

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 directly if you have any questions or concerns.

Contact information:

Science Museum Oklahoma
2020 Remington Place
Oklahoma City, OK 73111

Office Phone: (405) 602-3730

Front Desk: (405) 602-3674

Emergency Number: (405) 971-4806

Camp Email: abewley@sciencemuseumok.org

Please notify 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.

What to Bring and Wear to Camp

- Clothing that can get dirty, muddy, wet, etc. Our programs are designed to be highly interactive and immersive. We will communicate any circumstances which will require specific attire.
- A **labeled** and **peanut-free** lunch, drink, and a **snack** for each day. Please do not pack sodas or lunch items that need to be refrigerated or microwaved. Due to the timeline of activities, students will not have access to the museum café.
- A completed Accident & Parental Release Form and Code of Conduct Agreement must be on file by check-in on the first day of camp.

What to Leave at Home

- Backpacks
- 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.
- Toys, games, and any other items that may be distractions.
- Food with peanuts.

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 4 p.m. You may park in the circle drive for pick-up and drop-off. Fees may be imposed if child has not been picked up by 4:15 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-seal plastic bag.
- Lunch, drink, and snack should be clearly labeled.
- For the safety and security of your child, a 4-digit pick-up code is required. Any person that is authorized to pick up your child is required to provide this number before the museum will release the 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

Full refunds are given only in the event that a class or camp is canceled. For voluntary cancelations no later than five business days prior to the start of camp, a refund, minus a \$10 processing fee per camp, is offered. No refunds are available once camp has begun.

Camper Name: _____

Camp Dates: _____

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): _____

Camper Name: _____

Camp Dates: _____

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