

SUMMER CAMP 2019

Dear Summer Camp families,

Thank you so much for choosing to send your camper to the Peoria Riverfront Museum's Summer Camp program. Our talented team of instructors, volunteers, and museum staff is excited to meet you and your camper(s), and we are all confident that 2019 will be our best year yet!

In keeping with the museum's mission to promote life-long learning for all, our goal each year is to both create new camp themes and revive community favorites. This year, we are excited to introduce three brand new camp themes: Robotics 2.0 Camp, STEAM Camp, and Inventors Camp. We are also thrilled to be able to bring back Mad Scientists' Camp, Robotics Camp, Engineering Camp, Master Builders' Camp, and Artists in Training Camp,

As always, each week of camp, new or old, will also include unique projects, visits to the museum's galleries, and a trip to either the DOME Planetarium or Giant Screen Theater. Be sure to pick up your weekly schedule in the "This Week at Camp" brochure every Monday morning, which will also include dinner table questions to spark conversation about camp at home.

The remainder of this packet will hopefully serve to answer your remaining questions regarding our day-to-day summer camp operations, policies, and expectations. Please take the time to read through this information and return any relevant forms or payments to the museum **NO LATER THAN TWO WEEKS BEFORE YOUR CAMPER'S FIRST DAY**. Siblings *may* be included on one copy of each form EXCEPT for the Medical Release form.

At the end of the packet, you will also find a brief survey; one about your expectations for summer camp. Your responses to both of this survey will be incredibly valuable as we continue to improve our program offerings.

Thank you again,

Shelby Lessen

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Peoria Riverfront Museum

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SUMMER CAMP REMINDERS

BEFORE CAMP STARTS:

Fill out and turn in (mail, email, fax, drop-off) all necessary forms/payments:

- ☐ Camper Agreement | Liability & Media Waiver
- ☐ Medical Release Form
- ☐ Before & After Care (if applicable)
- ☐ Lunch Order Form (if applicable)
- ☐ Authorized Pick-Up Persons

Take note of camp Drop-Off and Pick-Up times:

Standard Drop-Off and Pick-Up:	8:45-9 am 3-3:15 pm
Half-Day Pick-Up:	11:30-11:45 am
Before Care Drop-Off and After Care Pick-Up Times:	7:15-8:45 am 3:15-5:30 pm

ON THE FIRST DAY OF CAMP:

Regular drop-off starts at 8:30am on Mondays ONLY.

Double check your camper's lunch: it **MUST** be **NUT FREE!**

Sack lunches can be dropped off at your camper's sign-in table in the Auditorium.

Cracked Pepper lunches will be marked on the sign-in sheet; if **your camper's lunch is not marked, please speak with a staff member before you leave..**

Pick up the "This Week at Camp" brochure.

Pick up your camper's t-shirt at the end of the day.

EACH DAY OF CAMP:

Be sure to take home your camper's lunch box.

Check the *Take Home Projects* tables for your camper's work.

Feel free to ask museum staff, teachers, or volunteers if you have any questions about what your camper did or learned.

GENERAL CAMP REMINDERS:

Please remember, camp is **NUT FREE!**

Campers with nuts or nut butter in their lunch may be asked to sit at a separate table during lunch to protect any campers with nut allergies.

Remember to show your **ID** when you pick up your camper!

Any items left behind (lunch boxes, clothing, projects) will only be held until September 1st, so be sure to bring everything home with you at the end of the week!

SUMMER CAMP Policies

PAYMENTS: REFUNDS, EXCHANGES & CANCELLATIONS

Payment in full is required at the time of registration.

This does not include Before & After Care payments or lunch payments; these can be made as late as the morning of the day they are needed.

Exchanges: Changing Your Registration:

If you need to change your registration by selecting an alternate week of camp, you may do so for no additional charge up to two weeks in advance, provided there is space remaining. Exchanging your registration less than two weeks in advance will incur a \$10 processing fee.

Cancelling your registration:

A full refund will be given to any camper who withdraws from camp at least **TWO FULL WEEKS PRIOR** to the start of their camp, less a \$25 processing fee.

A 50% refund will be given to any camper who withdraws from camp less than two full weeks prior to the start of their camp, less a \$25 processing fee.

Refunds will **NOT** be given once the week of camp in question has begun.

DROP-OFF & PICK-UP

Please take note of the listed drop-off and pick-up times:

Full Day Camp: 8:45-9 am (8:30-9 am Mondays only) | 3-3:15 pm

Half Day Camp: 8:45-9 am (8:30-9 am Mondays only) | 11:30-11:45 am

Before & After Care is available for \$6/session per day.

Before Care is in session from 7:15-9 am

After Care is in session from 3-5:30 pm

To register for either Before or After Care, please fill out the form on page 9 and submit it on your camper's first day.

Inform a staff member if someone other than an authorized person will be picking up your camper.

Please note that the museum reserves the right to impose an early drop-off or late pick-up fee of \$5 for every five minutes that your camper is at the museum outside of their designated time.

BEHAVIORAL EXPECTATIONS

Campers are expected to abide by all museum rules, including but not limited to:

Use inside voices.

No rough housing or running.

No gum, food, or drink in the galleries.

Respect the teachers, staff, volunteers, other campers, and yourself.

Always stay where you can see your camp leader.

Emergency Action Plan

All staff, teachers, and volunteers at the Riverfront Museum are provided with a detailed Emergency Action Plan that addresses appropriate steps to take in the event of an emergency that threatens the safety of people or property within the museum.

GENERAL SAFETY PROCEDURES:

Every camp instructor will have direct access to the Museum School Coordinator in case of emergencies.

Every camp classroom will be outfitted with basic first-aid equipment to be used in the case of minor cuts and scrapes. The Museum School Coordinator will be contacted for any injury that requires further attention.

Campers are expected to abide by all museum rules.

IN CASE OF SEVERE WEATHER:

Tornado Watch: Camp instructors will be discreetly notified by museum staff, and reminded of the nearest shelter location.

Tornado Warning: Camp instructors and volunteers will be notified immediately via the museum's PA system, and will begin evacuating their campers to the nearest shelter location. Campers will remain in the shelter location with staff, instructors, and volunteers until the all-clear has been given. As soon as it is safe to do so, museum staff will make every effort to call each camper's family to notify them of their camper's safety.

EVACUATION PROCEDURES:

Should the need arise to evacuate the museum, camp instructors will lead their campers and volunteers to the public parking lot across Water Street from the museum to take attendance and report to the Museum School Coordinator.

As soon as it is safe to do so, museum staff will make every effort to call each camper's family to notify them of their camper's safety and of any changes to the day's schedule.

QUESTIONS?

For more information on the Riverfront Museum's Emergency Action Plan, please contact me!

Shelby Lessen, Museum School Coordinator at
slessen@peoriariverfrontmuseum.org or 309-863-3015



CAMPER AGREEMENT

Please read over the following Riverfront Museum Camp rules with your camper and return the bottom half of this page, complete with signatures, no later than the first day of camp.

If your camper is attending more than one week of camp, you only need to submit your paperwork once.

DURING CAMP I WILL...

- ☆ Respect myself, my peers, my camp leaders, and my teachers at all times!
- ☆ Not bully, tease, or pick on any of my peers or camp leaders.
- ☆ Help my peers, by letting a teacher know right away if I see someone else being bullied.
- ☆ Listen carefully to my camp leaders and teachers at all times.
- ☆ Respect the museum by using my inside voice, walking everywhere I go, and not touching the exhibits in the galleries unless a teacher tells me I can!
- ☆ Help clean up my lunch table every day.
- ☆ Learn something new every day!
- ☆ Have a really great time!

CAMPER ACKNOWLEDGMENT & T-SHIRT SIZE VERIFICATION

I, _____ have read and
Child's Name

understand the **Summer Camp Rules** above, and talked about them with my guardian. I agree to try my best to follow them while at Summer Camp!

Camper Signature

Guardian Signature

Grade my child will be entering in the Fall of 2019: _____

Please place my child into the same camp as: _____

Please note: Camps will likely reach full capacity. To give your child the best experience at camp, groups are limited to 16 students. There will be up to 7 different groups of 16 students at camp each week. The students will be the same age level as your child, or at maximum two grades above or below. If you would like your child to be placed into a group with another child in the same grade, please make note of that below. We will try to honor all camper requests, but cannot guarantee. The sooner a request is turned in, the more likely we can make the placement. Once camp begins, changes cannot be made to switch groups.



Camper T-Shirt Size

Sizes available: Youth XS (2-4), Youth S (6-8), Youth M (10-12), Youth L (14-16), Youth XL (18-20). Adult Sizes also available.

T-shirt size requests are not guaranteed if this form is received less than two weeks prior to camp. You are not guaranteed to receive a shirt if you register for camp than two weeks in advance.

LIABILITY & MEDIA WAIVERS

Please return this page in full; if you wish to retain this information, please make a copy of this page or request a duplicate from the museum. Thank you.

If your camper is attending more than one week of camp, you only need to submit your paperwork once.

As a participant in a program at Peoria Riverfront Museum, I recognize and acknowledge that there are risks of physical injury, and I agree to assume the full risk of any injuries, including but not limited to , damages, death or loss sustained as a result of participation in any activities at Peoria Riverfront Museum.

I have disclosed to Peoria Riverfront Museum all known relevant risks and medical conditions associated with my child.

I recognize that parents/guardians are responsible for children before and/or after camp, or before and/or after the Before & After Care programs when applicable.

I grant Peoria Riverfront Museum permission to use my child's image in museum publications.



Printed Name of Camper(s)

Printed ?Name of Parent/Guardian

Signature of Prent/Guardian

Date

MEDICAL RELEASE

In case of a medical emergency, we require that this form be completed. Naturally, we hope that this permission will not be needed, but illness and accidents do sometimes occur. We will make every attempt to contact you in the event of an emergency, but please understand that it is not always possible to do so prior to administering medical treatment depending on the circumstances surrounding the emergency. **Please complete one form per camper.**

In the event of an emergency, **I, the parent/guardian of _____, _____ years old,** do hereby give permission for Peoria Riverfront Museum to administer first aid to my child and transport or arrange for transportation of my child to a nearby medical facility, and hereby give permission to that facility and any of its staff or licensed physicians to perform all necessary medical treatment for my child. I hereby agree to be fully responsible for all costs associated with transportation to and from the medical facility and emergency treatment provided.

Allergies to any medications: _____

Allergies to food/food related items: _____

Any other relevant allergies or medical conditions: _____

Current medications: _____

Family Doctor: _____

Phone: _____

Emergency Contact: _____

Phone: _____

Emergency Contact: _____

Phone: _____

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date



Medication Administration Release

Fill out only if your child has severe allergies or will need to take medication during camp hours.

If your child may or will need medication while participating in summer camp, please fill out this portion of the form below. Peoria Riverfront Museum staff will be happy to work with you in supervising your child's self-administering of the medication needed during summer camp or in case of an emergency. Any medication brought to camp should be in a Ziploc baggie with the child's name on it along with instructions (dosage/time). It will be kept in our first aid box, which only staff is allowed to access. Epi Pens are kept by the volunteers and travel with your camper throughout the day. In the event of an emergency, please note that your child will be treated in accordance with the Medical Treatment Release signed above. Thank you for your assistance!

Medical Problem/Allergy: _____

Medication needed: _____

Dosage: _____

Date(s): _____

Physician's Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

If any information on this document changes during your child's enrollment in summer camp, please notify us immediately.

AUTHORIZED PERSONS

*Please take advantage of the museum's **FREE Parking Garage**, accessible from Water Street.*

DROP OFF

- Time:** Before Care campers can be dropped off between 7:15-9 am
All other campers can be dropped off between 8:45-9 am (8:30 am on Mondays only)
- Location:** Auditorium (bottom level of the museum; enter the building through the parking garage, then turn left at the stairs and walk through the double doors).
- Procedure:** All campers **MUST** be escorted in by a parent or guardian each day.
All campers **MUST** be signed in by a parent or guardian each day.

PICK UP

- Time:** All campers can be picked up between 3-3:15 pm
After Care campers can be picked up between 3-5:30 pm
- Location:** Auditorium (bottom level of the museum; enter the building through the parking garage, then turn left at the stairs and walk through the double doors).
- Procedure:** All campers **MUST** be signed out by an authorized person presenting an ID.
All adults exiting the auditorium with a camper must present a "Checked Out" ticket for each camper they are taking to the staff member at the door, verifying that they have signed out their camper(s).

These policies are in place to help ensure the safety of your camper. Thank you for your cooperation.



AUTHORIZED PICK-UP FORM

You must **present an ID every day** to sign-out a camper.

Camper(s) Name(s): _____

Authorized Person 1: _____

Phone: _____ Relationship to Camper(s): _____

Authorized Person 2: _____

Phone: _____ Relationship to Camper(s): _____

Authorized Person 3: _____

Phone: _____ Relationship to Camper(s): _____

BEFORE & AFTER CARE

Please submit this form only if you have not yet paid for Before or After Care for your camper.

If you paid for Before or After Care at registration, you do NOT need to submit this form unless you are making a change to your registration.

Camper Name: _____ Age: _____

Payment (circle one):

Enclosed Here

Will Pay on the First Day

Weeks of camp this form applies to:

☐ June 3-7 Mad Scientists' Camp

☐ July 8-12 Master Builders' Camp

☐ June 10-14 Robotics Camp

☐ July 15-19 Artists in Training Camp

☐ June 17-21 STEAM Camp

☐ July 22-26 Robotics 2.0 Camp

☐ June 24-28 Engineering Camp

☐ July 29– August 2 Inventors' Camp

Parent/Guardian Name: _____

Phone: _____

Alt Phone: _____

Please check each day of the week your child will attend Before and/or After Care. If you will need different days during different weeks of camp, please submit multiple forms to ensure clarity. **Please note, the Riverfront Museum reserves the right to impose an additional \$5 fee for every five minutes before 7:15am or after 5:30pm that a camper is present.**

BEFORE CARE: 7:15-8:45 am

☐ Monday: \$6

☐ Tuesday: \$6

☐ Wednesday: \$6

☐ Thursday: \$6

☐ Friday: \$6

Total Amount: \$ _____

AFTER CARE: 3-5:30 pm

☐ Monday: \$6

☐ Tuesday: \$6

☐ Wednesday: \$6

☐ Thursday: \$6

☐ Friday: \$6

Total Amount: \$ _____



Signature of Parent/Guardian

Date

LUNCH ORDER FORM

Lunch forms must be turned in no later than 9 am on the day lunch is requested. Cracked Pepper Bakery provides all lunches to the Riverfront Museum during Camp. Each lunch comes with a water bottle.

THIS ORDER FORM APPLIES TO THE FOLLOWING WEEK(S):

- | | |
|--|--|
| <input type="checkbox"/> June 3-7 Mad Scientists' Camp | <input type="checkbox"/> July 8-12 Master Builders' Camp |
| <input type="checkbox"/> June 10-14 Robotics Camp | <input type="checkbox"/> July 15-19 Artists in Training Camp |
| <input type="checkbox"/> June 17-21 STEAM Camp | <input type="checkbox"/> July 22-26 Robotics 2.0 Camp |
| <input type="checkbox"/> June 24-28 Engineering Camp | <input type="checkbox"/> July 29– August 2 Inventors' Camp |

Camper Name: _____

☐ Allergies/Dietary Restrictions: _____

Notes: _____



PAYMENT: ☐ Prepaid at Registration ☐ Payment Enclosed ☐ Payment Needed

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<i>Sandwich (circle one)</i>	<i>Sandwich (circle one)</i>	<i>Sandwich (circle one)</i>	<i>Sandwich (circle one)</i>	<i>Sandwich (circle one)</i>
Turkey & Provolone	Turkey & Provolone	Turkey & Provolone	Turkey & Provolone	Turkey & Provolone
Ham & Swiss	Ham & Swiss	Ham & Swiss	Ham & Swiss	Ham & Swiss
Salami & Provolone	Salami & Provolone	Salami & Provolone	Salami & Provolone	Salami & Provolone
Veggi & Herb	Veggi & Herb	Veggi & Herb	Veggi & Herb	Veggi & Herb
<i>Side (circle one)</i>	<i>Side (circle one)</i>	<i>Side (circle one)</i>	<i>Side (circle one)</i>	<i>Side (circle one)</i>
Grapes	Grapes	Grapes	Grapes	Grapes
Carrot Sticks	Carrot Sticks	Carrot Sticks	Carrot Sticks	Carrot Sticks
Apple (Whole)	Apple (Whole)	Apple (Whole)	Apple (Whole)	Apple (Whole)
Potato Chips	Potato Chips	Potato Chips	Potato Chips	Potato Chips
<i>Dessert (circle one)</i>	<i>Dessert (circle one)</i>	<i>Dessert (circle one)</i>	<i>Dessert (circle one)</i>	<i>Dessert (circle one)</i>
Chocolate Chip Cookie	Chocolate Chip Cookie	Chocolate Chip Cookie	Chocolate Chip Cookie	Chocolate Chip Cookie
Rice Krispy Treat	Rice Krispy Treat	Rice Krispy Treat	Rice Krispy Treat	Rice Krispy Treat
Brownie	Brownie	Brownie	Brownie	Brownie

CAMP EXPECTATION SURVEY - 2019

Please take a moment to fill out the following survey regarding your expectations heading into Summer Camp 2019. Your feedback both before *and after* is extremely valuable, and helps us to continue improving and expanding our program. Thank you in advance for your contribution.

Are you a member of the Peoria Riverfront Museum? YES NO

Have you attended Summer Camp at the Riverfront Museum before? YES NO

How old is/are your camper(s)? _____

Which camp(s) are you attending?

June 3-7 Mad Scientists' Camp

July 8-12 Master Builders' Camp

June 10-14 Robotics Camp

July 15-19 Artists in Training Camp

June 17-21 STEAM Camp

July 22-26 Robotics 2.0 Camp

June 24-28 Engineering Camp

July 29– August 2 Inventors' Camp

What was the primary reason you chose to send your camper to the Riverfront Museum this year?

_____ The dates and times were most convenient for our family.

_____ The camp themes were most appealing to my camper(s).

_____ I want my child to spend their summer learning, not just playing.

_____ The location of camp works well for my family.

_____ My child has friends attending the Riverfront Museum camp.

_____ Other: _____

Are you sending your child(ren) to any other camps at other locations this year? YES* NO

*If yes, where: _____

What do you hope your child gets out of camp this summer?
