



Imaginarium Explorer Camp Parent Handbook

February 2011

Anchorage Museum
625 C Street
Anchorage, AK 99501
907-929-9200
Fax: 907-929-9290

Anchorage Museum Association Tax Id Number 92-6009317

During the online registration process, a parent or guardian will acknowledge they have reviewed and understand the contents of this document. Contact the Science Outreach Coordinator at 929-9279 or email camps@anchagemuseum.org with questions regarding content or for more information.



Table of Contents

Part I: Program Overview.....	3
Anchorage Museum’s Imaginarium Explorer Camp Program	3
Imaginarium Explorer Camp Goals.....	3
Program Types and Hours of Operation.....	3
Age Requirements	3
Part II: Program Registration	4
Registration Procedures and Payment Arrangements	4
Confirmation of Online Registration.....	4
Required Camper Information	4
Camp Fees	4
Before-and-After Care Fees.....	5
Special Needs	5
Non-Discrimination	5
Part III: About Imaginarium Explorer Camps.....	6
Staffing and Ensuring Constant Supervision.....	6
Volunteer and Substitute Plans	6
Transportation Arrangements.....	7
Field Trips and Parent Permission	7
Field Camps.....	7
Use of Public Facilities.....	8
General Camp Behavioral and Safety Rules.....	8
Behavior and Discipline Policies.....	9
Personal Belongings.....	9
Cell Phones	10
Animals	10
Forbidden Items	10
Lost & Found.....	11
Part IV: It’s Camp Time!.....	11
Camper Arrival and Departure Procedures.....	11
Field Trip Late Return	13
Sample Daily Schedule	13
Outdoor Activities	13
What to Wear	13
Lunches, Snacks, and Beverages.....	14
Late and/or Absent Campers	14
Parent Visitation Policy	14
Part V: Additional Medical and Safety Information.....	15
Medication and Topical Products.....	15
Illnesses	15
Notification of Medical Problems/Emergencies	16
Child Welfare	16
Camper Records	17
Changes in Policy	17
Liability and Insurance Coverage	17
Accreditation.....	17

Part I: Program Overview

Anchorage Museum's Imaginarium Explorer Camp Program

The Anchorage Museum is the largest museum in Alaska, and one of the top 10 most visited attractions in the state. The museum's mission is to share and connect Alaska with the world through art, history and science.

The Imaginarium Explorer Camp program fulfills this mission by providing hands-on, minds-on discovery through fun, educational week-long art, history and science experiences for kids ages 6 to 12 during the months of June and July. Parents are welcomed to observe or participate with their children in any camp session.

Imaginarium Explorer Camp Goals

- To inspire a love of cultural studies, history, art, science and technology in school-aged children
- To educate school-aged children and (by extension) their families on engaging and relevant topics, theories, principles, and processes in art, history, science and technology
- To provide an environment for school-aged children which promotes hands-on, creative exploration of historic, artistic, scientific and technological concepts
- To provide school-aged children with authentic (real-world) opportunities for inquiry and exploration
- To provide school-aged children with supportive environments for social growth

Program Types and Hours of Operation

All Imaginarium Explorer Camps are based at Pacific Northern Academy (PNA) at 550 Bragaw Street in Anchorage. Two types of camps are offered on a weekly basis: site-based camps which remain primarily at PNA, and field camps which utilize a 15-passenger van to spend half or more of their time out and about in the greater Anchorage area. Camps operate from June 6 to July 22, 2011. All camp days are seven hours in length (*9 a.m. to 4 p.m.*). The full camp schedule and on-line registration are available at www.anchoragemuseum.org/camps.

Age Requirements

Our camps are designed to be age specific, catering to a camper's academic, social and motor skill levels. A child can only attend a camp if he or she is the minimum age by the first day of camp.

Part II: Program Registration

Registration Procedures and Payment Arrangements

Imaginarium Explorer Camp participants must complete registration online and include all weeks the camper will be attending. Payment in full is required at the time of registration. Camps are offered on a first-come, first-served basis and space is limited. If a camp is full you will have the option to add your child to a waiting list; payment is processed only when there is an opening available. Sorry, no refunds unless your selected camp is cancelled.

Confirmation of Online Registration

When online registration and payment are completed, a receipt will be sent by email for each camper. A reminder email will be sent out one week prior to camp. It will contain a packing list and a field trip or activity schedule and any additional information you may need to know for the first day of camp.

Required Camper Information

Parents will complete camper information online during the registration process. **Registration is not complete until the following information has been entered during the online registration process and payment is received.**

The following information is required during the registration process.

- Emergency contact information, including physician and health care providers
- Health History including medications, allergies, etc.
- Medical insurance information, if applicable (carrier or plan name and Group #)
- Immunization record
- Anchorage Museum membership expiration date

Camp Fees

The range for camp fees by type is listed below.

- On-site camps at PNA \$220 members – \$240 non-members
- Field camps at PNA \$260 members – \$280 non-members

Families with an Anchorage Museum membership receive a \$20 discount per camp. In addition, all families who register for more than one camp receive a family discount. Additional fees will be charged for field trips using a chartered or People Mover bus or for activities that require extra

admission fee such as, admission to H₂Oasis or the Alaska Native Heritage Center. A material fee may apply for camps that require additional supplies that campers will take home. Fees are included in the price listed for each camp in the summer camp guide and during online registration.

Before-and-After Care Fees

Imaginarium Explorer Camp offers Before-and-After Care to parents who need extended care for their child. Before Care hours are from 8:00 to 9:00 a.m. and After Care hours are from 4:00 to 5:30 p.m., Monday through Friday.

Weekly sessions may be purchased during online registration or added the first day of camp.

- Before Care or After Care \$30/wk
- Both Before and After Care \$50/wk

Drop in Rate

If the parent/guardian is more than 15 minutes early dropping their child off in the morning or late in picking up their child from camp, the child will be checked into the Before or After Care program and the parent will be charged \$10 for each occurrence. The drop in rate does not apply to Monday morning check in.

After-Care Late Fees

Parents who arrive after 5:30 p.m. will be charged the following fees:

First 5 minutes: \$20

6 to 10 minutes: \$30

11 to 20 minutes: \$40

21 to 30 minutes: \$50

More than 30 minutes: \$75

Special Needs

Contact the Science Outreach Coordinator to discuss the strengths and limitations of campers with special needs. The parent and Anchorage Museum staff will evaluate the appropriateness of the camp for the child and identify activity adaptations.

Non-Discrimination

The Anchorage Museum does not discriminate in providing camp services on the basis of sex, marital status, pregnancy, parenthood, race, religion, color, national origin, age, sexual orientation, or physical handicap, in accordance with AS 18.80.203 and AMC 5.20.50.

Part III: About Imaginarium Explorer Camps

Staffing and Ensuring Constant Supervision

The Imaginarium Explorer Camp program will maintain the following ratios:

- During the camp day (9:00 a.m. to 4:00 p.m.) a ratio of one adult staff member or one 16 or 17 year-old staff member for every 8 children ages 6 to 8.
- One adult staff member or one 16 or 17 year-old staff member for every 10 children ages 9 to 14.
- A 16 or 17 year-old staff member shall always work under direct supervision of an adult staff member.
- One adult certified in Basic First Aid/ CPR for every 20 children (every 12 children on field camps.)
- One adult professional educator for every 20 children.
- During Before-and-After care, staff will maintain a ratio of one staff member for every 15 children with a minimum of two staff at all times.

Trained camp staff will supervise campers at all times. "Supervision" means that camp staff 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.

Camp Instructional Assistant 1s (CIA1) are paid staff members who are 16 to 18 years old. CIA1s are at least 2 years older than the campers they supervise. At least 80% of all camp staff members are adults 18 and older. CIA 2s are paid staff members who are 18 years old and older.

All camps are taught by professional educators that hold a bachelor's degree (or equal teaching and childcare experience) and prior experience in the education field. All camp staff must go through extensive background checks.

Volunteer and Substitute Plans

Imaginarium Explorer Camps use Anchorage Museum Science Guide volunteers as a supplement to our regular camp staff. Volunteers ages 13 and older will assist adult camp staff during camp program activities and must meet qualifications for working with children as specified by American Camp Association standards. Teen volunteers are not used to meet supervision ratios. In the absence of an instructor or camp assistant, the on-site camp director or a trained Anchorage Museum Education Department staff member will maintain staff to child ratios.

Transportation Arrangements

The Anchorage Museum does not provide transportation to or from Pacific Northern Academy for the arrival and departure of campers each day. In a medical emergency, paramedics will transport children. Field camp vans may be used to transport campers in the event of a medical emergency during a field trip.

Field Trips and Parent Permission

During the registration process parents are asked for permission for campers to participate in camp activities. One week prior to camp, an email with a detailed list of locations, times, and dates of field trips or special activities will be sent out. On the first day of each camp, parents will be given the option to opt their child out from any activities and make arrangements with the camp instructor and on-site camp director for camper supervision during the trip or activity. Arrangements may include the child being picked up from camp by parents, or an individualized activity offered to the student while the main group activity is taking place. Supervision ratios will always be maintained.

On-site Explorer Camps may also take field trips to locations throughout Anchorage, such as the Alaska Zoo, Russian Jack Springs Park, or the Imaginarium Discovery Center at the Anchorage Museum. Transportation for these trips will be by People Mover, 15-passenger van or contracted school bus. Parents must provide a child booster seat if their child weighs less than 65 pounds and is registered for a field camp or an on-site camp with a scheduled field trip.

Field Camps

Field camps start and end the day at Pacific Northern Academy and will take field trips to locations throughout Anchorage, the Mat-Su Valley and as far south as Portage. Transportation for these trips will be the Anchorage Museum's 15-passenger vans.

Each Monday, field campers will be briefed by the field camp instructor and camp assistant about the following van safety rules prior to departing:

1. Passengers should remain seated at all times with hands and arms inside vehicle.
2. Seatbelts are to be fastened – one person per seatbelt.
3. Noise level should be such as to not distract the driver. No throwing objects, shouting, kicking seats, or other disruptive behavior.
4. Passengers are to enter and leave the vehicle under the direction of a staff member. If the vehicle makes an emergency stop, passengers should follow directions of staff members and use the buddy system if leaving the vehicle.

The above rules apply to all forms of motorized transportation that campers may take (excluding rule #2 for school or city busses). The Anchorage Museum prohibits the transporting of campers in non-passenger vehicles and the non-passenger areas of vehicles, such as utility vans and truck beds.

Booster Seats

According to AS 28.05.095, all campers between four and eight years old and weighing less than 65 pounds must be properly secured in child booster seats when traveling by van. **Parents must provide a child booster seat if their child weighs less than 65 pounds and is registered for a field camp or an onsite camp with a scheduled field trip.** Booster seats are not necessary for campers on field trips traveling by city or school bus.

Use of Public Facilities

Imaginarium Explorer Camps use staffed public facilities for aquatics and low ropes course activities, such as H2Oasis and The BLM Campbell Creek Science Center. It is Anchorage Museum policy to use only staffed public swimming facilities that have certified lifeguards on duty and persons on duty certified in First Aid/CPR.

For low ropes course activities, it is Anchorage Museum policy to use facilities which provide the following: an adequate number of instructors to lead campers in the safety and mastering of low-ropes activities; appropriate types and sizes of well-maintained equipment; equipment meeting nationally-recognized guidelines for construction and maintenance; and instructors certified in Basic First Aid/CPR. In addition, Imaginarium Explorer camp instructors or assistants are certified in Basic First Aid/CPR.

General Camp Behavioral and Safety Rules

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

Respect yourself. Stay within physical boundaries set by your camp leaders. Stay where you are if you get separated from the group, and your Instructor will find you.

Respect your camp leaders. A raised hand means silence for an announcement. Be an active participant. Portable electronic devices (game boys, cell phones, ipods, etc.) are not allowed at camp and will be confiscated.

Respect your camp sites. Keep classrooms, vans, and playground 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 PNA and any field trip destinations.

Respect your fellow campers. Keep track of your "buddy". Listen while another camper is sharing his or her ideas. Stop and think about your choices and consequences before

reacting to behavior that frustrates you. Have fun without getting in the way of someone else's fun.

Behavior and Discipline Policies

Imaginarium Explorer 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 staff members are trained in how to best handle discipline situations by using methods appropriate to the child's age, development, and behavior. Corporal punishment is NOT permitted at Imaginarium Explorer Camps at any time.

To minimize disruptive behavior, staff 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 camp director
7. Phone call to parent/guardian and/or possible removal from camp

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.

Enforcement of behavior standards and expectations will be clear and consistent in application. Camp staff will document any disciplinary action taken and the on-site camp director will be informed. The Anchorage Museum and Science Outreach Coordinator 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 staff.

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 Before or After Care, he or she may bring a book or quiet activity to be used only during this time. With prior approval from the camp instructor, a camper may bring his or her own sports equipment to participate in a scheduled camp activity or to use during lunch. **The Anchorage Museum 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 instructor to make a call. Approved calls 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 staff 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 instructor 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 instructor and student. In addition, all field camps will have an emergency cell phone. The phone number will be given out to parents on the first day of camp.

Animals

The Anchorage Museum maintains several collections of live animals as part of our public exhibits. These include reptiles, amphibians, marine tide pool animals, and live arthropods. Campers will only have access to these animals if their specific camp includes learning about them. In that case, a trained staff member in a controlled setting with clear and direct instructions will introduce the live animal to the campers. Some camps may include a visiting animal from the community, such as a live raptor from Bird TLC or a small animal from the Alaska Zoo. Campers may not bring animals from home to camp without explicit prior permission from their camp instructor. The on-site camp director must be notified of all arrangements made between the camper and camp instructor.

Forbidden Items

No firearms or other weapons (including pocket knives), no alcohol, and no illegal drugs are permitted at the Anchorage Museum's Imaginarium Explorer Camp, at Pacific Northern Academy, or on a camp sponsored field trip.

Smoking

Smoking is not permitted at the Anchorage Museum, at Pacific Northern Academy, or during a camp sponsored field trip.

Lost & Found

The Anchorage Museum assumes no responsibility for lost or stolen personal items; however lost and found items will be kept at Pacific Northern Academy until the conclusion of camps. At the end of the camp season, a list of items will be emailed to all parents and these items will be available at the Anchorage Museum for a two week period, after which the items will be donated to charity.

Part IV: It's Camp Time!

Camper Arrival and Departure Procedures

Please be mindful of all posted traffic patterns and speed limits when arriving and departing Pacific Northern Academy's parking lot and when accompanying camper(s) into or out of the building. We may have up to 65 campers arriving or departing within a 30-minute period. Your cooperation will help ensure the safety of all participants and help to expedite the pick-up and drop-off processes.

Arrival – Monday

Parents and campers will be checked in by Imaginarium Explorer Camp staff on the first day of camp at the entrance of PNA. Please plan an extra 15 minutes for the check in process. Parents will sign a release/waiver and provide any medications (if applicable) for the camper. After check-in, campers will be signed into their individual camp. A week prior to camp parents will receive a description of specific activities or field trip locations for their child's camp. During camper check in, parents will be given the opportunity to opt their child out of any field trips or activities and make arrangements with the camp instructor and onsite camp director.

Campers must be signed into and out of camp by a parent or guardian each day. Other authorized parties (with a picture ID) may sign in/out campers only if parents have listed them as authorized to do so on camper records.

- Before Care sign-in on Monday is from 7:45 a.m. – 8:30 a.m. Before and After Care activities will take place primarily in the school gymnasium.

- Camp sign-in on Monday is from 8:30 a.m. – 9:00 a.m.
Please allow yourself extra time to confirm receipt of all necessary information.

Arrival – Tuesday through Friday

- Before Care sign-in is from 8:00 a.m. – 8:45 a.m.
Campers will be checked in by staff in the school gymnasium.
- Camp sign-in is from 8:45 a.m. – 9:00 a.m.
Campers arriving before 9 am will be signed in at the school gymnasium. At 9:00 am all campers and staff will move to their classroom. Campers arriving after 9 am will be signed in at the classroom.

Staff will be available to check in your child at 8:45 a.m. Parents will be charged \$10 (per occurrence) for campers, who are not registered for Before Care, and are signed into camp before 8:45 a.m..

Departure – Monday through Friday

- Sign-out is from 4:00 p.m. – 4:15 p.m.
Campers will be ready for pick up at 4:00 pm. Campers must be signed out of camp by a parent or guardian at the camp's classroom door. Again, other authorized parties (with a picture ID) may pick up campers if listed as authorized individuals on camper records.

At 4:15 p.m., camp staff will transfer any child still in our care who is not signed up for After Care to our After Care program and parents will be charged \$10 (per occurrence) for this service.

- After Care sign-out time is 4:15 p.m. – 5:30 p.m.
For campers enrolled in After Care, the same procedures as specified above will be followed. After Care activities will take place primarily in the school gymnasium.

After Care Late Fees

Parents who arrive after 5:30 p.m. will be charged a fee per camper for late pickup. The number of minutes late will be determined by the time broadcast by a local cell phone company and displayed on the camp cell phone. The following fees will be assessed after 5:30 p.m.:

First 5 minutes: \$20
6 to 10 minutes: \$30
11 to 20 minutes: \$40
21 to 30 minutes: \$50
More than 30 minutes: \$75

Field Trip Late Return

If a field camp will return to PNA from a field trip more than 10 minutes late, staff will call the on-site camp director to notify her of their updated return time. If the late return time is at the end of the day the camp director or designee will be on-site to notify parents of the delay and a note will be left on the door of the camp classroom with the updated return time.

Sample Daily Schedule

Each camp has its own unique content to be presented during the times listed below as “program activities”.

8:45-9:00	Sign-in, store coats and lunches
9:00-10:15	Program activities
10:15-10:25	Restroom and hand washing break
10:25-10:40	Morning snack and outdoor/gym play
10:40-12:00	Program activities
12:00-12:10	Restroom and hand washing break
12:10-1:00	Lunch and outdoor/gym play
1:00-1:10	Restroom and hand washing break
1:10-2:15	Program activities
2:15-2:25	Restroom and hand washing break
2:25-2:45	Afternoon snack and outdoor/gym play
2:45-3:45	Program activities
3:45-4:00	Prepare for departure and sign-out

Outdoor Activities

When attending a camp, children will go outside 3 times a day or more, except in inclement weather (heavy wind or rain) or if the temperature drops below 30 degrees F.

What to Wear

Staff 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 or other wheeled shoes
- Sleeved shirts that reach the belt
- Pants, shorts or skirts that conceal underwear
- Additional clothing appropriate for weather conditions; raingear, jackets, etc.
- Leave at home: Clothing printed with obscenities or offensive statements toward members of any race, color, creed, religion, ancestry, age, sex, national origin, disability or handicap, or sexual orientation.

Imaginarium Explorer 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.

Field camps may have extra rules regarding appropriate clothing. They may require, for instance, that campers wear sturdy, closed-toe shoes, long pants and raingear.

Lunches, Snacks, and Beverages

Parents will be required to provide a nutritious **lunch and two snacks** for their child each day of camp. Campers will not have access to a refrigerator or microwave. Lunch and snacks will be kept in the camp room (or van in the case of field camps). Each room or van will have drinking water available to children at all times, however campers should provide a water bottle to refill.

Lunch should include a serving of milk, protein (examples include meat, poultry, fish, cheese, eggs, beans, peas, peanut or other nut or seed butter) juice (fruit or vegetable), and bread. Snacks might include graham crackers, raisins, carrots, cheese and crackers, or other prepackaged snack item.

Late and/or Absent Campers

If a camper does not arrive as scheduled for camp, the camp instructor 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 instructor may, but will not necessarily, verify this with a phone call to the phone number(s) on record.

Departure of some field trips may be as early as 9:15 am. If a camper has not arrived for camp by five minutes before the departure time, the camp instructor will attempt to contact the camper's parents at the phone number(s) on record to verify that he or she will be attending camp on that day. If contact has not been made with the parents by the scheduled departure time, the group will leave for the field trip without the tardy camper.

Parent Visitation Policy

Parents of a camper may visit and observe their child's camp at any time during normal camp and Before or After Care hours. For safety, all visitors must sign in with the on-site camp director and receive a visitor pass. Parents of field campers are welcome to accompany a camp on a field trip, but will need to provide their own transportation and notify the camp director and camp instructor of their intentions. Any child traveling with a parent will be signed out of the Anchorage Museum's care until the child returns to the group and then will be signed back into the Anchorage Museum's care in order to participate in the activity.

Part V: Additional Medical and Safety Information

Medication and Topical Products

The Anchorage Museum staff 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 prescription was filled. Non-prescription medications must be in 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 the Anchorage Museum and not as medications:

- Sunscreens
- Insect repellents
- Hydrogen peroxide
- First aid ointments
- Calamine lotion
- Baking soda
- Lip balms (never shared)
- Skin creams
- Band Aids
- Hand sanitizer (alcohol-based)

The Anchorage Museum supplies the listed items as needed. If a parent chooses to not allow camp staff 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 instructor or assistant.

Illnesses

If your child shows visible signs of severe illness or injury they will not be allowed to attend Imaginarium Explorer Camps.

Some examples may include the following:

1. Severe pain or discomfort particularly in joints, ears, or abdomen
2. Diarrhea or vomiting
3. Severe coughing or sore throat
4. Fever of 101.5 degrees F or more
5. Red eyes with discharge
6. Infected, untreated skin patches, lesions or skin rashes
7. Difficult or rapid breathing
8. Severe itching of body or scalp

The Anchorage Museum will notify parents of occurrences of, or known exposure to communicable diseases or conditions. Children who have symptoms listed above or who have been diagnosed with a

communicable disease may return to Imaginarium Explorer Camps only when written documentation from a licensed physician states the child has been evaluated and present no risk to camps staff or other campers.

Notification of Medical Problems/Emergencies

If a child is injured or becomes ill while attending an Imaginarium Explorer Camp, the child is removed from contact with other children and is placed under continued supervision by a staff member. In the event of an injury, a staff member will apply first aid and fill out an incident report. If the camper's injuries or illness are minor and routine, camp staff will apply care for 15 minutes and then (if necessary) notify the camper's parents to discuss any further action. Based on the nature of the illness or injury, further action may include but is not limited to the following: allowing the camper to stay at camp for the rest of the day, parents picking up the camper as soon as possible, or calling emergency medical services. In the event that the staff cannot reach parents or alternative emergency contact person, a call may be placed directly to the Anchorage Museum's licensed medical advisor, or the child's physician of record.

Camp personnel may leave a message on an answering machine that appropriately communicates the need for a given parent to call the camp. All contact, successful and unsuccessful, is documented on the medical treatment log.

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

Child Welfare

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

Alaska State Statutes and American Camp Association standards require that camp staff report all incidents of suspected or actual abuse and neglect of children regardless of whether they occur in or are related to the facility. Anchorage Museum staff members are obligated by law to report such incidents within 24 hours to the State of Alaska Office of Children's Services, Child Protection Office at 269-4000.

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 director and designated staff. The camp instructor and/or assistants will have emergency contact and relevant medical information (medications, allergies, dietary restrictions) available at all times. Information is released to camp instructor or assistants working with the child as necessary and as required by law. Camper health records are securely stored either electronically or by hard copy for seven years after the age of 18.

Changes in Policy

The Anchorage Museum reserves the right to make changes to our policies and procedures. We will notify parents prior to camp if significant changes in Imaginarium Explorer Camp programs or policies occur.

Liability and Insurance Coverage

The Anchorage Museum maintains comprehensive general liability insurance as directed by the American Camp Association. We also maintain secondary liability coverage insurance to insure staff members when transporting camp participants in busses or Anchorage Museum vehicles. Parents are required to provide insurance information (name and policy number) upon registration. If a child does not have insurance coverage, the parent may contact Science Outreach Coordinator at the Anchorage Museum for information on companies that provide temporary accident insurance policies.

Accreditation

Anchorage Museum's Imaginarium Explorer Camp is accredited by the American Camp Association. Accreditation is based on 300 standards for health, safety and program quality. The American Camp Association is a community of camp professionals who, for nearly 100 years, have joined together to share their knowledge and experience and to ensure the quality of camp programs. As a leading authority in child development, ACA works to preserve, promote, and improve the camp experience. For more information on the American Camp Association visit www.acacamps.org.