Welcome to the Tallahassee Museum Camp Program!

We are proud of the large number of campers that return each summer to join us in our program. If you are a returning camp parent, welcome back! If you are a new camp parent, welcome and thank you for providing us the opportunity to share the Tallahassee Museum camp experience with your child. We are committed to providing your child with a rewarding and memorable camp experience. Our camp administrators have been working diligently throughout the year to provide a safe and enriching program for campers.

This Parent Handbook is a reference for you and your child, and should answer the bulk of your camp questions. Your child’s safety is our top priority, so we ask that you review all camp rules, as well as the Discipline Policy with your child prior to coming to camp.

Again, welcome to camp and we look forward to all of the memorable adventures ahead with your child!

- Tallahassee Museum Summer Camp Team
Camp Policies and Procedures

Registration
There is a $30 non-refundable deposit for each summer camp session, which is subtracted from the total cost of the camp. Remaining balance is due 14 days prior to the camp start date. There is no charge to be on a waiting list. PLEASE inform us if you need to cancel a reservation so that others may take advantage of our programs. If you transfer a child from one camp to another, you will be charged a $20 transfer fee. Campers are registered on a first-come, first-served basis. DISCOUNT FOR SIBLINGS: Full fee for first child, $5 off camp fee for each additional sibling registered for the same week of camp. **GRADE: Grade completed** as of June 1, 2019.

Sign-in/ Sign-out
Parents and guardians must sign their child in on the camp roster, and out on the camp roster each day. This requires you to accompany your child into the Museum and to the location of his/her camp group. Dropping off children at the Museum without checking-in is unacceptable, and will result in termination of registration without refund. In the afternoon parents will check in with the admissions clerk to locate their child’s camp group. Our staff will do their best to remember faces of people dropping off and picking up children, however if they do not recognize a face, they will request the government issued photo ID of any person picking up a child. That ID must correspond with the approved names for pick-up on the child’s registration form.

Camp Group Locations
The following locations are tentative due to the nature of our camp structure, and do not apply to hours prior to 9am, and after 4pm, unless in the event of inclement weather. When picking up or dropping off campers, ask the admissions clerk where your child’s camp group is located at that time.
- Pre-K camp: Museum Preschool
- Kindergarten-1st grade: Visitor Center Meeting Room
- 2nd-3rd grade: School House
- 4th-6th grade: Natural Science Building
Camp Hours
Camp hours are from 9am-4:30pm, unless your child is enrolled in extended care, in which case children may be dropped off as early as 7:45am and must be picked up by 5:45pm. Parents will be charged $1 per minute for every minute after 5:45pm, or after 4:45pm if they do not have extended care. Extended care is $35 for the week, or $8 per day.

To reach Camp Administration after hours, call the director of education, Natasha Hartsfield at 850.445.6021

Staff
All camp teachers are experienced educators and have current Level 2 Federal background screens. We will have CPR and First Aid certified staff on site at all times. We operate on a ratio of 1-10 teacher/child.

Structure
Campers will be grouped according to the grade completed as of the first day of camp. If you feel that your child should be in a different camp, please give us a call and we will work with you to find a solution that is best for the child. Mondays will begin with an orientation so that campers may meet all camp staff. Campers and staff will join together for a fun camp icebreaker, followed by a snack. Groups will then break away to their assigned classrooms where their day will begin. Throughout the week lessons on the particular camp theme will be taught. Special programs may be assigned, as well as guest speakers. 2nd-6th grade camps will go on field trips twice a week, except for the pro-rated week of July 1, 2019. Fridays will be filled with activities that incorporate team-building exercises. K-1st grade campers will spend the day doing activities such as: water-play, field-day games and sports, making crafts, indoor games, an end of week special snack, as well as other added fun.

Requirements
Children in camp are expected to be toilet trained. We understand that accidents occur, and when they do, we will call parents. While we do our best to coach younger children at properly cleaning themselves in the restroom, please understand that Tallahassee Museum staff does not wipe or assist in wiping a child’s private areas.
Weather
If there is thunder and lightning our first priority is to keep the children in a safe location. Museum policy does not allow outdoor activities in times of thunder. Our staff will keep an eye on the weather if storms are in the forecast. At check-in and check-out times during inclement weather, campers will be located in the Visitor Center and/or the Discovery Center where parents may check them in or out. **Be sure to ask the admissions clerk where your child’s camp group is currently located.**

Possessions
We do not recommend that your child bring electronic devices to camp. If they do, they will be asked to keep them put away until the camp teacher gives permission of their use. The Museum holds no responsibility for any items that are lost or stolen.

Necessary Items to Bring
Campers should be prepared for changing weather conditions each day. **They are required to wear closed-toed shoes.** (Campers may be sent home if they come without closed-toed shoes.) Campers should bring daily: sunscreen, insect repellant, **refillable water bottle and two snacks.** If the forecast calls for rain, please send a rain poncho or rain jacket. For parents of children in Pre-K-1st grade, please pack a change of clothes in case of spills.

Lunch
The Museum's Trail Break Café offers a lunch program for campers when they are on grounds, not on fieldtrip days. Lunch order forms are downloadable from our website. Lunch is not offered to Pre-K campers.

Activities
The Tallahassee Museum is 52 acres of historic buildings, wildlife habitats, nature trails, chain lakes, exhibit buildings and a ropes course; with upland pine, hardwood hammock, and cypress swamp ecosystems. Campers will experience the many ways in which we may interpret and understand the Museum. In addition to experiencing the most unique classroom setting in the area, campers will also meet specialists in the areas of study for each camp theme.
On the Monday morning of each camp theme, parents will receive a parent letter explaining the week’s itinerary. That letter will notify you of any additional items your child must bring to camp, as well as the locations of field trips for 2nd-6th grade campers. During inclement weather alternative activities will be provided. Teachers will notify parents of any changes to the schedule. Each day campers will have the opportunity for 45 minutes of quite time, unless on a field trip. During this time campers will have the opportunity to knock out some summer reading! If they have a summer book list, they are encouraged to bring a book from that list to read during quite time. Our teachers will designate some time to help students who may have trouble reading during this time.

Tree to Tree Adventures
Children must be at least 39” tall. Waivers must be filled out online at https://treetotree.ezwaiver.com no more than 48 hours prior to the date of camp, OR filled out manually the day of the camp. Children 39” – 60” tall may use the TREEmendous Adventures Course, $15 per child. Children at least 54” tall may use the Canopy Crossing Course, $25 per child. ****Fees are in addition to camp fee****

Field Trips
Younger campers will enjoy the Museum grounds, and special programs throughout the week. Older campers adventure off grounds for two field trips per week, except for during the July 4th week.
- Preschool, Kindergarten, 1st grade camps- No fieldtrips
- 2nd-6th grade - Tuesday & Thursday (unless otherwise noted in your weekly parent letter).

Disciplinary Policy
Thank you for enrolling your child in the Tallahassee Museum Camp Program. It is our intention to provide your child with a safe and secure environment. We attempt to create a warm, comfortable, and fun atmosphere that will make your child look forward to coming to camp each day. In order to ensure the quality of this program and safety of the campers, each participant must follow program rules.
Campers are encouraged to practice those social skills that allow them to resolve conflicts and meet their needs without the use of harmful or destructive behaviors. When disciplinary situations occur that require intervention, an adult provides the child with clear explanations as to why specific behavior is inappropriate. They then help him/her find alternative behavior that fits within the camp guidelines of appropriate behavior. These guidelines revolve around concerns for the safety of all members in camp.

Behavior Problems
If a camp staff person encounters behavior problems with any participant, he/she will first attempt to resolve the problem with the camper, if this fails, the Museum’s Director of Education will be consulted, followed by the parents. There is a strict 5-Point Discipline Policy. If a camper gets 3 Written Warnings during the summer for the same offense, he/she will be dismissed from the program. Every parent/guardian is required to read the following information to his/her camper and sign and return the Discipline Policy Form to camp.

5-Point Policy
1. Verbal Warning
2. Time Out/Activity Privilege Withheld. (Parent/Guardian will be notified at time of pick-up.)
3. 1st Written Warning (Parent/Guardian will be contacted to pick up their camper immediately and he/she is removed from camp for the remainder of the day).
4. 2nd Written Warning (Parent/Guardian will be contacted to pick up their camper immediately and the child will be suspended from camp for the remainder of the week).
5. 3rd Written Warning (Parent/Guardian will be contacted to pick up their camper immediately and the child will be removed from the camp program and will NOT be eligible to return during the camp season.

Immediate Dismissal
1. Any child who runs away from the staff will be removed from the program for the remainder of the program. If staff cannot convince the child to return, the police will be called. The staff is not permitted to chase after children or leave the site.
2. Any child who harms himself or another will be removed (physical and/or verbal abuse).
3. Any child who abuses staff will be removed.

Physical Violence is not tolerated in this program. The Tallahassee Museum reserves the right to dismiss a participant whose behavior endangers the safety of themselves or others.

Code of Conduct-Parent
Parents are expected to follow the program rules and treat the staff with respect. All program and/or staff issues, comments or concerns should be directed to the Director of Education. A child whose parents verbally abuse staff will be removed from the program. This includes sarcasm, criticism, yelling, screaming and/or negative comments directed at staff and/or other parents. The police will be called to remove any parent who appears out of control.

I have discussed the rules and consequences of the Discipline Policy with my camper and they understand what is expected from them at camp.

____________________________________________
Camper’s Name (Print) Camper’s Signature

____________________________________________
Parent/guardian Signature Date
Child’s Name_______________________________________________

Level____________________

Written Warning #1 Date: ______________________

Description of Incident:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Action Taken:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Parent/Guardian Signature Camp Staff Signature

Written Warning #2 Date: ______________________

Description of Incident:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Action Taken:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Parent/Guardian Signature Camp Staff Signature

Written Warning #3 Date: ______________________

Description of Incident:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Action Taken:

____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Parent/Guardian Signature

Date

Camp Staff Signature

Date
Camp Parents and Guardians:

PLEASE DON’T FORGET YOUR I.D.

For everyone’s safety, valid government issued identification is required for persons picking up a camper.

Summer Camp staff will do their best to learn names and faces quickly, however, with the large number of different parents and children each week it is challenging.

Your cooperation is appreciated.