



LCM Camp Policies and Procedures

Our Mission

Louisiana Children's Museum contributes to the region's future prosperity by engaging children's potential and making that potential visible. Through play, shared explorations, and in dialogue with adults, LCM connects children to each other, adults, their environment and communities.

Thank you for choosing the Louisiana Children's Museum for your child's camp needs. Please read through the following information to familiarize yourself with our camps.

About LCM Camps

LCM camps provide play-based educational enrichment opportunities during school breaks. Each camp has a weekly theme, selected for its global and local importance, and connection to LCM's exhibits. Campers engage in Theme Labs (small group learning) and Museum Exploration (supervised, self-directed play). Through these experiences campers learn new content while also developing their communication, problem-solving, and creativity. Every day of camp presents unique experiences to maximize both learning and fun!

Camp Policies

Camp registration may be made online at lcm.org/camps. You must accept the following Terms and Conditions for your child to participate in camps.

Holiday Camp Cancellation Policy

Cancellations made 30 days or more prior to the first day of camp are eligible for a full refund. Cancellations made 29 days to two weeks prior to the first day of camp are eligible for a 50% refund. Any cancellation after this time will result in a loss of the entire amount paid.

Summer Camp Cancellation and Refund Policy

If you must cancel for reasons other than sickness, the following policy applies:

Cancellation before June 1: Full refund

Cancel 2 weeks before first day of camp: Full Refund

Cancel less than 2 weeks: No refund

Acceptable Behavior Policy

In order to ensure a safe and fun environment for all, children are expected to behave in an acceptable manner and use appropriate language at all times. There are no refunds or credits given if a child is asked to leave camp due to unacceptable behavior.

Health and Wellness Policy

A child with a contagious illness within 24 hours of the camp date may not attend camp. Contagious illnesses include (but are not limited to) a cold, cough, sore throat, excessively runny nose, fever, chills, conjunctivitis (pink eye), diarrhea, vomiting, and lice. Should a child exhibit any symptoms of a contagious illness, LCM Staff will call the child's contacts to have the child picked up from camp. Campers must be picked up within an hour. The child may return to camp when they are symptom free without medication or with a doctor's note. LCM staff does not dispense medication to campers nor do we allow campers to come to camp with medication.

Illness Policy

COVID-19 symptoms include (but not limited to): Cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell

If someone in your household is sick: Do not send your child to camp.

If your child is sick: If your child displays any of the above symptoms, please do not send your child to camp. If your child shows any of these symptoms while at camp, your child will be isolated and caregivers will be called for immediate pick-up. Your child must be fever free for 72 hours, without the use of fever reducing medication, to return to camp.

If another child in your child's group is sick: You will be notified immediately via email and phone. You will be given the option to pick-up your child immediately or at the end of the camp day. This camp group will be canceled for the remainder of the camp session. Camp expenses of staffing and supplies have already been realized, so unfortunately reimbursement will not be possible.

Safety Policy

In the event of an accident or injury during camp that requires first aid, an incident report will be completed and parents will be notified via phone or email.

Personal Belongings

Campers should not bring toys and items from home to camp. Campers may bring a book to read during dismissal. Electronic devices are not allowed.

Age Requirement

Camps are available for children ages 4-8. A camper must be registered into the correct age group in order to attend camp, and must be the designated age on the first day of the camp session. Ex: A child enrolling in the 6-8 age group must be 8 years old on the first day of camp; it's ok to turn 9 during camp. All campers must be comfortable separating from caregivers and must be able to use the restroom independently. Please note for younger campers that there is no nap time at camp.

In addition to being at least 4 years of age at the start of camp, your child must be able to use the restroom independently. This includes, but not limited to, using the restroom and washing their hands without the help of an adult, and being able to change clothes without assistance.

Allergies

Let the Lead Counselor and Camp Manager know if your child has a severe allergy, so we can make sure they are not sitting next to campers with certain foods.

Epi-Pen Policy

If your child requires an Epi-Pen, you may send an Epi-Pen to camp with the following guidelines:

- Label: If your child requires an Epi-Pen, please provide this clearly labeled with the child's name, along with a doctor's note or the original box with prescription label.
- Verbal directions: A caregiver for the child is required to give brief verbal directions to the Senior Counselor upon arrival at camp.
- Epi-Pen Sign-In/Sign-Out: The child's Epi-Pen must be documented as received during camp sign-in, and documented as returned back to the parent during pick-up. If your child has an extra Epi-Pen that you would like to stay overnight and stored by the Camp Manager, this must also be documented by the caregiver.

Discipline Policy

Discipline and guidance are important to a child's personal growth and development. As educators and child development professionals, camp staff tailor behavior guidance for each individual child's age and level of understanding. Our approach follows a positive guidance model, which includes:

- Using praise and encouragement of good behavior
- Reminding children of behavior expectations daily with clear, positive statements
- Redirection using positive phrases
- Using brief supervised separation from the group when appropriate for the child's age and development
- Encouraging children to use "their words" to ask, discuss, or communicate their feelings
- Reasonably involving the children in creating the rules for the classroom
- Treating each child with respect and dignity

General Rules for Campers

- 1) We care for our friends, other museum visitors, and the museum.
- 2) We use our walking feet and inside voices.
- 3) We stick together – we stay with the group and are always with a grown up.

Physical Distancing and Safety

LCM staff, volunteers and campers are required to follow social distancing and safety measures as advised by the CDC. Additionally, LCM is following guidelines jointly developed by the Louisiana Department of Health and Department of Education. This will include:

- Campers will stay in small groups according to CDC phase guidelines (including adults and children) and will not mix with other groups of campers.
- Campers will be seated 6 feet apart when indoors.
- Siblings will be assigned to the same group.
- Frequent hand washing in addition to hand sanitizing stations.
- Caregivers will drop-off and pick-up children outside of the museum.
- Before care and after care will not be offered to prevent groups from mixing.
- Increased outdoor play sessions, with minimal to no time in museum galleries.
- Campers will not share supplies. Individual bags of supplies such as crayons, paper, etc will be assigned to each camper at the beginning of each session to be used throughout the week.
- Face masks must be worn at all times, except when eating or drinking.
- Frequent cleaning of surfaces with approved products

Procedures

Arrival & Check-In

Check-in will take place from 8:30-9:00 each morning. Please park your car in the South lot, closest to the Welcome Deck and ramp into the museum. Please stay in your car and wait for a staff member to approach your car. Please have your child stay in the car until instructed by the staff member to exit. The staff member will confirm the name of the child, check for completion of digital pre-camp forms and check that the child has a lunch, water bottle, camp shirt and face mask. The staff member will review a health checklist and take the child's temperature before the child exits the vehicle. Caregivers should assist their child getting out of a car seat, if necessary.

Drop-off ends at 9:00am. If you arrive after 9:00am and do not see camp staff members outside, please remain in your car and call the museum (504) 523-1357. A front desk staff member will notify camp staff that you have arrived, and will meet you outside at your car. Please stay in your car as the camp staff member completes check-in, including the health checklist and temperature check.

Pre-Camp Health Check

Staff will complete a health checklist with caregivers and children at the beginning of each day of camp. In addition, the camper's temperature will be taken each morning by a staff member. If a child has a temperature over 100.4, they will not be allowed to return to camp for 2 weeks. See "Cancellations and Refund Policy" section for more information.

Health Checklist: Have you traveled nationally or internationally in the past 2 weeks? Have you or anyone in your household experienced the following symptoms in the last 14 days:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle Pain
- Sore Throat
- New loss of taste or smell

All campers are required to wear a face mask during camp.

Pick-Up

Pick-up will take place from 2:30-3:00. At the end of each day, please park in the South lot, closest to the museum's entrance ramp, and place the piece of paper with your child's name on the dashboard. Wait for your child to be walked to the vehicle. Please do not attempt to come inside the museum.

If you need to pick-up your child before 2:30, please notify museum staff during drop-off or by calling the museum's main line (504) 523-1357. Please do not attempt to come into the museum. When you arrive, please call the museum and a staff member will walk your child to the pick-up area.

Authorized Pick-Up Form

Each camper requires an Authorized Pick-Up Form on file indicating who may or may not pick up the camper. Anyone who is picking up your child must bring a photo ID and be listed on the Authorized Pick-Up Form. If someone else is picking up your child on a given day, you must notify Camp (camps@lcm.org) in writing of the changes.

What to Bring

Appropriate Clothing

We require that children of all ages bring an extra pair of clothes including socks and underwear. Accidents do happen and some of our activities can be messy. Campers must wear tennis shoes or closed-toes shoes. Please send these clothes to camp in a zip top bag with your child's name. Unused clothes will be sent home each day during single-day camps.

Snack and Lunch

Campers must bring their own snack and lunch. Campers will have an opportunity in the morning after Museum Exploration to eat their snack. Please label the snack separately from your child's lunch. Please pack an appropriate and nutritious snack and lunch in a lunch bag or box clearly labeled with your child's name each day. Please do not send any products with peanuts. We do not allow candy, high-sugar snacks, or sugary drinks. We do not have access to a microwave or refrigerator for children's snacks or lunches.

Please include a refillable water bottle in your child's lunch, labeled with your child's name.

Completed Forms—in digital format, emailed with welcome letter

- Health Check
- Policies & Procedures ~~(Signed)~~
- Emergency Contact and Pick Up Authorization Form
- Photo Authorization Form

Camp T-Shirt

Campers will receive one camp shirt for a one-week camp session or two shirts for a two-week camp session. Shirts will be given on the camper's first day of attendance. We require that all campers wear their camp shirt

every day they attend camp. Additional shirts can be purchased for \$10 from camp staff. **Daily Schedule** – example, varies slightly by age group.

Time	Description
8:30-9:00	Camper Drop-Off
9:00-10:00	Museum Exploration
10:00-12:00	(snack at 10:00) Theme Lab
12:00-12:30	Lunch
12:30-1:30	Museum Exploration (includes Outdoors)
1:30-2:45	Theme Lab
2:30-3:00	Pick-up

Contact Information

You will be provided with contact information in advance of each camp, via email. Please contact the Camp Manager first. If you have an immediate concern, and you cannot reach the Camp Manager, please call the front desk or contact one of the following LCM staff members:

Camp Manager, Megan Miller, camps@lcm.org, 716-997-3247

LCM Main Line, 504-523-1357

Camp Closures

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 camps, WWL-RV (or other stations) will not list Louisiana Children's Museum's emergency/inclement weather closings. We do not provide refunds for weather-related closures.

Thank You

Thank you for choosing the Louisiana Children's Museum! We will send an electronic survey upon completion of your child's camp. Please provide us with your feedback through this survey, and don't hesitate to contact us before then with any questions or concerns.