



POLICIES AND PROCEDURES FOR LOUISIANA CHILDREN'S MUSEUM CAMP

OUR MISSION

The Louisiana Children's Museum promotes hands-on, participatory learning for children of all ages. Encouraging discovery through observation, inquiry, creative construction, role-playing, problem-solving, and free-play, the Museum motivates children to develop their cognitive, physical and social skills while enjoying fruitful interaction with adults and peers.

DAILY CAMP SCHEDULE

(Schedule subject to change)

9am- 9:30am

Introduction to the Days' Theme
Warm-Up Activity

9:30am-11am

Morning Themed Activity
Snack Time
Activity

11am-Noon

Story Time/Lunch

12:30-1:30 pm

ME Time

1:30pm -2:45pm

Afternoon Activities

2:45pm – 3:00pm

Wrap Up

Clean Up

Go Downstairs for Dismissal

CAMP RULES & POLICIES

PLEASE NOTE: LCM CAMP is appropriate for children ages 5-10.

While the LCM is handicapped accessible for persons with disabilities, the LCM Camp staff is not certified to handle the special needs of children with physical impairments, limitations or disabilities. Any questions related to children with special needs, please contact the LCM Program Coordinator, Chavanne Korbel, at 586-0725, ext. 222.

RULES FOR CAMPERS

- RESPECT yourself, fellow campers, LCM staff, visitors, and exhibits. **LCM cannot allow behavior that compromises the safety or integrity of the children and adults that make up the museum family.** (Please see discipline policy.)
- "Walking" is the speed limit in the Museum at all times.
- **Campers must wear the official LCM Camp tee-shirt and nametag** each day and stay with their assigned camp group and camp counselor. If a camper becomes separated, they are instructed to look for a LCM staff member/exhibit facilitator wearing a bright red shirt with the logo on the pocket. LCM staff will rejoin campers with their camp group and camp counselor.

CAMP FEES & CANCELLATIONS

- Camp Fee (9am – 3pm): Members \$160; Non-Members \$185
- Before Care (7:45am – 9am): \$5/day (charged on a daily basis)
- After Care (3pm – 5:15pm): \$10/day (charged on a daily basis)
- Cancellations
 - 30 days in advance – 100% refund
 - Two (2) weeks in advance - 50% refund
 - No refunds will be given for cancellations made less than two weeks in advance.

ATTIRE and PERSONAL BELONGINGS

- Campers are required to wear comfortable “play” clothes. Please be advised that some camp activities and crafts may involve washable paints or materials that may soil clothes.
- Campers must wear tennis shoes or closed-toe shoes with rubber soles. For the safety of our campers, flip flops and shoes with open toes or backs are not permitted.
- Campers may **not** bring toys from home, electronic games, CD players, DVDs, etc. to camp. The LCM provides appropriate games and activities for all camp activities.
- Visits to the Museum Store may be made with a parent or caregiver **after camp hours**. Campers have no need for money during the camp day.

LUNCH and SNACKS

- Food, drink and gum chewing is not allowed in the museum exhibit areas. All eating takes place in the camp classroom at designated times.
- LCM provides a nutritious snack during the day for all campers.
- Please pack an appropriate lunch and cold drink in a lunch bag clearly labeled with your child’s name each day. We do not allow campers to use snack and drink machines during camp. **Do not send lunches that require heating or refrigerating.**
- **Please let the LCM Coordinator know if your child has a food allergy or any special dietary requirements.**

HEALTH and SAFETY

- Campers must have a medical information form on file with the LCM that identifies individuals and/or physicians to be contacted in the case of an emergency and lists any physical limitations or impairments and medications (and side effects) your child may be taking.
- Please notify the Camp Director and teacher if your child is taking any medication that might affect his/her behavior in camp.
- **The LCM camp staff does not dispense any medication. Do not send medication in your child’s lunch box or bag.**
- In the event of an accident or injury that requires first aid, an accident report will be completed and parents will be notified by phone. You may request a copy of the accident report for your personal records.
- Campers may not attend camp with a fever. Any child who has been nauseated or who has vomited during the evening should not be in camp the following day.
- Campers should not attend camp if they have an unexplained rash, diarrhea, discharge from the eyes or ears, or any symptoms that are cause for concern to LCM staff. A parent will be called to pick up their child immediately if LCM staff notices any of above mentioned symptoms or others.
- Please notify the Camp Director and teacher if your child has been exposed to any germs or communicable conditions that could be shared with other campers or staff members.

ARRIVAL & DEPARTURE

- A parent or caregiver must sign the camper in at arrival and out at departure each day. You may temporarily park your vehicle in the 10-minute Passenger Zone located at the LCM entrance to drop off/pick up your camper. **Whoever is picking up your child MUST come in to the museum all the way to the sign in/out table in front of the theater and make direct contact with one of the camp directors before taking their child.**
- If your child will be going home with someone other than an individual listed on the Pick-Up Authorization Form, **please send a signed note identifying the individual that**

will be picking up your child. Please advise anyone picking up your child that the LCM may request a picture I.D at the time of pick-up.

- LCM cannot be responsible for sleepover luggage and other extra belongings. Please make sure that the person picking up your camper knows to collect all of the camper's belongings.
- Occasionally camp runs late. If this occurs, please wait patiently for your child to be brought to you.
- If you need to pick up your camper before the end of the camp day (3pm), please send a note indicating the pick up time. LCM will bring your child to you at the admissions desk at the indicated time. If you must pick up your child unexpectedly, LCM staff will contact the Camp Coordinator or teacher to bring your child to the admissions desk or you may go up to the camp room. **Please remember to sign out.** *LCM exhibit facilitators may not retrieve children from camp.*
- If you are going to be late due to an emergency, please call the front desk at 523-1357 and leave a message. They will notify the Camp Coordinator. The camper will be placed in after care and any charges will be at the discretion of the Camp Coordinator.
- If inclement weather is forecast, please watch WWL-TV Channel 4. LCM follows the closure policies of New Orleans Public Schools and the City of New Orleans. Due to the small size of the camp, WWL-TV (or other stations) will not list Louisiana Children's Museum's emergency/inclement weather closings.

DISCIPLINE

- The LCM camp staff believes in positive, affirming discipline that allows for a personally enriching camp experience. Camp staff and counselors will use positive language and reinforcement to help guide a camper to make safe, positive choices as he/she explores the environment and interacts with peers. Our camp leaders and counselors are ready to work with parents to make sure their child feels nurtured and encouraged in the LCM camp environment.
- Disciplinary actions are taken only as a last resort and will include one warning, time-out, ME TIME privileges removed and parent consultation at the end of the day.
- If a camper is a constant disruption in the camp and is not responding to the camp leaders' guidance, the Camp Director will call a parent to discuss alternate options. If the behavior continues, the camper may be asked to stay home.
- Any bullying, both physical and verbal, such as name-calling, teasing, ridiculing, or anything that "hurts" another person will not be tolerated.
- **We encourage parents to discuss the rules at home with your children before they come to camp.**

Thank you for choosing Louisiana Children's Museum Summer Camp. We are committed to having the best camp program in New Orleans. Please feel free to call us at any time to discuss any issue that might affect the well being of your child.

Chavanne Korbel
Program Coordinator
504-586-0725 x222
ckorbel@lcm.org



***SIGN AND RETURN THIS PAGE WITH COMPLETED REGISTRATION FORM(S).
PLEASE KEEP THE POLICY MANUAL
FOR YOUR RECORDS AND REFERENCE.***

**I HAVE READ AND AGREE TO THE POLICIES AND DISCIPLINE PROCEDURES
OF THE LOUISIANA CHILDREN'S MUSEUM CAMP PROGRAM.**

DATE _____

CHILD'S NAME _____

PARENTS SIGNATURE _____

DAYTIME PHONE # _____



Louisiana Children's Museum

Medical Information Form

Child's Name _____ Birth date _____

Camps

Attending _____

Please list the names, addresses, and phone numbers of two people to contact in the event of an emergency.

1) Name _____ Relationship _____

Home Phone _____ Alt Phone _____

Home Address _____ City _____ Zip _____

2) Name _____ Relationship _____

Home Phone _____ Alt Phone _____

Home Address _____ City _____ Zip _____

Please list the name, address and phone number of the preferred doctor to contact in the event of an emergency.

Doctor _____ Phone _____

Address _____ City _____ Zip _____

Please list any allergies, medications being taken, physical impairments, or any other information to which LCM, a doctor, or a hospital should be alerted.

****Please Note: Louisiana Children's Museum CANNOT administer any medications!!!***
