

Anchorage Museum Summer Camps Parent Handbook 2019

January 2019

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 Camp Director at camps@anchagemuseum.org or 907-929-9276 with questions regarding content or for more information.



Part I: Program Overview

The Anchorage Museum is the largest museum in Alaska, and one of the top 10 most visited attractions in the state. The Anchorage Museum connects people, expands perspectives, and encourages global dialogue about the North and its distinct environment.

The summer camp program fulfills this mission by providing hands-on, minds-on discovery through fun, educational weeklong art, culture, history, and science experiences for kids' ages 7 to 12 during the months of June and July.

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, culture, 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

Programs and Hours of Operation

Summer camps are held at the Anchorage Museum, 625 C Street. Two camps are offered on a weekly basis, one for ages 7-9, and one for ages 10-12. Camps operate from June 3rd to June 28th and July 8th to July 19th, with no camp the week of July 4th. Camp programming will take place from 9:00am-3:00pm, and there will be one hour of optional supervised care from 8:00am-9:00am, and 3:00pm-4:00pm each day of camp (no extra charge).

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. If your child is outside the accepted age range, please look forward to other youth and family opportunities throughout the summer.

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Part II: Program Registration

Registration Procedures and Payment Arrangements

The full camp schedule is available at www.anchagemuseum.org/programs/family-youth/summer-camps/. Camp participants must complete registration online or by phone 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.

Refunds

Payment is required at registration. A full refund is granted if your camp is canceled. A full refund is available prior to the beginning of the camp. No refunds will be granted once a camp begins.

Completing Registration

After completing registration, you will receive an email to complete your health history form online. Starting in 2019, our health form will be through CampDoc.com and needs to be completed and returned to the museum by the first day of camp. Additionally, a reminder email will be sent out the week prior to camp. It will contain a packing list, brief activity schedule, and any additional information you may need to know for the first day of camp.

The following information is required to complete the health history form:

- 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

Please note that you cannot leave your camper with us without a current complete and signed health history form on record.

Camp Fees

Camp fees for each weeklong camp are listed below. Note that members receive a 10% discount.

Week-long Camps: \$300 per camp

Special Needs

Contact the Camp Director to discuss the strengths and limitations of campers with special needs (including medical) to evaluate the appropriateness of the camp for the child and to identify activity and instructional 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 Summer Camp

Staffing and Ensuring Constant Supervision

The Anchorage Museum camp program will maintain the following ratios at all times:

- During the camp day (9:00 am to 3:00 pm) a ratio of one adult staff member for every 8 children ages 7 to 9.
- One adult staff member for every 10 children ages 10 to 12.
- One adult certified in Basic First Aid/CPR for every 20 children.
- 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.

All camps are taught by professional educators who hold a bachelor's degree or higher and have prior education experience. All camp staff must go through extensive background checks.

Volunteer and Substitute Plans

Anchorage Museum volunteers may be used to supplement 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 educator will maintain staff-to-child ratios.

Transportation Arrangements

The Anchorage Museum does not provide transportation to or from the museum for the arrival and departure of campers each day. In a medical emergency, emergency responders will transport children.

Activities and Parent Permission

During the registration process, parents are asked for permission for campers to participate in camp activities. Prior to camp, an email with a planned list of activities will be sent out. On the first day of each camp, parents will be given the option to exclude their child out from particular activities and to make arrangements with the camp instructor and on-site camp director for camper supervision during the 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.

As part of the camp program, campers may walk to locations throughout downtown Anchorage, such as Elderberry Park and Delaney Park Strip.

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, your Instructor will find you.
- **Respect your camp leaders.** A raised hand means silence for an announcement. Be an active participant. Portable electronic devices (Nintendo DS, PSPs, e-readers, cell phones, iPods, etc.) are not allowed at camp and will be confiscated.
- **Respect your camp sites.** Keep classrooms and other areas 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 the museum and any other 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

We 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 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 or 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.

Camp staff will clearly and consistently enforce behavior standards and expectations. They will document any disciplinary action taken and the on-site Camp Director will be informed. The Anchorage Museum and Camp Director reserve 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, fidget spinners, etc.). Items at camp without approval may be confiscated and sent home. Possession and use of alcohol, drugs, personal sports equipment, animals, and weapons are not permitted at camp at any time. If a camper will remain for the hour after camp programming, he or she may bring a book or quiet activity to be used only during this time. 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 or use his or her phone. Approved calls must be conducted in a manner that does not disturb camp activities. 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 or guardians directly. If a parent or guardian 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.

Animals

The Anchorage Museum maintains several collections of live animals as part of our public exhibits. These may 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. Campers may not bring animals from home to camp.

Forbidden Items

Firearms or other weapons (including pocket knives), alcohol, and illegal drugs are NOT permitted at the Anchorage Museum and its camps.

Smoking

Smoking is not permitted at the Anchorage Museum and its camps.

Lost & Found

The Anchorage Museum assumes no responsibility for lost or stolen personal items; however, lost and found items will be kept throughout the camp season and for a two-week period following. After this time period 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 the museum, and when accompanying camper(s) into or out of the building. We will have up to 40 campers arriving or departing within an hour period. Your cooperation will help ensure the safety of all participants and help to expedite the pick-up and drop-off processes.

Arrival – Monday through Friday

Parents/guardians and campers will be checked in by camp staff at the 7th Avenue entrance of the museum, beginning at 8:00am. You may pull up along the side of our 7th avenue loading zone for a short period of time while you remain at your car. Please read the 'vehicles and parking' section for changes taking affect summer 2019.

On the first day of camp, Parents/guardians will confirm receipt of the release/waiver and provide any medications (if applicable) for the camper. After check-in, campers will be organized into their individual camps. Prior to camp, parents/guardians will receive a description of activities for their child's camp. During camper check-in, parents/guardians will be given the opportunity to exclude their child from activities and make arrangements with the camp instructor and on-site 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 or guardians have listed them as authorized to do so on camper records.

Camp sign-in each day is from 8:00am–9:00am. Please allow yourself extra time to confirm receipt of all necessary information.

Departure – Monday through Friday

Sign-out is from 3:00pm–4:00pm. Campers will be done with camp programs at 3:00pm. Campers must be signed out of camp by a parent or guardian by checking-in with one of the camp staff. Again, other authorized parties (with a picture ID) may pick up campers if listed as authorized individuals on camper records. You may temporarily park on the side of our 7th avenue entrance, but please stay by your vehicle and be mindful of tour buses and other vehicles in the space. If you see a tour bus or arrive before 3:15, please pull ahead west of the grassy area or find parking elsewhere.

Vehicles and Parking

When dropping off or picking up your child, you are welcome to pull up alongside the 7th avenue loading area and remain by your vehicle. You are not allowed to leave your vehicle parked along this stretch of road. If you want to come in to the museum to pick up your child or visit any of our spaces, you must find parking somewhere else and walk to the entrance. If you are to leave your vehicle unattended for any period of time, you are at risk for being ticketed or towed. Parking and idling are prohibited along the road next to the Federal building. Also, please be advised to keep all valuables out of sight in your car, even if you are in the vicinity of your vehicle.

If you are bringing your child’s bike to the museum, you are welcome to use our garage bike racks instead of the ones located on 7th avenue. Please provide your own lock.

Sample Daily Schedule

Each camp has its own unique content to be presented during the times listed below as *program activities*:

8:00 a.m. to 9:00 a.m.	Arrival and sign-in
9:00 a.m. to 10:30 a.m.	Program activities
10:30 a.m. to 10:45 a.m.	Snack
10:45 a.m. to 12:00 p.m.	Program activities
12:00 p.m. to 12:30 p.m.	Lunch
12:30 p.m. to 2:00 p.m.	Program activities
2:00 p.m. to 2:15 p.m.	Snack
2:15 p.m. to 3:00 p.m.	Program activities
3:00 p.m. to 4:00 p.m.	Prepare for departure and sign-out

What to Wear

Staff and camper dress requirements:

- Sturdy, closed-toe shoes that are appropriate for walking distances
- 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 references to drugs, alcohol, obscenities or offensive statements toward members of any race, color, creed, religion, ancestry, age, sex, national origin, disability or handicap, or sexual orientation.
- NOTE: Sometimes the museum does become chilly during the day. Make sure your camper has appropriate clothing just in case.

Camps are hands-on, which 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.

Lunches, Snacks, and Beverages

Parents are 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. Drinking water will be available to children at all times; however, campers should provide a water bottle to refill. Food items will be available to purchase at the coffee kiosk in the museum atrium*.

The parent/guardian provided lunch should include a serving of protein (meat, dairy, eggs, beans, peas, peanuts, nuts, seeds, etc.), a fruit or vegetable, a beverage (water, juice, milk, etc.) and a carbohydrate (bread, crackers, granola, etc.). Snacks might include graham crackers, raisins, carrots, cheese and crackers, or other prepackaged snack items. These healthy, balanced meals and snacks will help campers stay energized throughout the day.

*Please note that unless parents/guardians provide specific instructions to camp staff as to what their camper is allowed to purchase at the coffee kiosk for lunch and/or snacks, camp staff will not impose any restrictions on food items purchases. Camp staff will help campers avoid any foods that may contain ingredients the camper is allergic to, when necessary.

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.

Parent Visitation Policy

Parents of a camper may visit and observe their child's camp at any time during normal camp hours. For safety, all visitors must sign-in with the on-site camp director and receive a visitor pass.

Part V: Additional Medical and Safety Information

Medication and Topical Products

Camp staff may dispense medications to a child if the parent has completed and signed a written medication instruction card. All prescription medications (including EpiPens) 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 Anchorage Museum considers the following items to be preventative topical products, not 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 camp. Some examples may include the following:

- Severe pain or discomfort particularly in joints, ears, or abdomen
- Diarrhea or vomiting
- Severe coughing or sore throat
- Fever of 101.5 degrees F or more
- Red eyes with discharge
- Infected, untreated skin patches, lesions or skin rashes
- Difficult or rapid breathing
- 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 camp only when written documentation from a licensed physician states the child has been evaluated and presents no risk to camp staff or other campers.

Notification of Medical Problems/Emergencies

A child who is injured or becomes ill during camp will be removed from contact with other children and placed under camp staff supervision. In the event of an injury, a staff member will apply first aid and fill-out the details in the camp health log or an incident report. If the camper's injuries or illness are minor/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:

- allowing the camper to stay at camp for the rest of the day
- parents picking up the camper as soon as possible
- calling emergency medical services

In the event that staff cannot reach parents or an alternative emergency contact person, staff may call the Anchorage Museum's licensed medical advisor or the child's physician on 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.

Child Welfare

Parents and guardians 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 camp. 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 five 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 camp programs or policies occur.

Liability and Insurance Coverage

The Anchorage Museum maintains comprehensive general liability insurance as directed by the American Camp Association. 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 the Camp Director at the Anchorage Museum for information on companies that provide temporary accident insurance policies.

Accreditation

Anchorage Museum Summer 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.

Contact

If you have any questions about camp prior to or during the camp season, please contact the Camp Director at camps@anchoragemuseum.org or by phone at 929-9276.

We look forward to seeing you this summer!