



2017 Camp Policies & Procedures

Thank you for choosing the Children's Museum of the Lowcountry (CML) for your child's camp needs. Please read through the following information to familiarize yourself with our Camp.

About CML Camps

CML camps provide educational enrichment opportunities disguised as PLAY during school breaks: Spring Break Camp, Summer Camp, Turkey Time Camp and Winter Wonderland Camp! Children ages 3 – 10 engage in developmentally appropriate, hands-on activities that include science, engineering, math, literacy and the arts and center around fun weekly themes. Children also spend time exploring in the CML interactives, where, through PLAY, they enhance their communication, problem solving and creativity skills. CML campers forge friendships as they work on collaborative projects and test their strengths as they tackle fun mental and physical challenges. Every day of camp delivers a set of unique experiences that keep children learning through PLAY!

Registration

Camp registration may be made online at exploreCML.org/camps or via phone at 843.853.8962 x221. You must accept the following Terms and Conditions for your child to participate in camps.

1. Liability Waiver

In consideration of your accepting my entry, I hereby, for myself, my child, my heir, executors and administrators, waiver and release any and all rights and claims for damages I or my child may have against the Children's Museum of the Lowcountry and its representatives, successors and assigns for any and all injuries suffered by myself or my child at any activity sponsored by these groups. I understand that I am encouraged to maintain proper insurance coverage for my child during the duration of his/her participation and specified activities with CML. I do hereby certify all the information to be correct and true.

2. Cancellation Policy

Cancellations made two weeks or more prior to the first day of camp are eligible for a CML credit. Any cancellation after this time will result in a loss of the entire amount paid. As a nonprofit, these costs have been allocated towards materials and staffing for the program. Please keep in mind as long as there is availability, you may switch programs up to one week prior to the beginning of the originally registered program. CML Credit may be applied for on-site CML activities including programs, admissions, and memberships.

3. Acceptable Behavior Policy

In order to ensure a safe and fun environment for all, children are expected to behave in an acceptable manner and use appropriate language at all times. It is important to remember that there are no refunds or credits given if a child is asked to leave camp due to unacceptable behavior.

Member Discount

We offer special rates for Museum Members. To receive the Member rate, current Members should create an account and log in when registering for camp online. Member discounts will be applied automatically. If you are not a Member, you can purchase a Membership online prior to completing your camp registration to receive the Member discount. To purchase a Membership, visit exploreCML.org/membership.

Late Registrations

Early Bird Pricing applies to registrations placed prior to the Wednesday before camp starts. Camp registrations submitted after the Wednesday before camp starts are subject to a \$25 fee.

Camp Confirmation

After registering online, you will receive an automatically generated email confirming receipt of your registration. A confirmation with camp details and forms will be emailed the Wednesday before camp starts. A car tag will be available for download via the confirmation email.

Additional Policies

Camp Groups

Typically, children are grouped together according to age and in groups of 6-8 campers. Junior Campers are ages 3-6 and Senior Campers are ages 7-10. Grouping requests may be made up to one week prior to camp. Efforts will be made to honor grouping requests but requests are not guaranteed.

Each group is led by a Senior Camp Counselor and typically at least one Junior Camp Counselor. All Senior Camp Counselors and volunteers over the age of 16 must pass a criminal background check and National Sex Offender Registry check. Senior Counselors receive training in positive behavior management techniques, Darkness to Light Child Sexual Abuse Prevention, and First Aid/CPR.

Inclement Weather

In the case of severe or inclement weather, please call the main Museum number, 843.853.8962, to find out what time camp will begin. During severe weather circumstances, camps will begin when the Museum opens for the day.

Healthy & Wellness Policy

For the health and well being of all, a child with a contagious illness within 24 hours of the camp date may NOT attend camp. Contagious illnesses include a cold, cough, sore throat, excessively runny nose, fever, chills, conjunctivitis (pink eye), diarrhea or vomiting. Should a child exhibit any symptoms of a contagious illness, CML Staff will call the child's contacts to have the child picked up from camp.

Potty Training

Children must be potty trained and **fully independent** in the bathroom. Camp staff cannot assist children in the restroom. If your child is just recently potty trained, please dress them in play clothes with elastic waists.

Electronic Devices

Electronic devices are not allowed at camp.

Procedures

Arrival & Dismissal

Arrival on Monday morning or First Day of Camp (8:45 – 9:15am): On Monday morning (or your child's first day of camp), please park your car and walk your child into the lobby to check in and receive his/her camp group assignment. After checking in, a Junior Camp Counselor will walk your child to his/her team. Parents are welcome to walk with their child and the Junior Camp Counselor to the designated exhibit to meet their Camp Counselor.

Arrival on Tuesday – Friday morning (8:50 - 9:15am): CML staff begins arrival on Ann Street at **8:50am**. Please join carpool on Ann Street (the car pool line runs from King Street towards Meeting Street) and **remain in your car**. We will assist your child out of the car and walk him/her to their Camp Counselor. Sign in your camper on the Daily Sign In/Out Sheet with CML staff. Do not leave your car unattended in the carpool line. You will not be allowed to drop off your camper early unless you are participating in the AM Extended Care Program.

Should you want to walk your child into the Museum, please park your car in a nearby lot or metered space. Do not park in the carpool line. Check in with CML Staff on Ann Street prior to entering the Museum.

If you arrive later than 9:15am, please park your car in a nearby lot or metered space and walk your child into the Museum. Check in at the Front Desk and camp staff will escort your child to their camp group. (Please note that Parking Enforcement begins ticketing at 9:00am.)

Morning Dismissal & Afternoon Arrival (12:20 – 12:30pm): CML staff begins morning dismissal and afternoon arrival at **12:20pm** on Ann Street. Please join carpool on Ann Street (the car pool line runs from King Street towards Meeting Street) and **remain in your car. Place your car tag (from confirmation email) in your windshield or passenger side window; it will expedite the process.** If you do not have a car tag, please have your ID available. We will assist your child in/out of the car. Sign in/out your camper on the Daily Sign In/Out Sheet with CML staff. Do not leave your car unattended in the carpool line.

For Afternoon Arrival, should you want to walk your child into the Museum, please park your car in a nearby lot or metered space. Do not park in the carpool line. Check in with CML Staff on Ann Street prior to entering the Museum. (Please note that Parking Enforcement begins ticketing at 9:00am.)

If you arrive later than 12:45pm, please park your car in a nearby lot or metered space and walk into the Museum. Check in at the Front Desk and camp staff will escort your child to their camp group.

Afternoon Dismissal (3:50 – 4:00pm): CML staff begins dismissal at **3:50pm** on Ann Street. Please join carpool on Ann Street (the car pool line runs from King Street towards Meeting Street) and **remain in your car. Place your car tag (from confirmation email) in your windshield or passenger side window; it will expedite the process.** If you do not have a car tag, please have your ID available. Do not leave your car unattended in the carpool line. Please sign out your camper on the Daily Sign In/Out Sheet with CML staff.

Please make sure you are on time for pick up. All children must be picked up by 12:30pm or 4:00pm (unless participating in the PM Extended Care Program). CML reserves the right to assess a late pick-up fee of \$1 per minute beyond camp hours. If you are late for pick-up, you will need to park and walk into the Museum to sign out your child and pay late fees.

Each camper requires an Authorized Pick-Up Form on file indicating who may or may not pick up the camper. If someone else is picking up your child or you have any other changes, please notify Starr Jordan (starr@explorecml.org) in writing of the changes. Anyone without a car tag will need to show ID and be listed on the Authorized Pick-Up Form to sign out a child.

AM & PM Extended Care Program

The AM Extended Care Program runs from 8:00am - 9:00am and is available for an additional fee. AM Extended Care Campers will need to be escorted into the Museum by their grown-up every morning. Please check-in at the Front Desk and then deliver your camper to the designated exhibit. You may park on Ann Street prior to 9:00am.

The PM Extended Care Camp Program runs from 4:00pm - 5:00pm and is available for an additional fee. To pick up your child, please pull up on Ann Street and camp staff will come out to assist you.

Place your car tag (from confirmation email) in your windshield or passenger side window; it will expedite the process. If you do not have a car tag, please have your ID available. Do not leave your car unattended in the carpool line. Please sign out your camper on the Daily Sign In/Out Sheet with CML staff.

What to Bring

YOU PROVIDE:

- **Clothing**

We require that children of all ages bring an extra pair of play clothes with them to camp. Water Wise is a popular exhibit and campers tend to get wet! Plus, camp projects are fun and sometimes messy and we do not want to ruin any new clothes. Please send these clothes to camp on Monday in a zip top bag with your child's name. Unused clothes will be sent home on Friday.

- **Lunch - FULL DAY CAMPERS ONLY**

Full Day Campers must bring a lunch that is **NUT FREE** (no peanuts or tree nuts). Peanut butter substitutions include Soybutter and Sunbutter. Please note almond butter contains tree nuts and should not be used.

Food for Thought offers customized lunches, delivered to CML for free. Orders must be placed by 12:00pm one business day prior to camp at <http://www.foodforthoughtcharleston.com>.

Half-day campers will not eat lunch at the Museum.

- **Completed Forms**
 - Terms and Conditions
 - Authorized Pick-Up Form

CML PROVIDES:

- **Complimentary Snack**

A healthy mid-morning snack and mid-afternoon snack is provided for both our full and half-day campers. Examples include water, fruit, animal crackers, cheese, popcorn, Goldfish crackers, and pretzel sticks. If your child has any special dietary needs please notify CML staff and/or send a small snack with your child's name printed on the bag.
- **Camp T-Shirt**

Summer campers will receive a camp t-shirt. If your child will attend several camps during the summer and you would like to donate one or more of the t-shirts back to the Museum, please notify CML staff.

CML Camp Checklist

Did you remember to...

- Place your car tag on the dashboard of your car for pick up EVERY DAY.
- Send a change of clothes in a zip top bag.
- Put your child's name on **EVERYTHING!** Despite our best efforts, sometimes things get lost. It is easier to get items back to their owner when the items are labeled.
- Pack a peanut-free and tree nut-free lunch (full day campers ONLY). Half-day campers do not eat lunch at camp.
- Send a bottle of water and sunscreen (optional, but suggested).

Please contact us if you have questions or concerns.

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