

SUMMER CAMP CONFIRMATION PACKET 2020



Thank you 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)!

If you attended PRM Day Camps in 2020, you do not need to fill out the forms in this packet, unless you have changes in your child's medical or authorized pick up forms.

If you are attending camp for the first time with us, you only have to fill this paperwork out once a year.

Each week of camp includes 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 includes dinner table questions to spark conversation about camp at home.

The remainder of this packet will 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!



**PEORIA
RIVERFRONT MUSEUM**

SUMMER REMINDERS

BEFORE CAMP STARTS

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

- Authorized Pick-Up Persons
- Camper Agreement
- Liability & Media Waiver
- Medical Release Form

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

- Standard Drop-Off and Pick-Up: 8-8:30 am* | 4-4:15 pm
- *Every Monday, Drop-Off starts at 7:45 am with Special Announcements at 8:15 am
- After Care Pick-Up Times: 4:15-5:30 pm

FIRST DAY OF CAMP

- Drop-off starts at 8 am, everyday except for Mondays*
- *Every Monday, Drop-Off starts at 7:45 am with Special Announcements at 8:15 am
- Double check your camper's lunch: **it MUST be NUT FREE!**
- Sack lunches and water bottles may be dropped off at your camper's sign-in table
- 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

- 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 peanut or tree nut allergies*
- For the safety of all our campers, please remember to always bring your ID at pick-up as we check everyone's ID
- Any personal items left behind, such as lunch boxes and clothing, will only be held until September 1, all projects left in the auditorium past Friday at 5:30 will be disposed of, so be sure to bring everything home with you at the end of everyday!

SUMMER CAMP POLICIES

PAYMENTS: REFUNDS, EXCHANGES & CANCELLATIONS

Payment in full is required at the time of registration.

- This does not include After Care payments; these can be made as late as the morning of the day

Exchanges, Changing Your Registration:

- If you need to change your registration by selecting an alternate day 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 camp in question has begun

DROP-OFF & PICK-UP

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

Day Camp: 8-8:30 am | 4-4:15 pm

After Care is available for a flat rate of \$50 per week

After Care is in session from 4-5:30 pm

To register for After Care, registration is available online, in person, or on the first day of camp

Please 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 \$10 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, museum employees, 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 Heather Placko, Program Manager

Heather Placko
hplacko@peoriariverfrontmuseum.org
309.863.3046

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 ACKNOWLEDGEMENT & T-SHIRT SIZE VERIFICATION

I, _____ have read and understand
 Child's Name
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**

Camper T-Shirt Size: _____

Sizes available: Youth XS (2-4), S (6-8), M (10-12), L (14-16), XL (18-20), Adult XS, S, M, L, XL. 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 less than two weeks in advance.

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 6 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.

LIABILITY WAIVER

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.

If your camper is attending more than one day 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 After Care programs when applicable.

Printed Name of Camper(s)

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date

MEDIA WAIVER

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 Parent/Guardian

Date

AUTHORIZED PERSONS

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

DROP OFF

Time: Campers should be dropped off between 8-8:30 am

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)

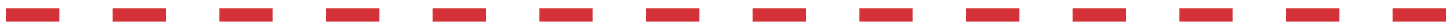
Procedure: All campers MUST be escorted in by a parent or guardian
All campers MUST be signed in by a parent or guardian each day

Pick Up

Time: Half Day campers may be picked up between 11:30-11:45 am
Full Day campers may be picked up between 4-4:15 pm
After Care campers may be picked up between 4-5:30 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): _____

MEDICAL RELEASE FORM

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.

CAMP EXPECTATION SURVEY 2020

Please take a moment to fill out the following survey regarding your expectations heading into Summer Camp 2020. 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 8-12 | "Creatures of Light" - Ready, Set, Glow!
- June 15-19 | Engineering Marvels, Now + Then
- June 22-26 | Game On!
- July 13-17 | Science of Pop Culture
- July 20-24 | Color Olympics
- July 27-31 | Curate Your Own Exhibit!
- August 3-7 | Forensic Science - The Verdict Is In! Teens Week!

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?
