



# PARENT'S GUIDE

2024-2025 SCHOOL BREAK CAMP SESSIONS



# IT'S TIME FOR CAMP INNOVATION!

Arizona Science Center would like to officially welcome you and your children to CAMP INNOVATION School Break Camps. Our mission is to inspire, educate and engage curious minds through SCIENCE. This packet will provide you with information about Camp Innovation, including drop-off location and times.

**Please read over all of the enclosed information very carefully.**

## HOW TO CONTACT US

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### Jesse Roan

Onsite Manager of CAMP INNOVATION

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### Gabriela Mendoza

Camp Coordinator of CAMP INNOVATION

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### Camps Team

[camps@azscience.org](mailto:camps@azscience.org)

### Group Sales & Registration

602.716.2028

Our offices are open 10 a.m.–5 p.m., Monday through Friday. Please allow up to 72 hours for a response.

If you have any payment, registration or receipt questions, please feel free to contact Group Reservations at [ascgroupsales@azscience.org](mailto:ascgroupsales@azscience.org) or 602.716.2028.

If you have any activity or content questions, please feel free to contact the Onsite Manager of Camp Innovation at [guevaral@azscience.org](mailto:guevaral@azscience.org) or 602.710.0670.

At times, it may be difficult to reach us by telephone during camp hours, as it is often necessary that we be in different areas of the museum with the campers. If you need to get a hold of someone during regular camp hours for urgent matters only, please call our camp phone at 602.710.0670.

# 2024-2025 PARENTS GUIDE

CAMP INNOVATION - SCHOOL BREAK CAMP SESSIONS



All other inquiries can be sent to: [camps@azscience.org](mailto:camps@azscience.org)

The Arizona Science Center tax identification number is 86-0390558.

## GENERAL INFORMATION

### Camp Hours & Drop-off and Pick-up

Camp instruction will begin at 9:00 a.m. and end at 3:45 p.m. You may drop off and pick up during the window times listed below.

**Regular Drop-off** 8:15–8:45 a.m.

**Regular Pick-Up** 3:45–4:30 p.m.

**Arizona Science Center** is located on the northwest corner of 7th Street and Washington in downtown Phoenix.

**All drop off and pick up will be curbside at the 5th street loading zone.** Our Team Members will meet you at your vehicle to check your child in and out. Please remain in your vehicle to encourage social distancing. If a Team Member is not present when you arrive, there will be a number posted (602.710.0670) for you to call. A Team Member will then come out to meet you.

On the first morning of camp, we will confirm all registration information curbside. We make every effort to ensure that this process runs as quickly as possible, but we ask for your patience as we:

- verify the names of adults that are authorized to pick up their child(ren).
- check that each family has an Amilia ID card to expedite the pick-up process in the afternoon.

Campers will then be directed to their specific classroom where their instructor will be waiting. To ensure the safety of all campers and limit additional contact, guardians will not be able to escort their children to their classrooms.

When arriving for pick up each day, a Team Member will also meet you at the 5th street loading zone:

- Please make sure your Amilia ID card is ready and a Team Member will confirm you are authorized for pick up.
- A Team Member will then message for your child.
- Your child will not be released to an adult not on your authorized release list or to anyone that does not have an Amilia ID card. Please check the permission forms to make sure the person picking up your child(ren) is listed if they are not going to have the Amilia ID card.

If you need to drop your child(ren) off late or pick them up early, please call and notify our site coordinator at 602.710.0670. If you know ahead of time that you will need to pick your child(ren) up early, you can notify our site coordinator on that day.

## Refund Policy

Cancellations must be requested 2 weeks prior to the first day of camp to receive a refund minus a \$35 cancellation fee for each week-long camp per child. Cancellations made within 3 to 14 days of the first day of camp will receive a credit minus the cancellation fee. Credit is valid for one year from the issue date.

No refunds nor credits will be given after that time period. A \$10 processing fee will be applied to each transfer per child. Space is limited for each camp. Transfers will be applicable only if space is available.

If your child becomes ill or is exhibiting COVID symptoms before camp begins, you will be provided the option to switch to transfer to a future camp, or receive a refund.

Arizona Science Center staff reserve the right to modify this statement in light of the most recent CDC and AZDH requirements.

## Camper Arrival and Departure Procedures

Please be mindful of all posted traffic patterns and speed limits when arriving and departing Arizona Science Center's loading zone. To ensure staggered drop off and pick up, campers have a 30-minute window for pick up and drop off. Your cooperation will help ensure the safety of all participants and help to expedite the pick-up and drop-off processes.

If your child becomes ill or is exhibiting COVID symptoms before camp begins, you will be provided the option to transfer to a future camp, or receive a refund.

If your child becomes ill or is exhibiting COVID symptoms during the camp day, your camper will be sent home. Please provide contact information for someone who can be reached during the day in case of emergency.

Arizona Science Center Team Members reserve the right to modify this statement in light of the most recent CDC and AZDH requirements.

## Late and/or Absent Campers

If a camper does not arrive as scheduled for camp, the camp coordinator will assume that the camper is safe with his or her parents and that he or she chose not to attend camp that day. The camp leader may, but will not necessarily, verify this with a phone call to the phone number(s) on record. If parents wish, they may notify the camp office via email at [camps@azscience.org](mailto:camps@azscience.org) but it is not required. Refunds are not provided for missed days.

## Food

**Lunch and an afternoon snack are not provided during school breaks.** For your child's comfort, we ask that each child bring a water bottle they can carry throughout the day. Each child is responsible for bringing their own lunch, beverage and additional snacks.

## General Camp Behavior and Safety Rules

On the first morning of camp, campers will be briefed on the general rules for their behavior listed below. Each Camp Leader may add rules specific to his or her group as deemed appropriate.

1. **Respect yourself.** Stay within physical boundaries set by your camp leaders. Stay where you are if you get separated from the group, and your Camp Leader will find you.
2. **Respect your camp leaders.** A raised hand means silence for an announcement. Be an active participant. Portable electronic devices (cell phones, iPods, etc.) are not allowed.
3. **Respect your campsite.** Keep classrooms and galleries neat. Put trash in cans, and pick up litter. Put appropriate mixed paper in the recycling bin. Walk instead of run while indoors. This applies to Arizona Science Center facilities and any field trip destinations.
4. **Respect your fellow campers.** Listen while another camper is sharing his or her ideas. Stop and think about your choices and consequences.

## Behavior and Discipline Policies

Arizona Science Center Camps advocate a positive guidance and discipline policy with an emphasis on prevention, positive reinforcement, redirection and the development of self-discipline. All disciplinary action is contingent upon violation of clear, consistent rules and limits, established on the first day of camp. All camp Team Members are trained in how to best handle discipline situations by using methods appropriate to the child's age, development, and behavior.

To minimize disruptive behavior, Team Members will use the following disciplinary steps:

1. Prevention by clearly communicating guidelines and expectations
2. Redirection, positive reinforcement
3. Verbal warning; discuss rules and consequences for continued behavior
4. Quiet time; being separated from the group within the same room or activity area
5. Restriction from activity or closer adult supervision
6. Referral to, and conference with Director of Youth Programs
7. Phone call to parent/guardian and/or possible removal from camp
8. Parents are responsible for picking up their child in a timely manner if their child is removed from camp.

\*\*If at any time inappropriate camper behavior jeopardizes other campers' safety and/or camp experience: parent(s) will be notified, and the camper will be removed from camp for the rest of the day and possibly withdrawn for the remainder of the camp session. When a child is dismissed from a camp session, a refund is not given.

Enforcement of behavior standards and expectations will be clear and consistent in application. Camp Team Members will document any disciplinary action taken, and the Senior Vice President of Informal Learning will be informed of any behavior issues. The Arizona Science Senior Vice President of Informal Learning reserves the right to supersede the above disciplinary guidelines as deemed appropriate and necessary to ensure the safety and well-being of all campers and camp Team Members.

Trained camp Team Members will supervise campers at all times. "Supervision" means that camp Team Members will be in the same room or group area, will be focusing their attention on campers, and will be able to see, hear, and quickly respond to campers.

All camps are taught by educators with teaching and/or childcare experience. CAMP INNOVATION is overseen by professional educators that hold a master's degree or higher. All camp Team Members must go through extensive background checks and training.

## Interns

Arizona Science Center Camp programs may use interns as a supplement to our regular camp Team Members. Interns ages 15 and older will assist adult camp Team Members during camp program activities and must meet qualifications for working with children as specified by Arizona Science Center standards.

## Personal Belongings

Items not directly related to camp activities or at risk of loss or theft should be left at home (i.e., toys, cell phones, personal music players, games, cards, etc.). Items at camp without approval may be confiscated. If a camper is enrolled in early drop-off and/or late pick-up, he or she may bring a book or quiet activity to be used only during this time. With prior approval from the camp leader, a camper may bring his or her own equipment to participate in a scheduled camp activity or to use during lunch. Arizona Science Center assumes no responsibility for lost or stolen personal items.

## Cell Phones

Cell phones must be powered OFF, silent and out of sight at all times. Campers must seek permission from the camp leader to make a call and must be conducted in a manner as not to disturb the camp activity. The first time a cell phone is used without permission it will be collected by Team Members and returned to the camper at the end of the day. On the second offense the camper will lose cell phone privileges and the cell phone will not be allowed in camper possession for the remainder of the camp. In the event of an emergency the camp leader or camp director will contact the parents directly. If a parent needs to reach the camper, a call may be placed to the camp contact phone and a message will be given to the camp leader and student.

## Lost & Found

Arizona Science Center assumes no responsibility for lost or stolen personal items; however lost and found items will be kept at the Arizona Science Center Programs Office until the conclusion of camps. At the end of the camp season, all items will be available at Arizona Science Center for a two week period, after which the items will be donated to charity.

## What to Wear

Team Members and camper dress requirements:

- Sturdy shoes or sandals; sandals worn to camp must have a heel strap (i.e. no flip-flops or Crocs)
- No Heelys/wheeled shoes
- Pants, shorts or skirts that conceal underwear

Arizona Science Centers Camps are hands-on. This means that they are active and sometimes messy! Please send your child to camp in comfortable clothes that allow campers to play, explore and get dirty and are appropriate to weather conditions.

## Medication and Topical Products

Arizona Science Center Team Members may dispense medications to a child if the parent has completed and signed a written medication instruction card. Prescription medications must be in the original container with the prescription label that includes the child's name, name of the medication, dosage, dosage intervals, name of prescribing physician, and date the prescription was filled. Non-prescription medications must be in the original container and can only be given for two consecutive days without a written note from a physician.

The following products are considered preventative topical products by Arizona Science Center and not as medications:

- Sunscreens
- Hydrogen peroxide
- First aid ointments
- Baking soda
- Band Aids
- Hand sanitizer (alcohol-based)

Arizona Science Center supplies the listed items as needed. If a parent chooses to not allow camp Team Members to administer certain items from the topical product list, then the parents must provide alternative items for the child. The items must be clearly labeled with their child's first and last name and given to the child's camp leader or assistant.

## Notification of Medical Problems/Emergencies

If a child is injured while attending an Arizona Science Center Camp, a Team Member will apply first aid and fill out an incident report. If the camper's injuries are minor and routine, camp Team Members will apply care for 15 minutes and then (if necessary) notify the camper's parents to discuss any further action.

CAMP INNOVATION is taking the following actions to encourage the health of campers and Team Members:

- Children and Team Members who may become sick while at camp will be sent home as soon as possible. **Please be prepared to pick up your child as soon as possible if they become sick.**
- Sick children will be kept separate from well children and Team Members until they can be sent home.
- Children with temperatures should remain at home until 24 hours fever free without medicine
- Sick children and Team Members may not return to camp until they have met the CDC guidelines for home isolation.

In cases where the illness/symptoms or injury are such that there must be no delay in treatment, the camp Team Members will obtain emergency medical treatment by calling paramedics to administer necessary aid and transport the camper to an emergency care facility. In the event of an emergency, the parents or designated contact persons will then be notified.



## Child Welfare

Parents are encouraged to discuss, with the on-site camp coordinator, any special circumstances or events occurring in a child's life that may affect that child's emotional status or behavior while enrolled in Arizona Science Center Camps. With this knowledge, camp Team Members can interact with and respond to your child in an appropriate and understanding manner.

Arizona law requires Arizona Science Center Camp Team Members who suspect that a child has received non-accidental injury or has been neglected to report their concerns to CPS or local law enforcement (ARS §13-3620.A). Arizona Science Center camp program Team Members are obligated by law to report such incidents to a peace officer or to Child Protective Services in the Department of Economic Security.

## Camper Records

Records and information concerning a child and his/her parents are held in strict confidence. The child's health history is stored in a secure location and available only to the camp coordinator and designated program Team Members. The camp lead and/or assistants will have emergency contact and relevant medical information (medications, allergies, dietary restrictions) available at all times. Information is released to camp leaders or assistants working with the child as necessary.

## Changes in Policy

Arizona Science Center reserves the right to make changes to our policies and procedures. We will notify parents prior to camp if significant changes in Arizona Science Center programs or policies occur. The Arizona Science Center is actively monitoring health guidelines and recommendations provided by the CDC and may modify procedures and policies to reflect those recommendations.

## Daily Activities

Prior to the start of each program day, campers will be able to engage with hands-on free-play activities including building, arts and crafts, games, or reading. Educational shows may be available during non-instruction time for social distancing alternatives.

### Sample Activity Schedule

|                         |   |
|-------------------------|---|
| 8:15 a.m. – 8:45 a.m.   | Arrival; free-choice activities (see above) |
| 8:45 a.m. – 9:00 a.m.   | Welcome/Review/Safety Reminders             |
| 9:00 a.m. – 10:00 a.m.  | Hands-on Activity & Break                   |
| 10:00 a.m. – 11:00 a.m. | Hands-on Activity                           |
| 11:00 a.m. – 11:45 a.m. | Activity, Demonstration, or Game            |
| 12:00 p.m. – 12:30 p.m. | Lunch                                       |
| 12:30 p.m. – 1:15 p.m.  | Outside Exploration, weather permitting     |
| 1:15 p.m. – 2:00 p.m.   | Hands-on Activity                           |
| 2:00 p.m. – 2:30 p.m.   | Activity or Game                            |
| 2:30 p.m. – 3:00 p.m.   | Break & Snack                               |
| 3:00 p.m. – 3:45 p.m.   | Hands-on Activity                           |
| 3:45 p.m. – 4:30 p.m.   | Clean Up & Dismissal                        |

Throughout the week, campers will have the opportunity to visit the exhibits in Arizona Science Center, attend educational Giant Screen Theater films and/or Dorrance Planetarium presentations, and visit the traveling exhibit.

# CAMP INNOVATION IMPORTANT INFORMATION FRIDGE SHEET

## CONTACT US

Ashley Brooks, Director of CAMP INNOVATION .....602.716.2000 ext. 242

Jesse Roan, Onsite Manager of CAMP INNOVATION.....602.710.0670

Group Sales (formerly Reservations).....602.716.2028

Camp Desk (during camp hours, urgent matters only) ....602.710.0670

CAMP INNOVATION email ..... camps@azscience.org

CAMP INNOVATION website ..... azscience.org/camps

## CAMP HOURS

Regular Drop-off ..... 8:15–8:45 a.m.

Regular Pick-Up..... 3:45–4:30 p.m.

## Camp Entrance and Check-In

Arizona Science Center is located on the northwest corner of 7th Street and Washington in downtown Phoenix. Camp pick up and drop off will be on **5th Street** at the designated loading zone.

