conduct Agreement must be on file by check-in on the first day of camp.</li> </ul>	<ul style="list-style-type: none"> <li>• Backpacks</li> <li>• Electronics like cell phones, tablets, and gaming devices. There is an office phone that campers may use if needed. If a camper brings a cell phone or electronic gaming device, it will be kept in the camp office until check out and returned to the parent.</li> <li>• Toys, games, and any other items that may be distractions.</li> <li>• Food with nuts.</li> </ul>

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

**Check-In and Check-Out**

- Check-in and check-out will take place in the lobby of Science Museum Oklahoma. Drop off is from 8:45-9 a.m. Pick-up is at noon. You may park in the circle drive for pick-up and drop-off. Fees may be imposed if your child has not been picked up by 12:15 p.m.
- Please bring a completed Accident & Parental Release Form and Code of Conduct Agreement to check-in on the first day of camp.
- Medication should be delivered in a clearly labeled, zipper-sealed plastic bag.
- Snack should be clearly labeled.
- For the safety and security of your child, a 4-digit pick-up code is required. Any person who is authorized to pick up your child is required to provide this number before the museum will release your child to their custody.

## **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 your child 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 an in-class time out.
- 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 peanut-free. Please prepare peanut-free snacks and meals for your child while at camp.

### **Refund Policy**

Refunds are given in the event that a class or camp is canceled or for voluntary cancellations made no later than five business days prior to the start of camp. No refunds are available once camp has begun.

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

DOB: \_\_\_\_\_

Pre-K or  Kindergarten

Camp Dates: \_\_\_\_\_

*Select the year in school your child is in, or if summer, is entering.*

### Accident and Parental Release

I/We, \_\_\_\_\_ guardians of \_\_\_\_\_  
Guardians' Name(s) Campers' Name(s)

who is attending the Science Museum Oklahoma science camps, release all officers/board members, and employees of Science Museum Oklahoma and all other sponsoring agencies and/or organizations of any medical and/or legal obligations that may occur while my child is attending the science camps. I/We also agree to indemnify and hold harmless those persons of the above stated organization on any claim for damages, liability, expense, or loss arising out of Science Museum Oklahoma activities under this agreement.

In addition, in case of accident or need for medical attention, I/We give permission to the Science Museum Oklahoma President and staff to take my/our child, \_\_\_\_\_, to doctor and/or emergency facility. (It is understood that costs for treatment provided may be borne by the parent or guardian.)

#### Parent/Guardian Contact Information

##### Contact 1:

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

##### Contact 2:

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are there any other **MEDICAL CONDITIONS/MEDICATIONS/ALLERGIES** that our staff should be aware of while teaching and working with your child?

#### Pick-Up Code

Only authorized adults may pick up program participants from Science Museum Oklahoma. If the parent or guardian indicated above is unable to pick up their child, the adult designated to pick up a child in Science Museum Oklahoma's care must provide this number before the museum will release the child to their custody. Please store this number in a secure location. **PICK-UP CODE:** \_\_\_\_\_

I certify that I am a custodial guardian and have the aforementioned rights to assign.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Legal Guardian

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

**Code of Conduct Agreement**

I/We, \_\_\_\_\_, have read and agree to the camp guidelines and student code of conduct for the Science Museum Oklahoma Camp Programs.

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Photo Release for Person(s) Under 18 Years of Age**

I hereby grant Science Museum Oklahoma and its partners and or approved third parties the right to photograph and/or film my dependent/child and use any photos and/or other digital reproductions for publication, whether electronic, print, digital or electronic publishing via the internet. These may include but are not limited to: Science Museum Oklahoma social media channels and website, marketing collateral, and local media.

Signature of parent or guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**Surveys and Camp Emails**

May we email you about future camps and post-camp surveys? Yes \_\_\_\_\_ No \_\_\_\_\_

Preferred email address(es): \_\_\_\_\_

## 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 handy (take a screenshot!) for information about how to find out if the museum will have a 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 social media channels (Facebook, Instagram, and Twitter – ScienceMuseumOK). They will be updated in real time, as soon as a decision is made.
4. Check local news stations. Whether we are open or closed, our status will be included with closing information scrolling on all of the local networks.

### **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 4 p.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 are certified in first aid and CPR. If you have any questions about our emergency preparedness, please contact the camp program manager.