



Dear Parents/Guardians,

Thank you for choosing to participate in the Temple Railroad and Heritage Museum STEAM Summer Camp. Our goal is provide your child with a safe and enjoyable experience that engages your camper and provides opportunities for learning and growth. The following is provided to inform parents and/or guardians of the policies, and guidelines for our camp. We are so glad to have your child as a camper! Please read the policies carefully, sign the consent, date and return it with your child's registration form.

We hope that your child enjoys the experience we have planned for them.

Genevieve Stockburger

Education Coordinator, Camp Director

## **Camp Policies and Information**

### **Forms required prior to the Registration Deadline of May 14<sup>th</sup>**

Registration form

Consent/Liability form

Pick up Authorization form

### **Fees**

Cost: \$60 for 1 week.

Dates: Monday June 18<sup>th</sup> – Friday June 22<sup>nd</sup>

Time: 8:00 am – 12:00pm

### **Where to Pay**

Registration fees can be paid at the Temple Railroad and Heritage Museum

Tuesday – Saturday 10:00am-4:00pm

We accept Cash, Check, Master Card and Visa

### **What to Bring**

- Medicine if applicable
  - Note: Any medication that is required should be taken before or after the program or administered by campers or parent during the program. Emergency medication must be carried by and administered by child unless previously arranged with camp administration.
- A backpack or bag with camper's name on it
- Water bottle with camper's name on it (if you do not have one, bottled water will be provided)
- Closed toe, comfortable shoes for walking and other activities
- Sunblock and/or hat (we will send home reminders for days the children will be outside)
- Cell Phones will be allowed but must be kept in the camper's backpack and used only for emergencies, with camp instructor's permission. Instructors will confiscate items being used without permission

### **What NOT to bring**

- Toys, dolls, stuffed animals
- Trading cards
- iPod, iPad, other electronic games/devices

### **Drop off and Pick up Procedures**

The following procedures have been established to provide you and the staff with information needed to protect the health, safety and Wellbeing of the camper in our care:

- Morning Drop Off: Between 7:30am and 7:55am
  - Camp day will begin promptly at 8:00am
- Afternoon Pick up: Between 12:00pm and 12:30pm

→ Campers may not be dropped off and left unattended before 7:00 a.m. Parents must sign their child in. Campers enrolled in our program will be signed out and picked up from the site by parents or a parent designee. (See Pick up/Drop off permission form)

→ Unless prior written arrangements have been made with the staff, only parents or parent designees shown on registration form may take a camper from the program.

→ Drop off and Pick up will be outside the Museum Depot at the west end of the building, at the parking lot near the Amtrak office. Children can be escorted in by a parent if so desired.

→ No parent may be denied access to a child unless a copy of a Custody Agreement or Court Restraining Order that limits or relinquishes such parental rights is on file with the museum staff.

→ Please pick up and drop off your camper/campers promptly.

You can pick up your child anytime, however if you are picking them up outside of the designated pick up time please contact a camp administrator in advance so we can ensure your child has been signed out.

A parent or guardian is required to sign-in and sign-out your child every day. Parent/legal guardian may designate additional adult individuals to pick-up or drop-off child. These individuals will be required to present identification to staff. **Please be sure there is someone to pick up your child at the end of the camp session, museum staff are not babysitters.**

### **Late Pick-Up Policy**

Campers must be picked up **no later** than 12:30pm. Please collect your child on time.

1. We understand emergencies occur and delays happen. Please call the museum and let us know if you are going to be late.
2. If late pick up becomes a problem the camper will be removed from STEAM Camp for the remainder of the week. There will be NO refunds issued.

### **Behavior**

The Temple Railroad and Heritage Museum wishes to protect the safety and welfare of all camp participants. In order to maintain a safe and fun environment our camp staff may implement various techniques to manage occasional misbehavior. For example, a time out may be used to allow time for a child to regain his/her composure or he/she may lose the privilege to participate in an activity. Depending on the severity of the negative behavior, parents may be asked to pick-up their child early from camp, but only after the issue has been discussed with the camp administrator.

If a camp instructor documents extreme or recurring negative behavior that is considered to be endangering to other participants or excessively disruptive to the operations of the camp, the camp administrator will meet with the parent(s)/guardian(s) to discuss the behavior issues and

the child may have to leave camp. The Temple Railroad and Heritage Museum reserves the right to remove students who do not adhere to our behavior policy.

Negative behavior includes, but is not limited to:

- Bullying
- Uncooperative or violent behavior
- Not listening to camp or museum staff
- Not respecting the rights of others
- Repeatedly running away from the camp staff or volunteers
- Theft or vandalism

### **Illness Policy**

Temple Railroad and Heritage Museum's illness policy adheres to national standards and focuses on both the needs and behaviors of the ill camper. The staff will use their best judgment, to meet their needs without compromising the care of other campers. We understand and appreciate the needs of working parents, yet it is essential that campers at our program are protected from contagion. We will endeavor to use good judgment as well as the following criteria, when evaluating campers with illness. It is the program's expectation that parents will do the same. A camper must be well enough to participate in camp activities, If your child is ill or has a fever, please do not send him/her to camp. When illness results in greater care than the staff can provide without compromising the safety and health of the other campers, the parent, legal guardian or other person authorized by the parent will be notified immediately to pick up their child.

The Temple Railroad and Heritage Museum reserves the right to send home any ill camper. If your child has been exposed to a contagious disease, details should be reported to the museum staff. A signed doctor's note showing medical treatment will be needed prior to a campers return. All campers must be fever free for 24 hours before returning to camp.

### **Emergency Authorization:**

In the case of an emergency, Temple Railroad and Heritage Museum staff will make every effort to contact parents or designated emergency contact (submitted on the registration form). If these contacts cannot be reached, the Temple Railroad and Heritage Museum will obtain emergency medical treatment for the camper. Parent/legal guardian will be responsible for medical expenses incurred.

### **Medications**

The following statements are our guidelines for administering medications:

- Only medications prescribed by a medical doctor will be administered during the program.
- Medications must be reported on the registration form and must be kept up to date.
- Information on prescribed dosage must be attached to the medication.
- All medication must be received in its original container.

Program employees will administer medication only if:

- 1) Parent(s) or guardian(s) complete and sign a medication form that provides authorization for staff to dispense medication with details as to time and dosages. The form will include a hold harmless clause to protect the City.
- 2) Prescription medications are in the original containers labeled with the child's name, a date, directions, and the physician's name. Program staff members will administer the medication only as stated on the label. Program staff will not administer medication after the expiration date.
- 3) Nonprescription medications are labeled with the child's name and the date the medication was brought to the Program. Nonprescription medication must be in the original container. The Program staff will administer it only according to label direction.
- 4) Medications dispensed will be limited to routine oral ingestion not requiring special knowledge or skills on the part of Program employees. No injections will be administered by the Program employees.
- 5) Program employees must ensure medications are inaccessible to participants or, if it is necessary to keep medications in the refrigerator (when available), medications will be kept separate from food.

### **Photography Policy**

During the course of the camp, the Temple Railroad and Heritage Museum may take photographs of campers participating in activities. We use these pictures to help secure grant funding and to advertise the museum to families.

This is to inform you that the Temple Railroad and Heritage Museum has the irrevocable and unrestricted right and permission to copyright and may otherwise use, re-use, publish and re-publish photographic images taken during summer camps and other programs. Your child may be included in part or in whole in any and all media now and hereafter for illustration, promotion, art, editorial, trade, web-site, advertising or any other purpose deemed appropriate by the Temple Railroad and Heritage Museum without compensation.

### **Refund/ Cancellation Policy**

15% of the registration fee is a non-refundable deposit. Withdrawals or transfers must occur at least two weeks prior to the start of camp session in order to receive remaining refund. No refund will be given if a cancellation is made within two weeks prior to start of session. If for any reason the Temple Railroad and Heritage Museum cancels a camp session, campers will receive a full refund.

**TEMPLE RAILROAD AND HERITAGE MUSEUM  
RELEASE FORM**

You may keep the policy pages. Please return this page signed and dated with your child's registration form.

Parent/legal guardian approves and gives permission for the child on this form to participate in all activities as part of the Temple Railroad and Heritage Museum STEAM Summer Camp. Parent/legal guardian has independently reviewed and evaluated the risks and determined to allow participation in the classes and programs with full knowledge and acceptance of the risk.

I do hereby release, absolve, indemnify and hold harmless the City of Temple and the Temple Railroad and Heritage Museum, its employees, officers and agents and the volunteers and other participants who participate in the activity, in the event of any accident, injury or death sustained by the participant while attending the camp or participating in any activity, from any liability of any kind whatsoever.

I also give permission for any photographs taken during these activities to be utilized for promotional purposes by the City of Temple and Temple Railroad and Heritage Museum now and in the future. I do hereby give my approval for participation by the participant in any and all of the programs activities.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form must be filled out and returned with the \$60 registration fee before the deadline of May 14, 2018 in order to register your child for summer camp.



**TEMPLE RAILROAD AND HERITAGE MUSEUM  
PICK UP AUTHORIZATION FORM**

CAMP PARTICIPANT \_\_\_\_\_ Age \_\_\_\_\_

Parent(s)/Guardian(s), and others as listed below have permission to pick up the above Summer Day Camp participant.

AUTHORIZED # 1 \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Contact #Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Relationship to child? \_\_\_\_\_

AUTHORIZED # 2 \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Contact # Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Relationship to child? \_\_\_\_\_

AUTHORIZED # 3 \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Contact #Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Relationship to child? \_\_\_\_\_

AUTHORIZED # 4 \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Contact #Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_  
Relationship to child? \_\_\_\_\_

NOT AUTHORIZED \_\_\_\_\_

\*Appropriate custody/legal paperwork must be attached if a relative is NOT allowed to pick up a child\*

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This form must be filled out and returned with the \$60 registration fee before the deadline of May 14, 2018 in order to register your child for summer camp.

