Quick Start Guide

- Any child being registered for a Corpus Christi Museum of Science and History (CCMSH) Camp must have completed Pre-K or equivalent program prior to attending camp and fully able to use the bathroom without assistance, no exceptions will be made. CCMSH reserves the right to request proof of age for any child(ren) registering for camp.
- Send your child's belongings in a backpack type bag with their name on each item every day.
- In the backpack should be:
    - A change ofclothes
    - Sunscreen
    - Bug Spray
    - A hat
    - Water Bottle
    - Lunch
    - Face mask (optional)
- Closed-toe shoes only. Closed-toe sandals or Crocs are acceptable. Flip flops are not allowed.
- Cell phones, portable game devices, toys, or music players are not allowed. If you need to reach your child(ren), you may call the Education Director at 361-826-4660.
- Campers will not be allowed to visit the museum gift shop under the care of CCMSH Staff. CCMSH staff will not hold any child's money and will not be responsible for lost money.
- Lost materials or those left by campers will be stored for one week.
- **Please send your child with a lunch every day.** CCMSH is a peanut free campus, so please consider this when preparing lunch for your child(ren). Please be aware that allergy restrictions may change, but we will notify you if that occurs. A morning snack will be provided to campers.
- CCMSH Summer Camp is a closed campus. Parents, guardians, or family members may not visit campers during operating hours without signing the camper(s) out or under the direct supervision of the Education Director.
- A photo ID is required to pick up any child every day of camp. No exceptions will be made. If you do not bring an ID, you will be turned away. A state or government issued ID is preferred but we may accept others at the discretion of the Education Director.

Complete Information Guide

What to Bring:

- **Place all your child's materials in a backpack or backpack type bag**. Please label all belongings with your child's name.
- **Wear comfortable clothes.** We recommend sending an extra set of clothes just in case an accident happens.
- **Closed-toe shoes** such as tennis shoes, sneakers, or sandals with a closed toe are the only acceptable footwear. Lab safety is a top priority and due to the nature of our camp NO FLIP FLOPS will be allowed. We will call you if your child is not wearing proper footwear. Unfortunately, if a camper is not wearing proper footwear, they may not be able to participate in activities.
- **Water bottle**, please label it with your child's name.
- **A lunch for your child**. Please clearly label your child's lunch with his/her name. **This camp is peanut free** for the safety of our staff and campers.
- **Sunscreen, bug spray, and a hat**

Medications:

- Any necessary medications must be given to the Camp Director. All medications will be stored in a locked box except fast acting medications, which will be kept by the child's counselor. If you wish for your child to carry their own medication, we must have a note from a physician stating the medical necessity.
- Please do not send any cell phones, portable game devices, toys, or music players with your child. CCMSH is not responsible for any lost or stolen items.

Lunch:

- **Please send your child with a lunch every day.** We will not be able to accommodate any lunches that must be refrigerated or heated. Please plan accordingly.
- **We are a peanut-free campus.** For the safety of all children, no peanut products of any kind can be brought to or consumed at the museum. All lunches will be checked before campers began lunch. If peanut products are found, campers will be asked to return the product to his/her lunchbox.
- We will provide campers with a morning snack each day.
- Lunch will be from 11:30am – 12:30pm.

Sign-In and Out:

- **A photo ID must be provided upon pick-up every day.** The adult's ID will be compared to the list of approved pick-ups provided by you on a form later in this packet. Please ensure the pickup name matches the individual's ID.

- You will need to drop off and pick up your child in person. Under no circumstances will a child be released to an individual not on the approved pick-up list.
- **Regular drop off will be from 8:45 – 9:00 am** in the Museum Lobby. **Regular pick up will be from 3:45 – 4:00 pm**. Any adults arriving before 3:45 p.m. will be asked to wait in the Museum Lobby until pickup begins. If you need to pick up your child early, you must inform the Education Director or sign-in staff in the morning so that we can assign staff to facilitate the early pick-up.
- Campers **MUST** be dropped off by 9:00 am so that they may enjoy all the camp activities which begin at 9:00 am every day. We appreciate your punctuality.
- **No late drop-offs or early pickups will be available on field trip days**. Drop-off and pickup from the field trip location will not be permitted.

Extended Care:

- **Before Care is from 7:30-8:45 a.m. After Care is from 4:15-5:30 p.m.**, please plan accordingly. Before Care and After Care are **$25** each session or a discounted rate of **$40** for both sessions per week.
- **CCMSH will not accept drop-offs before 7:30 a.m.** and doors will not open until 7:30 a.m. **Any child remaining after 5:30 p.m. will incur a $15 fee**. This fee will increase by $15 every 15 minutes beginning on the first late minute, i.e., a camper picked up at 5:46 p.m. will have incurred $30 worth of late fees.

Closed Campus Policy:

- CCMSH Camp enforces a closed campus policy. Parents, guardians, or family members will not be allowed to join their child(ren) in camp activities or in the classroom while under the care of CCMSH.
- Parents who are currently volunteering at CCMSH will work with the volunteer coordinator as assigned.

Lost and Found:

- Lost and Found is located at the Front Desk. CCMSH Camp staff will try to ensure children keep all their belongings but are not responsible for any lost or stolen items.

Field Trips:

- We will be going on at least one field trip each week.
- While off-site, we will maintain a minimum ratio of one adult for every eight children.

CCMSH Swimming Ability Policy

All campers whose height is 39 inches or less will be required to wear a life jacket at Hurricane Alley at all times. All campers in the Kindergarten through 3rd grade age groups will be required to wear a life jacket at Hurricane Alley waterpark at all times, unless a written letter of permission is received from the parent and the child passes the swim test administered by the waterfront director. If they are found to be insufficient in the test, they will be required to wear a life jacket while at Hurricane Alley the entire time, regardless of parental permission. We appreciate your understanding in this matter as the policy is necessary for the safety of the campers. Children in the 4th and 5th grade age groups will be allowed to swim at Hurricane Alley without a life vest as the water is only 39 inches at its deepest. If the waterfront supervisor finds a child in the 4th and 5th grade age group unable to swim, they will be required to wear a life jacket the entire time they are at Hurricane Alley waterpark. If a parent would like a child in the 4th and 5th grade age group to wear a life jacket, please let the camp director know and we will make sure the camper has a life jacket. Swim test regulations are determined by the State of Texas licensing agency. The swim test will be administered in the deepest end (39 inches) of the wave pool. Children must swim to the waterfront director, who is approximately 15 feet away, and back to the starting point without touching the ground. If the child appears unable to swim, panicked, or fatigued they will be required to wear a life jacket the entire time they are at Hurricane Alley Waterpark.

Written Swimming Test Policy

CCMSH swimming test policy is as follows:

The swim test will be administered in the deepest end (39 inches) of the wave pool. Children must swim to the waterfront director, who is approximately 15 feet away, and back to the starting point without touching the ground. If the child appears unable to swim, panicked or fatigued they will be required to wear a life jacket the entire time they are at Hurricane Alley Waterpark.

Medical Procedures

All parents must fill out a medical release form for all camp participants. This will include permission to transport the child to appropriate medical facilities, perform CPR, First Aid, and dispense any prescribed medication. The children will only be given medication by staff members, and only will be given medications that are specifically prescribed for that child. All dosing will be strictly followed according to dosing on the medication. If dosing is different than written on the original container, the parents must provide the camp with a written letter from the physician with the current dosing instructions. All medication must be in its original packaging. The camp staff will not administer any expired medication. If any medications are left behind after the child has attended camp, reasonable efforts will be made to return the medication to the parents. If medication has not been picked up after 30 days, it will be disposed of properly.

When medication is given, the administrator will fill out the medication record for the camper. The record will be kept for one year.

All medications will be kept in a locked box in a secure location. When onsite at CCMSH, the medications will be kept by the Education Director, except for fast acting, lifesaving medications like EpiPen(s) and inhalers. These medications will be kept with the camper's counselor. If you wish for your child to carry their own medication, we must have a note from a physician stating the medical necessity.

All camp employees are first aid trained. A first-aid kit will be kept in each classroom, the museum front-desk, and offices. When off-site the Education Director & Senior Education Staff will have a first-aid kit on their person.

If a camper needs an EpiPen, or if the injury seems to require immediate medical attention beyond first aid, the Education Director will immediately call 911. The child will be transported to the hospital designated on the child's medical form (if no hospital is indicated the default will be Driscoll Children's Hospital), or other medical facility as determined by the EMT staff. Immediately after 911 is called, the Education Director will call the child's parents and inform them of the situation and let them know where to meet the child. A staff member will ride in the ambulance with the camper to the hospital and stay with the child until the parents arrive.

Parents will be notified by letter/email if a communicable disease is contracted by a child or staff member.

Discipline and Guidance Practices

CCMSH camps will not tolerate any of the following: fighting, name calling, bullying of any kind, rough housing, inappropriate sexual activities, or activities that threaten the safety of others. Any activities of this sort will result in disciplinary action for the child.

Disciplinary action will vary depending on the situation but may include:

- Verbal warnings
- Time out for as many minutes as the child is old (age 5 = 5 minutes out)
- Natural consequences
- Call home to parents
- Suspension
- Expulsion from camp

If two or more incidences requiring parent contact occur within the week, CCMSH may suspend the child.

The suspension and expulsion policies stated above are guidelines. An action of severity may result in suspension or expulsion regardless of prior parental contact or suspension. CCMSH reserves the right to adopt this policy at our discretion. No refunds will be given for any missed days or weeks due to disciplinary action.